

(English version below)

2021年6月23日

在学生各位

理事・副学長（教育担当）

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新型コロナウイルス感染症及びワクチン接種に係る
公欠の取扱いについて（お知らせ）

全国的に新型コロナワクチン接種が始まり、学生各位においても接種する機会が間近にきていることと思います。本学では、ワクチン接種（職域接種だけでなくすべての接種を対象）及び副反応に係る授業の欠席についても、別紙のとおり公欠として取り扱うこととしますのでお知らせします。

なお、職域接種に係る方針等については、近日中に改めてお知らせする予定です。

（参考）公欠制度とは：

<https://www.titech.ac.jp/student/pdf/177-koketsu-seido.pdf>

I. 新型コロナウイルス感染症に起因する対面授業の公欠の取扱いの目安

	状況	公欠	適用期間	届出先	届出時期の目安	届出時の必要書類
(1)	新型コロナウイルス感染症に感染した (無症状～重症問わず)	適用	*1のとおり	教務課	公欠事由該当期間 終了後1週間以内	・公欠届
(2) -1	濃厚接触者となり、PCR 検査等を受診したが、検査結果は陰性となった	適用	陰性であると診断され、かつ感染者との最終接触から14日を経過するまでの期間	教務課	公欠事由該当期間 終了後1週間以内	・公欠届
(2) -2	濃厚接触者となったが、自覚症状がなく、PCR 検査等を受ける必要がないと判断された	適用	保健所/医療機関等が登校を認めるまでの期間 ※特段の指示がない場合には、感染者との最終接触から14日を経過するまでの期間	教務課	公欠事由該当期間 終了後1週間以内	・公欠届
(2) -3	濃厚接触者ではなく、自覚症状があったが、PCR 検査等結果は陰性と診断された	適用	保健所/医療機関等が登校を認めるまでの期間 ※特段の指示がない場合には、*2のとおり	教務課	公欠事由該当期間 終了後1週間以内	・公欠届
(2) -4	濃厚接触者ではなく、自覚症状があったが、PCR 検査等を受ける必要がないと判断された	適用	保健所/医療機関等が登校を認めるまでの期間	教務課	公欠事由該当期間 終了後1週間以内	・公欠届
(3)	新型コロナウイルス接触確認アプリ(COCoA)等により濃厚接触の疑いがあると判断された	適用	PCR 検査等の必要がないと判断されるまでの期間	教務課	公欠事由該当期間 終了後1週間以内	・公欠届 ・COCoA 画面の写し
(4)	ワクチンを接種する	適用	接種する日	授業担当教員	公欠事由該当期間 終了後1週間以内	特になし

(5) (4)	・発熱があるまたは風邪の諸症状がある ・ワクチン接種に伴う副反応が強い	適用	当該症状の治まるまでの期間	<欠席期間が3日以内 > 授業担当教員 <欠席期間が4日以上 > 教務課	可能な限り速やかに 可能な限り速やかに	特になし ・公欠届 ・医療機関発行の診断書等
(6) (5)	体調不良または濃厚接触者となった同居者が PCR 検査等を受けた結果、陽性と診断された	適用	(2)-1 または(2)-2 を適用する。 学生自身も感染していた場合には(1)を適用する。	教務課	公欠事由該当期間終了後1週間以内	・公欠届
(7) (6)	体調不良または濃厚接触者となった同居者が PCR 検査等を受けた結果、陰性と診断された	適用	同居者が陰性と診断されるまでの期間	授業担当教員	可能な限り速やかに	特になし
(8) (7)	同居者が体調不良により医療機関等を受診したが、PCR 検査等は受ける必要がないと診断された	適用	同居者が PCR 検査等を受ける必要がない判断されるまでの期間	授業担当教員	可能な限り速やかに	特になし
(9) (8)	同居者が体調不良となり、自宅等で静養している	適用	同居者が回復するまでの期間	授業担当教員	可能な限り速やかに	特になし
(10) (9)	大学から濃厚接触者相当と認定された	適用	大学が登校を認めるまでの期間 学生自身も感染していた場合には(1)を適用する。	教務課	公欠事由該当期間終了後1週間以内	・公欠届
(11) (10)	自身に基礎疾患等があり、感染リスク回避に努める必要がある	対象外				
(12) (11)	その他の事情により対面授業に参加できないまたは登校を希望しない	対象外				
(13) (12)	入国後の自宅待機・公共交通機関不使用となる期間	適用	当該期間が終了するまでの期間	教務課	公欠事由該当期間終了後1週間以内	・公欠届

