

## **The National Chung Hsing University Principles for dealing with students' learning rights and interests in the occurrence of major disasters**

Enacted in the 71<sup>st</sup> Academic Affairs Meeting on Mar. 29<sup>th</sup>, 2016

- I . To protect the learning rights and interests of students who have suffered major disasters, these principles are formulated in accordance with the Ministry of Education's "Principles for colleges and universities to protect the learning rights and interests of students who have suffered major disasters" (hereinafter referred to as the Principles).
- II . The "major disasters" referred to in the Principles shall be recognized by the Ministry of education.
- III . In the event of a major disaster affecting students' normal learning, the University may, depending on the circumstances of the case, apply the following flexible study mechanisms to help students through the major disaster.
  - (i) Entrance examination: examinees must submit relevant documents when applying for the entrance examination. The University will assist in arranging a special examination room for emergency conditions as required by candidates; Those who have already registered may apply for a refund of the registration fee if they fail to take the examination.
  - (ii) Registration and retention of admission qualification: students who have obtained the admission qualification of the University may entrust others to register for admission and submit relevant supporting documents to apply for retention of admission qualification. If a student is still unable to enroll after the expiration of their reserved enrollment qualification, they may apply under special case scenario to further extend the period of their reserved enrollment qualification.
  - (iii) Registration fee and course selection: Students' course selection is not regulated by the minimum required credits for each semester, but shall study at least one subject; The Academic Affairs office may adjust the charge standard under special case scenario, and reduce or waive the basic tuition and miscellaneous fees and credit fees as appropriate.
  - (iv) Intercollegiate course selection: if a student has special needs to study in a nearby school, the department (faculty, degree program) may request for special approval with the Course affairs team of the Academic Affairs office to assist the student to study in a nearby intercollegiate course. Students' intercollegiate course selection is not subject to the restrictions on course retake, academic scores, the courses not opened by the University and the subjects they study.
  - (v) Teaching method: on the premise of ensuring students' learning quality, the department (faculty, degree program) can take flexible measures, such as

synchronous or asynchronous distance teaching, to assist students in studying courses.

- (vi) Performance evaluation: the teacher may adjust the performance evaluation method according to the nature of the subject, and handle the subject's performance with make-up examination or other remedial measures. The make-up examination performance shall be calculated according to the actual performance. The department (faculty, degree program) may, in consideration of the student's physical and mental conditions and learning needs, may request the Registrar of the Academic Affairs office for special approval, so that the students will not be subject to the withdrawal requirements for failing in academic performance.
- (vii) Credit exemption: the department (faculty, degree program) may apply for special approval with the Registrar of the academic affairs office to relax the number of credits for which students apply for credit.
- (viii) Absence from class: students who complete the procedures of asking for leave with relevant documents will not be subject to the provisions of withholding examinations for absence from class and suspension from school.
- (ix) Department Transfer: the department (faculty, degree program) may take into account the students' physical and mental conditions and assist the students to transfer to the appropriate department (faculty, degree program).
- (x) Suspension: students can entrust others to apply to the Registrar of the Academic Affairs Office for suspension and to submit relevant documents, which are not subject to the time limit for students to suspend or withdraw from school; If a student has exceeded the two-year suspension limit, they may, with the approval of the Department, the director of the faculty and the vice president for Academic Affairs, extend the suspension period to a maximum of two academic years.
- (xi) Tuition and withdrawal fees: the Registrar of the Academic Affairs office may, at its discretion, refund students' tuition and miscellaneous fees, which are not subject to the time limit for students to suspend or withdraw from school.
- (xii) Resumption of studies: in case of any change or suspension of the original department (faculty, degree program) when the student resumes studies, the original school may assist the student to study in the appropriate department (faculty, degree program), and the department (faculty, degree program) shall provide guidance to the student on course selection.
- (x iii) Length of study: if a student is unable to complete the required course credits after the expiration of their term of study, the length of study may be extended by up to four academic years with the approval of their teacher (professor), department (faculty, degree program) director and vice president for Academic Affairs.

- (x iv) Graduation: the department (faculty, degree program) may adjust the learning content and learning hours of the courses (such as internship, physical education and service-learning) according to the subject nature of the courses required for graduation, and may relax the students' graduation qualification conditions (such as foreign language ability threshold, service-learning threshold, certified General Education Learning passport hours and other graduation thresholds of each department (faculty, degree program), so as to provide students with alternative solutions.
- IV. Matters not covered in the Principles shall be handled in accordance with the Ministry of Education's "Principles for colleges and universities to protect the learning rights and interests of students who have suffered major disasters" and any relevant regulations of the Ministry of Education and the University.
- V. The Principles shall be announced and implemented after being approved by the principal, following its passage at an Academic Affairs Meeting.