

Wenzao Ursuline University of Languages Principles for Maintaining Students' Learning Rights under Circumstances of Significant and Unexpected Disasters

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- Article 1 The Wenzao Ursuline University of Languages Principles for Maintaining Students' Learning Rights under Circumstances of Significant and Unexpected Disasters (hereinafter referred to as the "Principles") are stipulated according to the Operational Guidelines for Maintaining the Learning Rights of College-Level or Above Students under Circumstances of Significant and Unexpected Disasters and the University's Academic Policies to support the education of students under circumstances of significant and unexpected disasters, protect their learning rights, and build a flexible curriculum and course-taking model.
- Article 2 Significant and unexpected disasters mentioned in the Guidelines refer to major disasters that are recognized by the education authorities as inhibiting students from continuing their usual studies.
- Article 3 When students encounter significant disasters that affect their studies, the University may apply adaptive academic rules and measures depending on individual cases to help students weather major disasters.
- (1) Entrance exam and criteria
1. When students apply for an entrance exam, the University shall provide the exam venue and related services. Students who are unable to attend the exam may apply for a refund.
 2. Students may produce supporting documents to complete the registration procedure by mail or by proxy at the University's Office of Academic Affairs (Division of Continuing Education).
 3. Students may produce supporting documents to apply for admission deferral by mail or by proxy to the University's Office of Academic Affairs (Division of Continuing Education) without registration or payment of tuition and incidental fees. For students who are unable to enroll before the end of the deferral period, the University may extend their deferral period according to individual needs.
- (2) Registration, payment, and course selection
1. Registration: Students may produce supporting documents to apply for registration deferral by mail or by proxy to the University's Office of Academic Affairs.
 2. Course selection: Students are not restricted by the minimum credit requirement per semester.
 3. Payment: If the number of acquired credits is below the minimum required every semester, students may pay the tuition fee by credit hour rather than the total amount of the tuition and incidental fees.
 4. Cross-campus course selection: If students need to take courses in their neighborhoods, the University may actively contact nearby

colleges or universities to arrange cross-campus course selection and enrollment. The number of credits thus acquired is not restricted to the existing curriculum of the University or by the maximum credits allowed for cross-campus course enrollments.

5. Retention of eligibility and rights: Departments and units of the University may assess students' physical/mental status and learning needs to assist them in retaining the various types of eligibility and rights, including the eligibility to enroll in overseas joint degrees, study, or student exchange programs, as well as the eligibility to attend vocational training, cooperative education, or academia-industry collaboration programs.
- (3) Course-taking, asking for leave, grade assessment, and credit transfer/waiver:
1. Course-taking: To ensure students' learning quality, the University may adaptively offer synchronous or asynchronous distance learning programs to help students with course-taking.
 2. Asking for leave:
 - (1). Students may ask for leave by mail or by proxy and produce supporting documents to complete the procedure afterwards.
 - (2). **Students are not subject to restrictions of mandatory suspension or expulsion due to excessive absenteeism.**
 3. Grade assessment: Departments, graduate institutes, and centers may adjust their methods of grade assessment according to the nature of a course, and provide make-up exams or other remedial measures to address the problem of course grades. The make-up exam scores can be adopted as students' official grades.
 4. Credit transfer/waiver: Departments, graduate institutes, and centers may increase the number of credits that can be transferred or waived.
 5. Department/program transfer: The University may help students transfer to appropriate departments/programs after assessing their physical and mental states.
- (4) Suspension, withdrawal, resumption of study, refund, and maximum years of study
1. Suspension: Students may produce supporting documents to apply for suspension without paying tuition and incidental fees and regardless of the specified application period. Students who are unable to resume their studies upon the expiration of the suspension period may apply for an extension on a case-by-case basis.
 2. Withdrawal: The University may lift the rules and regulations regarding grade failure-induced withdrawal for students after assessing their physical/mental states and learning needs.
 3. Suspension/withdrawal refund: When students produce supporting documents to apply for suspension or withdrawal, the University may refund their tuition and incidental fees regardless of the specified application period.
 4. Resumption of study: If the original departments/programs of the students who intend to resume their studies have been reorganized or closed, the University may assist students in transferring to the appropriate departments/programs, which shall then provide course-selection counseling accordingly.

5. Maximum years of study: If students fail to complete the credits and courses required for graduation within the regular period of study, the University may extend their maximum years of study.

(5) Graduation criteria

1. Departments/programs may adjust the learning contents and hours of courses (e.g., internships, athletics, and service learning) according to the nature of the courses required for graduation.
2. Offices and units of the University may loosen graduation criteria (e.g., English proficiency certificates, professional certificates, volunteer hours, and labor education) for students, provide alternatives, and issue diplomas after presenting the case to university authorities for approval.

(6) Other supporting measures

1. Initiate the caring and counseling mechanism: Understand students' physical and mental states, learning conditions, and their actual needs for career counseling; when necessary, transfer students to related units to provide them with the needed resources and help them weather significant disasters.
2. Case follow-up: In providing one-stop counseling services, the Counseling Center of the Office of Student Affairs, as the unit in charge, will follow up students' learning conditions and the current statuses of the cases under counseling.
3. Student privacy protection: The University should follow related rules and regulations and heed the protection of personal data when processing student admission and enrollment.

Article 4 Matters not covered by the Principles shall be determined according to related rules and regulations stipulated by the Ministry of Education and the University.

Article 5 The Principles become effective after being approved at the Academic Affairs Meeting and submitted to the President for approval. Amendments must follow the same procedure.