

## Measures Taken in “Study at Ease” Project

In response to the COVID-19 pandemic, NCHU has established the following measures to cope with any unexpected situations. Students who couldn't reach school or attend courses on time, please fill in the “Application Form of the Study at Ease Project” and send by email to the address below. If you have further questions related to these issues, please contact the Office of Academic Affairs (Contact person: Ms. Feng- sheue Wang, Contact No.: 04-22840212#15, Email : [registra@dragon.nchu.edu.tw](mailto:registra@dragon.nchu.edu.tw)).

Cases	Measures Taken
<b>1. Course Selection</b>	<p>(1) Online course selection: <b>August 24-28, September 7-11, September 14-18, 2020</b>. Manual course selection will be done only if one is not able to do so online.</p> <p>(2) If the student needs to be quarantined or require medical assistance after the school semester begins, he/she can apply to:</p> <ul style="list-style-type: none"> <li>- reduce the number of minimum required credits before September 13, 2020;</li> <li>- withdraw from courses before <b>October 16, 2020</b>, or between <b>November 9 to December 4 2020</b>.</li> </ul>
<b>2. Tuition Fee Paying</b>	<p>(1) Student should pay their tuition fee through any methods, such as at a convenience store, by ATM transactions, and others.</p> <p>(2) Students with special cases can apply for a tuition fee waiver by providing proof and an application form.</p>
<b>3. Courses Attending</b>	<p>(1) Students who are unable to arrive at school on time should fill in an “Application Form of Study at Ease Project”, and send by email to <a href="mailto:registra@dragon.nchu.edu.tw">registra@dragon.nchu.edu.tw</a>. The school/teachers will try to upload the learning material to the iLearning website.</p> <p>(2) The online courses needed to be approved by the school in the later meeting to insure the quality of teaching.</p>
<b>4. Exams and Grades</b>	<p>If a student cannot attend exams due to the COVID-19 pandemic, they can take leave on the online system (<a href="https://reurl.cc/M7ezbX">https://reurl.cc/M7ezbX</a>) and provide proof. Make-up exams or other measurements will be organized.</p>

<b>5. Taking a Leave</b>	<p>Students who are unable to attend courses due to the COVID-19 pandemic should take leave on the online system (<a href="https://reurl.cc/M7ezbX">https://reurl.cc/M7ezbX</a>), and provide proof.</p>
<b>6. Temporary Suspension, Drop-out, or Resumption from the University</b>	<p>Due to the COVID-19 pandemic, students may:</p> <p>(1) Apply for Temporary Suspension:</p> <ul style="list-style-type: none"> <li>- please apply for “Study at Ease Project” (email to <a href="mailto:registra@dragon.nchu.edu.tw">registra@dragon.nchu.edu.tw</a>), and apply for Temporary Suspension (the extended years of suspension will not accumulate beyond the maximum years of suspension).</li> <li>- Tuition Fee Refund: Tuition fees will be fully refunded to students.</li> </ul> <p>(1) Academic Counseling for Resuming Students: The University will provide necessary assistance to students who resume after Temporary Suspension due to COVID-19.</p> <p>(2) Extend the Length of the Students’ Degree Program : Any Temporary Suspension due to COVID-19 will not be accumulated beyond the maximum number of years for graduation.</p>
<b>7. Graduation Requirements</b>	<p>Graduation credits requirement: Each department will adjust their course contents/hours, depending on the course types.</p>
<b>8. Other Rights</b>	<p>Students’ rights, such as participating in a dual degree, exchange program abroad, internship program, and Industry-University cooperation program, will be reserved if affected by COVID-19.</p>
<b>9. Counseling and Support</b>	<p>(1) Case Following: OIA will follow up any cases and provide assistance to students in need.</p> <p>(2) Privacy: all the processes will be done by regulation and individual privacy will be protected.</p>