

Dear Students,

Regarding the Fall Semester 2020

Kyoto University of Foreign Studies
 Kyoto Junior College of Foreign Languages
 Division of Educational Affairs

At the beginning of the fall semester, the precautions regarding how to take "remote classes" and "face-to-face class" are summarized here. Please take time to read them.

I. Class period (See the list)

October 1st, 2020 (Thursday) to January 27th, 2021 (Wednesday)

2020年度 秋学期学年暦の変更〈コロナウイルス対応〉					
月曜日	火曜日	水曜日	木曜日	金曜日	土曜日
①10月5日	①10月6日	①10月7日	①10月1日	①10月2日	①10月3日
②10月12日	②10月13日	②10月14日	②10月8日	②10月9日	②10月10日
③10月19日	③10月20日	③10月21日	③10月15日	③10月16日	③10月17日
④10月26日	④10月27日	④10月28日	④10月22日	④10月30日	④10月31日
⑤11月2日	⑤11月10日	⑤11月11日	⑤10月29日	⑤11月6日	⑤11月7日
⑥11月9日	⑥11月17日	⑥11月25日	⑥11月12日	⑥11月13日	⑥11月14日
⑦11月16日	⑦11月24日	⑦12月2日	⑦11月26日	⑦11月27日	⑦11月28日
⑧11月23日	⑧12月1日	⑧12月9日	⑧12月3日	⑧12月4日	⑧12月5日
⑨11月30日	⑨12月8日	⑨12月16日	⑨12月10日	⑨12月11日	⑨12月12日
⑩12月7日	⑩12月15日	⑩12月23日	⑩12月17日	⑩12月18日	⑩12月19日
⑪12月14日	⑪12月22日	⑪1月6日	⑪12月24日	⑪12月25日	⑪12月26日
⑫12月21日	⑫1月12日	⑫1月13日	⑫1月7日	⑫1月8日	⑫1月9日
⑬1月18日	⑬1月19日	⑬1月20日	⑬1月14日	⑬1月15日	⑬1月16日
⑭1月25日	⑭1月26日	⑭1月27日	⑭1月21日	⑭1月22日	⑭1月23日
			1月28日 (学内 統一試験)	1月29日 (学内 統一試験)	

<Notes>

No classes on October 23rd (Fri) to 24th (Sat) for entrance examination

No classes on November 3 (Tue) for national holidays.

No classes on November 4th (Wed) and 5th (Thu)

No classes from November 18th (Wed) to 21st (Sat) for Entrance Examination

Classes will be held on November 23 (Mon)

No classes on January 11 (Mon) for national holidays.

Winter vacation

December 27th (Sun) -January 5th (Tue)

* The unified examination on January 28th to 29th is not a regular examination. It is only for the Faculty of Foreign Studies.

II. About remote classes in the fall semester

(1) About remote classes

For those who have not taken remote classes at our university due to study abroad or leave of absence in the spring semester, please visit "Kyoto University of Foreign Studies Online Study Preparation Site" at <https://sites.google.com/kufs.ac.jp/startup-guide/> and make preparations such as installing Microsoft Teams.

As a general rule, remote lessons of our university are conducted so that students can take classes in the period on the day of class registration. The method of participating in the class is as follows.

1. Start the Microsoft Teams app and sign in with your university email address (user ID @ kufs.ac.jp).
2. All the classes you are taking are displayed in Teams. Press the Team you are attending and wait for the teacher's starting the class. When the "Meeting" or "Course Name" appears, press the "Join" button to join the meeting. Then, you will now be in class.
3. Press "Turn off camera" and "Mute microphone". Keep the camera and microphone off until your teacher tells you to do so.
4. When your class is over, press "Disconnect".

Some teachers may use other tools such as Zoom and Google Meet due to differences in useful functions. In those cases, you will be contacted in the "Post" section of Microsoft Teams or Gmail, so please follow the instructions.

<Note>

We refrained from using Zoom as a tool for distance learning in the spring semester, but we have decided that the initial security problems have been resolved and will be able to use it in the fall semester. Some teachers may use Zoom.

(2) About student's camera-on

In some remote classes, it is required for you to turn on the camera because of necessity and educational effect. It is probable that the image taken by the camera in the face-to-face classroom will be displayed on the screen of the student taking the lesson in the remote lesson. Please refrain from taking pictures of other people's faces or figures without permission or posting them on SNS, etc., as this is an act that infringes upon other people's privacy.

