

To: All Students and Their Parents/Guardians
From: Jun-ichi Imura, Executive Vice President for Education
Date: July 25, 2022 (v1.0)
September 26, 2022 (v2.0)

Classes during AY 2022 fall semester (3Q and 4Q) v2.0

First of all, we would like to express our gratitude for your continued cooperation in taking infection prevention measures against COVID-19. Your responsible behavior has enabled us to continue classes and research activities.

Unfortunately, we have yet to see the end of the pandemic. Amidst the prolonged challenge, Tokyo Tech will continue to work toward a return to face-to-face learning and teaching that benefits from facilities and functions on campus, while remaining cautious about the risk of infection and continuing to take prevention measures.

Placing top priority on educational continuity, AY 2022 fall semester (3Q and 4Q) classes will be essentially conducted face-to-face on campus, as prescribed below, incorporating other possible options based on our experience and knowledge gained thus far. We sincerely hope that every student makes the most of learning opportunities at Tokyo Tech and valuable interactions with instructors and peers on campus.

Let me stress that we should stay vigilant and continue taking basic prevention measures such as ventilating rooms, washing/sanitizing hands, and wearing masks.

1. Basic policy on AY 2022 fall semester (3Q and 4Q) classes

Tokyo Tech strives to:

1. Conduct initially planned classes in a face-to-face format for both undergraduate and graduate programs, in principle, on the condition that infection prevention measures are implemented.
2. While placing face-to-face learning and teaching on campus at the center of education, encourage diverse forms of learning and adopt online options in part.
3. Pay special attention to the extent possible to international students unable to come to Japan and students unable to come to campus due to higher risk of becoming severely ill with COVID-19 because of their underlying health conditions.
4. 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 as described below.

2. Implementation of classes

(1) Academic calendar and timetable

○ Academic calendar

First day of AY 2022 3Q: Monday, October 3, 2022

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

○ Timetable

AY 2022 fall semester timetable		(AY 2022 spring semester timetable)
Periods 1–2	8:50–10:30	(8:50–10:30)
Periods 3–4	10:45–12:25	(10:45–12:25)
Lunch break	12:25–13:45 (80 min.)	(12:25–14:20)
Periods 5–6	13:45–15:25	(14:20–16:00)
Periods 7–8	15:40–17:20	(16:15–17:55)
Periods 9–10	17:30–19:10	(18:05–19:45)

Time periods in parentheses are for the AY 2022 spring semester, for reference.

- The spring semester had a 115-minute lunch break to allow enough time between face-to-face and online classes. It will be reduced to 80 minutes in the fall semester when classes will be held mainly in a face-to-face format, but will not yet be restored to the standard duration in response to the continuing challenge of COVID-19.

(2) Class formats and attendance

○ Return to face-to-face learning and teaching

- Classes are conducted in a face-to-face format for both undergraduate and graduate programs, in principle.
- As lecture rooms will have their restrictions on capacity lifted, they will be assigned to courses, excluding those that include speeches and presentations, based on actual capacity.
- Students are requested to stay vigilant and continue taking basic prevention measures such as ventilating rooms thoroughly, washing/sanitizing hands, and wearing masks (see 4. Other reference 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 do so remotely.
- Students are not permitted to come to campus when they or persons with whom they live feel ill, have symptoms of COVID-19, or are identified as a Close Contact. If they must be

absent from the class, they should be granted authorized absence, in principle, as determined by the “Tokyo Tech response to COVID-19 and handling of authorized absences.” Please refer to the following pages for details.

