



March 3, 2021

Students in Kyoto University of Foreign Studies  
Students in Kyoto Junior College of Foreign Languages

### About classes in the spring semester 2021

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

Currently, a vaccine for the new coronavirus has been developed and vaccination is starting, but it will take some time before it reaches the entire population. It is impossible for anyone to accurately predict the future of the new coronavirus infection. The university must take measures so that it can proceed with educational activities while responding to the wishes and anxieties of each student by establishing a lesson system that can be dealt with according to the situation at any time.

As announced on December 22nd last year, in the spring semester of 2021, in principle, face-to-face (f2f) classes will be held while taking measures to prevent the spread of infection. However, some lessons will be remote lessons (on-demand video type). In spite of such a principle, we will establish a system so that in the unlikely event that a state of emergency is declared, all can be done by remote learning. In addition, we will give as much consideration as possible to students who have difficulty in attending f2f classes, such as those with underlying illnesses. In f2f lessons, each student is required to have a different awareness of crisis management and mutual cooperation in order to lead a safe group life. As the 2021 spring semester class begins, we have summarized the class guidelines here. Please read it carefully.

\* If there is a change in the related legislation such as the classification and designation of infectious diseases for COVID-19, the lesson format and the contents of this guideline may be reexamined.

[Class period] (See the list below)

April 19, 2021 (Monday) - July 31, 2021 (Saturday)

	月 Mon	火 Tue	水 Wed	木 Thu	金 Fri	土 Sat
Week 1	4月19日	4月20日	4月21日	4月22日	4月23日	4月24日
Week 2	4月26日	4月27日	4月28日	5月6日	5月7日	5月8日
Week 3	5月10日	5月11日	5月12日	5月13日	5月14日	5月15日
Week 4	5月17日	5月18日	5月19日	5月20日	5月21日	5月22日
Week 5	5月24日	5月25日	5月26日	5月27日	5月28日	5月29日
Week 6	5月31日	6月1日	6月2日	6月3日	6月4日	6月5日
Week 7	6月7日	6月8日	6月9日	6月10日	6月11日	6月12日
Week 8	6月14日	6月15日	6月16日	6月17日	6月18日	6月19日
Week 9	6月21日	6月22日	6月23日	6月24日	6月25日	6月26日
Week 10	6月28日	6月29日	6月30日	7月1日	7月2日	7月3日
Week 11	7月5日	7月6日	7月7日	7月8日	7月9日	7月10日
Week 12	7月12日	7月13日	7月14日	7月15日	7月16日	7月17日
Week 13	7月19日	7月20日	7月21日	7月22日	7月23日	7月24日
Week 14	7月26日	7月27日	7月28日	7月29日	7月30日	7月31日

<NOTE>

5/18 (KUFS Foundation Anniversary)

Regular class

7/22, 7/23 (holidays) Regular class

8/2, 8/3 days for make-up classes

~~8/4, 8/5, 8/6 Spring Semester Regular Exam~~  
**CANCELLED**

The start date of the fall semester is 9/21  
(Tuesday)



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## I. About classes in the spring semester of 2021

### 1. About registration with Microsoft Teams

In the spring semester of 2021, in principle, classes will be f2f while taking measures to prevent the spread of infection. However, some classes will be conducted by remote lessons (on-demand video lessons). However, it is unknown when the 4th and 5th waves of the pandemic will occur and when a state of emergency might be issued. Therefore, as in 2020, after completing course registration, we will continue to register students in Microsoft Teams (hereinafter referred to as Teams), a synchronous tool that enables remote learning on timetables. Since it takes some days to register for Teams, classes will start on April 19th (Monday), which is a little bit later than usual. All class teams, including f2f courses, are displayed in Teams.

For students who have never used Teams, please read Section II below (For students who are taking remote lessons at our university for the first time).

### 2. About f2f lessons

#### 2.1 F2f classrooms used

In principle, classrooms are arranged so that the number of students is 50 to 60% of the capacity of the classroom for required courses and 50% or less for elective courses. However, the percentage may exceed 60% for compulsory courses that use information processing classrooms. In addition, for Tuesday and Friday classes (3<sup>rd</sup> and 4<sup>th</sup> periods) and Wednesday class (5<sup>th</sup> period), the percentage may be 70-75%.

