

Updated on April 30, 2020
(please take note of underlined parts)

To the families of current students

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Fac. of Commerce, Dean	Takeo Watanabe
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Regarding the Learning Environment for Academic Year 2020,
Announcements and Requests

On behalf of the faculty members of Chuo University, we would like to extend our very best wishes as well as our heartfelt concern during these very difficult times caused by the spread of the coronavirus. We sincerely hope you are able to stay healthy and safe.

As our students widen their studies and extracurricular activities over the coming year, we would like to express our respect and gratitude to their families for their support. We welcome the academic year of 2020 in a highly regrettable situation as we take measures to prevent further coronavirus infections.

We were forced to send a message of welcome to new students through the university website instead of the entrance ceremony, and send student ID cards and guidance documents by mail. For current students, we are taking special measures regarding the implementation of the academic year calendar and the environment for studying and extracurricular activities, and are making various announcements by mail and online. We will continue to work hard so that all students can begin their studies in a safe environment.

Now, with the declaration of a state of emergency related to the new coronavirus and the designation of Tokyo as an affected area, we have been taking all the instructions and advice given by the national and Tokyo Metropolitan governments into careful consideration. We would like to inform you, therefore, of the guidelines and main measures set by the university below, and to request your understanding and support. Please be aware that we will use the university website to notify you of any changes or additional measures as circumstances change.

It is very unfortunate that students will have to stay at home without having the opportunity to visit the campus even after the school year begins. However, the only way to prevent the spread of infection is to reduce direct human contact. Please bear in mind that staying at home protects

your loved-ones. However, try to stay in contact with your friends and family through the Internet so as to not get isolated. At the end of this letter, we have listed the contact details of the university consultation desk. Please do not hesitate to contact us if you have any questions or concerns.

■ I Guidelines for students in response to the state of emergency (no access to campus)

In response to the declaration of a state of emergency based on Article 32 of the Act on Special Measures Against New Strains of Influenza, we have established the following guidelines for students at Chuo University:

There is no admittance to university campuses, including for extracurricular activities, until the following dates:

* Tama campus, Ichigaya campus and Ichigaya-Tamachi campus : May 27th (Wed)

* Korakuen campus: May 26th (Tues).

However, depending on the circumstances, there may be cases where the entrance restriction period may be changed or relaxed. We will inform you of any such changes.

Facilities, such as International Residence Chuo and dormitories used by student clubs, may have separate guidelines based on the specific nature of the facility. Please follow the instructions of the relevant facility management office.

■ II Changes to the Academic Calendar

The university has made the following decisions, as set out in the document “Partial Change to the Implementation of the 2020 Academic Calendar”.

- The period from April 9 to April 22 is designated as the Special Pre-Term Period. No classes will be held during these two weeks.
- After this period, the Special Measures Period will begin (April 22 to May 26 for Faculty of Science and Engineering; April 23 to May 27 for all humanities faculties). In this period, there will be no collective lessons, but classes using a variety of online media will be conducted.

■ III Preparations for Online Classes

1 Types of Online Classes used by Chuo University

- ① Interactive class: A class in which teachers and students are connected via the Internet in real time using audio and video.
- ② Video delivery class: A class in which a user watches a video recording of a class and asks

questions or discusses it by other means (email, bulletin board, etc.).

- ③ Material distribution class: A class in which the user watches or listens to narrated lecture materials (PowerPoint, etc.) and asks questions or discusses them by other means (email, bulletin board, etc.).
- ④ Self-directed learning class: A class in which questions and discussions are conducted by other means (email, bulletin board, etc.), with a focus on self-study and exercises using textbooks.

2 Tools for Online Classes

We will inform students from each faculty about specific methods and contents of online classes through the class support system (manaba) and student portal site (C plus). In addition to the extension of the “special measures period”, online classes may be offered as supplementary classes even after the regular classes have been resumed.

As a tool for online classes, we have introduced a video conferencing system called “Webex” throughout the university, which all students and faculty members have the right to use. This allows you to participate not only in remote classes but also in remote meetings, trainings, and gatherings. As of April 30, we have not distributed Webex IDs to students, but you can participate in Webex online classes without IDs, so please follow the instructions from each of your class instructors. Currently, students' Webex IDs are being prepared. When they are ready, we will send them to students through the university email address they have already been given, and inform you of precautions to take when using it online. Please be sure to check regularly C plus and emails that arrive at your university email address.

