

November 21, 2022

To faculty members

Classes from Academic Year 2023 Onward

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President

The University is now conducting courses following various guidelines issued by the government. However, it can be said that societal conditions are still highly unpredictable concerning COVID-19. I would like to take this opportunity to emphasize my appreciation to you for your ongoing efforts in conducting educational and research activities despite great hardship.

Nevertheless, knowledge is being gained regarding COVID-19 and appropriate infection control measures are being taken these days, leading society back to pre-covid norms gradually. Considering this situation, and on the premise that sufficient measures against COVID-19 will be taken as before, we have decided to maintain the AY2022 Policy for Class Implementation in AY2023 as well, following discussions at the Dean's Meeting. In principle, courses will be conducted as "face-to-face courses" on each campus, but in case a class can be more effectively offered with online features proactively implemented, it will be offered as a "distance course."

Going forward, instead of establishing a new class implementation policy every year, we will set the items given in the Attachment as the basic policy and will revise it as appropriate, based on changes in societal conditions regarding COVID-19 or amendments to relevant laws or higher education administration. I ask for your continued understanding and cooperation.

Please note that this policy applies to undergraduate faculties. For graduate schools (including professional graduate schools), necessary adjustment may be made in consideration of the characteristics of each educational and research environment.

[Keynote]

- Please refer to Attachment 1 for the handling of various activities at the University.
- Please refer to Attachment 2 and Attachment 3 for the handling of "face-to-face courses" and "distance courses."

[Reference]

- Policy on the Use of Digital Technology in Chuo University Classes

## Handling of various activities at the University

### 1. Basic stance of the University

- (1) The health and safety of students and university staff will be given top priority.
- (2) Students will be able to follow the curriculum of the university, earn credits, graduate within the planned period of enrollment, and pursue employment, advancement, qualification examinations, and national examinations.
- (3) We will reduce the financial burden on students as much as possible and provide students with the support they need for their learning.

### 2. Points to consider in particular

- (1) We will provide students with opportunities for interaction on campus as much as possible.
- (2) Since extracurricular activities are very important for enriching university life, we will take various measures to allow students to actively engage in activities.
- (3) If a coronavirus infection occurs on campus, we will work closely with the University Health Center and local institutions in taking prompt action to prevent secondary outbreaks.

### 3. Precautions for activities on campus

- (1) As a basic rule, whether or not you have been vaccinated, comply with the Guidelines for Chuo University Students Regarding the Spread of Coronavirus.
- (2) When eating on campus, be aware of the basic rules necessary to prevent infection, and follow the rules of the cafeteria.
- (3) When using the elevator, give priority to people with disabilities and the elderly, and use the stairs as much as possible.
- (4) If you are not feeling well, consult with the nearest office or health center and leave the campus as soon as possible.

### 4. 4. Points to be noted when conducting face-to-face classes

- (1) Do not enter a campus with a temperature of 37.5°C or higher or when feeling ill. In such situations, cancel classes and schedule makeup classes.
- (2) After entering the campus, wash your hands. Bring your own towel and disinfection wipes.
- (3) During classes, comply with the Guidelines for Chuo University Students Regarding the Spread of Coronavirus, and be aware of the basic rules necessary to prevent infection.
- (4) If you use a rental PC or other university equipment, disinfect it before returning it.
- (5) If someone is found infected with coronavirus, follow "Response guideline for face-to-face classes when there is an occurrence of infection or close contact with an infected person."
- (6) Ventilation is recommended during classes and students should be encouraged not to sit close to each other.
- (7) Give consideration and leeway to students who cannot attend face-to-face classes if they have reasonable reasons, so that no disadvantage is caused.