#### 2.2 Precautions for f2f lessons

Be sure to wear a mask or face shield. Cover your nose with the mask. The material of the mask does not matter, but wearing a mouth shield (saliva guard) is prohibited. If it is difficult to wear a mask, wear a face shield.

Splash prevention stands will be installed on the desks of regular classrooms (excluding large classrooms such as R211, 221, 741, 742). They are disinfected as appropriate. Activities in the classroom (pair work, group work, etc.) should be done through the splash prevention stand.

Hand sanitizer (alcohol) will be prepared near the doorway. Please use as appropriate.

#### 2.3 For students who need special consideration for f2f classes (*taimen-hairyō-gakusei*)

If a student is unable to attend a f2f class due to an underlying medical condition, etc., he or she will be considered a “f2f special consideration student (*taimen-hairyō-gakusei*)” to the extent possible. The following students are defined as “f2f special consideration students (*taimen-hairyō-gakusei*).”

- (a) Those who have a high risk of infection with COVID-19 due to an underlying or pre-existing illness;
- (b) Those who cannot enter Japan due to immigration restrictions;
- (c) Those who have a strong mental anxiety about the risk of being infected with COVID-19 while commuting to school or in f2f classes;
- (d) Although it does not occur under normal circumstances, it is difficult to attend classes f2f due to reasons caused by the spread of COVID-19 infection.

Those who would like to receive consideration for not attending face-to-face (f2f) lessons in the spring semester 2021 are required to complete the following form by April 14th (Wednesday).

URL: <https://forms.gle/H2RP11TkP2Rmzpz38>

Notifications from students are collected by the Division of Educational Affairs (*kyomu-bu*) and forwarded to each course teacher. Each teacher will consider the method students will use to take the course. This method may differ depending on the teachers in charge of each course, so please follow their



instructions. Remember that this notification of consideration will be applied only to the spring semester of 2021.

In order to submit the form, you are required to agree to the following (1) to (8).

- (1) Once you have submitted the notification, you cannot easily change it during the semester (the number of f2f attendees will affect course instructors' lesson plans and classroom settings). Furthermore, you are not permitted to attend classes f2f or remotely depending on the mood of the day. However, if the reason for not attending courses f2f is resolved during the semester, please contact the Division of Educational Affairs (*kyomu-bu*) by email or phone.  
E-mail: [kyomu@kufs.ac.jp](mailto:kyomu@kufs.ac.jp) Phone: 075-322-6032
- (2) It is not permissible to request non-attendance of f2f classes during a specific period and/or day of the week, or with regards to a certain instructor.
- (3) There are two methods of taking classes: participating in real time (synchronous type) via MS Teams, and using an on-demand method to watch recorded lessons (asynchronous type). The method of class and attendance check differs depending on the instructors, so please follow their instructions.
- (4) In synchronous lessons, students participate all at the same time. As a general rule, you are supposed to participate with the camera function turned on. Especially, in case of examinations, it is necessary to turn the camera on. Therefore, please prepare a camera and a microphone, which are necessary. On the other hand, asynchronous lessons involve watching videos. Make sure you secure 50GB of communication data per month or prepare a fixed-line Internet connection environment. Please note that there will be no subsidy for communication costs in 2021.
- (5) If you are unable to attend a class that uses a synchronous method due to poor physical condition, please do not forcibly participate in the class. Tell your teacher why you are absent and try to recover your physical condition.
- (6) There are some subjects that you cannot ask for not attending f2f, such as sports, practical subjects using computers, some PBL (Project-Based Learning) subjects, and subjects that involve practical training. If you wish to be considered, you will not be able to take those courses in the spring semester of 2021. Click here for a list of subjects. [http://www.kufs.ac.jp/cms\\_image/file/2021spring\\_2.pdf](http://www.kufs.ac.jp/cms_image/file/2021spring_2.pdf) (Check constantly as it may be updated.)
- (7) F2f participation in extracurricular activities is not permissible if you request not to attend classes f2f.
- (8) There is no net-print service provided in the fall semester of 2020. If you receive materials sent by your teachers as an e-mail attachment on paper, please print them out by yourself.

