京都外国語大学
Kyoto University of Foreign Studies
京都外国語短期大学
Kyoto Junior College of Foreign Languages

March 4, 2026

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

About Classes in the 2026 Academic Year

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

The classes in AY 2026 will conduct to be face-to-face (f2f) classes in principle. However, some classes will be "remote classes (on-demand video type)" or "blended classes" that combine f2f classes and remote classes (on-demand video type).
Please see below for notes on classes for AY 2026.

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I. Notes on classes

1. About registration with Microsoft Teams

Our university uses Microsoft Teams (hereinafter referred to as Teams) as a tool for conducting remote lessons.

- Teams will display all class teams for classes on the Kyoto Gaidai UNIPA "Student Timetable" (excluding classes that are subject to course enrollment errors).
- Students will be automatically registered for Teams after the course registration change period, and will be able to use Teams from the second week of classes.
- The name of the Teams class ends with "_Year + Semester (S or F)" (Example: First Year Seminar (*Kiso Zemi*) during 2sd period on Monday will be displayed as "Mon2- First Year Seminar_2026S")

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 make-up classes

If the teacher is unable to conduct the class for some reasons, the class will be cancelled and a make-up class will be held on another day. In principle, make-up classes will be held in person, but there may be cases in which a make-up video prepared by the teacher may be viewed and substituted for a class assignment, etc., so please follow the instructions of the teacher.

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3. About remote classes and blended classes

Please check the list of the remote classes and blended classes at the following URL.

for Current Students ＞ Quick Link ＞ 履修登録（Course Registration）

https://www.kufs.ac.jp/cms_image/file/Remote_lessons_and_Blended_lessons.pdf

3.1 Remote classes

- Remote classes are considered to be attended by watching videos recorded by the professor for your convenience and submitting an assignment by the designated deadline. Therefore, it will take a few days for the attendance information to be reflected in the Confirmation of the Student Attendance Status of Kyoto Gaidai UNIPA (Assessment & Attendance > Attendance). Teachers are supposed to give you the attendance registration policy in the syllabus or in the first class.
- 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.
- Please follow the instructions of the teacher regarding the examination in the relevant class.
- It is possible that the teacher may not be able to upload the data on the class period for some reason. In such a case, the start date of viewing will be postponed.
- 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.
- Communication from the teacher regarding on-demand video delivery periods, URLs, assignment submission instructions, etc., will be made primarily through the Teams posting section. (For students who have never used Teams, please refer to "II. For students who are taking remote lessons at our university for the first time).
- Some teachers may use the lesson support system “Class Profile” of Kyoto Gaidai UNIPA.
- 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.

3.2 Blended classes

- Please check the syllabus, Kyoto Gaidai UNIPA, or the explanation by the teacher at the first class for the respective dates of f2f classes and remote classes.
- Please refer to “3.1 Remote classes” above for details on how to take remote classes.
- Each student's schedule, shown in Kyoto Gaidai UNIPA, includes a classroom number.

4. 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.

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II. For students who are taking remote lessons at our university for the first time (new students, new transfer students, reinstated students, new re-enrolling 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://www.microsoft.com/ja-jp/microsoft-teams/group-chat-software
- All classes taken on Teams will be displayed. Please press the class you are attending and check the teacher's instructions in the posting column, as Teams will be used as a teaching tool for distance and blended classes, and as an adjunct to f2f classes.
- Contact from the University or Junior College 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 KUFS email account every day as we will NOT send anything to your other email address directly. Alternatively, please set up email forwarding on your own.

End of Document

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