

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

About classes in the spring semester 2022

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

Currently, the number of newly infected people with the Novel Coronavirus variant (Omicron strain) is increasing. It is still 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.

In the spring semester of 2022, in principle, face-to-face (f2f) classes will continue to 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 2022 spring semester classes begin, we have summarized the class guidelines here. Please read them 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.
- * Extraordinary measures may be taken when a special request is made by Kyoto Prefectural and/or Kyoto Municipal Government, etc. regarding measures to prevent the spread of COVID-19 infection.
- * Classes for the fall semester 2022 will be announced sometime in early August.

[Class period] (See the list below)

April 18, 2022 (Monday) -July 30, 2022 (Saturday)

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

<NOTES>

4/30 (Sat), 5/2 (Mon) No classes

5/18 (Wed, KUFS Foundation Anniversary)

Regular class

7/18 (Mon, national holiday) Regular class

8/1 (Mon), 8/2 (Tue) days for make-up classes

The start date of the fall semester is 9/23
 (Friday)

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I. About classes in the spring semester of 2022

1. About registration with Microsoft Teams

In the spring semester of 2022, in principle, classes will continue to 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 another 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 18th (Monday), which is a week later than what was indicated in the original schedule. All class teams, including f2f courses, will be 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).

In the spring semester, “2022S” will be added to the end of the Team class name. (Example: English Seminar I during 1st period on Friday will be displayed as “Fri1-English Seminar I 2022S”)

2. About f2f lessons

2.1 F2f classrooms used

In principle, f2f classes will continue to be held in the spring semester of 2022. Classrooms with splash prevention stands are designated for about 80% or less of the normal capacity, and classrooms without splash prevention stands (R211, R221, R741, R742) are designated for about 50% or less of the normal capacity. Due to limited space, information processing classrooms where required courses are conducted may be close to their full capacity.

2.2 Precautions for f2f lessons

Be sure to wear a mask or face shield. Cover your nose with the mask. In principle, the material of the mask should be of a non-woven fabric. Please do NOT use a mouth shield (saliva guard). 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, R221, R741, R742). 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-hairyogakusei*)

Classes are basically f2f lessons. If you are unable to attend a f2f class due to one of the reasons shown in (a) to (d) below, you will be considered a “f2f special consideration student (*taimen-hairyogakusei*)” to the extent possible. (In the case that the same system is adopted in the fall semester of 2022, we will carefully reconsider the rules based on the social situation.)

Those who would like to receive consideration for not attending face-to-face (f2f) lessons in the spring semester 2022 are required to complete the form from April 6 (Wednesday) to April 13 (Wednesday).

Designated Form: <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 2022. (Students who applied in the fall semester 2021 also need to apply again.) “*Kamoku-to rishusei*” students should apply using another UW ID number for the corresponding courses.

At our university, the following students are defined as “f2f special consideration student (*taimen-hairyogakusei*)”.

- (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) Those for whom it is difficult to attend classes f2f due to reasons caused by the spread of COVID-19 infection, even though it does not occur under normal circumstances.

In order to submit the form, **you are required to agree to the following (1) to (9).**

- (1) In the spring semester of 2022, I will submit a consideration application after carefully considering the reasons why I cannot take classes f2f. If the reason for consideration is resolved in the middle of the semester, I will contact the Division of Educational Affairs by email or phone and the application for not attending f2f classes will be withdrawn. [Division of Educational Affairs] E-mail: kyomu@kufs.ac.jp TEL: 075-322-6032
- (2) I agree that 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. In addition, I agree that I will not attend classes f2f or remotely depending on the mood of the day (changes in f2f attendance affect lesson plans and classroom settings).
- (3) I understand that there are some courses that cannot be considered f2f and confirmed them at the following URL. https://www.kufs.ac.jp/cms_image/file/2022spring_1.pdf
(Always check as it may be updated.) Please note that some courses that cannot be considered f2f, such as teacher-training courses, have been added. I also agree to the following (i) to (iv).
 - (i) I will not register for courses that cannot be considered f2f.
 - (ii) If I apply for not attending f2f sometime between the end of the course registration and the course cancellation period, I will withdraw from courses that cannot be considered f2f during the cancellation period, if any.
 - (iii) If I apply for not attending f2f after the course cancellation period and wish to cancel the courses that cannot be considered f2f, I will consult with the Division of Educational Affairs when applying for not attending f2f. I understand that if I do not cancel, I may fail the courses depending on the duration of my absence from f2f classes, any tests I missed that are essential for grade evaluation, and any non-submission of assignments.
 - (iv) After applying for not attending f2f, I will not attend classes that do not allow f2f consideration.
- (4) I will follow the instructions of each class instructor regarding how to participate in the class and how to confirm attendance. I understand that 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). I understand that the method of class and attendance check differs depending on the teachers.
- (5) I agree that I have to secure 50GB of communication data per month or prepare a fixed-line Internet connection environment. I understand that there will be no subsidy for communication costs in 2022.
- (6) I agree that I will prepare a camera and microphone when attending a synchronous class. When my teacher tells me to turn on the camera or microphone, I will follow his or her instructions. I understand that if I do not comply, the teacher may treat me as absent. Also, if I am required to have a designated textbook, I will keep it on my desk nearby and secure a quiet environment where the surrounding sounds are kept to a minimum as much as possible (such as in my own room).
- (7) If the teacher tells me to prepare a hard-copy of the materials which were sent, I will prepare them. If the printout costs money, I will do it at my own expense.
- (8) If I am unable to attend a class that uses a synchronous method due to poor physical condition, etc., I will inform the teacher that I will be absent and communicate clearly the reason for my absence. I will then try to recover my physical condition while following the instructions of the teacher.