If you are worried about others seeing the inside of your private room when you turn on your camera, join the meeting, click the ellipsis "...", and then choose "Apply background effect" to select your favorite background.

(3) Rules for taking remote classes

Students should fully understand and comply with the following rules before and when taking remote classes. The following acts are prohibited. Please note that in some cases it may lead to legal proceedings.

1. Any conduct that involves the sharing of your account information with other people, and also for letting them use that information.
2. Any conduct for letting other people, with no rights to take remote classes, view those classes.
3. Any conduct for sharing the URLs of your classes and/or meeting IDs and passwords with other people who have no rights to take those classes.
4. Any conduct for using identifiable private information, such as student ID numbers, that came to your knowledge in the course of your classes for purposes other than the original purpose.
5. Any conduct that involves the sharing of uploaded teaching materials, newspaper and weekly magazine articles, publications prepared for teaching purposes, as well as audio and video recorded data with other people on SNS, and also for redistributing them without permission beyond the scope of your classes.
6. Any conduct that involves the video-recording of any classes without permission from teachers in charge, and also for releasing and spreading these recorded classes and screenshots to the public on SNS or other means.

7. Any conduct that infringes on image rights, privacies and human rights of other students, teachers, and teaching assistants.
8. Any conduct that interferes with the progress of classes.
9. Any conduct that interferes with the operations of software and information systems of our university by applying excessive loads to them.
10. Any wrong-doings, such as test-taking by proxy and/or cheating in examinations conducted by our university, including online examinations.
11. Other misconduct that is against the roles and duties of students.

(4) Classes when storm warnings and special warnings are issued

In principle, we will not take "cancellation" measures. However, if it is judged that it is difficult to conduct remote lessons due to the situation of the class location on the teacher's side, as an alternative, students would be instructed to do their assignments through Teams, Manaba, Gmail, Web Campus, etc.

Students may also be affected by storm warnings and special warnings depending on the conditions of the place where they take classes. In such a case, please inform the teacher about the situation before or after the event.

III. About face-to-face classes in the fall semester

(1) A list of face-to-face courses

Please find the list of the face-to-face classes at the following links.

[Faculty of Foreign Studies](#)

[Faculty of Global Engagement](#)

[Department of English Studies for Careers](#)

[Japanese Studies Center for International Students](#)

[Graduate School](#)

(2) About the lessons

As a general rule, classes are held in designated classrooms every week according to the timetable. If some face-to-face lessons are project-based or seminar-based, school attendance may be irregular. Please follow the instructions from your teacher.

(3) About the classroom used for face-to-face lessons

In principle, classrooms for face-to-face at this university are used only once a day. The classroom will not be used for another lesson before or after the lesson on the same day.

In principle, the classrooms are chosen so that the capacity of the classrooms is reduced to about 40% or less, and the space between students is at least 1 m or more.

A splash prevention stand is installed between a teacher and students.

Teachers always wear masks (or face shields and mouth shields) in teaching.

In principle, the entrance to the classroom is the front door and the exit is the rear door.

As a general rule, the doors on the corridor side are kept open during class. Also, the windows are kept open / ajar.

Building 1 is constantly ventilated by the ventilation system inside the building.

(4) Whether students will participate in face-to-face classes or remotely

In the fall semester, some face-to-face classes will be held. Students taking courses in which face-to-face classes are held are basically expected to attend face-to-face classes. However, if face-to-face attendance is difficult for any of the following reasons, you should tell your teacher that you will participate in class remotely along with the reason. Before the semester starts, you will be asked to fill out a questionnaire form from the instructor at Microsoft Teams. Please fill

it out. If the reason is d, please tell us the details.

- a. There is a high risk of infection with the new coronavirus due to underlying or pre-existing illness.
- b. The environment for attending classes face-to-face in the fall semester is not ready, such as having already withdrawn from a boarding house or not being able to enter Japan.
- c. You have strong mental anxiety about the risk of being infected with the new coronavirus while attending school or in face-to-face classes.
- d. In addition, although it does not occur under normal circumstances, it is difficult to attend classes face-to-face due to reasons caused by the spread of the new coronavirus infection.

Please read the following notes.

-The choice between face-to-face attendance and remote participation cannot be changed "easily" during the semester. The number of face-to-face attendees can affect teachers' lesson planning and classroom settings. However, if the situation changes during the semester, such as when the reason for remote participation is resolved and you wish to change from face-to-face to remote or from remote to face-to-face, please inform your teacher of the change along with the reason. Avoid attending or not attending by your mood on the day.