## Handling of “face-to-face course” and “distance course” at Chuo University

### 1. Definitions for the implementation of each class session (100 minutes/class)

Face-to-face class	A class in which the instructor and students meet face-to-face in the same space, such as a regular classroom.
Distance class (*1)	<p>A “Distance class” is a class that can be provided by universities based on the provisions of Article 25, Paragraph 2 of the University Establishment Standards and Notification No. 51 issued in 2001 by the Ministry of Education, Culture, Sports, Science and Technology. According to these provisions, the university will define a “distance class” as a class that appropriately combines the four types of classes set out below, in light of the content and educational effects of the class subject.</p> <ol style="list-style-type: none"> <li>1) HyFlex classes: a class in which a “face-to-face class” is delivered in real time and students outside the classroom can also take the class simultaneously and interactively.</li> <li>2) Live online classes: a class conducted simultaneously and interactively with the instructor and students in different locations using ICT tools, such as online conference systems. The location where the instructor delivers the class is not limited to a classroom.</li> <li>3) On-demand classes: a class in which the student watches a video recording of a class that is distributed online, and asks questions or discusses it with the instructor by other means such as email.</li> <li>4) Material distribution classes: a class in which the students watch or listen to narrated lecture materials (PowerPoint, etc.) and ask questions or discuss the material with the instructor by other means such as email.</li> </ol>

(\*1) If a faculty or graduate school recognizes that a student is unable to attend face-to-face classes for reasonable reasons, classes conducted in format 1), 2), 3) and 4) will be treated as a “face-to-face class” rather than a “distance class” for that student only (see Q3 in Attachment 3).

### 2. Handling of “face-to-face courses” and “distance courses”

Face-to-face course	<p>A course that requires all students enrolled to take face-to-face classes for at least half of the total number of class sessions (at least 7 out of 14).</p> <p>However, this does not apply to students who wish to take the class and are recognized by the respective faculty or graduate school as being unable to attend the class face-to-face for reasonable reasons (*2).</p> <p>(*2)The criteria for "reasonable reasons" for requiring consideration shall be determined separately.</p>
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Distance class course	<p>A course in which more than half of the total number of classes (8 or more out of 14 classes) are conducted as distance classes.</p> <p><u>Article 35-6 of Chuo University Academic Regulations stipulates that the maximum number of credits that can be counted as graduation credits for distant courses is 60 credits.</u> However, this upper limit only applies to undergraduate courses, and not to the Graduate Schools or the Professional Graduate Schools.</p>
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◎ Handling of a “Blended learning course” which is a combination of face-to-face classes and distance classes.

A “Blended learning course” is a course in which face-to-face classes and four types of distance classes are appropriately combined depending on the class session. If more than half of the class sessions (7 or more out of 14) are face-to-face classes and all the students enrolled are given the opportunity to attend the class face-to-face, the class is considered a “face-to-face course,” and otherwise is considered as a “distance course.”

Reference: Regulations on distance classes

- Chuo University Academic Regulations  
(Courses taught using various media)

Article 32-2: With regard to the classes prescribed in the preceding Article, students may be allowed to take classes in places other than classrooms or other venues where the classes are held, by making advanced use of various media.

2. Class subjects and methods of taking classes that make advanced use of various media shall be determined separately by the faculty council of each faculty.

(Credits earned in classes conducted using various media)

Article 35-6: The credits acquired through the class method prescribed in Article 32-2 shall not exceed 60 credits out of the credits required for graduation prescribed in Article 43-1-2.

### 3. Selection of distance courses

#### 1) Points to consider when selecting distance courses

Each faculty/graduate school shall take the following points into consideration when selecting distance courses.

1. In principle, each faculty/graduate school should give priority to assigning only those courses that have a high necessity to be taught as distance classes rather than as face-to-face classes, based on the premise that it improves the educational effectiveness of the curriculum. If a faculty or graduate school has multiple classes with the same course name, such as seminar courses, it is acceptable to assign distance courses on a per class basis.
2. Each faculty should select distance courses in accordance with the regulations on distance courses (related to Article 35-6 of the Academic Regulations), paying special attention to the fact that there is a 60-credit limit on the number of credits that can be

counted as graduation credits. In addition, students should be fully informed about the relevant courses as well as the limit on the number of credits that can be counted as the graduation credits.

3. It should be noted that inter-faculty common courses across campuses are likely to be offered as distance courses from the perspective of promoting a wide range of learning regardless of the faculty to which the students belong.
4. Each faculty and graduate school should be aware of the status of each course including which classes are conducted as distance classes.

