



July 29, 2022

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

About classes in the fall semester 2022

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

Although society as a whole is still under the influence of coronavirus infections, people's lives are gradually returning to pre-coronavirus conditions. In the fall semester of 2022, in principle, face-to-face (f2f) classes will continue to be held while still taking measures to prevent the spread of infection. However, some lessons will be remote lessons (on-demand video type). Nevertheless, we will establish a system so that in the unlikely event that a state of emergency is declared, we can easily switch to 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. Please note, however, that the definition of "f2f special consideration student (*taimen-hairyō-gakusei*)" and the application procedures have been adjusted from the spring semester. As the 2022 fall semester classes begin, we have summarized the class guidelines here. Please read them carefully. (Major changes from the spring semester are underlined in red.)

- * 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)

September 23, 2022 (Friday) ~ January 24, 2023 (Tuesday)

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

<NOTES>

9/23 (Fri/National Holiday) Regular classes
 10/10 (Mon/National Holiday) Regular classes
 10/21 (Fri) No classes
 10/22 (Sat) No classes due to entrance exam
 11/7 (Mon) No classes due to school festival
 11/8 (Tue) No classes due to school festival
 11/22 (Tue) No classes
 11/24 (Thu)~26 (Sat) No classes due to entrance exam
 12/26 (Mon) ~ 1/4 (Wed) Winter vacation
 1/13 (Fri) No classes
 1/14 (Sat) No classes due to national college exam
 1/25 (Wed), 1/26 (Thu) days for make-up classes
 1/27 (Fri)~1/28 (Sat) The unified examination, which is only for the Faculty of Foreign Studies and not a regular examination



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I. About classes in the fall semester of 2022

1. About registration with Microsoft Teams

In the fall semester of 2022, in principle, classes will be held 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 declared. Therefore, as in previous semesters, 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 according to the timetable. The fall semester starts on September 23rd. All class teams, including f2f courses, will be displayed in Teams on September 21st.

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 fall semester, "2022F" 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 II_2022F")

2. About f2f lessons

2.1 F2f classrooms used

In principle, f2f classes will continue to be held in the fall semester of 2022. Classrooms with splash prevention stands are designated for 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-hairyō-gakusei*)

In principle, all classes will be conducted f2f. If you are unable to attend a f2f class due to one of the reasons shown in (a) to (c) below, you will be considered a "f2f special consideration student (*taimen-hairyō-gakusei*)" to the extent possible. (Please note that the "f2f consideration student" measure will be discontinued for AY2023.)

In principle, applications submitted after the application period shown below will not be accepted. However, "cancellation" is possible.

(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) Difficulty in attending classes f2f due to family-related reasons resulting from the spread of COVID-19. (e.g., family members or other roommates who are at high risk for COVID-19)

Those who would like to receive consideration for not attending face-to-face (f2f) lessons in the fall semester 2022 are required to complete the designated form **from Monday, September 12 to Friday, September 30, 2022 at 11:59 p.m.**

Designated Form: <https://sites.google.com/kufs.ac.jp/taimen-hairyō-kibou>

Notifications from students are collected by the Division of Academic Affairs (*Kyōmu-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 fall semester of 2022. (Students who applied in the spring semester 2022 also need to apply again.) "*Kamoku-to rishusei*" students should apply using another UW ID number for the corresponding courses.

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

- (1) In the fall 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 Academic Affairs by email or phone and the application for not attending f2f classes will be withdrawn. [the Division of Academic 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 URL below. https://www.kufs.ac.jp/cms_image/file/2022fall_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 to the list. I also agree to the following (i) to (iii).

- (i) I will not register for courses that cannot be considered f2f.
- (ii) If I registered for courses that cannot be considered f2f, I will withdraw from those courses during the cancellation period.
- (iii) 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'll 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.) and school events is not permissible if I request not to attend classes f2f.

It may take some time before your request reaches your teachers. Therefore, please launch Teams at the beginning of the lesson and ready to participate in real time remotely.

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. Please check this list. https://www.kufs.ac.jp/cms_image/file/2022fall_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 fall 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=OsUXIKVl>

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. 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 around September 20 (Tuesday). 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 KUFSS 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 Classroom for f2f lessons

Splash prevention stands will be installed on desks in the classroom except for large size rooms such as Room 211, 221, 741 and 742. Desks, chairs and splash prevention stands in the classroom will be disinfected as appropriate.

Classrooms with splash prevention stands (including Information Technology classrooms) will be restored to 100% of their normal capacity. However, classrooms that do not have them installed (R211, R221, R741, and R742) will be designated as 50% or less, as in the previous semester.

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.



1.2 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.

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

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

2. Request to students for infection prevention measures

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

Temperature checks upon entering the campus will be discontinued. Please be sure to take your temperature at home before leaving for school. 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. Please note that the limitation of the one-spot entrance and exit will be lifted and temperature checks upon entering the campus will be discontinued.

If there is a high possibility of spreading an infection 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.

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