

February 7, 2023
[Update] March 27, 2023
[Update] May 8, 2023

To: Undergraduate Students
Graduate Students

Vice President for Education
KATO Mitsuyasu

Conduct of classes in AY 2023

First of all, I would like to express my gratitude to you for your continued cooperation in preventing the spread of COVID-19, which has allowed us to continue our classes and research activities.

Society is now moving into a new phase toward life with corona, a more robust balance between response to COVID-19 and socioeconomic activities. Easing of various behavioral restrictions is underway, and measures such as vaccination and promotion of the use of therapeutic drugs are also underway. However, the infection has not ended, and it is necessary to continue to take measures to prevent infection.

In light of this situation, we would like to inform you that we have decided on the implementation policy, etc. for classes in AY 2023 at our university as follows. We hope that students will enjoy a fulfilling campus life through face-to-face learning and various interactions around campus.

In addition, we will contact you again if the policy is changed due to COVID-19 in the future.

1. Conduct of classes in AY 2023

1) Basic policy for conducting classes

We will conduct "face-to-face classes" as a basic rule after taking measures to prevent infection.

In addition, "online classes" will be implemented for subjects for which online education is more effective.

Please refer to "2. Mode of class implementation (face-to-face courses and online courses)" for the distinction between "face-to-face courses" and "online courses".

2) Precautions during on-campus activities

Face-to-face classes will be conducted with adequate infection control measures in place. We ask that you continue to take basic infection control measures such as ventilation of classrooms before and after class and during class, hand washing, and alcohol disinfection. Wearing a mask will be left to personal discretion.

2. Mode of class implementation (face-to-face classes and online classes)

(1) Classification of mode of class implementation

Since it is expected that our university will continue to diversify the methods of conducting classes, such as courses that combine face-to-face and online classes, the following classification of face-to-face courses and online courses will be defined from AY 2023 onward, so that students can confirm at the time of course registration how each course is conducted and whether or not it is required to be included in the 60-credit limit (explanation to follow), and is indicated in the remarks column of KdB (Course Catalog at <https://kdb.tsukuba.ac.jp/>) and in the syllabus as the "Classification of class methods". Please use this information as a reference when planning your own course of study.

[Classification table of the mode of class implementation]

Classification of courses	Classification of class methods	Explanation	Put on the 60-credit limit (*Undergraduate students only)
Face-to-face courses	① Face to face	Courses that are conducted face-to-face for the entire class period	Not to be included
	② Face to face (partially online)	Courses conducted through a combination of face-to-face and online classes, with face-to-face classes accounting for more than half of the courses.	
Online Courses	③ Online (partially face-to-face)	Courses that are conducted through a combination of face-to-face and online classes, with face-to-face classes accounting for less than half of the courses.	To be included
	④ Online (Asynchronous)	Courses that are conducted primarily on-demand, with all classes conducted online.	
	⑤ Online (Synchronous)	Courses that are taught online for all periods and mainly conducted in a synchronous manner	

※ On-demand refers to a method whereby students can view pre-recorded lecture videos

and materials at any time using an LMS (manaba), etc., and take classes at locations other than the classroom where the class is held, thereby replacing part or all of the face-to-face class. The term also refers to courses that provide "sufficient guidance through question-and-answer sessions, etc." and "opportunities for students to exchange opinions" via the Internet or other means promptly after the end of the class.

※ Synchronous refers to a method that uses an online system to simultaneously distribute classes to remote locations, allowing students to participate in classes in real time outside of the classroom or other location where the class is being held.

(2) Graduation requirements and online courses for undergraduate students (*Not relevant for graduate students)

However, the Standards for Establishment of Universities stipulate that the maximum number of credits that can be counted toward graduation requirements for online courses (courses that are taught online for more than half of the total class time) is 60 credits (hereinafter referred to as the "60-credit limit") (except for graduate courses). The number of credits earned in online courses by AY 2022 is not included in the 60-credit limit as a special emergency measure, but credits earned in online courses in AY 2023 and later will be included in the 60-credit limit, so please be careful when making your study plan.

1st-year students (those admitted in AY 2023)

The curriculum is designed so that the number of credits earned through online courses does not exceed 60 credits out of the total number of credits counted toward graduation requirements for schools, colleges, etc. However, some schools and colleges may exceed 60 credits depending on how students complete their courses. Please be aware that your organization will inform you of schools and colleges that require attention, and please do not take excessive online courses.

For 2nd -year students and above

For current students who have earned credits by taking online courses offered between AY 2020 and 2022, the credits earned in those academic years will not be included in the 60-credit limit for graduation requirements because online courses are treated as face-to-face courses in accordance with special emergency measures for COVID-19. Therefore, the credits earned in the current year will not be included in the 60-credit limit for graduation requirements. Although caution is required for online courses taken in AY 2023 and later, we believe that there should be no particular problem for 2nd-year students and above, as long as they do not take too many online courses. However, since the situation varies depending on individual credit acquisition status, students should be careful not to take excessive online courses.