## **2) Procedures for implementing distance courses**

The following procedures will be used as the basis for selecting distance courses in each faculty or graduate school.

1. Faculty members who wish to teach a course as a “distance course” must apply for it with the procedures specified by each faculty or graduate school.
2. The syllabus of the class subject which is provided as a distance class should clearly state the specific way the class is conducted.
3. The Faculty Council, the Graduate School Committee, the Faculty Council of the Graduate School, and the Steering Committee of the Organization for University-wide Cooperative Education shall deliberate on the selection of distance courses for the relevant academic year for the class subjects applied as in 1.
4. Each faculty and the Organization for University-wide Cooperative Education should share the implementation status of distance courses with each faculty or graduate school in the Dean's meeting.

## **4. Points to consider when teaching face-to-face courses**

When teaching a face-to-face course, the instructor in charge shall pay attention to the following points

1. All students are required to take face-to-face classes for at least half of the classes (at least 7 out of total 14 classes). If classes are to be conducted as a blended learning course with some distance classes, it must be clearly stated in the syllabus, and the students must be fully informed of it.
2. The instructor shall give consideration to ensure that there is no disadvantage to students who, for reasonable reasons, are unable to commute to the university campus to attend face-to-face classes.
3. In case a course is provided as a blended learning course and some of the classes are conducted as the distance class type 1) or 2), it is possible that students are not able to secure sufficient space on campus to take distance classes. For this reason, the implementation of such classes should be kept to a minimum, except for cases where consideration needs to be given based on reasonable grounds. If it is highly necessary, please consult with the relevant office of each faculty or graduate school in advance.
4. Based on the content of the Ministry of Education, Culture, Sports, Science and Technology (MEXT) notice "Handling of Distance Learning at Universities" dated April 2,

2021, and after discussion by the Dean's meeting and the Graduate School Dean's meeting, (or the Chuo University Special Task Force on The Novel Coronavirus Infection) due to unforeseen circumstances such as the spread of an infectious disease or a large-scale disaster, if the President decides to establish special measures for face-to-face courses in the relevant semester, the class format shall be changed in a flexible manner based on such measures. In such case, face-to-face courses to which special measures are applied shall be treated as face-to-face courses, even if all the classes are conducted as distance classes.

#### **5. Points to consider when teaching distance courses**

When teaching a distance course, the instructor in charge shall pay attention to the following points.

1. Courses selected by each faculty or graduate school as distance courses are the only courses for which more than half of the total number of classes (8 or more out of 14 classes) can be conducted as distance classes.
2. With regard to student learning hours, efforts should be made to secure the same number of hours as in face-to-face courses, including before and after class learning opportunities, and to improve the learning outcomes in line with the "policy for awarding degrees" in each faculty and graduate school.
3. If the course is provided as a blended learning course and some classes are conducted as face-to-face classes or HyFlex classes, please consult with the relevant office of each faculty/graduate school regarding the availability of classrooms and the method of implementation, and ensure that students are fully informed.

#### **6. Points to consider when teaching "distance classes" both as part of a distance course and a face-to-face course**

1. Conduct classes according to the syllabus (class implementation plan) of each course.
2. The instructor in charge should be able to fully understand the status of the students' participation through online attendance management and submission of assignments.
3. Secure a means of reliably communicating information to each student and a system for promptly responding to questions and consultations from students, and also ensure students are able to have opportunities to exchange opinions with each other as much as possible.
4. For On-demand and Material distribution classes, the instructor in charge shall explain the purpose and progress of the class and the main points of the course materials in advance through guidance before distributing videos and materials, so that students are encouraged to engage in effective self-study. Also, instructions should be given through emails and bulletin boards when the classes are conducted.

#### **7. Points to consider when conducting off-campus activities**

For group and co-curricular activities, such as seminar camps, please follow the instructions in the "Implementation of Co-Curricular and Extracurricular Activities outside the University."

