

National Kaohsiung University of Hospitality and Tourism

In Response to Communicable Diseases' Course Suspension, and Course Resumption Measures

Amended and motioned through on September 22, 2016 before the extraordinary academic affairs meeting

- I. The university students/instructors and faculty who, upon reported by [the Physical Education and Health Center](#) of infecting communicable diseases, are to undergo various course suspensions and course resumption measures per the following measures.
- II. School fulltime/adjunct instructors who are infected:
 - (I) To appoint school fulltime/adjunct instructors with identical specialty and curriculums to stand-in for the course.
 - (II) Fulltime instructors' stand-in hours are limited to 9 hours per week (including off-campus part-time hours and overdrawn hours of 4 hours).
 - (III) Adjunct instructors' stand-in hours on daytime department lecturing hours are limited to 8 hours (including the stand-in hours).
 - (IV) Of fulltime instructors in whose injected home recuperation period, on whose lecturing courses, the school is to dispense the stand-in hourly fee on whose behalf, but instructors may not dispense the overdrawn hourly fee.
 - (V) Of adjunct instructors in whose injected home recuperation period, on whose lecturing courses, the school is to dispense the stand-in hourly fee on whose behalf, but adjunct instructors may not dispense the overdrawn hourly fee.
 - (VI) Adjunct instructors' hourly fees are dispensed based on the actuated stand-in hourly fee by stand-in instructor's position level.
- III. School students who are infected with communicable diseases during the home recuperation period are given official leave, whose absent/absenteeism will not be classified into the examination ducking record, and students are kindly asked, upon returning to school, to submit self-study report of 1 copy on the lecturing content of the various courses during the period to the lecturing instructor.
- IV. The course ceasing standards principally heeds to Ministry of Education has previously announced of the "325 standards" in response to the H1N1 pandemic.
 - (I) The "325 standard": when two or more students (including 2 students) in the same class are infected within three days, and physician clinical diagnosis indicating it a communicable disease, it is recommended that said class be suspended for 5 days (including weekends).
 - (II) Classes on school combined lecture class are to heed to one course as a class unit, i.e. in English listening and speaking (I) class A has Chinese cuisine-A, Western cuisine-A, baking-A and related students jointly taking the court, if 1 student is infected, the curriculum is counted as one class.
- V. Course resumption plan:
 - (I) The timing of the course resumption principally shall follow the below time segments:
 1. Monday through Friday: from 18:00 to 22:00.
 2. Saturdays and Sundays: from 08:00 to 17:00.
 - (II) To avoid affecting the normal progress of the classes and normal adjustment on retroactive class operation, and the disturbance of

insufficient classrooms, the course resumption is to heed to the foresaid time segments.

- (III) To avoid affect classes on normal class schedule and normal course rescheduling/makeup operation, and the disturbance of insufficient available classrooms, class resumption is sought per the foresaid time slots.
- (IV) If class equipment or instructor or students encounter class conflict, instructors and students may jointly coordinate the class session time, but needing to consider on their own whether there are available classrooms.
- (V) If the entire university courses are suspended for one week, the classroom week count will be concluded by postponed one week's courses.