

To: All Students and Their Parents/Guardians  
From: Tetsuya Mizumoto, Executive Vice President for Education  
Date: August 6, 2021

### Classes during AY 2021 fall semester (3Q and 4Q)

Tokyo has been under another state of emergency since July 12, and despite nationwide implementation of COVID-19 vaccination as a major precaution, we have not yet seen signs that the pandemic will end soon.

We aim to provide high-quality education by utilizing our resources to the maximum extent while closely monitoring infections and social circumstances. As such, Tokyo Tech will hold classes during the AY 2021 fall semester (3Q and 4Q) based on the following policy while taking measures to decrease the risk of Tokyo Tech members becoming infected with COVID-19 as much as possible.

In holding classes, faculty and staff at Tokyo Tech will practice the “new lifestyle” and take measures to avoid irresponsibly spreading infection. We would like you to understand that Tokyo Tech has made such decisions to fulfill its role and provide a better campus life for our students despite current restrictions and other hardships.

We would like to take this opportunity to thank all students for their continued cooperation in taking infection prevention measures. Your responsible behavior has enabled us to continue classes and research activities without occurrence of infection clusters.

Please be sure to continue taking measures to prevent the spread of COVID-19 as much as possible in your university life.

#### **1. Basic policy on AY 2021 Fall Semester (3Q and 4Q) classes**

Tokyo Tech strives to:

- Implement appropriate infection control measures on campus to protect the health and safety of our students, faculty, and staff.
- Prepare a system to ensure that continuation of coursework will not be affected by absence or illness of students, faculty, or staff due to COVID-19.
- Pay special attention to international students unable to come to Japan and students at higher risk of becoming severely ill with COVID-19.

- Review and assess delivery modes and methods of learning and teaching, and make necessary adjustments in a flexible manner, even after implementation of this policy and its guidelines, or in the middle of the quarter, in an effort to address the pandemic.

Hence, classes are conducted based on the following.

- A combination of face-to-face and online\* classes is adopted. How it will be implemented may differ depending on:
  - components, styles, capacity, or educational effectiveness of individual courses
  - allocation of lecture rooms, seating capacity, network requirements, facilities, equipment, etc.

\* E.g., a real-time format in which instruction is livestreamed via Zoom, an on-demand format in which students access recorded videos, etc.

However, we believe that university education should be centered on face-to-face interaction on campus, and we intend to gradually increase face-to-face classes as much as possible while taking necessary precautions.

- In particular, certain courses may require students' physical attendance for experiments or training, or for access to on-campus facilities ("courses involving experiments, etc.") to ensure educational effectiveness. Instructors will teach face-to-face in lecture rooms or laboratories where physical distance is maintained and appropriate precautions are implemented. In cases where students are prohibited from coming to campuses when responding to increased risk of infection, face-to-face classes will shift to an online format even in the middle of the quarter or will be postponed to a later date.
- Classes will be conducted online when:
  - there is no significant difference between face-to-face and online instruction in terms of educational effectiveness
  - appropriate preventive measures cannot be implemented in a face-to-face setting due to the particular nature of courses

Online teaching/learning will help students, faculty, and staff reduce exposure to coronavirus on campus or when commuting, and it will also be beneficial for students learning under different circumstances.

## **2. Guidelines for classes at different course levels**

### **2.1 Matters pertaining to all course levels**

- ① Class periods and timetables

First day of AY 2021 3Q: Friday, October 1, 2021

○ **Academic Calendar**

## ② Timetable

Classes will be conducted online and/or face-to-face, and the timetable will remain unchanged as below.

Periods 1–2	8:50–10:30
Periods 3–4	10:40–12:20
Lunch break	12:20–14:20 / Periods 5–6, 12:35–14:15*
Periods 5–6	14:20–16:00 / Lunch break, 14:15–16:15*
Periods 7–8	16:15–17:55
Periods 9–10	18:05–19:45

### Notes:

- Students will have a 2-hour lunch break, which allows sufficient time to eat or move to the next room where classes are delivered face-to-face.
- Course instructors teaching via Zoom in real time may ask students to attend a class without a full lunch break if it runs from periods 3–4 and 5–6. In this case, please take a “lunch” break after the class ends. (Refer to the time periods marked with an asterisk in the above table.)
- Other than the above cases, some classes may be conducted over the normal lunch break (12:20-14:20) if two required courses in the same major and level are held in consecutive periods, and as long as no inconvenience is caused. Please carefully check the timetables before classes.
- Students planning to register for courses that have classes scheduled for periods 5–6 (14:20–16:00) are not permitted to register for the above-mentioned courses that require attendance during a lunch break (12:35–14:15). (It will be deemed as an “overlapping registration.”)
- Manage your time effectively when taking classes scheduled for periods 9–10, which run until as late as 19:45.

## ③ Other information

- When course enrollees and class attendees include international students unable to come to Japan and/or students at higher risk of becoming severely ill with COVID-19, instruction will be delivered in a “HyFlex” mode that enables simultaneous face-to-face and online instruction where some students physically attend classes and others remotely.
- Face-to-face classes will shift to an online format even in the middle of the quarter or will be postponed in cases where Tokyo Tech moves to a higher alert level in response to

increased risk of infection and prohibits students from coming to campuses, or has face-to-face classes suspended for a certain period due to COVID-19 cases being confirmed among attendees.

- Information on how classes will be delivered (e.g., face-to-face, using Zoom, on-demand format) and detailed class schedules are available via the links below. Please also make sure which classes are scheduled for 12:35–14:15 (Periods 5–6).

Note that timetables available as of August 3 are provisional.