## Class Format and Class Implementation Q&As

To support the preparation of syllabi for courses to be offered in each institution, we have compiled a list of commonly anticipated issues in a Q&A format. This is in line with “Sending of Q&A and other information regarding the handling of academic schedules and the use of remote learning (as of May 14<sup>th</sup>, 2021)” issued by Ministry of Education, Culture, Sports, Science and Technology (MEXT).

Please note that this Q&A does not include information on the use of ICT tools, classroom facilities, and supplementary equipment.

### Table of Contents

1. Regarding Class Format
2. Regarding face-to-face classes
3. Regarding distance classes

### 1. Regarding Class Format

Q1. I want to provide a course using a combination of face-to-face classes and distance classes. How many of the 14 classes am I allowed to provide as distance classes?

A1. Even for a face-to-face course, up to 7 out of 14 classes can be taught as distance classes. In such case, please be sure to specify in the syllabus how many times and in what type the distance classes will be held. However, there are students who need to be on campus to take other face-to-face classes, and since the space and communication network available for those students to take distance learning classes on campus are limited, please follow the instructions of the faculty or the graduate school.

Q2. If the instructor delivers a class using Webex or Zoom from a location outside the classroom, and the students take the class real time in one classroom, is it counted as a face-to-face class or a distance class?

A2. Since a face-to-face class requires that the students and the instructor are in the same space, it is counted as a distance class.

Q3. If the instructor delivers the interactive class as a HyFlex class from one campus, and the students are gathered at classrooms on multiple campuses, is it counted as a face-to-face class?

A3. It is a distance class since the students and the instructor are not in the same space.

However, if the provision of all classes satisfies the requirements for a face-to-face course as specified in Attachment 2, it can be treated as a face-to-face course even if some classes are provided as HyFlex classes. For example, if the campus for face-to-face classes is designated according to the student's department, the instructor must visit each campus to deliver the classes for half of the total number of classes. If the course is to be taken at more than three campuses, it will not meet the requirements for a face-to-face course as in Attachment 2, and will be considered a distance class course.

Q4. I would like to conduct distance classes in consideration of the educational effectiveness, but if another instructor in charge of a different class in the same course decides to conduct face-to-face classes, is it necessary for me to conduct the class in the same method, i.e. face-to-face classes?

A4. It is acceptable to have different class formats. The selection of distance courses in each faculty or graduate school can be made on a class by class basis, so it is possible that the same subject will be taught using different formats in each class. The specific format of class implementation will be decided by each faculty/graduate school, but first, please apply for a distance course in the manner specified by each faculty/graduate school.

Q5. A course is scheduled as a face-to-face course, but there are certain students who are unable to attend more than half of the total classes at the classroom due to illness or other reasons. In such case, will this course be counted as a distance course?

A5. It will be counted as a face-to-face course. If your faculty or graduate school recognizes that some students cannot attend more than half of the class sessions in a face-to-face format due to reasonable reasons specified separately, they will be counted as exceptions to the "all the students enrolled" requirement in Attachment 2. For such students, we ask that consideration be given so that there is no difference in the amount of learning between them and the students who take the course in the classroom. Please refer to Q11 for an example of such considerations.

Q6. If a course is scheduled to meet the requirements for a face-to-face course by having 7 face-to-face classes and 7 distance classes for the total of 14 classes, but the number of distance classes exceeds 8 due to unavoidable circumstances, will the class be treated as a distance course?

A6. Since the syllabus is positioned as a contract between the university and the students, as a general rule, please make the utmost efforts to avoid changes to the course format, and ensure the requirements for a face-to-face course are met, by exchanging the scheduled distance classes with the scheduled face-to-face classes whenever possible, or by conducting makeup face-to-face classes. If there are circumstances that make it

impossible to hold a face-to-face class for a long period of time, please consult with the office in charge of each faculty or graduate school.

Q7. If a class is 100 minutes long and 50 minutes of the class is conducted as a distance class and the remaining 50 minutes as a face-to-face class at a classroom, can the class be counted as a face-to-face class?

