

# CJCU Flexible Study Mechanism for Severe Pneumonia with Novel Pathogens

Approved on January 30, 2020 by the 1<sup>st</sup> Meeting of the Severe Pneumonia with Novel Pathogens  
(Wuhan pneumonia) Epidemic Prevention Group of the University

Revised and approved on February 12, 2020 by the 3<sup>rd</sup> Meeting of the Severe Pneumonia with Novel Pathogens  
(Wuhan pneumonia) Epidemic Prevention Group of the University

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(Wuhan pneumonia) Epidemic Prevention Group of the University

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(Wuhan pneumonia) Epidemic Prevention Group of the University

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(Wuhan pneumonia) Epidemic Prevention Group of the University

Revised and approved on September 8, 2020 by the 22<sup>nd</sup> Meeting of the Meeting of the Severe Pneumonia with Novel Pathogens  
(Wuhan pneumonia) Epidemic Prevention Group of the University

Article 1. This Mechanism is handled in accordance with the Severe Pneumonia with Novel Pathogens epidemic reporting notification issued by the Ministry of Education on January 26, 2020.

Article 2. The Chang Jung Christian University Flexible Study Mechanism for Severe Pneumonia with Novel Pathogens (hereinafter referred to as the Mechanism) is formulated to enable domestic students, overseas students and Mainland students of the University to safely continue with their studies and prevent the restricted entry imposed by Severe Pneumonia with Novel Pathogens epidemic prevention measures from undermining their rights to study as a result of their inability to return to school.

Article 3. Registration payment

- (1) Students can apply for postponement of registration (payment) via correspondence or authorizing others to apply on their behalf by providing relevant verification documents.
- (2) Full-time undergraduate freshmen, sophomore or junior students whose total course credits are less than 12 credits and senior students and study extension students whose course credits are less than 8 credits are not required to pay the full amount of their tuition and miscellaneous fees for their total credit hours of study.
- (3) The schedule for registration payment may be specially handled, and may be delayed until the 13th week.

Article 4. Course selection

- (1) Students are not subject to the minimum required subjects and credits per semester in their course selection. However, they shall enroll in a minimum of one course.
- (2) Students who are unable to return to school as a result of epidemic prevention may complete a Safe Study Application Form and select their courses via manual add-drop method. Submit the application form to the respective departments via communication channels (including mail, email and fax) for delivery to the Registration and Curriculum Section.
- (3) Course selection is open until the deadline for course add-drop.
- (4) Cross-school course selection:

1. Students with the special need to enroll in courses in schools near them may complete the University's Inter-School Course Selection Application Form. After obtaining the approval stamp of the school offering the selected course, send the application form via mail or fax to the Registration and Curriculum Section for processing. Upon approval, the University's Office of Academic Affairs will coordinate with the said overseas school on relevant matters pertaining to grades.
2. The University's criteria for cross-school course selection conditions shall be relaxed so that students will not be subject to having to re-take courses, being limited by courses not being offered by the University or being limited by subject credits.

#### Article 5. Leave of absence, withdrawal and resumption of school

##### (1) Application method

Students can apply for leave of absence or withdrawal from school through the student system; via communication channels, or can authorize others to apply on their behalf to the Registration and Curriculum Section of the Office of Academic Affairs. They should also provide relevant supporting documents for the application.

##### (2) Leave of absence application

1. Shall not be calculated into the time limit for leave of absence from school.
2. Application may be submitted before the end of the semester, and shall not be subject to the before final exam deadline.
3. Those who have not yet register shall not be required to pay the registration fee. Those who have already registered shall be given full refund without being subject to deadline.
4. Upon resuming school, if the student's original department, institute or program of study has been suspended or closed, a special plan may be set up to counsel the student to study in other appropriate department, institute or program of study. The department, institute or program of study shall not subject the student to its original enrollment quota, and shall provide course selection and course tutoring for the student.
5. Students who are permitted entry by the Central Epidemic Command Center should return to school. Those who fail to do so shall be ordered to withdraw from school.

Only freshmen can flexibly apply for projects related to this mechanism.