- If a student who chooses to attend face-to-face cannot attend due to poor physical condition, they should try to recover their physical condition by telling the teacher about the reason and absence instead of forcibly attending the class of the day remotely.

- If individual students attend face-to-face lessons (such as in project-based subjects) according to the lesson plan (such as every other week), students should follow the instructions of the teacher.

(5) When the teacher in charge of face-to-face classes is in poor physical condition

Due to poor physical condition of the teacher of face-to-face class, it may be switched to a remote lesson on the day of the lesson. In that case, you can take it in the remote learning classroom on campus.

If the remote class cannot be conducted due to extremely poor physical condition of the teacher of the face-to-face class, the class will be canceled. As an alternative to that lesson, the teacher will give instructions such as assignments.

In either case, the teacher or the Division of Educational Affairs will notify you via Web Campus.

(6) Classes when storm warnings and special warnings are issued

In principle, the Division of Educational Affairs will notify faculty and students that they will switch to remote lessons the day before.

(7) When transportation is not available

It is based on the students' manual called "gakusei-binran" or p.122 on "Campus Schedule 2020" and see Transportation Shut-downs.

III. Common items for remote lessons and face-to-face lessons in the fall semester

(1) About the syllabus

If there is any change in the syllabus of your class, your teacher will inform you.

(2) About the textbooks

Textbooks can be purchased online. It is possible to receive them at the bookstore on the day when you have a face-to-face class. Please visit <https://www.kufs.ac.jp/news/detail.html?id=OsUXIKvI>

(3) Convenience store network print service for lesson materials

In the fall semester, students will have access to network print services at Lawson and Family Mart. Students will be able to download the materials uploaded by the teachers on Teams, etc. and print them out for free at Lawson and

Family Mart. Please note that pre-registration is required.

For more details, please visit <https://sites.google.com/kufs.ac.jp/startup-guide/home/netprint>

(4) Handling policy for lesson materials

It is illegal to share uploaded lecture materials and recorded data on SNS and Stream, or redistribute them without permission and in some cases, it may lead to legal proceedings.

(5) Student communication charge subsidies

Students are provided with 20,000 JPY as a communication charge subsidy.

V. About new corona infection prevention measures at our university

(1) Infection prevention measures of our university

① Entrance

The entrance and exit of campus is only the main gate.

You will need your student ID card when you enter the campus, so be sure to carry it with you.

Only those who take face-to-face classes and those who have received permission from the library, etc. by advance reservation can enter.

People who take face-to-face classes can enter campus at 8:30 am or later.

The route from the main gate to the classroom is as follows.

Main gate → Lobby of Building No. 8 (confirmation of admission with student ID and temperature measurement) →

Courtyard → Classroom for face-to-face lessons

For graduate students who take face-to-face classes, the temperature will be measured at the graduate school office in Building 5.

If your temperature is 37.5 °C or higher, you cannot enter the campus. In such as case, please follow the instructions of the infirmary staff and return home promptly. In addition, please inform the teacher that you cannot take face-to-face lessons.

Even if you go out of the university and re-enter the university, your student ID card will be checked and the temperature will be measured, so please be sure to go through the lobby of Building 8 (for graduate students, the Graduate School Office of Building 5).

Please leave the main gate after class.

② Classroom for face-to-face lessons

As a general rule, classrooms are calculated from the number of students so that the capacity is approximately 40% or less of the normal capacity.

Classroom entrances and windows are always open.

A splash prevention stand will be installed on the teacher's desk.

Classrooms with face-to-face lessons are used only once a day. Therefore, students do not need to disinfect their desks and chairs before or after class.

③ Facilities other than classroom

Hand sanitizers will be installed in the lobby of Buildings 5 and 8 and near the classrooms where face-to-face lessons are held.

* Never take back home the disinfectant solution, etc. installed on campus.

Areas that many people touch, such as doorknobs, handrails, and switches are regularly disinfected.

In order to avoid crowding on the stairs, the signs of ascending and descending will be displayed.

We will prepare the following classrooms so that students who come to school for face-to-face classes can also take remote classes on campus. These rooms will be used at about 50% or less of the normal capacity and a personal computer will be installed. A power supply is also available, so you can use your own personal computer. However, from the viewpoint of infection prevention, you are advised to take remote lessons from home or from your boarding house as much as possible.