A7. In order to treat the divided class hours as a single face-to-face class, the following requirements should be met:

1. The course must meet the requirements for post-class guidance and others, as specified in Notification No. 51-2 of the Ministry of Education, Culture, Sports, Science and Technology, 2001, or the course must be designed so that distance (on-demand) classes and face-to-face classes are held alternatively and the instruction for the distance (on-demand) classes is given in the face-to-face classes.
2. Face-to-face classes are conducted for more than half of the class hours in the relevant course.
3. Some measures are taken to require students to engage in study besides lectures.

In these ways, it is required that the hours spent for distance (On-demand) class will not become a substitute for the time spent on study outside the classroom, and that the course as a whole provides appropriate education. As long as such measures are taken, the class can be counted as a face-to-face class. (Quoted from Sending of Q&A and other information regarding the handling of academic schedules and the use of remote learning (as of May 14th, 2021)") issued by the Ministry of Education, Culture, Sports, Science and Technology, with some wording modified.)

However, when conducting classes in this format, the start and end times of the classes should be within the limits set by the University's class schedule, and efforts should be made to ensure that all students understand how to take the classes.

Q8. Is it possible to change the format of a course during the term after consulting with students?

A8. As a general rule, please do not change the class format described, at the discretion of individual instructor. The class format of each course is selected by the faculty or graduate school that established the course in consideration of its position in the curriculum and its academic effects. In addition, the syllabus serves as a contract between the university and the student. For undergraduate classes, we also plan to ask the number of times students have attended both face-to-face and distance classes in the class evaluation questionnaires at the end of the first and second semesters to confirm the format afterward. If it becomes necessary to conduct distance classes for some of the classes originally scheduled for face-to-face classes due to unavoidable circumstances, it is acceptable to make such changes after explaining to students, accurately informing them, and consulting with the office of the faculty/graduate school, etc., at the discretion of the instructor in charge. If there is an

unavoidable need to drastically change the course format during the term, please consult with the relevant office of each faculty or graduate school and take the appropriate procedures.

Q9. If many students are unable to come to the university campus due to reasons such as shutdown of public transportation in the Tokyo metropolitan area (or if the instructor himself/herself is unable to come to the campus), can a distance class be conducted on a short notice, although it is not the situation where consideration is given for reasonable reasons of individual students?

A9. Yes, it is possible. In the event that it is necessary to conduct some classes as distance classes due to unavoidable circumstances, such as disruptions in public transportation, it is acceptable to make changes after providing accurate explanations and notifying students enrolled of the changes. (In the event of a major traffic disruption, such as a natural disaster, the university will make a decision and notify people accordingly.) In such cases, please consult with the relevant office of the faculty, graduate school that provides the class. If, as in Q8, a major change in the class format is necessary during the term, please consult with the relevant office of the faculty, graduate school and take necessary procedures.

Q10. Is there a possibility that a university-wide change in class format could occur during the term due to reasons such as the resurgence of the new coronavirus infection?

A10. Yes. Based on the Ministry of Education, Culture, Sports, Science and Technology (MEXT) notice "Handling of Distance Learning at Universities and Other Institutions (Public Awareness)" dated April 2, 2021, the President may request that face-to-face courses be conducted remotely if the Faculty Dean's Council and the Graduate School Dean's Council (or the Special Task Force of Chuo University on the Novel Coronavirus Infection) determine that it is not appropriate to continue face-to-face classes on campus in light of the situation in the country or prefecture and the situation on campus due to infectious diseases or disasters. (For graduate school courses, the decision will be made mainly by the Graduate School Committee Chairs.) In such cases, courses that were originally planned to be treated as face-to-face courses will be treated as such without changes.

## 2. Regarding face-to-face classes

Q11. What kinds of consideration should be made for students who, for reasonable reasons, will take the classes remotely?

A11. The following considerations are possible:

1. Conduct HyFlex type classes and have the students take classes in real time.
2. Record the classes and distribute the recorded video via ICT tools such as manaba.

3. Distribute materials and present assignments through ICT tools such as manaba, and confirm the learning hours and the results achieved are equivalent to those of students participated face-to-face.