### 3. About remote lessons (on-demand video type)

Remote lessons (on-demand video type) will be conducted for some classes that have a large number of students and for some classes that the university has recognized as having a greater educational effect. Please check this list. [http://www.kufs.ac.jp/cms\\_image/file/2021spring\\_1.pdf](http://www.kufs.ac.jp/cms_image/file/2021spring_1.pdf)

Remote lessons (on-demand video type) are considered to be attended by taking a class with a video recorded at your convenience and submitting an assignment by the designated deadline. (This is different from real-time remote lessons in 2020.)

You will be able to take classes on the timetable. Some teachers will broadcast live, but you will not be able to ask questions by voice during that time. Classes are video-recorded and uploaded on the Internet, so you can take classes outside of class hours. Teachers will give you a method of asking them questions. Even if it is an on-demand type, classes will be registered on timetable. It is not possible to register for two or more



courses in the same period of the same day. Please note that the classroom number does not appear in the schedule table shown on Web Campus.

All class teams, including f2f courses, are displayed in Teams. Please get instructions from your teacher about the delivery period, URL, and assignment submission procedure in the posting column. (For students who have never used Teams, see Section II.) Some teachers may use the lesson support system “manaba” on Web Campus for collecting assignments.

You can watch the videos even on campus. Please use eduroam, which is free Wi-fi on campus. However, please use your own device for viewing. Rental PCs can be used, but the number is limited.

#### **4. About attendance**

In f2f lessons, the attendance of both classroom participants and students who attend online synchronously will be checked in the same way. Those students who take on-demand lessons are considered to be attending by submitting assignments by the deadline. Depending on the teachers, attendance may be confirmed in a different way. Please follow the instructions given by teachers.

#### **5. When teachers cannot conduct f2f lessons**

If teachers cannot give f2f lessons for some reason, the class will be cancelled, and a supplementary class will be provided on another day. However, it may be replaced with assignments, etc. instead of supplementary lessons, so please follow the instructions given by teachers.

#### **6. About regular exams**

Regular exams, which were originally planned on August 4<sup>th</sup>-6<sup>th</sup> shown in “Campus Schedule 2021,” have been cancelled in the spring semester of 2021. Your grade will be evaluated in the classroom tests and reports.

#### **7. About textbooks**

Purchase all textbooks online from this site. You can also pick them up at the on-campus bookstore.

<https://www.kufs.ac.jp/news/detail.html?id=OsUXIKvI>

#### **8. Regarding the rules for attending lessons**

Students should fully understand and comply with the following rules before and when taking classes whether they are given f2f or remotely. The following acts are prohibited. Please note that violation of these rules in some cases 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 recording video 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. Writing that has nothing to do with class, or slanderous acts against others is prohibited.
- (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.

## 9. About graduate school classes

In principle, graduate school classes are conducted f2f, but the class method may change after consultation with each teacher.

## II. For students who are taking remote lessons at our university for the first time (new students, new transfer students, reinstated students)

Please access the Kyoto University of Foreign Studies online study preparation site

<https://sites.google.com/kufs.ac.jp/startup-guide/>.

Microsoft Teams (Teams) is required for distance learning at our university, so please install it. The ID and password issued by the university are required for installation. Please install the desktop version or mobile version from the following site according to your device such as your PC, tablet, smartphone. At the same time, Microsoft Office applications such as Word, Excel, and Power Point can be installed for free. <https://products.office.com/ja-jp/microsoft-teams/download-app>

All classes taken on Teams will be displayed by 4/18 (Sun). Please press the class you are attending and check the teacher's instructions in the posting column.

The contact from the university is sent to the address of the domain name of @kufs.ac.jp. Please be sure to check the @kufs.ac.jp address every day as we will not send anything to your personal address directly. Or, please set the forwarding yourself.

## III. About new corona infection prevention measures at our university

### 1. Our university's infection prevention measures

#### 1.1 Admission to campus

The entrance and exit at the time of entry is only the main gate. Students can enter from 8:30 am.

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

Main gate → Lobby of Building 8 (body temperature measurement) → Courtyard → Classroom for f2f lessons

\* If you are taking classes in Building 5, please check your body temperature in the lobby of Building 5.

