

# **National Taipei University of Nursing and Health Sciences Principles for Maintaining the Learning Rights of Students Who Have Encountered Sudden Major Disasters**

Approved at the Academic Affairs Meeting on December 23, 2015

In accordance with Article 62 of the Academic Regulations of National Taipei University of Nursing and Health Sciences (hereafter referred to as the University), when students encounter major disasters (as defined by the competent education authorities), the National Taipei University of Nursing and Health Sciences' Principles for Maintaining the Learning Rights of Students Who Have Encountered Sudden Major Disasters (hereafter referred to as the Principles) detail a flexible education mechanism that assists students in overcoming major disasters on a case-by-case basis.

## **I. Definition of major disasters that affect students' normal learning**

The major disasters that affect students' normal learning are defined by the competent education authorities.

## **II. Establishment of a flexible education mechanism**

### **a. Entry exam and qualifications**

- (1) Signing up for the entry exam: Applicants may request that the University provides an exam venue. An applicant may apply for a refund if he/she fails to attend the exam.
- (2) Reporting: Students may complete initial reporting through telecommunications with the University (Office of Academic Affairs) and later submit relevant documents of proof and thus complete the reporting process. Students may also appoint a representative to complete the relevant procedures.
- (3) Enrollment reservation: Students may apply for enrollment reservation through telecommunications with the University (Office of Academic Affairs) and later submit relevant documents of proof and thus complete the enrollment reservation process. Students may also appoint a representative to complete the relevant procedures, where registration and tuition are not required. The enrollment term may be extended on a case-by-case basis for students who have reached their enrollment reservation term but cannot yet enroll.

### **b. Registration, payment, and course selection**

- (1) Minimum courses and credits per semester: The University may relax the course selection mechanism to free students from limits on their minimum number of courses and credits per semester.

- (2) Registration and payment:
  1. Students may apply for a postponement of registration through telecommunications with the University (Office of Academic Affairs) and later submit relevant documents of proof and thus complete the registration process. Students may also appoint a representative to complete the relevant procedures.
  2. If students do not select the minimum number of courses and credits per semester, payment may be charged based on the number of credits rather than the full tuition.
- (3) Cross-school course selection
  1. If students need to take classes at a school near their location for special reasons, the University may contact a nearby school and assist students in selecting cross-school courses, in which case the University may collect credit fees on a case-by-case basis.
  2. The criteria for cross-school course selection may be relaxed to free students from limitations regarding remedial courses, taking courses not provided by the University, and number of credits based on the student's major.
- (4) Reserving students' qualifications and rights: The University may consider students' physical and mental states and learning needs and assist students in reserving students' qualifications for traveling abroad for a double degree, overseas training, and student exchange, or for participating in in-service training courses, industry cooperation, or industry-academia collaboration programs.

**c. Taking leave, performance evaluation, and credit waiver**

- (1) Course delivery: With the premise of ensuring students' quality of learning, the University may employ flexible measures to assist students in taking courses, such as real-time or delayed telecourses.
- (2) Taking leave: Students may be granted initial leave through telecommunications with the University (Office of Academic Affairs) and later submit relevant documents of proof and thus complete the procedures needed for taking leave; students may also appoint a representative to complete the relevant procedures. Students who take leave are not subject to limitations concerning absence, score deductions, and compulsory suspension.
- (3) Performance evaluations: The University may adjust its scoring method based on the characteristics of each course and permit other assessment modalities to make up student scores; the scores of supplementary exams shall be considered actual scores.
- (4) Credit waiver: The University may allow a flexible number of credit waivers.

- (5) Department transfers: The University may consider students' physical and mental states and assist students' in transferring to suitable departments.

**d. Suspension, expulsion, reentry, refund, and term of study**

- (1) Students may apply for suspension through telecommunications with the University (Office of Academic Affairs) and later submit relevant documents of proof and complete the suspension procedures; students may also appoint a representative to complete the relevant procedures. Registration and tuition fees are not required, and students applying for suspension are not subject to the limitation of no suspension applications after the final exams have begun. Students who are unable to apply for reentry after the suspension term has expired may receive a suspension extension on a case-by-case basis.
- (2) The University may refund tuition fees to a student regardless of when the student is expelled.
- (3) The University may consider students' physical and mental states and learning needs and exempt students from expulsion for unqualified grades.
- (4) If a student's original department has undergone changes or is dissolved at the time of the student's reentry, the University may assist the student in transferring to a suitable department and facilitate the student in course selection.
- (5) If a student is unable to complete the required number of credits before the term of study has expired, the University may extend the student's term of study on a case-by-case basis.

**e. Criteria for graduation**

- (1) Number of credits required for graduation: The University may adjust the content and hours of courses according to the characteristics of a course (e.g., internships, physical education, and service learning).
- (2) Other criteria for graduation: The University may employ flexible graduation criteria (e.g., English proficiency tests and certification tests) as an alternative for students.

**III. Processing mechanism and case-by-case protocol**

- a. The flexible education mechanism for students who encounter sudden major disasters is included in the Academic Regulations of the University.
- b. The range and method of concessions for students who apply to the aforementioned flexible education mechanism (e.g., enrollment reservation, cross-school course selection, credit waiver, performance evaluation, taking leave, extending suspension and term of study) shall be conducted after being approved at the Academic Affairs Meeting.

#### **IV. Other supporting measures**

- a. Activating a caring and counseling mechanism: The University may consider the student's physical and mental states and learning and occupational needs and involve relevant units when needed to provide necessary resources and assist the student in overcoming major disasters.
- b. Case tracking mechanism:
  - (1) Establishing a designated window for each case: The University may assign a designated person or unit (e.g., Office of Student Affairs or Office of Academic Affairs) to track the case and conduct follow-ups.
  - (2) Establishing an information compilation and report mechanism: to prevent information gaps and repeatedly disturbing the student, the University shall compile the case's status, counseling results, relevant supporting measures, and follow-up results in accordance with the University's safety system. Furthermore, regular reports shall be delivered according to the stipulated schedule, thereby unifying all sources of information.
- c. Activation of emergency relief measures: The University may activate emergency relief measures and provide financial aid to students in need.
- d. Assist students in earning credits for continuing studies:
  - (1) The University may consider a student's willingness to take courses and arrange for the student to sit in classes and earn credits for continuing studies, which will serve as proof of equivalent academic ability and can be used when signing up for university entry exams. After the student has been accepted, these credits may be waived.
  - (2) The University may provide a discounted credit fee for the continuing studies courses on a case-by-case basis.
- e. Maintaining students' privacy: The University shall follow relevant regulations when handling matters related to students' schooling and protect students' personal information.