

National Taiwan University of Sport Safety Measures in Responding to COVID-19

Approved on February 14, 2020 by the University President

In responding to the COVID-19 pandemic, the following measures have been formulated:

Category	Safety Measures	Responsible Unit
1. Offering and selecting courses	Although a minimum number of course credits is required, given the special circumstances, this requirement may be relaxed upon consent from the department, institute, degree program, and Office of Academic Affairs.	Curriculum Division, Office of Academic Affairs
2. Registration and payment	Students may decide to apply for leave of absence based on their respective circumstances. Students who wish to delay their registration must submit relevant documents to the University's Registration Division and apply for registration postponement. Students may also authorize a representative to handle the application on their behalf.	Registration Division, Office of Academic Affairs
3. Methods for taking courses	Course instructors may provide synchronous or asynchronous remote classes according to actual circumstances, and provide flexible measures to assist students in their studies. (1). Synchronous classes: Classes are taught via instant messaging such as through mobile phones or computers. (2). Asynchronous classes: Classes are taught via the University's digital learning platform.	Curriculum Division, Office of Academic Affairs
4. Exams and grades	Students' performance should be assessed by the course instructors, and students should be informed through relevant methods.	Registration Division, Office of Academic Affairs
5. Student leave application	Students may apply for leave of absence to the Division of Student Life within the Office of Student Affairs via telecommunications and provide relevant supporting documents in accordance with the procedure. Students may also authorize a representative to handle the application on their behalf, and shall not be subject to the regulations on grade demerits for absenteeism or regulations on suspension from school.	Division of Student Life, Office of Student Affairs Registration Division, Office of Academic Affairs Curriculum Division,

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		Office of Academic Affairs
6. Leave of absence, withdrawal from school, and resuming school	<p>(1). Application for leave of absence from school and resuming school: Students are required to submit relevant supporting documents and apply to the University's Registration Division. Applications for leave of absence from school and resuming school shall be handled as with special cases.</p> <p>(2). Relaxation of regulations for withdrawal from school: The University will flexibly review the withdrawal criteria based on the way students' are impacted by the COVID-19 pandemic.</p> <p>(3). Extension of studying duration: For students who are extending their leave of absence from school or studying duration due to the COVID-19 pandemic, the extended semesters shall not be counted within the study duration.</p> <p>(4). Refunding Tuition and miscellaneous fee: The University will determine the standards for refunding tuition and miscellaneous fees based on the circumstances of each student.</p>	Registration Division, Office of Academic Affairs
7. Graduation qualifications	Since the University is granting a grace period that extends leaves of absence and duration of studying for students impacted by the pandemic, their required graduation credits shall remain the same as other students and shall be calculated on the same standard.	Registration Division, Office of Academic Affairs
8. Right to reserve qualifications	The University will take into consideration students' physical and mental conditions and learning needs, and assist them with retaining their qualifications for overseas dual degree study, training, or exchange.	Office of International Affairs, Office of Research and Development
9. University guidance and assistance mechanisms	<p>(1). Activating the care and guidance mechanism: With an understanding of students' actual physical and mental conditions, and academic study and career counseling needs, students will be referred to the Office of Student Affairs and the Office of Academic Affairs as appropriate for providing necessary resources to help them overcome difficulties.</p> <p>(2). Case-by-case follow-up mechanism: The University has established a designated counseling contact point;</p>	Relevant units of the Office of Student Affairs Relevant units of the

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	<p>the Office of Student Affairs is responsible for following up on case status.</p> <p>(3). Protecting student privacy: The University will handle student matters in accordance with relevant regulations, and will take measures to ensure personal data protection.</p>	Office of Academic Affairs

Relevant inquiry units:

Division of Student Life, Office of Student Affairs: 04-22213108 ext. 6101

Health Care Division, Office of Student Affairs: 04-22213108 ext. 2034, 2035

Student Counseling Division, Office of Student Affairs: 04-22213108 ext. 2023, 2024, 2025

Curriculum Division, Office of Academic Affairs: 04-22213108 ext. 2013, 2014

Registration Division, Office of Academic Affairs: 04-22213108 ext. 2010, 2011

Office of International Affairs, Office of Research and Development: 04-22213108 ext. 2093, 2102