

NTHU Study at Ease Project for COVID-19 Prevention

Fall 2020

Eligibility for Ease Project:

1. Students who are unable to come to school due to the prevention of the coronavirus after registration date (Sep.14th).

2. Students who are required to be put under quarantine or conduct self-health management after registration date (Sep.14th).

Category	Measures Taken of Ease Project
Course Registration	<p>(1) Add-or-drop courses</p> <p>The Add-or-drop course period starts from Sep. 10th to Sep. 28th. For courses with no limitation on the number of students or are not yet full, you can access the registration system to add or drop the course directly. If the course is full or is unable to be added through the system, please refer to the following application procedure.</p> <p>Step 1- Download the "Form for enrollment in courses with limit" via "Tsing Hua Academic Information System".</p> <p>Step 2- Get instructor's approval via email.</p> <p>Step 3- Email the Application form and the approved email to the department offering the course.</p> <p>Step 4- The department will get approval from their chair and send the documents to the Division of Curriculum before the end of Add-or-drop Registration (Sep. 28th).</p> <p>Step 5- Log in to the "<u>Students' Inquiry System</u>" to check out for the results of the selection.</p> <ul style="list-style-type: none"> ● For the courses that require attendance for the 1st class : <ol style="list-style-type: none"> A. For those students who are unable to return to school due to coronavirus prevention, the Division of Curriculum has notified the instructors to take them into the consideration list of extra course selection and suggested them to provide TA's email on the syllabus. B. Students who would like to add courses are required to send an email to the instructor in advance stating the reason for your absence for the courses that require attendance for the 1st class and explain the reasons why you want to choose this course. If you couldn't reach the instructor or TA, you may contact the Division of Curriculum at curriculum@my.nthu.edu.tw. C. If you cannot catch up with the lessons due to your absence during

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	<p>this period, you may apply for the dropping by obtaining the instructor's approval via email before Oct. 23th. Any courses dropped after Oct. 23th will cause a withdrawal noted on your transcript with a grade of "W".</p> <p>(2) Course Withdrawal (Nov.2th~30th)</p> <p>Step 1- Download the "Form for Course Withdrawal" from "Tsing Hua Academic Information System".</p> <p>Step 2- Get approvals of instructor and advisor from via email.</p> <p>Step 3- Email the Application form and approved emails to your major department.</p> <p>Step 4- The department will get approval from their chair and send the documents to the Division of Curriculum before Nov. 30th.</p> <p>Step 5- Log in to the "<u>Students' Inquiry System</u>" to check out for the results of course withdrawal.</p> <p>(3) Underload (taking less than 9 credits or 16 credits: 9 for the senior students and 16 for the freshman, sophomore, and junior students) Application</p> <p>Underload application is available with the permission of the advisor and the department director.</p> <p>Step 1- Download the "Underload Application Form" from the Division of Curriculum website at http://curricul.site.nthu.edu.tw/</p> <p>Step 2- Get approval from your academic advisor via email.</p> <p>Step 3- Send the approved email and your application form to your major department.</p> <p>Step 4-The department will get approval from the chair and send the documents to the Division of Curriculum before the last day of Add-or-drop Selection or Course Withdrawal.</p> <p>Step 5- Log in to the "<u>Students' Inquiry System</u>" to check out for the result of the underload application.</p>
Registration and Payment	<p>Students who cannot come to school due to COVID-19 prevention on the beginning day of the fall 2020 can pay the tuition fees, take courses or suspend their studying by the following methods:</p> <p>(1)The registration and payment can be extended up to a maximum of six weeks (before Oct.23, 2020). Please download the "COVID-19-Prevention Registration Delay Form" on the website of Division of Registration → Forms → Others. After completing the form, please email it directly to the staff member in charge of your department or institute. Please refer to</p>

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	<p>the following website for the contact details: http://registra.site.nthu.edu.tw/p/412-1211-1813.php?Lang=zh-tw (If students keep receiving payment reminder emails after they are approved to extend their registration, please ignore these emails.) Undergraduate students can apply for the underload due to epidemic prevention so that they are not limited to the minimum required credits for each semester. After the withdrawal deadline, students who take less than 9 credits should pay credits fees according to the standards of the college fees while students who take more than 10 credits are charged for full tuition fees.</p> <p>(2) The mainland students (excluding new students) can be arranged to the nearby mainland sister universities of NTHU to study, if they have special condition and are approved by those universities. In this case, students still need to pay tuition, credit fees and other relative fees to NTHU. (If the sister universities have extra fees, students shall pay them by request in the meantime.) For more information, please contact Division of International Students, Office of Global Affairs. (dis@my.nthu.edu.tw) You may visit the website (http://oga.nthu.edu.tw) to look up Sister Universities' information.</p> <p>(3) Students who cannot return to school within six weeks after the beginning day of the new semester (before Oct.23, 2020) and have no alternative methods of study, shall apply for the COVID-19-prevention suspension since they cannot attend one-third of the courses. The COVID-19-prevention suspension will not be counted into the suspension period promulgated in NTHU Academic Regulations. These students don't need to pay any tuition and credit fees. But after six weeks (after Oct.24, 2020) students who apply for COVID-19-prevention suspension need to pay full tuition and credit fees first, then apply for a refund according to relative regulations.</p>
Course Implementation Methods	<p>(1) Students should contact the instructors to discuss issues such as course connection and self-learning.</p> <p>(2) With the consent of the instructor, the teaching assistant may upload the course content or video files to the school's e-Learning platform within one week after the course. Online courses are limited for students enrolled to watch and study online. Evaluation method is determined by the instructor. If an online course is not available, please contact the instructor to arrange a teaching assistant to assist in a make-up class or</p>

