

April 30, 2020

Dear Sir/Madam, all faculty members,

This is a notice on academic schedule from June. Due to the spread of covid-19 infection, we are obliged to open the academic course on May 4 and the four classes in May are going to be held online system. We would appreciate your understanding and cooperation on the following measures.

* Our measures against the infection of Covid-19.

1 Our current situation

- ① 28 April (Tuesday): Registration of classes completed
- ② May 4 (Monday) and (4 classes in May): Starting classes of the first term
- ③ Notice on teleteaching online system completed
- ④ Notice on telelearning online system completed
- ⑤ The survey of the online class system to all lecturers is held in operation.
- ⑥ The lift of the State Emergency Declaration is unpredictable and we need to avoid outings as much as possible.

2 Basic rules

- ① In response to the National Emergency Declaration against surging spread of coronavirus cases, our priority is to protect lives of the students and faculty members.
- ② To prevent the further spread of the coronavirus we will not operate interactive class because of its three factors of infection which are 3Cs ; Confined spaces, Crowded places and Close contact.
- ③ After the lift of State Emergency Declaration, those classes

which need research work in the facility and equipment in the campus, have to take measures against the risk of infection such as alcohol-based hand sterilization, and wearing masks for sneezing and coughing.

3 Further measures to take

- ① In order to prevent infection for students, we keep campus closed along with our basic policy.
- ② We continue operating classes by teleteaching system from June as well. The interactive classes are not to be held in the first term except research courses which need laboratory work, practical training and skill practice with facility and equipment in the campus.
- ③ The laboratory work of the research course using facility and equipment in the campus needs utmost care for the measures against the coronavirus infection as mentioned above.

* Classes from June

1 Regarding classes in May

- ① Basically we provide teleteaching on-demand system as much as possible including laboratory research course; (laboratory work, practical training, skill practice)
- ② The procedure (flow) of the on-line system above is as the followings;
 - *indication of content of class
 - *checking academic achievement of the students
 - *feedback
- ③ Basically we operate on-demand system by kyonet. In case of the web-meeting system, certain conditions are required.
- ④ The content should be within range of limits of smartphone users and 4G network environment.

- ⑤ In case of the web -meeting interactive class, we need to get approval of all students regarding network environment and teaching method.

Note:

For details please consult the followings.

*Notice(April 7) on Online class by kyonet

*Supplementary Notice(April 17)

on Online class by kyonet dated 7 April .

And Notice(April 17) on web-meeting system class

2 Classes from June

(A) On-line class

- ① Basically, we provide teleteaching on-demand system as much as possible. Regarding laboratory research course (laboratory work, practical training, skill practice), we will decide how to operate the class after the State Emergency Declaration is lifted.
- ② In order to achieve good level of teaching comparable to the interactive classes, we have to endeavor hard.
- ③ We request students to prepare for the proper internet environment and smartphone communication capacity in order to receive the complete lectures after June as well.

(B) Interactive Meeting Class

- ① After the lift of State Emergency Declaration, we look into the implementation of interactive classes for the laboratory work of the research course which needs facility and equipment in the campus. We need utmost care for the measures against the risk of infection such as alcohol based-hand sterilization, and wearing masks for sneezing and coughing as the interactive classes have three factors of infection: 3Cs “ Confined spaces, Crowded places and Close contact

② When we resume the interactive meeting class, 10 day period will be provided for preparation, considering the case of a long journey for some students to come up to Tokyo. However, as long as the full attendance is confirmed in the class, we resume the interactive class as usual on the spot.

Note:

Regarding details of classes from June, please consult kyonet after 7 May.

With best regards,