For 1. and 2., please consult with the office of the faculty or graduate school that provides the class, as there may be adjustments to the classrooms and necessary equipment and environment. For 2. and 3., please ensure that the learning hours is equivalent to that of the students participating face-to-face by conducting question-and-answer sessions with the students and providing checking and correcting of the assignments through manaba, emails or other methods. For grading, please take appropriate measures in light of the course objectives stated in the syllabus, such as evaluation by online examinations and submission of reports.

Q12. Is it acceptable to use manaba for distributing materials and answering questions afterward, even for a face-to-face class?

A12. Yes it is. From the perspective of promoting DX and active learning in accordance with Policy on the Use of Digital Technology in Chuo University Classes, please make effective use of digital tools.

### 3. Regarding distance classes

Q13. Is it acceptable to distribute someone else's copyrighted work in distance classes?

A13. Yes it is acceptable. From AY2021, the "Compensation System for Public Transmissions for Educational Purposes" administered by the Society for the Administration of Remuneration for Public Transmission for School Lessons (SARTRAS) began to operate, and the university is using this system. Under this system, the university pays a lump-sum compensation to SARTRAS, which in principle allows the university to use copyrighted works during distance classes without obtaining individual permission from the right holders (Article 35 and Article 104-11 of the Copyright Act). However, educational institutions that use this system are required to report their use to SARTRAS. We ask you for your cooperation for usage reports by recording the information regarding copyrighted work used in classes, in case you become subject to sample surveys. The survey period will be noticed in advance.

Q14. How should we manage the records of someone else's copyrighted work that are distributed in distance classes?

A14. The details will be provided at the faculty council or the graduate school committee, or on manaba. Please refer to the following URLs. Please note that public transmission of copyrighted materials will be reported to SARTRAS in a sample survey format for a limited period. The organization subjected to the survey will be designated in advance, so we ask for the designated organization to keep a detailed record of the works that have been

publicly transmitted in each class during the designated period and submit it after the end of the class period.

**【A website that outlines precautions for using copyrighted works in distance classes】**

For full-time faculty and staff (faculty and staff only page)

Manaba > FD · SD course > use of copyrighted work during classes

[https://room.chuo-u.ac.jp/ct/page\\_2611257c400356](https://room.chuo-u.ac.jp/ct/page_2611257c400356)

For part-time faculty (faculty and staff only page)

Manaba > Announce course for the Faculty > use of copyrighted work during classes

[https://room.chuo-u.ac.jp/ct/page\\_3780632c578928](https://room.chuo-u.ac.jp/ct/page_3780632c578928)

\* New instructors who will start teaching at the university in a new academic year will be notified separately after their official appointment, not from the above web page.

Q15. As a method of distance class, is it possible to adopt an "independent learning" style in which textbooks or materials from external organizations (MOOCs, etc.) are distributed to students and questions are answered via e-mail or bulletin board?

A15. Please do not complete the course only with self-study type classes. Distance courses are selected in the curriculum of each faculty or graduate school based on the assumption that they will have the same or better educational effects as face-to-face courses. Due to a concern that "explanations by the instructor in charge," which are inevitably provided to all students in face-to-face classes, will be insufficient for self-directed learning, these types of courses have been removed from the list of distance courses from FY2022. In addition to the use of textbooks, we ask that you make efforts to promote students' understanding of the course content by distributing videos and narrated materials. On the other hand, flipped classroom style, where students are required to study the course materials in advance, and the explanations and question-and-answer sessions are conducted in face-to-face classes or interactive distance classes can be provided, since it is expected that the educational effect will be enhanced if some of the study time is used for self-study.

Q16. Where can I get the technical information I need to implement distance classes?

A16. Chuo University has established the "Chuo University Online Class and Web Conference Portal Site" as below, which provides explanations of the tools necessary for conducting remote classes and how to use them.

<https://onlineportal.r.chuo-u.ac.jp/wordpress/>

Q17. Are there tools that can be used for sharing information and questions and answers with students online?

A17. Chuo University uses "manaba," a cloud-based educational support service, as its main class support tool. Manaba allows instructors to share information with students, distribute

materials, conduct questionnaires or quizzes, handle submitted reports, and answer questions (including tutorials).

