

## 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, wear a mask on campus whether or not you have been vaccinated, based on the Guidelines for Chuo University Students Regarding the Spread of Coronavirus.
- (2) When eating on the campus, be aware of the basic rules necessary to prevent infection, such as refraining from having conversations during meals and following 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. Points to be noted for students taking classes on campus

- (1) Take your temperature every day and do not enter the campus with a temperature of 37.5°C or higher or when feeling ill.
- (2) After entering the campus, wash your hands. Bring your own towel and disinfection wipes.
- (3) Wear a mask during classes.
- (4) Be careful not to sit too close to other classmates during classes.
- (5) Take the class in the designated classroom. Refrain from talking except when you are speaking up in classes.
- (6) When taking a distance class on campus, bring your own PC and use a headset and microphone. In such cases, make sure to charge the battery beforehand. If you borrow a rental PC, disinfect it to the best of your abilities before returning it.

- (7) If you borrow a rental PC, do not share it with others.
- (8) To avoid further spread of the coronavirus, try to leave the campus immediately after classes unless there is a necessary reason for remaining.

## 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</p>
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	shall be determined separately.
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>

◎ 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.”

### **3. Maximum number of credits earned in distance class courses that can be counted as graduation credits**

Distance class courses are limited only to some courses that are considered to be more effectively offered with online features proactively implemented, but please note that Chuo University Academic Regulations stipulates that the maximum number of credits earned in distance class courses that can be counted as graduation credits is 60. For this reason, when enrolling in distance class courses, please check the syllabus of each course and plan your course registration accordingly.

Please refer to below for the regulations on credits earned in distance class courses.

- 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.

#### **4. Students who are not able to commute to the campus for reasonable reasons**

Chuo University makes sure to give consideration to students who, for reasonable reasons including underlying medical conditions and infection with the coronavirus, are unable to commute to the university campus to ensure that there is no disadvantage caused for them. If you have any special circumstances, please consult with your faculty office in advance.

\*Please note that if you attend a class remotely without any reasonable reasons, your attendance may be counted as “absent”, so please be sure to attend the class according to the designated format.

\*Please note that depending on the content of your request, your situation may not be approved as subject of special consideration.