

In response to the upgrade of the epidemic alert to level three, National Central University has adjusted and strengthened the relevant epidemic prevention measures as follows, all staff and students please cooperate.

1. Campus Entrance and Exit Control and Body Temperature Measurement Tasks

(1) Campus entrance and exit control (General Affairs Office):

A. Starting from May 13, 2021, except for vehicles with a NCU pass, buses, business partners, parents of students, alumni, visiting residents, and delivery vehicles, other vehicles are prohibited from entering NCU.

B. In addition, starting from May 18th, the security guards will set up recording equipment at the entrances of the front and backdoor, as well as establish a “real-link system.” Also, a sign is placed at the entrances of the campus to inform that people who are not from campus are prohibited from entering during the epidemic prevention period. In addition, those on campus are requested to wear masks.

(2) Campus self-service body temperature measurement station: measure the temperature once a day and receive the identification sticker. The sticker should be placed on an easy-to-recognize position in order for the teachers and related personnel to check easily.

(3) All facility in NCU should implement the “real-link system” and temperature measurement. Those who are not from NCU should fill in the "Registration for people not from National Central University" when entering the premises or participating in activities and meetings on the campus. For details, go to NCU Epidemic Prevention webpage →Q&A →Q7.

(4) Delivery personnel needs to reserve an ID for an exchange of NCU pass and cooperate not enter facilities.

(5) The access of teaching and administrative unit premises will be handled according to the holiday access mode. For body temperature measurement, please use the forehead thermometer that is provided at each owns office (the regulations of administrative building's official documents transmittals will be notified separately).

(6) Parents can drive into NCU to help their children with luggage, but it is not recommended to enter the dormitory. Parents are requested to wait outside the dormitory.

2. Curriculum and Research

(1) Due to the spike of the epidemic, NCU will be taking preventive measures. From 5/17 (Mon) to 6/8 (Tue), all courses will be proceeded online.

(2) Various examination methods:

A. It is strongly recommended not to have physical on-site exams between 5/17-6/8, and as alternative, teachers can use any form they feel fitting to substitute for the exam. The physical examination is preferably postponed until after 6/8. If unable to cooperate and must have physical exams between 5/17-6/8, please submit a report in unit of a department stating the physical examination plan, reasons, and date. The plan needs to be in accordance with the epidemic prevention guidelines. Also, provide remedial measures for

students who cannot attend the exam. The report needs to be signed by the head of the major and dean of the department, then send to Academic Affairs Division for an audit.

B. For departments that still need physical examinations after 6/8, please propose a way to conduct the examinations in batches in advance, and schedule them in larger classrooms. As well as properly implement epidemic prevention measures. As for the physical final exams, it is tentatively maintained in the original finals week. Teachers must complete the exam within that week, do not let students travel back and forth increasing the risk of contamination. However, the regulation for finals may later on be adjusted according to the epidemic situation.

C. Submitting hard copy assignments is not recommended due to the risk of the epidemic. If possible, please submit assignments online. And if teachers and students have different perceptions on examinations or assignment submission, etc., try reaching a consensus together. If, however there are still difficulties in communicating, you can contact the department office for coordination. If it is reported to the Academic Affairs Office, the Academic Affairs Office will still ask the department to handle it, so please wait for the department to solve the conflict.

(3) As for the laboratory, it is recommended to divide working space, and schedule shifts. The schedule data should be kept.

(4) The oral exam of the thesis shall be conducted online. If the oral test is implemented, the relevant epidemic prevention regulations shall be complied with:

A. Video call oral examination (strongly recommended): Article 3 of the degree examination rules "if there are special circumstances, it can be handled by video call after the department supervisor's approval; however, it should still comply with the principle of fairness, justice and openness. The whole process will be recorded and archived in the department and only be retrieved with the approval of the department supervisor. The relevant files must be properly preserved for one year; however, those who file a complaint in accordance with the regulations needs to be kept until the end of the appeal procedure or the end of the administrative remedy procedure."

(A) Please refer to the Registration Division webpage table 3-01-3, the application form for degree examination held by video call, and just apply to the department.

(B) Students please email the verification book, scoring strip, and cover file of the oral test assessment report to the oral committee.

(C) After the oral test is over, the oral committee should display the assessed score and signature on the screen, and take a photo or scan or fax it to the mentor.

(D) The paper documents will be printed out after compilation by the mentor and handed over to the department office for stamping.

(E) Send all the above documents together with the degree oral examination application form to the Registration Division for retention.

(F) It is not required to send the original back to the NCU (special treatment of the epidemic), so if there are four oral committees, there may be four photocopies of the approval book and four photocopies of the assessment report.

(G) This is a reference method. If there are other contingency methods, it should still comply with the principle of fairness, justice and openness, and be controlled by the mentor and department.

B. Physical oral examination: The latest epidemic prevention regulations of the central or local epidemic command center should be followed.

(A) All participants in the oral examination must wear masks throughout the entire process.

(B) Seats should be properly compartmentalized, or table partitions should be used.

(C) No eating or drinking.

(D) Implementing the "real-link system" and body temperature measurement and hand disinfection.