Building 4: R431, 432, 433, 441, 443, 444, 451, 452, 453

Building 6: R621, 622, 623, 631, 632, 633, 641, 642, 651, 652 (R641, 642, 651, 652 except Friday)

Building 7: R732, 742

Building 8: R834

-If you use the video conferencing function on multiple computers in the same space, howling (sound of squeaking) will occur. To prevent howling, use a headset or earphones with a microphone. Please prepare your own headset. Also, after using the school PC, disinfect it with the disinfectant sheet provided in the classroom.

In the above room, you can connect to a wifi signal called 'eduroam'.

We will start with the above plan, but it may be changed during the semester for operational reasons.

The following classrooms will be prepared as waiting rooms (food and drink) for students attending face-to-face classes, and will be used at approximately 50% or less of the normal capacity.

Building 1: R171

Building 2: R211, 221 (R221 except Mondays and Tuesdays)

Building 7: R741

We will reduce the number of free spaces in Buildings 1 and 4 and the number of seats in the library to about 50% or less.

Business of the cafeteria, purchasing department, and books department * The business hours announced on August 5 have been changed.

"Libre"

Business hours 12: 00-13: 50 (Monday-Friday)

Mainly for lunch box sales (normal menu will be reduced). In addition, the number of seats will be reduced to approximately 50% or less.

"Cafe Taro"

Business hours 11: 00-14: 00 (Monday-Friday)

Mainly selling bento boxes. They will not offer their regular menu.

~~"Compagno"~~ *Due to circumstances, we will be closed for the time being from October 26th (Mon).

~~Business hours 10:30-13:50 (Monday-Thursday) 10:30-17:00 (Friday)~~

~~The number of seats in the eat-in space will be reduced to approximately 50% or less.~~

"Stationery Store"

Business hours 10:00-15:00 (Monday-Friday)

"Bookstore"

Business hours 8:30-16:00 (Monday-Friday), 8:30-11:30 (Saturday)

④ Others

Faculty and staff will always wear a mask (or face shield or mouth shield).

Vinyl curtains or splash prevention stands are installed in school offices.

(2) Infection prevention measures to be requested to students who are admitted

① Health check

Before going to school, make sure that your temperature is not above 37.5 °C before you leave home. If your temperature is 37.5 °C or higher, please inform the teacher that you cannot take the class and receive instructions.

Please refrain from going to school if you have symptoms such as fever, cough, or general malaise, or if you have an infected person in your family or if you have confirmed close contact with a positive person. If you are taking a face-to-face lesson, please inform the teacher that you cannot take the lesson by yourself and receive instructions.

② Measures on campus

Before entering a classroom or building, be sure to disinfect your hands with alcohol or wash your hands with soap.

Be sure to wear a mask. If you do not wear a mask in face-to-face classes, you will not be able to take classes.

Please follow the instructions on the stairs to move around the campus. As a general rule, the use of elevators is prohibited.

Avoid talking at close distance and do not make a loud voice.

Please do not gather in groups of more than 5 people during breaks and lunch breaks.

In classrooms, waiting rooms, free spaces, etc. where you take remote classes, avoid sitting face-to-face and keep an appropriate social distancing between people. Also, do not use desks, chairs, etc. upon which the "Keep distance" sign appears.

Please try to return home immediately after class. Also, even those who are allowed to enter the school other than face-to-face classes should return home as soon as they finish their work.

③ Other

If you are infected, or if it is found that there is an infected person or a close contact with the infected person, contact a public institution immediately and ask for instructions. Also, please contact the infirmary of the university (TEL. 075-322-6024 E-mail: hoken@kufs.ac.jp).

③ In the case that a person belonging to the university is infected with coronavirus or has close contact with a person infected with coronavirus

① In the case that a student taking a face-to-face class is infected with coronavirus or has close contact with a person infected with coronavirus, he or she will be prohibited from entering the campus for two weeks from the day after the matter is discovered.

② In the case that a person belonging to the university who is not a student is infected with coronavirus or has close contact with a person infected with coronavirus, he or she will be prohibited from entering the campus for two weeks from the day after the matter is discovered.

③ If a student taking a face-to-face class or a faculty member is found to be infected with coronavirus, in principle, the entire campus may be shut down for five days due to the disinfection work under the guidance of the public health center from the day after the matter is discovered. In that case, face-to-face lessons will be switched to remote lessons.

Note: Under the guidance of the public health center, we may take different measures.