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	supplementary study.
Examination	When students are unable to attend courses or examinations due to COVID-19 prevention, their instructors can take flexible measures to evaluate their achievement according to the nature and content of each subject, such as make-up examinations,. The make-up examination will be regarded as a formal examination.
Leave of absence	<p>(1) Students who cannot attend classes due to coronavirus prevention of Home Isolation or Home Quarantine, please apply for a leave of absence and contact the instructor yourself, and stating the reason for your absence.</p> <p>(2) Division of Curriculum will notify the instructor, not counting student's absence, not be limited by the rules of final score deduction either based on the name list from the Division health and Service, Office of Global Affairs and Division of General Student Affairs.</p>
Suspension and Withdrawal	<p>(1) Students who cannot return to school can apply for COVID-19-prevention suspension. The COVID-19-prevention suspension will not be counted into the suspension period promulgated in NTHU Academic Regulations. Please finish all application procedures within six weeks after the beginning day of the new semester (before Oct. 23, 2020) at the latest. They don't need to pay any tuition and credit fees. However, for students who want to keep all learning records, have studied in our sister universities, have academic degree examinations, or will graduate this semester, are not allowed to apply for suspension and have to pay full tuition and credit fees.</p> <p>How to apply: Website of Division of Registration → Forms → Frequent Forms for enrolled students and new students, download the application form of "Leave of absence/Withdrawn". After completing the form, please email it directly to the staff member who is in charge of your department or institute. Please refer to the following website for the contact details: http://registra.site.nthu.edu.tw/p/4121211-1813.php?Lang=zh-tw</p> <p>(2) If students are seriously affected by this epidemic mentally and physically and will be expelled from school due to poor academic performance as a result, they can provide a certificate of diagnosis to be exempted from the punishment upon being approved.</p>
Graduation	(1) Students who fail to complete their required courses, credits or graduation requirements due to COVID-19 prevention can apply alternative courses or methods from their department or institute (being approved by department or institute's meeting). Graduate students who need to take

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	<p>academic degree examinations this semester can conduct their exams via online video interviews.</p> <p>(2) Students who cannot complete their graduation-leaving procedures before the beginning day of the next new semester due to COVID-19 prevention can entrust others to carry out the procedures or apply for special graduation-leaving delay for six weeks at maximum. (The graduation date on their diplomas will be the original normal date, not the exact leaving date.) Please download the “COVID-19-Prevention Graduation-Leaving Delay Form” on the website of Division of Registration → Forms → Others. After completing the form, please email it directly to the staff member in charge of your department or institute. Please refer to the following website for the contact details: http://registra.site.nthu.edu.tw/p/412-1211-1813.php?Lang=zh-tw</p>
Other Rights	<p>(1) For Dual Degree Students: If students would like to keep their dual degree program, NTHU will negotiate with their host university and keep their eligibility for dual degree Scholarships.</p> <p>(2) For Exchange Student: NTHU will help student to negotiate with Oversea University Partners for the eligibility of exchange student. However, oversea University Partners reserve the right to retain or terminate the eligibility of exchange student.</p>
Counseling Department from NTHU	<p>(1) The instructor may arrange a teaching assistant to assist in a make-up class or supplementary study. The department can apply for Graduate Scholarship from the office of academic affairs for TA payment.</p> <p>(2) NTHU will provide a single contact window for counseling and track the students’ mental and physical condition and learning situation.</p> <p>(3) To protect student privacy, school will administrate student education in line with relevant regulations and pays attention to the protection of personal confidentiality.</p>
Scholarship	<p>(1) Scholarship for mainland China Student, NTHU President Scholarship, NTHU International Student Scholarship retention can be applied to recipients of NTHU scholarships during study suspension due to coronavirus prevention. Students can continue to receive the scholarship after a schooling resumption.</p> <p>(2) If students are unable to return to the school to apply for transcripts of semester grades required by the scholarship application due to epidemic prevention, the Registrar Division will provide a copy to the scholarship office.</p>

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Others	<p>Those who are under quarantine or conduct self-health management based on the name list from the Division health and Service after the school begins may apply the following scheme.</p> <ol style="list-style-type: none"> (1) For course enrollment, please refer to “Course Registration”. If the period happened to be during the Add/Drop period (Sep. 10th to Sep. 28th). (2) Please apply for leave and contact the instructor yourself, and stating the reason for your absence. The Division of Curriculum will notify the instructor, not counting student’s absence, not be limited by the rules of final score deduction. (3) Students who are unable to attend classes or examination due to coronavirus prevention, their instructors can make flexible adjustments to measure their achievement according to the nature of each subject, such as make-up examination,. The make-up examination result will view as the formal examination result.