(5) 5/17-5/21 physical education courses are suspended. 5/24-6/8 further measures will be announced and implemented according to the epidemic situation and discussion at the meeting.

3. Work From Home and Administration

(1) Work from home

In response to the expanding trend of community transmission, the Central Epidemic Command Center raise the epidemic alert to level three in Taipei Metropolitan area from May 15th to May 28th. The trail for working from home is 2-5 days. Colleagues from Taipei Metropolitan area are the top priority for consideration of working from home, but under the condition of not affecting business execution. The trail is authorized by the supervisor of the first-level unit.

(2) Meetings

On-campus meetings are recommended to be conducted online; however, if physical on-site meetings are required, it is recommended to have a crisscross seating pattern, or use table dividers. At the end of the meeting, the microphone and other equipment should be cleaned and disinfected immediately, and various epidemic prevention regulations should be followed.

(3) Official documents

A. If possible please operate and final approve official documents online to reduce the transmission of paper documents.

B. Please pay attention to the timeliness of official documents, operate as soon as possible to avoid the need to send documents in person.

C. All units are requested to bring their own alcohol, use it as needed, and properly implement hand hygiene.

D. If there is a need to send official documents in person, must wear a mask and maintain a socially safe distance.

4. Venue Restrictions

(1) General Affairs Office

A. In response to the latest anti-epidemic measures for "Severe Pneumonia with Novel Pathogens," all venues managed by the General Affairs Office will be temporarily suspended from now until June 8th.

B. NCU Guest House will continue to open, but residents must fill in the "Health Statement on Prevention of Novel Coronavirus Pneumonia" form and "National Central University Entrance System Registration" online.

(2) Office of Physical Education

A. From now until June 8, the indoor swimming pool, Yi-reng Hall, indoor badminton court and outdoor tennis court is temporarily closed.

B. NCU Sports Center's official operation is suspended

(3) Library

A. Entry

(A) The library suspends the entry of people who are not from NCU (including UST).

(B) Readers outside NCU are prohibited from entering the library even with Interlibrary Cooperation library card. From 5/12 (Wed.), the interlibrary cooperative library cards of cooperative libraries will be suspended.

B. Opening time

(A) The General Library: from 5/18 (Tue.), the opening time will be adjusted to 8:00-17:30 from Monday to Friday, and will not be open on Saturdays and Sundays.

(B) Audio-visual center: open Monday to Friday 9:00-16:30.

(C) Kwoh-Ting Library: entry will be suspended from 5/12 (Wed.). To borrow books, please use <https://cir.lib.ncu.edu.tw/findKTL/>. And go to the General Library to return books borrowed from Kwoh-Ting. The Kwoh-Ting book return box will be closed during the closing period.

C. Borrowing books: the due dates for borrowing books from NCU will be extended to 6/30 (Wed) from 5/13 (Thu) to 6/29 (Tue).

D. Book return: please use the book return box or mail it. The mailing method is as follows: box up the books and mailed to National Central University Library, No. 300 Zhongda Road, Zhongli District, Taoyuan City, 32001 (specify: book return). The returning date will be based on the postmark date.

E. University System of Taiwan (UST) inter-school book borrowing

(A) Due to the suspension of the University System of Taiwan shuttle on 5/17 (Mon.), the expiration dates of books borrowed from UST libraries between 5/13 (Thurs.) and 6/29 (Tue.) will be postponed to 6/30 (Wed.).

(B) 5/17 is the last-call on inter-school borrowing. The borrowed books will be sent via mail.

F. For questions about the opening and closing time, inter-school borrowing, or the rights of borrowing and returning books, please contact the team of Circulation and Collection Section (extension 51417, 57410 or 57415) or email ncu57415@g.ncu.edu.tw for inquiries.

(4) Restaurant

NCU restaurant will implement the “meal real-link system” and take body temperature in accordance with the regulations. The environment will be cleaned and disinfected regularly, and customers will be assisted to implement personal protective measures. When dining with other at the same table, please maintain proper distance or use table dividers. Moreover, restaurants and shops shall change to take-out only if they are unable to implement the above regulations. The outdoor chairs of restaurants will be put away except for the Song Guo restaurant.

5. Student affairs related:

(1) Extracurricular Activities Group

A. In response to the latest anti-epidemic measures for “Severe Pneumonia with Novel Pathogens,” from now till June 8th, physical on-site club activities of extracurricular group will be temporarily suspended, and the venues managed by the extracurricular group will also be suspended. It is highly recommended that the clubs conduct activities online. However, on-site personnel handling online activities must implement measures such as maintaining social distancing, wearing masks/using dividers, filling in “real-link system,” measuring body temperature, disinfecting, planning the event route and having proper ventilation.

B. Considering the spike of the epidemic in Taiwan, graduation ceremony has the risk of gathering crowds; therefore, the ceremony will be held in various ways: (A) Allow graduates to take photos anytime by setting up a cut out of NCU principal beside the auditorium, I♥NCU happy graduation sign and a large graduation backboard, etc. (B) On the graduation ceremony website, there is this year’s graduation MV, a video of the principal’s encouragement to the graduates, e-blessing cards, etc. for graduates to enjoy and stay safe from epidemic risks. The department’s small graduation ceremony is suggested to be conducted online.

