

Guidelines for Safeguarding the Right to Education of Students Affected by Major Disasters, National Taipei University of Business

Established at the 1st Academic Affairs Meeting of the 2nd Semester of Academic Year 2015 on March 1, 2016

- I. To assist students who are suddenly affected by major disasters in continuing their studies, safeguard students' learning rights and interests, and establish flexible study mechanisms, the National Taipei University of Business (hereinafter referred to as "the University") hereby formulates the "National Taipei University of Business Guidelines for Safeguarding the Right to Education of Students Affected by Major Disasters" (hereinafter referred to as "these Guidelines") pursuant to the "Principles for Higher Education Institutions in Safeguarding the Right to Education of Students Affected by Major Disasters" promulgated by the Ministry of Education, Article 99 of the University's Academic Regulations, and Article 47 of the Academic Regulations for the Junior College Division.
- II. The term "major disasters" as used in these Guidelines refers to major disasters recognized by the competent educational authority as affecting students' ability to reasonably pursue their studies.
- III. Flexible Study Mechanisms
 - (I) Admission Examinations and Eligibility
 1. Registration for admission examinations: Assistance shall be provided for examination-taking services at the test site; if a student is unable to sit for the examination, the student may apply for a refund.
 2. Admission check-in: A student may complete the check-in procedures and submit relevant supporting documents to complete the required procedures by correspondence to the University (Office of Academic Affairs), and may authorize another person to handle the related matters.
 3. Deferral of enrollment: A student may apply by correspondence to the University (Office of Academic Affairs) to defer enrollment and submit relevant supporting documents to complete the required procedures, and may authorize another person to handle the related matters, without registration or payment of related tuition and miscellaneous fees; if the deferral period expires and the student is still unable to enroll, the deferral period may be extended on a case-by-case basis upon approval.
 - (II) Registration, Fee Payment, and Course Selection
 1. Registration and Fee Payment
 - (1) A student may apply by correspondence to the University (Office of Academic Affairs) for deferred registration and submit relevant supporting documents to complete the required procedures, and may authorize another person to handle the related matters.
 - (2) If a student does not take the minimum required credits for a semester, the student may pay credit fees based on the number of credits taken and is not required to pay the full amount of tuition and miscellaneous fees.

2. Course Selection

- (1) Minimum required courses and credits per semester: Students shall not be subject to the minimum required course and credit requirements per semester.
- (2) If a student has special needs due to physical or mental conditions, the student may apply to take courses across different academic programs, and shall not be subject to restrictions arising from schedule conflicts between required make-up or repeated required courses for graduating students and the required courses of the student's department (program), courses not offered by the student's department (program) in that semester, or limits on the number of credits taken per semester.
- (3) If a student has special needs to take courses at a nearby location, the University may proactively contact nearby schools to coordinate cross-institutional course enrollment for the student; credit fees may be charged as appropriate on a case-by-case basis.
- (4) Students taking courses across institutions shall not be subject to restrictions related to make-up/repeated courses, courses not offered by the home institution, or limits on the number of credits taken.

3. Retention of eligibility and rights: The University may, after considering the student's physical and mental conditions and learning needs, assist the student in retaining eligibility to pursue dual-degree programs, study abroad, or enroll in overseas exchange programs, as well as eligibility to participate in vocational training courses, cooperative education, or industry-academia collaboration programs, etc.

(III) Leave of Absence, Academic Assessment, and Credit Transfer and Exemption

1. Modes of course-taking: To ensure quality of learning, flexible measures, such as synchronous or asynchronous distance learning, may be adopted to assist students in taking courses.
2. Leaves of absence: Students may request leave by correspondence to the University (Office of Student Affairs and Office of Academic Affairs) and submit relevant supporting documents to complete the required procedures, and may authorize another person to handle the related matters; they shall not be subject to rules concerning disqualification from examinations due to excessive absences or being ordered to take a leave of absence.
3. Academic assessment: The department (program) may adjust the method of grade evaluation according to the nature of a course, and handle course grades through make-up examinations or other remedial measures; make-up examination grades shall be calculated based on the actual score.
4. Credit transfer and exemption: The limits on the number of course credits a student may apply to transfer may be relaxed.
5. Change of department: The University may, after considering the student's physical and mental conditions, assist the student in transferring to an appropriate department/program for study.