(Example 1: For first-year students admitted in AY 2023)

AY 2023	AY 2024	AY 2025	AY 2026
1st-year students	2nd-year students	3rd-year students	4th-year students

60 credits or less before graduation

(Example 2: For 1st-year students admitted in AY 2021)

AY 2021	AY 2022	AY 2023	AY 2024
1st-year students	2nd-year students	3rd-year students	4th-year students

Acquired in AY 2021 and AY 2022
All credits are treated as face-to-face courses

60 credits or less before graduation

[Note regarding the 60-credit limit for online courses]

- Credits earned in AY 2023 or later are covered.
- Courses whose classification in the “Classification table of the mode of class implementation” (hereinafter referred to as the “table above”) begins with face-to-face classes (① and ② in the table above) are handled as “face-to-face courses and are not included in the 60-credit limit.
- Please note that credits earned in courses whose classification in the table above begins with online classes (③, ④, and ⑤ in the table above) are covered by the 60-credit limit.
- The TWINS system does not check the maximum limit for online courses, so please check the course format in KdB and make a study plan so as not to exceed the limit.
- This 60-credit limit restricts the number of credits that can be counted toward graduation requirements, but there are no restrictions on taking courses beyond 60 credits. Students who register for online courses and receive a passing grade will be allowed to earn credits in excess of 60 credits, but the excess credits will not count toward graduation requirements. (“Restriction apply to graduation requirements (60-credit limit)” and “No restriction (upper limit) in terms of taking courses/credits”)

3. Academic consideration for students

1) Consideration for students unable to attend face-to-face classes in the spring semester

If a student has an underlying medical condition or pre-existing medical

condition that would place him/her at high risk of becoming seriously ill if infected with COVID-19, consideration will be given so that he/she will not be disadvantaged in the course of study. If you wish to request individual consideration, please submit the "Application for Consideration of Taking Face-to-Face Classes Related to COVID-19 in the Spring Semester of AY 2023" to the academic affairs section of the academic service office corresponding to your organization. (Spring semester classes are covered. If the program is to continue in the fall semester, we will make this known again.)

【Application deadline】 Friday, March 31, 2023, 17:00

(*The deadline for new students for AY 2023 is April 12, 2023 (Wed.), 17:00.)

[Application for Consideration of Taking Face-to-Face Classes Related to COVID-19 in the Spring Semester of AY 2023 \(EXCEL\)](#)

Please note that the "Application for Consideration of Taking Face-to-Face Classes Related to COVID-19 in the Spring Semester of AY 2023" is only for consideration of taking face-to-face classes for reasons related to COVID-19. Please note that this is different from "reasonable accommodation" for students due to disability. Please consult with the Bureau of Human Empowerment (formerly the DAC Center) regarding reasonable accommodation in terms of study.

2) When unavoidably absent from classes, etc.

In the case a student needs to miss a class, etc. according to the following circumstances, etc., we have requested faculty members to make considerations to a maximum extent. When missing a class, etc. for these reasons, students should give the details to the class instructor, etc. immediately. Furthermore, if you are in good physical condition, it is fine to have an online lesson when staying at home.

- When a student is infected with COVID-19
- In the case that PCR test is deemed necessary by a medical institution and the results are awaited
- When waiting at home as a close contact
- When feeling unwell (in the presence of fever, respiratory problem, and cold symptoms, students suspected to have COVID-19)
- In receiving a vaccine, when a student needs to miss a class, etc. for vaccination

Regardless of the side effects of the COVID-19 vaccine, when cold symptoms including fever start after the vaccination

4. Others

1) Information on support for students regarding online classes

Information on support for students will be announced officially in the "Online class guidance" (https://www.cc.tsukuba.ac.jp/wp_e/remote-lecture-

[students/](#)) in the Academic Computing & Communications Center. Please check back regularly as we will share information as needed.

2) Open student space

Opening of satellite computer rooms, lounges (student common rooms), study space, large classrooms, etc. within each educational organization and center will be released in the “Internal Notices for Current Students (Internal Use Only)” in the TWINS bulletin board (if it is hard to find, search for “Opening of student common rooms, etc.”). Regularly check for updates of information.

Moreover, the opening of the satellite rooms is released in the following URL.

<https://www.u.tsukuba.ac.jp/en-satellites/status/>

3) Information on university-wide handling, etc.

Changes in the Handling Guidelines for COVID-19 and Mode of Operations of our university and other important matters will subsequently be conveyed on the university website. Also regularly check for updates on the TWINS bulletin board. If you have any concerns or questions, please consult with your class teacher, academic advisor, class instructor, etc. If you don't know how to contact the above, etc., consult with the academic service office.

■ Latest Information about Measures in Response to COVID-19

(<https://www.tsukuba.ac.jp/en/about/antidisaster-crisismanagement/covid-19/20201202174500.html>)

■ Web bulletin board (TWINS)

(<https://twins.tsukuba.ac.jp/>)

Revision history

Date of revision	Outline
2023/3/27	Changed to "Wearing a mask will be left to personal discretion". (Updated items 1. 2))
2023/5/8	<p>Received "Changes in the Mode of Operations of Our University (From May 8, 2023)", modified and deleted the following. (Updated items 1. 2) and 4.3))</p> <ul style="list-style-type: none">• Corrected "thorough ventilation of the classroom before, during and after classes" to "ventilation of the classroom before, during and after classes".• Deleted "keep a health observation report for the last 14 days".• Deleted "Handling Guidelines for the Prevention of the Spread of COVID-19".• Deleted "COVID-19 Flowchart".• Deleted "4.3) Notes on using the cafeteria on campus".