

# **Guidelines on Handling Class Suspension, Make-up Classes, and Class Resumption at I-Shou University amid COVID-19 Outbreak**

Adopted by the University Council on March 4, 2020 and promulgated with the consent from the President dated on March 10, 2020

- I. To contain the COVID-19 on campus, keep students, faculty members, and staffers healthy, and ensure students' right to education, the Guidelines on Handling Class Suspension, Make-up Classes, and Class Resumption at I-Shou University amid COVID-19 Outbreak (hereinafter referred to as "the Guidelines") are made by I-Shou University (hereinafter referred to as "the University") in accordance with the instructions by the Central Epidemic Command Center.
- II. Class suspension shall be handled under the following principles and last for a period of 14 days:
  1. When one faculty member or student is confirmed by the Central Epidemic Command Center to be infected with COVID-19, all classes he/she teaches or takes shall be suspended.
  2. When two or more faculty members or students are confirmed by the Central Epidemic Command Center to be infected with COVID-19, all the classes offered by the University shall be suspended.
  3. The aforesaid class suspension is subject to adjustment based on the instructions by the Central Epidemic Command Center depending on the development of the COVID-19 outbreak.
- III. The procedure for class suspension announcement:

When a faculty member or student is diagnosed with COVID-19, his/her department (institute or program) shall notify the Health Section of the Office of Student Affairs immediately. The Health Section will then notify the Curriculum Section of the Office of Academic Affairs (hereinafter referred to as "the Curriculum Section"), and the Curriculum Section will impose a suspension on classes taught or taken by the affected faculty member or student. The Curriculum Section is responsible for issuing announcements about class suspension and notifying course-offering units (colleges, departments, institutes, programs, or centers) of informing its faculty members or students of the suspension.
- IV. Things to do before the first day of school:
  1. Preparations:
    - a. Getting familiar with the production of online courses;
    - b. Checking the equipment and facilities in classrooms; and

- c. Reminding faculty members to promote precautionary measures and information in class.
  2. Promotion and notices in class:
    - a. Doing a roll call and understanding the reason for absenteeism;
    - b. Paying attention to students' health conditions;
    - c. Promoting good hygiene practices; and
    - d. Opening windows and turning on fans for better ventilation.
  3. Planning for class suspension, make-up classes, and class resumption:
    - a. An alternative drawn up by respective course-offering units;
    - b. Measures for the situation where one faculty member or student is diagnosed with COVID-19; and
    - c. Measures for the situation where two faculty members and/or students are diagnosed with COVID-19.
- V. During the class suspension period mentioned in Provision II, course instructors may offer make-up classes after 14 days of quarantine or provide online classes or learning materials relating to the course for the following two weeks to students to learn online. For example, course instructors may assign reading materials or ask students to review previous lectures, and then ask students to complete a reflection report and update it to ISU Moodle, or they may provide students with independent online learning materials or tests.
- VI. Make-up classes:
  1. Faculty members shall take leave in accordance with the Regulations of Asking for Leave for Teachers at I-Shou University.
  2. In principle, faculty members shall offer make-up classes within six weeks of class resumption and not later than the end of the semester. Faculty members may apply for offering make-up classes at night or on weekends or holidays.
- VII. Supporting measures for class suspension, make-up classes, and class resumption:
  1. The Curriculum Section and course-offering units are responsible for announcing the information about class suspension, make-up classes, and class resumption caused by the COVID-19 promptly on the website.
  2. Partial class suspension:
    - a. When a course instructor is diagnosed with COVID-19: His/her unit and the unit(s) offer his/her course(s) shall be responsible for the arrangement of online courses or learning materials during the 14-day suspension or for arranging another faculty member to offer make-up classes after the suspension and assigning a substitute instructor(s) after class resumption. The abovementioned arrangements shall be submitted to the Curriculum Section for future reference after special consent from the

University has been obtained.

- b. When a course instructor is subject to home quarantine: He/she shall provide online courses or learning materials, or request a substitute instructor(s) to teach during the 14-day quarantine, or offer make-up classes after the 14-day quarantine.

3. School-wide class suspension:

The Curriculum Section will announce the period of class suspension, and academic units are responsible for announcing the information about respective online learning courses and a list of make-up classes available after class resumption.

VIII. In response to the abovementioned measures for class suspension and make-up classes, course-offering units shall prepare online courses and learning materials in advance or draft a plan for make-up classes in advance if online courses are not available. Teaching quality and learning outcomes shall be given top priority even if the lecture is given through online courses, make-up classes, or by a substitute instructor, and one credit requires 18 class hours.