(IV) Leave from School or Withdrawal, Resumption of Studies, Refunds, and Duration of Study

1. Students may apply by correspondence to the University (Office of Academic Affairs) for a leave of absence and submit relevant supporting documents to complete the required procedures, and may authorize another person to handle the related matters, without registration or payment of related tuition and miscellaneous fees; they shall not be subject to restrictions that prohibit applications for a leave of absence after the start of final examinations. If a student is still unable to resume studies upon the expiration of the leave period, the leave period may be extended on a case-by-case basis upon approval.
2. The University may refund the relevant tuition and miscellaneous fees without being subject to restrictions based on the timing of the student's withdrawal.
3. The University may, after considering the student's physical and mental conditions and learning needs, allow the student not to be subject to withdrawal rules due to failing academic performance.
4. If, upon resumption of studies, the student's original department/program has been changed or discontinued, the University may guide the student to an appropriate department/program for continued study, and the department/program shall provide course-selection counseling.
5. If a student is unable to complete the required courses and credits upon the expiration of the permitted duration of study, the University may extend the student's duration of study on a case-by-case basis upon approval.

(V) Graduation Requirements

1. Required courses and credits for graduation: The department (program) may, according to the nature of a course, adjust, as appropriate, the learning content and required learning hours for courses (such as internships, physical education, and service learning).
2. Other graduation requirements: The department (program) may relax graduation requirements for students (such as English proficiency tests, certification examinations, other professional competency thresholds, or graduation guidance courses) and provide alternative options.

(VI) The scope and methods for applying the aforementioned flexible academic measures on a case-by-case basis (such as deferral of enrollment, cross-institutional course enrollment at a nearby location, credit transfer/exemption, academic assessment, attendance leave, extension of leave of absence, the permitted duration of study, etc.) shall be implemented upon approval by the Academic Affairs Meeting.

IV. Other Supporting Measures

(I) Activation of a care and counseling mechanism: To understand the student's physical and mental condition, academic learning ability, and actual needs for career counseling, and to make timely referrals to relevant units to provide necessary resources and assist the student in coping with unforeseen circumstances.

(II) Case follow-up mechanism:

1. Establishment of a single point of contact for case counseling: Designate a specific person or a dedicated unit (the Campus Security Center) to track the student's³ current

status and subsequent study progress.

2. Establishment of an information consolidation and reporting mechanism: Consolidate, through the campus security system, information on each case's current status, counseling results, supporting measures provided by the University, and subsequent study progress, and report within the timelines prescribed by the Ministry of Education, so as to ensure a unified source of information.
 3. Activation of emergency relief measures: Provide emergency relief grants and offer student financial assistance with flexibility.
 4. Assistance for students to audit courses and earn continuing education credits:
 - (1) Based on the student's willingness to take courses, the University may, as appropriate, arrange for the student to audit courses to earn continuing education credits and issue credit certificates as qualifications for the student to apply for university entrance examinations under equivalent academic level; if admitted through the entrance examination, the credits earned may be recognized for credit transfer and exemption as appropriate.
 - (2) Depending on the circumstances of each case, the University may, as appropriate, offer preferential continuing education credit fees.
 5. Protection of student privacy: Matters relating to the student's studies shall be handled in accordance with relevant regulations, with due attention to personal data protection.
- V. Matters not provided for in these Guidelines shall be handled in accordance with the Ministry of Education's "Principles for Junior Colleges and Above to Safeguard the Learning Rights and Interests of Students Affected by Major Disasters," relevant Ministry of Education regulations, and the University's related regulations.
- VI. These Guidelines shall be implemented after being approved by the Academic Affairs Meeting and submitted to the President for approval; the same shall apply to any amendments.