

## 大專校院因應新型冠狀病毒肺炎疫情安心就學措施-英文版

### Study Measures for Colleges and Universities in Response to the Outbreak of Coronavirus Disease

In accordance with Article 28 of the *University Act* and Article 38 of the *Junior College Act*, students' study and other affairs related to student status shall be included in universities' and colleges' (hereinafter referred to as schools) regulations and reported to the Ministry of Education (MOE) for future reference. However, if the competent education authority determines that there is a special situation affecting normal study, the school should apply flexible arrangements to assist management of crucial events according to the circumstances of each case.

In order to reassure students from Mainland China, Hong Kong and Macao (hereinafter referred to as students) regarding school attendance, and to avoid the situation of students being unable to return to school due to the impact of the epidemic, therefore affecting students' rights at school, the MOE will approve flexible arrangements for school study. The MOE will instruct schools to utilize flexible courses, credit waiver and other methods to fully assist students to complete their studies before the end of this semester. Related expenses incurred will be subsidized by the MOE depending on the situation of the school.

All colleges and universities should complete amendments to relevant school regulations as soon as possible, provide contact persons and assist schools' students immediately in accordance with the following flexible arrangements:

#### I. Establishment of Flexible Arrangements

- i. Entrance Exams and Admission Offers
  - a. Applying for the Entrance Exam: schools are requested to assist in providing examination rooms and testing services; if students fail to take the test, they may apply for a refund.
  - b. Recruitment and Enrollment: students can contact the school (the Office of Academic Affairs) by email, phone or other means of communication for registration, providing relevant documents to complete the procedures either in person or by proxy.
  - c. Retention of Admission Offer: students can contact the school (the Office of Academic Affairs) by email, phone or other means of communication to apply for retention of their admission offer, providing relevant documents to complete procedures, either in person or by proxy, without registering and paying related tuition and fees. For those who are still unable to enroll after the retention period expires, the retention period may be extended according to the conditions of each case.
- ii. Registration, Tuition Payment and Course Selection
  - a. Minimum required subjects and credits per semester: schools are requested to relax school course selection standards to exempt students from course selection limits.

- b. Registration and Tuition Payment:
      - . Students can contact the school (the Office of Academic Affairs) by email, phone or other means of communication for delayed registration, providing relevant documents to complete the procedures either in person or by proxy.
      - . If the student's subject credits do not reach the minimum credits of the subjects for each semester, they may pay the credit fee according to the credits taken, without paying full tuition and miscellaneous fees.
    - c. Cross-Campus Course Selection
      - . If students have special requirements for taking courses near their home location, they should ask their school to contact neighboring schools to coordinate these cross-campus courses; schools may charge credit fees according to the circumstances of each case.
      - . Schools are requested to relax cross-campus course selection standards to exempt students from restrictions of make-up courses, non-open courses at the original school and subject credits.
    - d. Maintenance of Students' Rights and Status
      - . Students' rights such as participating in dual degrees, exchange programs abroad, internship programs and Industry-University Cooperation Programs will be preserved according to students' psychological and physical conditions and learning needs.
  - iii. Attendance, Evaluation and Credit Waivers
    - a. Alternative Learning Methods: to ensure the quality of learning for students and to assist them in taking courses, flexible measures will be arranged including synchronous/asynchronous distance learning. Schools are requested to plan make-up lessons as well during this flexible semester summer vacation.
    - b. Attendance: students can contact the school (the Office of Academic Affairs) by email, phone or other means of communication to request attendance, providing relevant documents to complete the procedures, either in person or by proxy, without the restrictions of withholding exams and ordering expulsion from school.
    - c. Evaluation: schools are requested to adjust evaluation methods according to the syllabuses of subjects and actual circumstances of students, by utilizing make-up exams or other measures to manage grades. The grading of make-up exams should be calculated according to the regulations for normal exams.
    - d. Credit Waiver: schools are requested to lower subject scores for students applying for credit waivers.
  - iv. Suspension of Study, Expulsion, Resumption of Study, Tuition Refunds and Graduation Deadlines
    - a. Applying for Suspension of Study: students can contact the school (the Office of Academic Affairs) by email, phone or other means of communication to apply for a

suspension of study, providing relevant documents to complete the procedures, either in person or by proxy, without paying tuition and miscellaneous fees. Students are not subject to the restriction disallowing application for suspension after the final examination begins. Those who cannot resume their studies after the expiration of the suspension period may be granted an extension of the suspension period.

- b. Tuition Refunds: schools may refund tuition and fees, regardless of the time of student expulsion.
- c. Relaxing Expulsion Regulations: schools are requested to consider students' psychological and physical conditions and learning needs and students are not restricted by the expulsion regulations for failing in academic performance.
- d. Counseling for Resuming students: in case of any change or termination of the original department of study when students resume their studies, schools will provide all necessary counselling, including assisting students to study in the appropriate department and the department should provide guidance to students in course selection.
- e. Extension to Graduation Deadlines: if students still cannot complete the credits of the required subjects after the graduation deadline, an extension of the deadline in the form of a special project will be available.
- v. Graduation Requirements:
  - a. Graduation Requested Credits: schools are requested to adjust learning content and hours (such as Internship, Sports and Service Learning) according to syllabuses of subjects and the actual circumstances of students.
  - b. Other Graduation Requirements: schools are requested to relax the graduation requirements for students (such as English proficiency exams and license examinations) and provide student alternatives.

## **II. Resolution and Applicable Procedures for Each Case**

- a. Flexible arrangements should be set up and included in school regulations or relevant academic regulations.
- b. Conditions and methods (such as admission offer reservation, cross-campus course selection, credit waiver, evaluation, attendance, extension of the suspension period and graduation deadline) for applying flexible arrangements should be handled after the relevant academic administration meeting has passed.

## **III. Other Supporting Measures**

- a. Counselling Services: counselling services will be made available to all students. Students who seek help may receive advice on their psychological and physical health, academic performance and learning, and career planning. When needed, external professional support will also be provided. This service will provide professional support to help students get through this epidemic outbreak.

- b. Case Tracking Mechanisms:
  - . Setting up a Contact Person: schools should assign special personnel or specialized units (such as school safety centers, Offices of Academic Affairs or Counselling Centers) to follow up on all cases and their studies.
  - . Establishing a mechanism for information gathering and reporting: in order to avoid information gaps or disturbing students repeatedly, schools should gather information on the current situation of each case, including the results of project counselling, the supporting measures provided by schools and the status of follow-up studies, and report according to the schedule and window set by the MOE to unify the sources of information.
- c. Privacy Protection: schools should follow all legal and university regulations on personal privacy, especially in cases involving students.