- What You Should Do When You or Someone You Live With Is Suspected to Be COVID-19 Positive, Undergoes PCR or Antigen Testing, or Is Identified as a Close Contact (announced on June 13, 2022)
<https://www.titech.ac.jp/covid-19/pdf/209-tokyotech-covid-19-tuuchi1-220613.pdf>
- Changes to Tokyo Tech response to COVID-19 and handling of authorized absences (announced on September 21, 2022)
<https://www.titech.ac.jp/student/pdf/certificates-submitting-forms-current-koketsu-covid-19-toriatsukai.pdf>
- Response Manual for Students with Suspected COVID-19 (updated on September 16, 2022)
<https://www.titech.ac.jp/covid-19/pdf/gakumu-20220916-e.pdf>

○ **Adoption of online instruction as a new education option**

- Tokyo Tech conducted online instruction as an exceptional measure and a substitute for face-to-face instruction until the AY 2022 spring semester, and will officially adopt it from the AY 2022 fall semester. Online formats such as livestream, on-demand, and blended formats will be adopted by certain courses when it is determined that online instruction is superior to face-to-face instruction in terms of educational effectiveness.
- Undergraduate-level courses will basically be conducted face-to-face except for courses that have specific reasons.

It is stipulated by the Japanese government and Tokyo Tech that “when online teaching occupies half or more of total class hours (counted based on the length of class period) of undergraduate-level courses, the number of credits from those courses (“online courses”) that can be counted toward bachelor’s degree requirements is limited to 60 in total.” The limitation was eased in response to the pandemic, and did not apply to credits attained by the end of the AY 2022 spring semester. However, the limitation will be restored from the AY 2022 fall semester. As such, please remember to carefully draw up your study plan for the fall semester so that total credits from the “online courses” will not exceed 60.

Information regarding those courses will be stated on syllabi. The limitation on the number of credits (60) does not apply to graduate degree requirements.

- There may be cases where certain graduate-level courses will adopt an online format with a priority placed on face-to-face instruction, decided by committees in charge of graduate majors. The decision will be made taking into account such factors as educational effectiveness.

- When you do not have sufficient time to come to campus or return home during the recess between face-to-face and online classes, you may need to attend an online class remotely while on campus by accessing a local area network. In this case, please bring your laptop or tablet and a headset or earbuds with a microphone. A webcam will also be needed when attending livestream-format Zoom classes where the instructor may ask students to turn on the camera. It is advisable to charge your laptop or tablet before the class, although lecture rooms usually have electrical outlets.

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>

On-campus wireless LAN access

<https://www.noc.titech.ac.jp/wlan/en-accessarea.html#midori>

○ Other information

- Please visit the link below for course syllabi, class periods and locations, etc. Tentative class schedules will be announced early August and the finalized versions will become available early September.

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 campus, or has face-to-face classes suspended for a certain period due to COVID-19 cases being confirmed among attendees.

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>

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 5, and those in 4Q are scheduled for February 3 to 11, 2023. (Regular classes can be held on November 26 and 28 in 3Q and on February 4, 2023 in 4Q.)
For both undergraduate and graduate classes, quarter-end exams will be conducted face-to-face when it is deemed appropriate, regardless of whether the class itself is conducted face-to-face or online.
- Course instructors may assess learning attainment based on mini exams, written assignments, etc. several times during the quarter, in addition to quarter-end exams or

exam essays for evaluation and grading. Please check with syllabi for evaluation criteria of individual courses.

- 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. Other reference information

COVID-19 updates for all new students and current students

<https://www.titech.ac.jp/english/student/students/health/coronavirus>

Information at a glance about Tokyo Tech's response to COVID-19 for new and currently enrolled students.

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.
- Make sure to wash your hands before entering and after leaving campus buildings, lecture rooms, laboratories, etc.
- Wear face masks in lecture rooms, laboratories, etc. and in other situations when you are around others, except when playing sports or exercising (e.g., when attending Wellness Exercise classes), or when there are unavoidable reasons for not doing so. Non-woven fabric masks are strongly recommended.

Regarding mask wearing indoors and outdoors, please refer to "COVID-19 Mask Use in Community Settings," Ministry of Health, Labour and Welfare

(https://www.mhlw.go.jp/content/mask_communitysetting.pdf)

- To ensure sufficient ventilation of lecture rooms, 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.
- Also take preventive measures against COVID-19 as much as possible when not on campus.

This notice is as of September 26, 2022. We may make amendments in the days ahead.