If your body temperature is 37.5 degrees Celsius or higher, you cannot enter, so please return home immediately. In addition, please inform your teachers that you cannot take f2f classes.

If you exit and then re-enter the university, your body temperature will be measured, so be sure to go through the lobby of Building 8 (or the lobby of Building 5).



## 1.2 Classroom for f2f lessons

As a general rule, the classroom is calculated based on the number of students so that they are generally no more than 50 to 60% or less of the normal capacity. However, classroom capacity is limited, and depending on the class subject, it can be up to 70 to 75%.

Splash prevention stands will be installed on desks and teacher's desk in the classroom. Desks, chairs, and splash prevention stands in the classroom will be disinfected as appropriate.

Buildings 4 and 1 (excluding R171), R732, and R733 are mechanically ventilated, so the classroom doors and windows are closed. Also, as a precaution, a streamer sterilization unit on the air conditioner filter is installed. All other classrooms (including R171), will always have their doors and windows open for ventilation.

## 1.3 Improvement of environment other than classroom

Hand sanitizers will be installed in the lobby of Buildings 5 and 8 and near the classrooms where f2f lessons are held. Never bring back the disinfectant solution, etc. installed on campus.

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

In order to avoid crowding on the stairs, traffic on certain stairways will be designated as either ascending or descending.

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.

We will inform you of the openings of the cafeteria, the purchasing department, and bookstore as soon as they are decided.

Plastic curtains or splash prevention stands will be installed at the office counters and offices.

## 2. Request to students for infection prevention measures

### 2.1 Health check

Before leaving for school, make sure that your body temperature is not above 37.5 degree Celsius. If your body temperature is above 37.5 degree Celsius, please inform your teachers that you cannot attend classes by yourself and receive their instructions.

Please refrain from entering school if you have symptoms such as fever, cough, fatigue, or if you have an infected person in your family or if you have confirmed close contact with a positive person. Those who take f2f lessons should inform teachers that you cannot take the lesson by yourselves and receive instructions.

### 2.2 Measures on campus

Before entering a classroom or building, be sure to disinfect your hands with hand sanitizer or wash your hands with soap. Be sure to wear a mask or face shield. Cover your nose with the mask. If you do not wear a mask in f2f classroom, you will not be able to take the class.

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 range and do not make a loud voice. Please do not gather in groups of 5 or more people during breaks and lunch breaks. In classrooms, waiting rooms, free spaces, etc., avoid sitting f2f and keep an appropriate distance from people.



## 2.3 Other

If you are infected, or if you know someone who is infected or in close contact with someone who is infected, please follow the guidelines of the prefecture in which you live. Also, please contact the university's Health Office (TEL. 075-322-6024 hoken@kufs.ac.jp).

For your reference, the current guidelines for Kyoto Prefecture are as follows.

If you have a fever or other symptoms, please call a nearby medical institution (local clinic / hospital) for consultation.

If it is nighttime, or when medical institutions are closed, or if you do not have a family doctor, contact the “Kyoto New Corona Medical Consultation Center.” Phone: 075-414-5487 (24 hours a day, 365 days a year, common to Kyoto Prefecture and Kyoto City) Note \* Foreign languages are also available.

<http://www.pref.kyoto.jp/kentai/corona/soudan.html>

For more information on the concerns and responses of “people in close contact”, see the following

<http://www.pref.kyoto.jp/kentai/corona/qa.html>

## 3. What to do in the event of an outbreak of infection or close contact among the people involved in the university

- (1) If an infected student or close contact occurs among students taking f2f classes, the student will be banned from entering the campus for a certain period of time from the day after the infection or close contact is discovered, based on guidance of the public health center.
- (2) If an infected person or a person in close contact with an infected person occurs among University personnel (faculty, staff, etc.) other than students, the University employee in question will be suspended from work for a certain period of time from the day after the infection or close contact is discovered, based on the guidance of the public health center.
- (3) In the event that students or faculty members taking f2f classes are found to be infected and the campus needs to be disinfected, all students will be banned from entering the campus for a certain period of time from the day after the outbreak is discovered, based on the guidance of the public health center. In addition, f2f lessons will be switched to distance lessons.