3 Preparation for Online Classes: Request for Home PC and Internet Connection

We would like to strongly request that all students prepare a PC (or tablet etc. – in all cases, one with a camera) and an Internet connection at home to prepare for the start of online classes.

On April 28, we announced on the official university website a document entitled “Special support measures for students in light of the new coronavirus infection”. This outlined the special support measures the university was taking to help students deal with the added financial burden that comes with preparing for the new learning environment, including the attendance of online classes. Specifically, it announced a gift payment of 50,000 yen per student (a total of 1.3 billion yen) to all students enrolled in the school program, including graduate students and professional graduate students. (We will inform you about the specific payment method and timing through the university website.)

In addition to this special support measure, the university has a scholarship system, including the “economic assistance benefit scholarship”, for households whose income experiences a sudden change. On April 20, the university also announced “special measures regarding the deadline for the payment of tuition fees” on the website, so please feel free to contact us if you are facing financial difficulties.

The environment recommended by the university is presented below, so please use it as a

reference when purchasing a computer.

【Recommendations for PCs】

Due to differences in the content of study for each faculty, the faculty to which you belong may have issued separate guidelines. In that case, please give priority to the information from your department.

○Windows 10

2GHz or over CPU / 4GB or over memory / Mozilla Firefox or Google Chrome (latest version)

○Mac OS X

Intel CPU model (CPU 2GHz or over) / 4GB or over memory / Mozilla Firefox or Google Chrome (latest version) / Oracle Java 6~Oracle Java 8 (needed for Webex Training)

【Internet Connection】

There are three major ways to connect to the Internet:

- (1) Using your mobile phone data plan (tethering)
- (2) Using a wireless Wi-Fi router
- (3) Using a cable from a landline

We cannot say definitively which method is better, as this depends on your own lifestyle and learning contents. Nevertheless, method (3) can generally be considered the most stress-free at home.

Regarding (1), mobile phone companies are currently offering free additional data usage to subscribers under the age of 25, so please consider it as an immediate, stopgap method. Regarding (2), the government is planning to rent out Wi-Fi routers for university students free of charge, and we expect to be able to provide details by the beginning of Golden Week.

※Support measures from mobile phone service companies:

Docomo has free data addition and tethering until the end of June and KDDI, SoftBank, and Y! mobile until the end of May. Other companies have also announced their support. (Please see the website of each company for details and conditions.)

- Docomo https://www.nttdocomo.co.jp/info/notice/page/200403_00.html
- KDDI <https://news.kddi.com/kddi/corporate/newsrelease/2020/04/03/4364.html>
- Softbank and Y! Mobile https://www.softbank.jp/corp/news/info/2020/20200403_01/
- UQ Communications https://www.uqwimax.jp/annai/news_release/202004061.html
- OCN Mobile One <https://www.ntt.com/personal/services/mobile/one/member/u2510g-202004.html>
- mineo https://optage.co.jp/press/2020/press_22.html

■ IV Scholarship System

For families who have experienced sudden changes in household income due to the effects of the new coronavirus epidemic (COVID-19), the following is a guide to the scholarships that are available in order that you can continue your student life with peace of mind.

(1) For families who have experienced sudden changes in household income due to the effects of the coronavirus epidemic, please the following site:

<https://www.chuo-u.ac.jp/campuslife/scholarship/news/2020/04/49162/>

(2) For application procedures for the scholarships below, please refer to the URL in ①.

- Scholarships from private organizations [Undergraduate / Graduate students (new students / current students)]
- Japan Student Services Organization Scholarship (pre-approved/pre-enrollment) [Undergraduate (new students)]
- Japan Student Services Organization Scholarship (post-enrollment) [Undergraduate / Graduate (new students / current students)]

※ Please refer to the URL in ② for applications for the new system for study support in countries from April 2020.

① <https://www.chuo-u.ac.jp/campuslife/scholarship/news/2020/04/48868/>

② https://www.chuo-u.ac.jp/campuslife/scholarship/application/app_guide/

(3) For other scholarship systems handled by the university, please see here.

