

To: All students

Points to note regarding class attendance, etc. for students volunteering at the  
Tokyo Olympics

If you intend to participate in the 2020 Tokyo Olympic Games as an official volunteer, please note that the scheduled period of the event, from Friday, July 23 to Sunday, August 8, 2021, partially coincides with regular classes, quarter-end exams, and makeup classes in the 2021 academic calendar. As you may need to be absent from classes or quarter-end exams, please keep in mind the following points when planning volunteer activities:

1. Students will not be marked absent from class for up to two times per quarter (or one time for once-a-week classes). Absences from quarter-end exams are not included.
  - In the case of courses involving exercises or experiments, intensive courses, or those of a specific nature (e.g., requiring group work), this measure may not be applied.
  - Also, this measure does not fall under the category of authorized absence stipulated by Tokyo Tech.
2. Students who cannot attend classes need to catch up using self-instruction materials via OCW-i or T2SCHOLA. Additionally, they may have to ask their course instructors questions.
3. Students who may need to be absent from quarter-end exams must consult their instructors before they start volunteering as to whether or not they will be given makeup exams, writing assignments, or other assessment measures. There may be cases where no measures will be provided.

Note:

- When you engage in volunteer activities, make sure to follow Tokyo Tech's policy at the time of participation, as stated in the "6. Student extracurricular activities" category and "9. Domestic travel including

business and private trips by faculty, staff, and students, etc.” category of the Tokyo Tech Response to COVID-19.

Tokyo Tech Response to COVID-19

<https://www.titech.ac.jp/english/news/2020/046441#link01-1>

- You must obtain approval for your volunteer activities from your academic supervisor (for undergraduate students who are not affiliated with a laboratory, approval from the Chair of First-Year Studies, Chair of the Department, or academic advisor) in advance and submit the Volunteer Activity Form to the Student Guidance Room on Ookayama Campus (80th Anniversary Hall, Floor 1, Rm 102) or Suzukakedai Student Support Group (J1 Bldg., Floor 1). If you submit the form by email, submit it to the Support Planning Group, Student Support Division, Student Services Department ([gak.sie@jim.titech.ac.jp](mailto:gak.sie@jim.titech.ac.jp)). The above-stated measures are taken on condition that students submit the form and the form is accepted.

- The form is available on the Volunteering web page.

<https://www.titech.ac.jp/english/student-support/students/extracurricular/volunteer>