

To: All Students and Their Parents/Guardians
From: Tetsuya Mizumoto, Executive Vice President for Education
Date: March 22, 2022

Classes during AY 2022 spring semester (1Q and 2Q)

Circumstances surrounding the COVID-19 pandemic in Japan remain volatile, and we need to review our response accordingly and move toward a tightening or easing of measures as we closely monitor infections and conditions in society. Our priority is to protect the health and safety of our students, faculty, and staff. We aim to provide high-quality education by utilizing our resources to the maximum extent while taking measures to decrease the risk of Tokyo Tech members becoming infected with COVID-19 on campus as much as possible.

As such, Tokyo Tech will hold classes during the AY 2022 spring semester (1Q and 2Q) based on the following policy. 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 maintain awareness and responsibility as a member of the Tokyo Tech community, and continue taking measures to prevent the spread of COVID-19 as much as possible.

1. Basic policy on AY 2022 spring semester (1Q and 2Q) 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 formats 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., the livestream format using Zoom, the HyFlex format in which face-to-face classes are also livestreamed simultaneously, and the on-demand format in which students access pre-recorded videos, etc.

However, when COVID-19 cases become relatively low, classes will be delivered face-to-face to the extent possible while taking necessary preventive measures against infection. This is because in-person learning on campus is essential for university education, and Tokyo Tech is taking a phased approach, in the transition from the COVID-19 era to the post-COVID era, to resuming face-to-face instruction.

- In particular, certain courses may require students' physical attendance for experiments or training, or for access to on-campus facilities ("courses involving experiments, etc."). 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 coursesOnline 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 2022 1Q: Saturday, April 9, 2022

○**Academic Calendar**

② Timetable

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

Periods 1–2	8:50–10:30
Periods 3–4	10:45–12:25
Lunch break	12:25–14:20 / Periods 5–6, 12:40–14:20*
Periods 5–6	14:20–16:00 / Lunch break, 14:20–16:15*
Periods 7–8	16:15–17:55
Periods 9–10	18:05–19:45

Notes:

- As more face-to-face classes are scheduled than in AY 2021, the recess between periods 1–2 and 3–4 will be extended by 5 minutes, allowing 15 minutes for moving from room to room for classes. As a result, periods 3–4 will start at 10:45, which is 5 minutes later than the previous timetable. Lunch breaks are 1 hour and 55 minutes long, which allows students enough time to come to campus for face-to-face classes in the afternoon after attending classes remotely from home in the morning.
- 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 (10:45–12:25) and 5–6 (12:40–14:20). In this case, please take a “lunch” break after the class ends (14:20–16:15). (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 (12:25–14:20) 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.
- Please note that those enrolled in 100-level Tokyo Tech Visionary Project courses will be allocated to classes in three special time slots: regular periods 3–4, the lunch break slot (12:40–14:20), and regular periods 5–6. Lecture rooms to be allocated may vary depending on the class. Please carefully check the timetables. In particular, students in classes held in exceptional periods 3–4 (12:40–14:20) are permitted to register for classes in regular periods 5–6 (14:20–16:00) on the same day. However, they will not have a break between those two classes. Although due consideration shall be given to such students, they are also expected to make efforts, such as immediately moving from one lecture room to another.
- The following cases are deemed as “overlapping registration,” and must be avoided:

- Registering for two courses, one with classes scheduled for regular periods 5–6 (14:20–16:00) and the other with classes scheduled for exceptional periods 5–6 (12:40–14:20) on the same day
- Registering for two courses, one with classes scheduled for regular periods 3–4 (10:45–12:25) and the other with classes scheduled for exceptional periods 3–4 (12:40–14:20) on the same day.
- 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 format 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, livestream, HyFlex, on-demand, or a blended format combining different formats) and detailed class schedules are available via the links below. Please also make sure which classes are scheduled for 12:40–14:20 (exceptional periods 5–6 or periods 3–4).
 - **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 link below. You will find tips on using PCs, etc. on campus, how to receive Zoom URLs, important points regarding information ethics and attending online classes, etc.
 - **Online Lectures Using Zoom**
<https://www.titech.ac.jp/english/student/students/life/distance-learning>
 (to be published on Monday, March 28, 2022)

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, and the online format is also available when appropriate.
 - In particular, 100-level courses will be delivered face-to-face in principle while COVID-19 cases are relatively low, on the basis that appropriate lecture rooms are available and sufficient preventive measures are taken.
 - 200- and 300-level courses will also be conducted face-to-face or by the HyFlex format as much as possible, depending on the number of enrollees and course content. However, due to such reasons as unavailability of appropriate lecture rooms or the number of enrollees exceeding a course's capacity, the online format may remain. Courses involving experiments, etc. will be conducted face-to-face in lecture rooms or laboratories in principle, where physical distance is maintained and appropriate preventive measures are implemented.
 - If sufficient preventive measures cannot be taken in a face-to-face setting, such as for classes involving speeches and discussions, the online format will be selected. 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.
 - Lecture rooms will be allocated for students who have to attend livestream-format Zoom classes 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. A webcam will also be needed when attending livestream-format Zoom classes.
- 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.
 - However, certain classes may be conducted in person, as we intend to gradually increase face-to-face classes.
 - 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. In such cases,

please bring your laptop or tablet and a headset or earbuds with a microphone, as necessary, to the lecture room shown in the timetables. A webcam will also be needed when attending livestream-format Zoom classes.

3. Quarter-end exams and makeup for cancelled classes

- Quarter-end exams and makeup for cancelled classes in 1Q are scheduled for June 2 to June 10, and those in 2Q are scheduled for July 30 to August 9.
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 1Q will become available via the link below around the middle of May.
 - **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.

- **What You Should Do When You Think You Might Have COVID-19, When You Go in for PCR or Antigen Testing (Updated: February 2, 2022)**

<https://www.titech.ac.jp/english/student/students/news/2022/063031>

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.

○ **Changes to Handling of Authorized Absences following the Change to Responses regarding Self-isolation for Those Diagnosed with COVID-19 (Revised: February 1, 2022)**

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

(The latter parts are written in English.)

Those who must miss classes due to vaccination and other 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 (non-woven fabric masks are strongly recommended). 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. To ensure sufficient ventilation, leave windows (preferably two) and the door open in addition to switching on the room's built-in heat exchanger. If outside noises or rain threaten to disrupt a lecture, the degree to which windows are open can be adjusted.
- 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 March 22, 2022. We may make amendments in the days ahead.