

Q&A for the Studying Measures against 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” in written form via e-mail or other media to the Office of Academic Affairs or the Office of International and Cross-Strait Cooperation. You can apply for “deferred registration” via entrusted representatives on your behalf, too.

(2) The student needs only to pay for the registered credit hours, if he/she registers for credit hours fewer 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 yourself, including studying and completing assignment.

(3) The university will help the students who cannot attend classes to complete the course requirement by submitting 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) Alternative learning modes, e.g., synchronized or asynchronized 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) Lecturers 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 a leave from school or drop out, or return to school?

A: (1) Leave application: You can apply for a leave application from school via e-mail or other media to 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. A 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 be counted in the leave time limitation.

(2) Refund of tuition and fees: Students who have paid 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 possible. The right of exchange study may be resumed for students who have been accepted by the host university after the epidemic is over.