*1 新型コロナウイルス感染症に感染した場合の適用期間:

以下の登校再開の条件を全て満たすまでの期間を公欠の適用期間とする。

【登校再開の条件】

- ・発症後に少なくとも 10 日が経過している
- ・薬剤*を服用していない状態で、解熱後および症状**消失後に少なくとも 72 時間が経過している
*解熱剤を含む症状を緩和させる薬剤 **咳・咽頭痛・息切れ・全身倦怠感・下痢など
- ・療養場所からの退去・退院から1週間が経過している

【補足】

- ・退去・退院から1週間を超えて体調不良が継続する場合には、(5)(4)により公欠制度を適用する。
- ・保健所や医療機関からは、療養場所から退去/退院後 4 週間は健康観察を続けるよう指示が出るが多いようであるが、治癒直後は体力が低下していることが考えられること、また体調の再悪化や後遺症の有無について見極める必要があると考え、経過観察の期間を設けることとする。

*2 濃厚接触者ではなく、自覚症があったが、検査結果は陰性と診断された場合で保健所等から特段の指示がない場合の適用期間:

以下の条件を全て満たすまでの期間を公欠の適用期間とする。

- ・陰性であると診断された
- ・発症後に少なくとも 8 日が経過している
- ・薬剤*を服用していない状態で、解熱後および症状**消失後に少なくとも3日が経過している
*解熱剤を含む症状を緩和させる薬剤 **咳・咽頭痛・息切れ・全身倦怠感・下痢など

8 日が経過している:発症日を 0 日として 8 日間のこと

3 日が経過している:解熱日・症状消失日を 0 日として 3 日間のこと

II. 補足事項及び留意事項

- 新型コロナウイルス感染症を疑う場合、PCR 検査や抗原検査を受ける場合の対応について
<https://www.titech.ac.jp/student/students/news/2021/060892>
- 新型コロナウイルス感染症に起因する公欠の取扱いは、原則、対面により実施する授業が対象となります。ただし、(1)及び(2)の状況においては、入院又は通常の学修環境とは異なる場所等での待機が必要となる可能性があることを考慮し、オンライン授業についても適用対象となります。
- 公欠届については、HP よりダウンロードしてください。 https://www.titech.ac.jp/enrolled/certificates/submitting/forms_current.html

- (1), (2)及び(3)の状況において、症状がない、症状が軽い場合には、可能な範囲で、公欠適用期間中に公欠届を提出してください。その場合は、授業担当教員から早めに課題や教材の提供等を受けることができる可能性があります。他の書類は、後から提出することも可能とします。
- (1)及び(2)の状況において、オンライン授業についても公欠の適用対象となりますが、自身の体調に変化がなく、オンライン授業に参加することが可能な場合には公欠を届出せずに出席することが可能です。
- (3) 新型コロナウイルス接触確認アプリ(COCOA)等により濃厚接触の疑いがあると判断された場合には、速やかにPCR検査等の要否確認を行ってください。
 - ・検査を要すると判断された場合は(2)の取扱いとします。
 - ・検査を要しないと判断された場合は登校可能とします。ただし、14日間は自身で経過観察を行う必要がありますので、その期間に体調の変化があった場合には、保健所等の指示に従ってください。その後、PCR検査等を受けることとなった場合には(2)の取扱いとなります。
 - ・オンライン授業については、原則、公欠の適用対象とはなりません。
- ~~(5)~~(4) 発熱があるまたは風邪の諸症状がある場合には、次のとおりとします。
 - ・欠席期間が3日以内の場合には、各授業担当教員に直接メール等で連絡し、課題や教材の提供等を受けてください。
 - ・オンライン授業については、原則、公欠の適用対象とはなりません。
- ~~(10)~~(9)については、「新型コロナウイルス感染症を疑う場合、PCR検査や抗原検査を受ける場合の対応について」により大学へ報告した場合に、必要に応じて大学が濃厚接触者相当と認定することがあります。
- ~~(11)~~(10)自身に基礎疾患等があり、感染リスク回避に努める必要がある場合は、公欠の適用対象とはなりません。大学として今後の学修計画等をサポートしますので、系・コース等主任、初年次担当主任、指導教員、アカデミック・アドバイザー等に相談してください。
- ~~(12)~~(11)その他の事情により対面授業に参加できないまたは学生が登校を希望しない場合は、公欠の適用対象とはなりません。必要に応じて、今後の学修計画等について系・コース等主任、初年次担当主任、指導教員、アカデミック・アドバイザー等に相談してください。
- 公欠期間が長期化し、単位修得が困難であると授業担当教員が判断した場合は、当該授業科目の履修申告を不許可とする場合があります。
- 「PCR検査等」とは、PCR検査、抗原検査及びそれらに準ずると保健所または医療機関等が認めた検査とします。