IX. An alternative shall be drawn up by respective course-offering units:

In response to possible class suspension during the semester, course-offering units shall make and submit corresponding measures for class suspension within three weeks of the first day of school to the Curriculum Section for future reference.

X. If class suspension occurs during the final exam week for general students or graduands:

1. If partial class suspension overlaps the final exam week for general students or for graduands, the affected course instructors shall postpone the final exam to the day of class resumption. Students' or graduands' semester grades shall be submitted to the Registration Section or registered on the score key-in system within four days of the final exam.
2. If school-wide class suspension overlaps the final exam week for general students or for graduands, the date of the postponed final exam and the deadline for grade submission will be announced by the Curriculum Section.

XI. The calculation of teaching hours of a substitute instructor during the class suspension period, for make-up classes, and after class resumption amid the COVID-19 is not subject to the Regulations for the Calculation of Teaching Hours and Hourly Pay Rates for Faculty Members at I-Shou University.

XII. To provide students with a safe learning environment and to protect their right to education, for students who cannot go to school because of being diagnosed with COVID-19, their performance evaluation, leave application, schooling suspension, withdrawal and resumption of schooling, and graduation requirements are subject to the "Safely Back to School" Measures.

1. Performance evaluation: Course instructors may make flexible adjustments to the scoring standards case by case.

2. Leave application: Students who need to take leave because of home quarantine or self-health management shall file an application for leave on the Information System and submit supporting documents to the Student Campus Life Guidance Section in person or through a third party. Such students are exempted from the rules about forced suspension and prohibition of the final exam.
3. Suspension, withdrawal, and resumption of schooling:
  - a. Application for suspension of schooling: Students who intend to suspend schooling may submit an application by facsimile or email or request another person to apply on their behalf. ISU may extend the period of suspension of schooling at its discretion after taking the development of the COVID-19 infection into consideration.
  - b. Counseling after the resumption of schooling: The University may assist students in transferring to another appropriate department (institute/programs) and provide counseling for taking courses if their original departments (institutes/programs) have been altered or suspended when they resume their studies, and the transfer-in departments (institutes/programs) shall assign an advisor or faculty member to offer counseling to such students.
  - c. Relaxation of rules about expulsion: The University may relax rules about expulsion after taking into account students' physical and mental conditions and learning demands.
4. Extension of the prescribed duration of study: Students who are unable to earn required credits during the prescribed duration of study may apply for an extension depending on individual needs.
5. Graduation requirements:
  - a. Required credits for graduation: The University may adjust the goals and the class hours of courses (e.g. internships, physical education, and service-learning) based on the attributes of different subjects.
  - b. Other requirements: The University may relax graduation requirements (e.g. English proficiency tests, computer skills, and professional licensure & certification) and provide alternative measures to students. An alternative for English proficiency tests is a distance learning course on English proficiency which is offered by the University and will be uploaded to ISU Moodle for online learning. If a student finds it difficult to access Internet connection in the place where he/she lives, he/she shall contact the Foreign Language Center, and the Center will provide him/her with the courses he/she needs via instant messaging or by post (one CD-ROM or USB flash drive).

XIII. Principles for off-campus internships (or clinical clerkships):

1. The clinical clerkships of medicine-related departments shall be handled in accordance with the Ministry of Education's Letter No. Tai-Jiao-Kao-5-Tzu 1090016538 dated on February 10, 2020.
2. The off-campus internships of other departments shall be handled in accordance with the instructions by the Ministry of Education.
3. Internship (or clerkship) instructors shall keep in contact with internship providers to follow up students and provide necessary information so as to implement measures.
4. Departments shall pay close attention to the development of the COVID-19, assess students' safety and learning outcomes, make appropriate adjustments to internships (or clerkships) based on national containment and control policies, and conduct a safety assessment of the working space. For students who cannot undertake an internship with the original internship provider due to special reasons, their departments may arrange for another internship provider for them. If a department decides to replace the off-campus internship with another course, such a course shall be deliberated and approved by the department-, college-, and university-level Curriculum Committees, and supporting measures shall be introduced to assist students.

XIV. Matters not mentioned herein, if any, shall be subject to the applicable regulations and rules.

XV. The Guidelines become effective on the day of promulgation after being adopted by the University Council and ratified by the President.

XVI. The Guidelines become invalid after being promulgated by the Office of Academic Affairs with the consent from the President in the wake of the end of the COVID-19 as announced by the Central Epidemic Command Center.

*Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of the Guidelines, the Chinese language version shall prevail.*