Microsoft Teams and Google can also be used as tools, but students are informed that manaba is the primary tool, so if you wish to use a tool other than manaba, please provide sufficient explanation to students in advance.

Q18. What are the tools used to engage students outside the classroom in a simultaneous interactive manner for a distance class (including HyFlex type)? Also, are there any points to keep in mind?

A18. Chuo University has concluded a comprehensive agreement with Webex and Zoom, a web conferencing system, as a tool for conducting classes through simultaneous interactive communication, and these systems can be used for distance classes. The students have been informed that both tools will be used.

Please keep in mind that the specifications of the two tools are different.

【Webex】 (Chuo University recommended tool)

Maximum participants: 1000 Cloud recording: unlimited storage period and capacity

Support: available at the IT Center Support Desk

【Zoom】

Maximum participants: 300 Cloud recording: three days for instructor account only.

Support: not available

The internet connection depends on the respective environments of instructor and students, so please check the network if the connection becomes unstable.

In some cases, it may be difficult to conduct a HyFlex classes depending on the classroom environment, so please consult with the relevant office of each faculty or graduate school in advance.

Q19. Which tools should be used to provide videos to students?

A19. Google Drive and Youtube can be used for providing videos to students. Please refer to the Chuo University Online Class and Web Conference Portal Site for the distribution method. If you have more than 100 enrolled students, please use Youtube.

You can also set each video to be viewable only by those who have a university-wide email address (@g.chuo-u.ac.jp), so please make use of the function as appropriate.

Q20. Are students familiar with the ICT tools and how to use them?

A20. Students in the second year and above have used the system in many classes in the previous year, so they should be able to operate the system without any problems. However, the first-year students might not be familiar with the system. Especially during the first few weeks of classes, please be prepared for some problems and be flexible in

handling them. As manaba and Webex are recommended by the university, explanation on those tools is given in the guidance, but specific explanations on Zoom and Microsoft Teams are not provided. Please note that support is also available only for the tools recommended by the university.

Also, please make use of a manual for students available on Chuo University Online Class and Web Conference Portal Site.

Q21. How can I manage attendance and the learning status for distance classes?

A21. For live online classes and HyFlex classes, you can use the "respon" application connected to manaba to check attendance and take simple tests in real time. For On-demand and Material Distribution classes, students can submit reports and take simple tests via manaba to manage their learning status.

However, in the AY 2020 and 2021, we received many comments from students that the distance classes were too demanding with too many assignments. While the difficulty of managing the status of learning in On-demand classes is a challenge, we ask that you give consideration to the amount of assignments and the deadline for reports during the term according to the objective, such as checking the level of understanding of the content or using as a substitute for attendance management.

Q22. Are there any supports for students in preparing an internet connection for taking distance classes?

A22. Please consult with the appropriate office of each faculty or graduate school regarding the specific support system.

Q23. Do you provide support for students regarding acquisition and use of electronic textbooks?

A23. Most of the e-books (including textbooks) and e-journals subscribed to by the university can be searched from "CHOIS (Library Catalog)", and other e-books not subscribed to by the university can be searched from "E-books" in the Chuo University database list. Both faculty members and students can access the library off-campus through a VPN or university authorization.

For students, the library provides special on-demand contents, and seminar/class-based database briefing sessions are held upon request to follow up on how to use the databases.

On the other hand, electronic versions of Japanese textbooks in Japan are not widely available, and it is difficult to obtain electronic versions of many textbooks within the university's services. For this reason, paper textbooks are the norm. However, there are possibilities that some texts including academic papers from overseas that can be utilized in promoting students' understanding of classes and pre/post-lesson learning are available as on-campus resources, so please consult with the library.

Q24. How will the exams be handled?

A24. Specific methods of examinations will be provided by the office of each faculty based on the policy each faculty establishes for each semester. Please prepare for the exams accordingly. In the syllabus of a course that measures academic achievement through examinations not by reports, please clearly state how and on what criteria the achievement is measured regardless of the methods and inform students of such.

Moreover, the university's "Standards for the Handling of Misconduct in Regular Undergraduate Examinations" stipulates that misconduct will be punished even when submission of reports is made or tests are taken online.