##### (3) Withdrawal from school

1. The University may refund relevant tuition, miscellaneous fees and credit fees. Full refund shall be given and shall not be subject to the deadline for student withdrawal from school.
2. Students shall not be subject to the stipulation of withdrawal order for 46 hours of absence from classes.
3. Students who are unable to complete the required credits for their courses or unable to meet graduation requirements by the deadline of their study duration may submit a special application to extend their study duration for one year.

#### Article 6. Graduation qualifications

(1) Required courses and credits for graduation

1. The learning content and learning hours of internship, physical education, service learning and experience learning courses may be adjusted as appropriate.
2. The credit limit for elective courses for students from outside departments shall be relaxed. However, required courses and module courses shall remain subject to the various regulations of the University.

(2) Other graduation qualifications and conditions

English proficiency threshold, information proficiency threshold and practice competency threshold shall be relaxed and relevant remedial measures and alternative plans shall be formulated.

(3) Relaxing of graduation and school leaving procedures

Graduation, school leaving and diploma pick up procedures may be handled flexibly (student system/ application for graduation and school leaving, communication channels or authorizing others).

(4) Degree examination

Master's and doctoral students whose degree examination is during the epidemic prevention period (until the day the Central Epidemic Command Center for Severe Pneumonia with Novel Pathogens is disbanded) may apply to conduct the degree examination via video (full video recording is required) upon approval by the Department Affairs Meeting, and the student shall be exempt from returning to school to take the exam.

Article 7. Students who have been approved for overseas dual-degree programs or exchange shall retain their qualifications. However, students shall undergo evaluation and review before leaving the country in accordance with their physical condition, mental condition and learning needs.

Article 8. Courses and examinations

(1) Methods for taking courses

1. For students who missed classes as a result of Severe Pneumonia with Novel Pathogens preventive measures, course instructors shall upload teaching materials to various teaching platforms and provide synchronous or asynchronous online teaching.
2. If make up lessons are not provided via online teaching, course instructors shall apply to the Office of Academic Affairs to provide special make-up class for students after the epidemic prevention measures are lifted. The Office of Academic Affairs shall disburse hourly fee for the make-up class.
3. Different classes for the same course may be combined for the make-up class.
4. Course instructors may apply to the Teaching and Learning Support Center for TAs to provide academic tutoring for students who have missed classes during the epidemic prevention period.

(2) Mid-term and final exams

1. Shall not be subject to the Chang Jung Christian University Student Leave of Absence From Exam and Make Up Exam Regulations.
2. Teachers can adjust evaluation methods according to the nature of the subject, such as submitting reports and various forms of online oral exams.
3. Course instructors may independently postpone exams, conduct make up

exams or implement other make up teaching measures for handling course grades. Grades in make-up exams shall be calculated according to the actual scores obtained. However, the grades must be completed and uploaded before the grade submission deadline for the semester.

Article 9. Student leave of absence

- (1) In accordance with the University's regulations on student leave of absence, students can apply for leave of absence online through the University's student leave system or authorize others to apply on their behalf.
- (2) The Registration and Curriculum Section shall notify course instructors of the list of students on leave of absence from their classes due to epidemic prevention, and state that the leave shall not be counted as demerits for being absent from class.
- (3) Students in this case shall not be subject to the University's regulations on suspension and withdrawal orders for absenteeism.

Article 10. University mechanisms for counseling and assistance

- (1) Activate mechanism for care and counseling: Determine the actual physical and mental conditions, academic learning and career guidance needs of students, and refer them to relevant campus or off-campus units as appropriate to provide necessary resources to help them overcome difficulties.
- (2) Case follow-up mechanism: The Office of Student Affairs has assigned a designated advisor to establish a single window for following up cases and their studies.
- (3) Student privacy protection: All units of the University shall cooperate with matters pertaining to student studies, and shall handle matters in accordance with relevant regulations and pay attention to the protection of personal data.

Article 11. This Mechanism is implemented upon approval by the Meeting of the Severe Pneumonia with Novel Pathogens (Wuhan pneumonia) Epidemic Prevention Group of the University and the University President; the same procedures shall apply to any amendments.