

Hello everyone:

We hope this mail find you well!

As you may have learned that the 2019 Novel Coronavirus (2019-nCoV) occurred in China and other countries. The Central Epidemic Command Center (CECC) of Taiwan has requested all universities to develop the University Epidemic Response Plan (UERP) and personal prevention measures when international students return to campus. The epidemic prevention measures in Taiwan are adequate and the situation is currently under control. As per the UERP, CYUT requires students with history of travel to China within 14 days after returning to Taiwan to temporarily halt work and study on campus, and stay at home or dormitory and conduct self-health management for 14 days. Other important items in the UERP are listed as follows:

- The school starting day is deferred to 2nd of March; please plan your arrival date appropriately to cope with the date.
- We urge you to plan your flight to Taiwan without transferring in China, Hong Kong or Macau; otherwise, you will be required to stay at home or dormitory and conduct self-health management for 14 days.
- If you encounter any difficulty to arrive at CYUT before the school starting day, please feel free to contact ICSC staffs or refer to the CYUT Studying Measures for 2019-nCoV (see the attached) posted on the CYUT homepage (<https://web.cyut.edu.tw>).

We wish you safe and healthy vacation!

Sincerely,

February 4th, 2020

Office of International and Cross-Strait Cooperation
Chaoyang University of Technology

Q&A for the Studying Measures for 2019-nCoV at CYUT

1. What if I cannot arrive at CYUT before the semester starts and register for classes in time due to the epidemic?

A: (1) You can register for or drop classes manually.

(2) The registered credit hours are not subject to the lowest credit hours requirement of the university (i.e., 9 credit hours).

2. What if I cannot register for the university and pay for tuition in time? Are there any alternatives?

A: (1) You can apply for “deferred registration” via e-mail or other media from the Office of Academic Affairs or the Office of International and Cross-Strait Affairs. You can apply for “deferred registration” via entrusted representatives, too.

(2) The student needs only to pay for the registered credit hours, if he/she registers for credit hours less than the lowest credit hours requirement of the university (i.e., 9 credit hours).

3. What if I cannot attend the classes in time due to the epidemic? Are there any alternatives for class attendance?

A: (1) The course materials will be uploaded to TronClass platform.

(2) You can conduct learning activities including studying and completing assignments yourself.

(3) The university will help the students who cannot attend the classes complete the course works by turning in reports or assignment instead.

(4) If you cannot arrive at CYUT to attend the classes when semester starts, you may apply for after-school tutoring to make up the late learning.

(5) Elastic measures, e.g., synchronized or a synchronized distance learning measures, will be enacted to ensure the learning quality of students. Make-up courses during summer session may be adopted if needed.

4. Can I register in other universities, if it is required due to the epidemic?

A: You can apply for registration in other universities, if needed due to the epidemic. However, CYUT may claim for partial fees as per the *de facto* conditions.

5. What if I cannot attend the exam due to the epidemic?

A: (1) The university will adjust the grading method, providing make-up exam or other measures for students to make up their grades.

(2) The lecturer may also grade the class by reports or other make-up measures if students are quarantined due to the epidemic.

6. How can I apply for excused absence due to the epidemic? What is the application procedure?

A: (1) You can apply for **excused absence via e-mail or by the entrusted representative.**

(2) The absence of classes due to the epidemic will not result in fail or drop out of the course.

(3) The Office of Academic Affairs will inform the lecturer not to count the absence of classes due to the epidemic for term grading.

7. How can I apply for leave school or drop out, or return to school?

A: (1) Apply for leave school: You can apply for leave school via e-mail or other media from the Registration Section of the Office of Academic Affairs by providing evidence, or via the entrusted representatives. Payment of tuition and fees is not required under such circumstances. It will not be restricted by the deadline of application date or the expiration date of final exam. Prolonged leave for school may be allowed as per the application cases. Students who cannot return within 6 weeks will be considered as leave for school and will not counted for leave time limitation.

(2) Refund of tuition and fees: Students who have paid for tuition and fees but cannot return to school will be refunded full amount of tuition and fees, not subject to the expiration date of refund application.

(3) Relaxed regulation for drop out: As per the psychological conditions and specific needs of the students, the university may relax the regulations for student drop out.

(4) Prolonged study period: The study period may be prolonged if the student cannot finish the required courses in time due to the epidemic.

8. Will my graduation qualification be affected by the epidemic?

A: (1) The required credits for graduation: the university may adjust the learning hours and contents of required courses (e.g., internships, physical education and service-learning courses).

(2) Other graduation qualifications: the university may relax the graduation qualifications of the students (e.g., English proficiency and other certifications) and provide other alternatives.

(3) The department office may provide required assistance for students who cannot fulfill the graduation qualifications due to the epidemic.

9. Can I retain the right of exchange study, which is suspended due to the epidemic?

A: The university will reserve the right of exchange study for students who are not able to pursue overseas exchange study due to the epidemic if permitted by the partnership universities. The right of exchange study will be resumed after the epidemic is over.