III. 公欠届等の提出先

学士課程：教務課学務グループ kyo.gak@jim.titech.ac.jp

大学院課程(生命理工学院, 生命理工学研究科, 総合理工学研究科以外)：教務課大学院グループ kyo.dai@jim.titech.ac.jp

大学院課程(生命理工学院, 生命理工学研究科, 総合理工学研究科)：教務課すずかけ台教務グループ suz.kyo@jim.titech.ac.jp

赤字は2021年6月23日修正 (これまでの修正:2020年9月4日, 2020年10月2日, 2020年12月2日, 2021年1月8日, 2021年5月20日)

TO: All Students

FROM: Tetsuya Mizumoto, Executive Vice President for Education

DATE: June 23, 2021

SUBJECT: Authorized Absences Due to COVID-19 and Vaccination

The COVID-19 vaccination has started nationwide, and it will soon be available for Tokyo Tech members. Authorized absences will be granted to students to receive the vaccine (regardless of whether it is organized by Tokyo Tech as a workplace vaccination) and to recover from any side effects experienced thereof. Please refer to “Handling of authorized absences granted to students who miss face-to-face classes due to COVID-19.”

The Tokyo Tech vaccination plan will be announced within several days.

Reference

Authorized absences: <https://www.titech.ac.jp/english/student/pdf/177-agreement-on-authorized-absences.pdf>

I. Handling of authorized absences granted to students who miss face-to-face classes due to COVID-19

	Circumstances	Eligibility	Length of absence	Deadline for Request for Authorized Absence	Documents to be submitted	Contact / Where to submit
(1)	A student has been diagnosed with COVID-19 (regardless of whether or not symptoms are present or their severity).	Eligible	To be determined as explained below	Within 1 week after it's confirmed that the student is able to come to campus	<ul style="list-style-type: none"> Request for Authorized Absence 	Student Division
(2)-1	A student has been in close contact with someone diagnosed with COVID-19, and undergoes a PCR or antigen test.	Eligible	Until 14 days after the last contact with the diagnosed person AND a negative test result is received.	Within 1 week after the following conditions are satisfied: <ul style="list-style-type: none"> - 14 days have passed since the last contact with the diagnosed person. - The student has tested negative. 	<ul style="list-style-type: none"> Request for Authorized Absence 	Student Division
(2)-2	A student has been in close contact with someone diagnosed with COVID-19. The student has no symptoms, and a public health center or medical institution determined that they did not require PCR or antigen testing.	Eligible	Until a public health center official or a doctor confirms that the student is able to come to campus. If no specific instructions are given, the absence must continue until 14 days after the last contact with the diagnosed person.	Either of the following: <ul style="list-style-type: none"> - Within 1 week after it's confirmed that the student is able to come to campus - Within 1 week from the 14th day after the last contact with the diagnosed person 	<ul style="list-style-type: none"> Request for Authorized Absence 	Student Division
(2)-3	A student has symptoms but no known close contact with anyone diagnosed with COVID-19. The student underwent a PCR or antigen test and received a negative result.	Eligible	Until a public health center official or a doctor confirms that the student is able to come to campus. If no specific instructions are given, it must be determined as explained below.	Within 1 week after it's confirmed that the student is able to come to campus	<ul style="list-style-type: none"> Request for Authorized Absence 	Student Division
(2)-4	A student has symptoms but no known close contact with anyone diagnosed with COVID-19. After consultation with a public	Eligible	Until a public health center official or a doctor confirms that the student is able to come to campus	Within 1 week after it's confirmed that the student is able to come to campus	<ul style="list-style-type: none"> Request for Authorized Absence 	Student Division