<https://www.chuo-u.ac.jp/campuslife/scholarship/>

※ The banner on the left side of the page introduces eligible students.

■ V Student Clubs and Extracurricular Activities

The Chuo University Association of Student Clubs, an organization with students as its regular members, was established in 1911 and operates under its own regulations. Its activities cover a wide range of fields including academic, cultural, and physical education. One of the major features of our university is that our Student First (student-managed) extracurricular activities such as academics, culture, arts, and sports are so actively carried out under the auspices of the Association of Student Clubs.

In order to deal with the coronavirus epidemic, the extra-curricular activity suspension period has been set. Clubs and circles based at Korakuen campus are suspended until May 26; those at other campuses until May 27. It is with great regret, then, that, in order to respond to the coronavirus epidemic, we have had to set a period for canceling extracurricular activities until at

least May 26 / 27.

Normally, at this time we would be introducing the activities of each group and circle to new students and gathering new members. It is hard to accept the current situation where there are restrictions on activities, but we ask for your cooperation and understanding in order to reduce contact as much as possible.

Although activities have had to be discontinued, this does not limit information dissemination or interaction using SNS. Please follow the “Chuo University Social Media Guidelines (for students)” in your activities.

- Chuo University Social Media Guidelines (for students)

https://www.chuo-u.ac.jp/aboutus/communication/social_media/st_guideline/

■ VI Career Center

Chuo University operates a Career Center to support students in their job-hunting activities. For students who are currently job hunting during this period of no access to campus, the Career Center is offering consultation services for 4th year students by Webex (humanities faculties) and telephone (Fac. of Science and Engineering). Please feel free to use them.

In addition, job hunting activities for students graduating in March 2022 will start from registration on the internship / job hunting information website that will be opened on June 1st. This year, there are some uncertainties due to the spread of the coronavirus and the impact of the state of emergency, so please check the university website and Career Center Net (CCN), a career and employment support web service, regularly.

Assuming that the coronavirus infection is resolved, we plan to hold job-hunting conferences for students and their parents at various sites. Details will be announced separately as soon as they are decided.

■ VII Parent Liaison Activities

At Chuo University, we conduct parent liaison meetings to closely cooperate with the parents and guardians (hereinafter referred to as “parents”) of students who have entered our university from all over the country. In addition to striving to make the school life of our students fulfilling and meaningful, we also provide a place for activities that allow parents with children of junior high and high school students to deepen exchanges. Every year, from June to July, talks with parents are held in 54 branches nationwide, and the faculty members of this university go to various places to explain the current state of the university, academic and student life, career and employment prospects. Unfortunately, given the current circumstances, we have decided not to hold the usual parent-student meetings this year.

Of course, parents are very concerned about the environment surrounding their children.

Information that is now normally provided to everyone at the parent meetings will now be given on the bulletin board “Kusa no Midori”, along with videos and other information. In addition, after autumn, we plan to hold job-hunting conferences at career centers at various sites.

This university campus, which is so rich with fresh greenery this season, would normally be filled with a variety of fulfilling learning opportunities, as well as extracurricular activities for academics, culture, arts, sports, volunteering, etc. We are very sorry that in the present circumstances this cannot be the case. We will continue to make thorough preparations to restore the original learning environment as soon as possible. Thank you for your continued support and cooperation.

■ VIII Advice and Counseling

◆ For advice about classes (including online classes)

Please send a message through the enquiry form on your faculty, graduate school or professional school’s website (available on the Japanese site only).

<https://www.chuo-u.ac.jp/academics/> (Japanese)

→ Select your faculty / school

→ Under on the 「お問い合わせ」 (enquiries) link in a narrow red band on the left side, click 「お問い合わせはこちら」 (enquiries here)

→ Open the 「入力フォーム」 (input form)

◆ For advice about scholarships

Please send a message through the inquiry form below:

<https://www.chuo-u.ac.jp/inquiry/form/?id=48>

◆ For advice about other matters on student life

Advice hotline for measures against the coronavirus epidemic

Chuo University Student Counseling Center

Tel. 042-674-3483 (9am – 5 pm)

hotline-grp@g.chuo-u.ac.jp