- **Undergraduate Timetables**

- <https://www.titech.ac.jp/english/student/students/life/undergraduate-timetables>

- **Graduate Timetables**

- <https://www.titech.ac.jp/english/student/students/life/graduate-timetables>

- Please be prepared for Zoom classes by referring to the document below. You will find how to receive Zoom URLs, etc.

- **Procedures and Important Points for Remote Classes Using the Tokyo Institute of Technology Version of Zoom**

- <http://www.itpro.titech.ac.jp/video/lecture.html#english>

## 2.2 Guidelines by course level

### ① 100- to 300-level course classes for undergraduate programs

- Tokyo Tech conducts face-to-face instruction to the extent possible for 100- to 300-level course classes for undergraduate students, on the basis that sufficient preventive measures are taken. In order to ensure physical distancing, lecture rooms will be allocated for face-to-face classes based on the number of students sitting exams on-site.
- However, due to such reasons as unavailability of appropriate lecture rooms or the number of enrollees exceeding a course's capacity, the online mode may remain.
- In particular, courses involving experiments, etc. will be conducted face-to-face in lecture rooms or laboratories where physical distance is maintained and appropriate preventive measures are implemented.
- If sufficient preventive measures cannot be taken in a face-to-face setting, classes will shift to an online format even if students' physical attendance for speeches, discussions, etc. was originally required. Accordingly, face-to-face classes scheduled before or after those classes will be delivered online, as students may not have sufficient time to come to campuses or return home during the recess.

- In order to avoid close-contact settings, face-to-face classes will be delivered both in person and online at the same time in different rooms on campus if they are attended by a large number of students.
- Lecture rooms will be allocated for Zoom classes to allow students who have to attend the class remotely on campus to follow the timetable. There may be cases where one room is allocated for two or more classes depending on availability. Please bring your laptop or tablet and a headset or earbuds with a microphone to the lecture room shown in the timetables.

② 400-, 500-, and 600-level course classes for graduate programs

- 400- to 600-level course classes that are mainly for graduate students will be conducted mostly online due to limitations on lecture rooms or facilities. Graduate students usually engage in their academic and research activities at individual laboratories and have certain opportunities to come to campuses.
- Class schedules have been organized to avoid circumstances where students have to attend Zoom classes remotely from a room on campus, which might occur when they do not have sufficient time to come to campuses or return home during the recess. As such, lecture rooms will be unavailable for online classes in principle. If it is truly necessary to attend online classes remotely when you are on campus, please do so from your laboratory room, break room, etc., while observing safety precautions

### 3. Quarter-end exams and makeup for cancelled classes

- Quarter-end exams and makeup for cancelled classes in 3Q are scheduled for November 25 to December 2, and those in 4Q are scheduled for February 2 to February 12. For both undergraduate and graduate classes, quarter-end exams will be conducted face-to-face to the extent possible and when relevant, regardless of whether the normal class is conducted face-to-face or online.
- Please refer to the evaluation criteria stated in the course syllabus when checking whether the quarter-end exam of a specific class is planned to be conducted face-to-face. Please note that decisions to conduct face-to-face exams may be changed after commencement of the quarter depending on COVID-19 circumstances.
- Schedules for quarter-end exams and makeup dates for cancelled classes in 3Q will become available via the link below around the middle of November.
  - **Undergraduate Make-Up Classes and End-of-Quarter Examination Schedules**  
<https://www.titech.ac.jp/english/student/students/life/undergraduate-exam>

○ **Graduate Make-Up Classes and End-of-Quarter Examination Schedules**

<https://www.titech.ac.jp/english/student/students/life/graduate-exam>

**4. Reference information**

○ **COVID-19 updates for all new students and current students**

<https://www.titech.ac.jp/english/enrolled/health/coronavirus.html>

This is a summary of Tokyo Tech's response to the coronavirus situation for new and currently enrolled students.

○ **Procedures and Important Points for Remote Classes Using the Tokyo Institute of Technology Version of Zoom**

<http://www.itpro.titech.ac.jp/video/lecture.html#english>

Things to remember regarding live online classes using Zoom are provided on this web page.

○ **What You Should Do When You Think You Might Have COVID-19, When You Go in for PCR or Antigen Testing (Updated: May 20, 2021)**

<https://www.titech.ac.jp/english/student/students/news/2021/060896>

This web page provides instructions for students who have cold-like symptoms including fever, cough, and sore throat and suspect that they might have been infected with COVID-19. Students who go in for PCR/antigen testing must report this fact to Tokyo Tech prior to the testing.

○ **Handling of authorized absences granted to individuals who miss face-to-face classes due to COVID-19 including vaccination (Revised: June 23, 2021)**

<https://www.titech.ac.jp/covid-19/pdf/gakumu-20210623-2.pdf>

(English version below)

Those who must miss classes due to reasons related to COVID-19 (i.e., students who are unwell, have been diagnosed with COVID-19, have been in close contact with a person diagnosed with COVID-19, or live with someone who is unwell or has been in close contact with a person diagnosed with COVID-19) are granted authorized absences.

**Renewed request for cooperation in safety precautions**

- Make efforts to maintain good health such as checking your temperature every day. If you are unwell, do not come to campuses and refrain from going out.
- Make sure to wash your hands before entering and after leaving lecture rooms, laboratories, etc.
- Wear face masks responsibly. Eat alone, and when group meals are unavoidable, refrain from talking to others and replace your mask as soon as you finish eating. Also refrain from having meals with others after lectures.
- Maintain appropriate physical distance from others in lecture rooms and ventilate the rooms.
- Use hand sanitizer placed at entrances of campus buildings and lecture rooms. In addition, bring your own sanitizer and use it as necessary.
- Also take preventive measures against COVID-19 as much as possible when not on campus.

**This notice is as of August 6, 2021. We may make amendments in the days ahead.**