

Relaxation of Grade Submission and School-leaving Procedures at NTNU in Response to COVID-19 Pandemic

Effective from: May 11, 2020

I. Undergraduates: Extension of undergraduate grade submission period for Spring Semester 2020

If faculty find themselves unable to submit grades within the required time period for the spring semester 2020 stemming from unavoidable circumstances as a result of the COVID-19 pandemic, they may fill out the "Extension of Grade Submission Request Form". This form must be authorized by the course organizing department (college), Dean of College, and Vice President of Academic Affairs for the submission extension to be valid.

1. Important Deadlines:

Task	Date
Deadline of submitting grades	July 10, 2020
Extension of Grade Submission under Special Circumstances	September 24, 2020 (9-week extension)

2. If a portion of the curriculum requires students to complete it in-person (e.g. internships, lab work, etc.) and therefore grades cannot be submitted within the dates given above, faculty should contact the Registry Division to consider alternatives.
3. Fresh graduates who have been admitted to a master's program in the upcoming academic year may work with their professor to find different methods by which to receive a final grade assessment. These grades shall be submitted before August 24, 2020 at the latest. In cases where master's program registration falls earlier than this date, faculty shall do their best to submit grades as early as possible to ensure students can complete their registration for graduate school on schedule.

For any further questions concerning the above announcements with regard to undergraduate programs, please contact Ms. Lee in the Registry Division.

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II. Master's and PhD Students

1. Extension of Graduation and School-leaving Deadlines for Graduate Students

Due to the COVID-19 pandemic, there will be some restrictions to thesis data collection and graduation performances. Dates have been adjusted as follows:

Graduation Period	Academic Program	Year & Month of Diploma	Degree Examination Deadline	Deadline for Final Thesis Submission & Last Day Diploma Pickup
2019 Academic Year/Spring semester	EMBA	May 2020	Sunday, June 21, 2020 (3-week extension)	Tuesday, July 21, 2020 (3-week extension)
	PhD/ Master's/ Weekend/ Evening	June 2020	Friday, August 21, 2020 (3-week extension)	Friday, September 18, 2020 (3-week extension)
	Summer Session/ Weekend Summer Session	June 2020	Friday, July 10, 2020 (2-week extension)	Friday, September 18, 2020 (Similar to full-time programs, a 3-week extension is given)
2020 Academic Year/Summer Session	Summer Session/Weekend Summer Session	July 2020	Friday, August 14, 2020 (2-week extension)	Thursday October 8, 2020 (2-week extension)
		August 2020	Friday, September 11, 2020 (2-week extension)	Thursday October 8, 2020 (2-week extension)

2. Oral exam via videoconferencing: In accordance with Article 11 of the NTNU Degree

Conferral and Graduate Degree Exam Regulations, for graduate students who wish to undergo their oral exam by videoconferencing, they shall be required to first seek the permission of the General Affairs Committee of their department, graduate institute, or degree program; furthermore, their oral exam must be recorded in its entirety.

- a) If the Department (Graduate Institute) General Affairs Committee cannot be called to order in time for the student's oral exam, it is permissible for the Committee to convene after the exam to retrospectively review and approve the necessary procedures.
- b) Oral exam committee members must be present in-person for the oral exam. If, due to reasons stemming from the COVID-19 pandemic, they are unable to do so, they may submit their grades via fax, or by photo over email to the department (graduate institute). Once the department (graduate institute) verifies the authenticity of the submission, the grade shall be considered official.

- c) When the department (graduate institute) submits the oral exam grade to the Office of Academic Affairs, one digital copy of the video conferenced oral exam shall be submitted to the Office for its records.

For any further questions concerning the above announcements with regard to master's and PhD programs, please contact Ms. Huang in the Graduate Studies Division.

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