

To: All New and Currently Enrolled Students and Their Parents/Guardians
From: Tetsuya Mizumoto, Executive Vice President for Education
Date: March 24, 2021

Classes during AY 2021 spring semester (1Q and 2Q)

In order to provide high-quality education by utilizing our resources to the maximum extent, Tokyo Tech will hold classes during the AY 2021 spring semester (1Q and 2Q) based on the following policy while taking measures to decrease students' risk of becoming infected with COVID-19 as much as possible.

As you are well aware, we still do not know when the pandemic will end, and our fight against COVID-19 is likely to be a back-and-forth effort. In holding classes, faculty and staff at Tokyo Tech will practice the "new lifestyle" and take measures to avoid irresponsibly spreading infection. Although it may not be the ideal campus life you had imagined, we would like you to understand that Tokyo Tech has made such decisions to fulfill its role in difficult circumstances.

Please make sure to continuously take measures to prevent the spread of COVID-19 as much as possible in your university life.

1. Basic policy on AY 2021 Spring Semester (1Q and 2Q) classes

Tokyo Tech strives to:

1. Continue classes as initially planned, while responding to the COVID-19 pandemic.
2. Implement appropriate infection control measures on campus to protect the health and safety of our students, faculty, and staff, especially considering that COVID-19 vaccinations are not widely available for the time being.
3. 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.
4. Pay special attention to international students unable to come to Japan and students at higher risk of becoming severely ill with COVID-19.
5. 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 1Q or 2Q, 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.
- 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.
- 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.
- Teaching and learning methods and modes should differ depending on the degree program, year of study, or other specific circumstances. In addition, not all campus facilities satisfy conditions and requirements for the "new lifestyle." As such, guidelines for classes are specified at different course levels as described below.

2. Guidelines for classes at different course levels

2.1 Matters pertaining to all course levels

- ① First day of AY 2021 1Q: Saturday, April 10, 2021

○ **Academic Calendar**

<https://www.titech.ac.jp/english/enrolled/life/schedules/>

- ② **Timetable**

The AY 2020 fall semester timetable will remain effective for the AY 2021 spring semester. Classes will be conducted online and/or face-to-face.

AY 2021 spring semester timetable

Periods 1–2	8:50–10:30	(8:50–10:30)
Periods 3–4	10:40–12:20	(10:45–12:25)
Lunch break	12:20–14:20 / Periods 5–6, 12:35–14:15*	(12:25–13:30)
Periods 5–6	14:20–16:00 / Lunch break, 14:15–16:15*	(13:30–15:10)
Periods 7–8	16:15–17:55	(15:25–17:05)
Periods 9–10	18:05–19:45	(17:15–18:55)

(Time periods in parentheses are for the AY 2020 spring semester, for reference.)

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.)
- 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).

- **Undergraduate Timetables**

https://www.titech.ac.jp/english/enrolled/life/undergraduate_timetables.html

- **Graduate Timetables**

https://www.titech.ac.jp/english/enrolled/life/graduate_timetables.html

- 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-level course classes

- In principle, Tokyo Tech conducts face-to-face instruction for 100-level course classes that are mainly for new undergraduate students, as long as the risk of COVID-19 infection is deemed to be low. 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.
- 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. If this applies to you, please bring your laptop or tablet and a headset or earbuds with a microphone to the lecture room shown in the timetables.

② 200- and 300-level course classes

- Online instruction will shift to face-to-face classes in a phased manner while adopting the new lifestyle. 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. Instruction will be livestreamed via Zoom for 200- and 300-level course classes that are mainly for undergraduate students in their second year or above. Considering the circumstances of students entering in AY 2020, classes of some of 200-level core courses will be conducted face-to-face to the extent possible.
- 200- and 300-level 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.

- Lecture rooms will be allocated for classes delivered online to allow students who have to attend the class remotely on campus to follow the timetable. If this applies to you, please bring your laptop or tablet and a headset or earbuds with a microphone.

③ 400-, 500-, and 600-level course classes

- 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 1Q are scheduled for June 3 to June 10, and those in 2Q are scheduled for July 31 to August 7. Quarter-end exams that require students' physical attendance will be conducted face-to-face to the extent possible during these periods.
- 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. Please also refer to course syllabi.

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

https://www.titech.ac.jp/english/enrolled/life/undergraduate_exam.html

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: January 8, 2021)**

<https://www.titech.ac.jp/english/enrolled/news/2020/048265.html>

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 students who miss face-to-face classes due to COVID-19 (Revised: January 8, 2021)**

https://www.titech.ac.jp/covid-19/pdf/gakumu_20210108-3.pdf

(English version below)

Students 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.
- Most importantly, frequently wash your hands and wear a face mask.
- Make sure to wash your hands before entering and after leaving lecture rooms, laboratories, etc.
- Wear face masks responsibly. When you have a meal and take off your mask, avoid talking to others and replace the 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. 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, 2021. We may make amendments in the days ahead.