**Emergency Academic Measures due to Force Majeure**

Force majeure refers to the unforeseeable, unavoidable and insurmountable objective circumstances, not human factors, that arise when the Institute performs its obligations. These factors can be used as a basis for discretion, such as weather, epidemics, illness, etc. The Institute has taken countermeasures for such situations. In the face of temporary force majeure, the Institute will set up a temporary special situation team as soon as possible, and the team members will be determined according to the type of force majeure factors. The plan adopted by the Institute will be notified through the release of documents or by counselors in the students' WeChat groups.

1. Due to COVID-19, teachers and students are unable to return to the Institute for normal teaching and learning.

If teachers and students are unable to return to the Institute, the Institute will conduct large-scale online instruction. At present, all resources for each course of the Institute can be accessed online and can be found on the CIFS online teaching platform [(tcsisu.benke.chaoxing.com/portal)](http://jxut.fanya.chaoxing.com/portal).

Teachers can set up classes online, and students can view the teaching resources of the courses they have enrolled after registering an account, including "teaching videos, courseware, outline, lesson plans, lecture notes, and learning materials". The platform can realize online interactive teaching, such as "check-in, questioning, assignment and correction of homework, interactive communication, live teaching" and so on.

2. Examinations affected by COVID-19

For courses that require examinations, the Institute uses the method of taking examinations in batches to avoid large gatherings of students. Considering that online examinations can affect the fairness of the examinations because students may have access to relevant information, the Institute is unable to invigilate the examinations online and the Institute currently does not have an online examination system, all examinations are still held offline. For tests, assignments and papers that do not need to be organized, students can submit them online at home through the online teaching platform, and teachers can review and correct the assignments in the system.

At the end of each semester, the Academic Affairs Office will issue an examination schedule to ensure that students are informed of the examination information. If a student is unable to return to the Institute to take an examination, a "delay" notice may be issued. Students should apply for the postponement of examinations in the academic administration system and provide relevant proof materials. The school and the Academic Affairs Office will investigate the student’s situation and approve the application. Students can check the approval results in the academic administration system. The Academic Affairs Office shall approve the application for delay of examination due to force majeure, and the examination shall be conducted at the beginning of the next semester. In order to ensure the fairness of the examination, the exam paper for the postponed examination is different from the normal exam paper, and the student’s scores are still recognized. If a student is absent for the postponed examination due to force majeure, the Academic Affairs Office will organize him/her to take a make-up examination within the four years of his/her study, which will not affect his/her graduation.

3. Learning materials cannot be distributed caused by library and laboratory closure due to COVID-19

The Institute has a large number of digital books, which students can access online; Each major will have an online virtual simulation experiment platform, and students can complete experiments online; E-textbooks, e-guidance materials and courseware will be provided for students.

4. Some off-campus training courses are not available due to COVID-19

The Institute can decide whether to carry out off-campus practical training courses based on the epidemic prevention and control situation in different regions, and can carry out such courses in batches. If it is indeed impossible to carry out a course, the course opening plan will be adjusted, and some courses that cannot be carried out will be postponed until the epidemic situation in the region reaches the requirements for the course to be carried out. If no courses can be offered during the school period, additional courses will be added for mutual recognition of credits to meet the graduation requirements.

5. Temporary or permanent inability of teachers to continue teaching due to personal reasons (such as illness, weather, isolation due to epidemic, resignation)

Teachers who are unable to work due to temporary illness or weather conditions need to ask for leave from the Personnel Office. Once approved by the school, the approval process can be completed. The teacher will then adjust the teaching time in the teaching system in accordance with the Regulations on the Administration of Class Suspension, Class Transfer and Substitute of Chongqing Institute of Foreign Studies ([https://www.cqifs.edu.cn/jwc/article\_2802.htm](https://jwc.jxut.edu.cn/info/1548/7797.htm)). The information will be sent to the counselor, who will inform the students concerned. If a teacher cannot come to school to teach his/her classes because of the Covid-19, he/she can apply to teach online or the school will arrange another teacher to teach the students in order to guarantee academic quality. The teacher who takes over the last teacher’s class should inquire about the students' learning situation, teaching schedule, teaching arrangement, and this process shall be overseen by the Vice Dean of the School and the Academic Affairs Office.