(2) Counseling Center

A. When entering the consultation center, make sure you have the identification sticker of the day, disinfect with alcohol, wear a mask throughout the process, and maintain indoor socially safe distance.

B. In response to the epidemic, if students have individual mental counseling needs, the counseling center provides telephone/online/ Email care.

C. Group counseling activities and mental health seminars will be postponed, proceeded online, or cancelled.

D. Implement the “real-link system” - all personnel entering and exiting the classroom must fill out the “real-link system.”

E. Mentors assisting in course selection: mentors can adjust to emailing or social media to give out code cards.

(3) Student Service Division:

A. For students receiving "stipend" from each unit, the employer can flexibly adjust the student's service learning hours by using different forms of alternatives to make up the hours. Please adjust flexibly according to the situation.

B. The scholarship award ceremony originally scheduled for 5/25 is cancelled. The scholarships are expected to be credited to students' accounts after 5/19. The award certificates will be given to the winning students after the epidemic subsides.

C. The Landlord Association Student Scholarship Award Ceremony is cancelled. From 5/18 onwards (between 09:00-16:00 every day), the award-winning students can go to the Student Service Division to collect it from Commissioner Sun.

(4) Student Housing Service Division:

A. Prepare for dormitory epidemic prevention

(A) Forehead temperature measurement in each dormitory: infrared, forehead thermometer, a total of 12 stations.

(B) Forehead thermometers and spare masks are available in the 4 reception rooms of the dormitory.

(C) Hand sterilizers are provided in each dormitory.

(D) People moving in to the dormitory from outside must fill out the registration "real-link system" form.

(E) Prepare an empty dormitory to provide temporary accommodation for students with fever or illness.

B. Cleaning of dormitories: In addition to requiring cleaning staff to wear masks and gloves, all doorknobs, floors, and stairs in the bathroom, common areas, social rooms, simple kitchens, and recreation rooms of each dormitory are cleaned with bleach twice a day.

C. Dormitory repairs: real-name registration and masks for people entering and leaving the dormitory will be requested.

D. Dormitory application

(A) To give up a spot in dormitory in the 110th academic year can be done by emailing the electronic files to the official email. The last day to withdraw is July 31st.

(B) 2021 summer dormitory: manual wait list can be applied online, and if possible please use ATM transfer to pay.

(C) 2021 summer camp dormitory: currently no summer camp beds have been cancelled; however, if the epidemic continues to worsen then another announcement will be made.

E. Dormitory closing and checking-out

(A) The dormitory of the semester 1092 needs to be checked when checking-out. The dormitory

check-out is scheduled at the end of June. If there is need to leave the dormitory early, you can apply online first.

(B) If you need to move to the summer dormitory on either from female 14 dormitory or male 13 dormitory, please follow the announced schedule.

F. Recycling of subsidized air-conditioning cards for rooms on the top floor of the dormitory: It is scheduled to be returned before 17:00 on June 30, 2021 (Wed); however, due to the epidemic, the returning time may be postponed.

G. Facilities service

(A) All venues that could be borrowed are temporarily suspended: including the dance room in female 3 dormitory, the multi-function rooms in male 9 dormitory, and the art space in female 14 dormitory.

(B) Dormitory's social rooms, simple kitchens and other public areas (such as dining areas): reduce seats and promote wearing masks.

(C) The Muslim prayer room is temporarily suspended (in the basement of male 7 dormitory).

H. Humanistic care lectures by dormitory mentors: the event will be cancelled from May 17th, 2021 to June 8th, 2021.

6. Personal health protection requirements

(1) Obey the epidemic prevention regulations, wear masks, wash hands frequently, maintain a safe social distance, and record personal life trajectories.

(2) Do not wander around, stay in the dormitory, rental house or home as much as possible.

(3) Avoid unnecessary going out and reduce interactions between people.

(4) Download the "Taiwan Social Distance App" on your phone to instantly grasp your exposure risk!

(5) For public transportation, please use the registered easy card, iPass, or iCash

(6) If you have COVID-19 related symptoms such as fever, cough, sore throat, fatigue, muscle aches, diarrhea, abnormal smell and taste, shortness of breath, etc., please wear a mask to the campus fever screening station. The staff will then evaluate your medical needs. On non-working days, please dial the "Report Hotline 03-2805666" directly!

(7) If faculties and students have fever, upper respiratory tract infection or suspected symptoms, please do not go to work or class, and do go to PORTAL→ iNCU→ Student Affairs (StdAffair)→ Health Monitoring Self-Reporting Operation, to report health status and treatment status.

(8) If your family or friends live with a case of "Quarantine", please be sure to report to NCU health or security center. As well as take the initiative to inform the unit supervisor that you plan to work from home and have classes online.

7. Shuttle of University System of Taiwan

In response to the coronavirus epidemic, the four universities have changed their courses to online teaching. The shuttle of Taiwan System of Taiwan will be suspended from May 17th. The resumption date will be notified according to the epidemic situation.