(9) I agree that f2f participation in extracurricular activities (clubs, circles, etc.) is not permissible if I request not to attend classes f2f.

Please note that permission may not be granted in time for the class to tell you how to take the class. Therefore, if you are not instructed to do so, please start Teams at the beginning of the lesson so that you can be ready to participate remotely in real time.

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

Remote lessons (on-demand video type) will be conducted for Basic Seminar and for some classes that have a large number of students and. Please check this list. https://www.kufs.ac.jp/cms_image/file/2022spring_2.pdf

Remote lessons (on-demand video type) are considered to be attended by watching videos recorded by the professor for your convenience and submitting an assignment by the designated deadline. Attendance of on-demand courses may NOT be reflected in the Confirmation of the Student Attendance Status of Kyoto Gaidai UNIPA, so teachers are supposed to give you the attendance registration policy in the syllabus or in the first class meeting.

You will be able to take classes according to 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 according to the 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 Kyoto Gaidai UNIPA.

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 “Class Profile” of Kyoto Gaidai UNIPA or Teams for collecting assignments. If for any reason teachers are not able to upload the data by the scheduled time, the time when you can start watching the video will be delayed.

You can watch the videos even on campus. Please use “*eduroam*”, which is a free Wi-Fi service on campus. However, be sure to use your own device for viewing. Free rental PCs are available, 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 in attendance by submitting assignments by the deadline. Depending on the teachers, attendance may be confirmed in a different way. Please follow the instructions given by your teachers.

Students cannot take synchronous remote classes except when applying for not attending f2f courses or when instructed by teachers to do so due to the reasons shown in III “2.1 Cases where students cannot enter from the viewpoint of preventing the spread of infection” described later in this document. In the unlikely event that you participate online, it will be treated as “absent”.

If you have to be absent from class due to vaccination for the new coronavirus or a side reaction of the vaccination, please contact your teachers and follow their instructions.

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 will NOT be conducted in the spring semester of 2022. 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 remote 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.

<https://products.office.com/ja-jp/microsoft-teams/download-app>

You can install Microsoft Products (Word, Excel, Power Point, Teams etc.) on your PC or tablet for free. Please access the site below and sign in with your *****@kufs.ac.jp address and password.

<https://aka.ms/office-install>

All classes taken on Teams will be displayed around April 15 (Friday). Please press the class you are attending and check the teacher's instructions in the posting column.

The contact from the university is made by displaying it on the "post" of Kyoto Gaidai UNIPA or by sending it to the university's email address (@kufs.ac.jp). Please be sure to check the "post" of Kyoto Gaidai UNIPA or KUFUS email account every day as we will NOT send anything to your other email address directly. Or, please set up 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 when entering the University, 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 80% or less of the normal capacity.

R211, R221, R741 and R742 do not have splash prevention stands, so the number of students will be limited to approximately 50% of the capacity. Please sit at intervals.

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 1 and 4 (excluding R171), R732, and R733 are mechanically ventilated, so the 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.

Opening hours of the cafeteria, the purchasing department, and bookstore can be checked on the KUFUS website.

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 Cases where students cannot enter from the viewpoint of preventing the spread of infection

Students must not go to school if they have a fever of 37.5 ° C or higher, or if they have symptoms such as coughing or fatigue. Those who take f2f lessons should inform the teacher that they cannot take the class and receive a teacher's instructions.

If it is judged that there is a high possibility that the infection will spread even if a student does not have any symptoms, such as an infected person appearing in the family living together or a close contact with a positive person is confirmed, students should refrain from attending school. They should then inform the teacher that they cannot take the class and wait for the teacher's 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. Make 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, please avoid using the elevator as much as possible. 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. In addition, when eating in a place where a large number of people are gathered, such as the dining room, please enjoy your meal silently.

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) and fill out the following form.

<https://www.kufs.ac.jp/news/detail.html?id=ged5GniD>

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 remote lessons.

Details of the new system “Kyoto Gaidai UNIPA” to be introduced in AY 2022 will be announced in March. In addition, the function names described in the above text may change.