	health center or medical institution, it was determined that they did not require PCR or antigen testing.					
(3)	A student has been notified by the COVID-19 Contact-Confirming Application (COCOA) that they may have been in close contact with someone diagnosed with COVID-19.	Eligible	Until it's determined that the student does not require PCR or antigen testing	Within 1 week after it's determined that the student does not require PCR or antigen testing	<ul style="list-style-type: none"> Request for Authorized Absence Copies of screenshots of COCOA app, etc. 	Student Division
(4)	A student is going to receive a vaccine dose.	Eligible	One-day absence (the day of vaccination)	Within 1 week after the vaccination	None	Course instructors
(5)	<ul style="list-style-type: none"> A student has a fever and/or cold-like symptoms. A student has severe side effects. 	Eligible	Until symptoms subside	At the earliest possible date	None	Absence up to three days: Course instructors
				At the earliest possible date	<ul style="list-style-type: none"> Request for Authorized Absence Medical certificate, etc. 	Absence longer than four days: Student Division
(6)	A student is living with a person who has undergone PCR or antigen testing due to sickness or close contact with someone diagnosed with COVID-19. (In a case where a positive result is obtained)	Eligible	(2)-1 or (2)-2 is applicable. For the student diagnosed with COVID-19, (1) is applicable.	Conditions and requirements are the same as those for (2)-1, (2)-2, or (1).	<ul style="list-style-type: none"> Request for Authorized Absence 	Student Division
(7)	A student is living with a person who has undergone PCR or antigen testing due to sickness or close contact with someone diagnosed with COVID-19. (In a case where a negative result is obtained)	Eligible	Until a negative test result is obtained	At the earliest possible date	None	Course instructors
(8)	A student is living with a person who visited a medical institution for treatment.	Eligible	Until it's determined that the relevant person does not require PCR or antigen testing	At the earliest possible date	None	Course instructors
(9)	A student is living with a person who is resting at home due to sickness.	Eligible	Until the relevant person recovers from sickness	At the earliest possible date	None	Course instructors
(10)	A student is determined by Tokyo	Eligible	Until the end of the period	Within 1 week after the	<ul style="list-style-type: none"> Request for Authorized 	Student Division

	Tech to have been in a setting equivalent to close contact with someone diagnosed with COVID-19.		separately specified by Tokyo Tech If the student is diagnosed with COVID-19, (1) will be applicable.	end of the period separately specified by Tokyo Tech	Absence	
(11)	A student has an underlying medical condition and needs to take precautions to avoid the coronavirus.	Ineligible				
(12)	A student is unable to attend classes taught face-to-face or wishes not to come to campus for reasons other than those listed above.	Ineligible				
(13)	A student is coming from another country to Japan, and must self-quarantine and refrain from using public transportation for a certain period as directed by the government.	Eligible	Until the end of the self-quarantine period	Within 1 week after the end of the self-quarantine period	• Request for Authorized Absence	Student Division

Regarding the length of absence applicable to students diagnosed with COVID-19

In the case of (1), the absence must continue until all the following conditions are satisfied:

- At least 10 days have passed since symptoms first appeared. (The day of the onset of illness is Day 0.)
- At least 3 days have passed since fever and other symptoms* were resolved without the use of medications**. (The day symptoms are resolved is Day 0.)
* Cough, sore throat, shortness of breath, physical fatigue, diarrhea, etc.
** E.g., fever-reducing medications
- One week has passed since discharge from hospital or isolation at a designated facility.

Points to note:

- If sickness has continued for more than one week since discharge from hospital or an isolation facility, (5) is applicable.
- Public health centers or medical institutions usually advise individuals to self-monitor their health for four weeks after discharge from hospital or isolation at designated facilities. At Tokyo Tech, students who have been discharged from hospital or isolation are not permitted to come to campuses until the end of a one-week self-monitoring period, during which they must get adequate rest and ensure that they do not experience a recurrence of symptoms and/or aftereffects of COVID-19.

Regarding the length of absence applicable to students who have symptoms but no known close contact with anyone diagnosed with COVID-19

In the case of (2)-3, the absence must continue until all the following conditions are satisfied if no specific instructions are given by a public health center official or a doctor:

- The student has tested negative for COVID-19.
- At least 8 days have passed since symptoms first appeared. (The day of the onset of illness is Day 0.)
- At least 3 days have passed since fever and other symptoms* were resolved without the use of medications**. (The day symptoms are resolved is Day 0.)

* Cough, sore throat, shortness of breath, physical fatigue, diarrhea, etc.

** E.g., fever-reducing medications

II. Important points to note

- Please see the information concerning “what you should do when you think you might have COVID-19, when you go in for PCR or antigen testing” via the link below.
<https://www.titech.ac.jp/english/student/students/news/2021/060896>
- In principle, authorized absences due to COVID-19 can be granted to students who must miss classes delivered face-to-face. However, under exceptional circumstances such as being hospitalized or self-isolation/quarantine for reason(s) stated in (1) and (2) above, those who must miss classes delivered online may also be granted authorized absences.
- A student requesting authorized absence must download the designated form using the following link:
https://www.titech.ac.jp/english/enrolled/certificates/submitted/forms_current.html
- In the case of (1), (2), or (3), it is recommended that a student who has no symptoms or has mild symptoms submit a Request for Authorized Absence via email during their absence (and supporting documents at a later date), if circumstances allow. As such, the student may be able to receive assignments and course materials from instructors in a timely manner.
- Even if students who miss classes delivered online due to reason (1) or (2) are granted authorized absence, they can choose not to take it and attend classes remotely as long as they feel well enough.
- In the case of (3), where a student has been notified by COCOA regarding contact with someone diagnosed with COVID-19, they must follow instructions displayed on the app screen. Then,
 - if it is determined that they require PCR or antigen testing, (2)-1 is applicable.

- if it is determined that they do not require PCR or antigen testing, they are permitted to come to campus. However, they must self-monitor for symptoms for 14 days following contact with the person diagnosed with COVID-19, and consult a public health center or medical institution for any symptoms associated with COVID-19. If PCR testing is determined appropriate, (2)-1 is applicable.

As a general rule, absences from classes delivered online will not be authorized.

- For absences up to three days due to a fever and/or cold-like symptoms (in the case of (5)), students must contact course instructors directly to obtain assignments and course materials in a timely manner. As a general rule, absences from classes delivered online will not be authorized.
- There may be a case where Tokyo Tech determines that a student has been in a setting equivalent to close contact with a person diagnosed with COVID-19 (as stated in (10) above), based on a report made by the student following instructions provided in “what you should do when you think you might have COVID-19, when you go in for PCR or antigen testing.”
- In the case of (11), where a student with an underlying medical condition is absent from classes, authorized absence will not be granted. It is advisable that they consult a department chair, head of graduate studies, chair of first-year studies, academic supervisor, or academic advisor regarding the range of support Tokyo Tech offers to students.
- In the case of (12), authorized absence will not be granted to a student who is unable to attend classes delivered face-to-face or wishes not to come to campus for any other reasons. It is advisable that they consult a department chair, head of graduate studies, chair of first-year studies, academic supervisor, or academic advisor regarding their study plans.
- Even if authorized absence is granted, when extended absence may affect attainment of course credits, course instructors may refrain from permitting the student to register for the course.

III. Submission of Request for Authorized Absence and supporting documents

Undergraduate students: Undergraduate Services Group, Student Division (Email: kyo.gak@jim.titech.ac.jp)

Graduate students other than those below: Graduate Services Group, Student Division (Email: kyo.dai@jim.titech.ac.jp)

Students of the School of Life Science and Technology, Graduate School of Bioscience and Biotechnology, and Interdisciplinary Graduate School of Science and Engineering: Suzukakedai Student Group, Student Division (Email: suz.kyo@jim.titech.ac.jp)

Revisions effective as of June 23, 2021 are reflected in red.