

(For New Enrollees, Reinstate and Readmit Students )

## AY 2020 Fall Semester

## Application Guideline for Permission to Attend Class by Viewing Class Recordings

APU Academic Office

As has already been announced on APU's homepage and other locations, in the fall semester APU will be implementing classes via two methods: [On-Campus + Online (Zoom)] or [Online (Zoom)]. Just as in the spring semester, in principle [Online (Zoom)] classes should be taken in real time, but for students for whom this is difficult due to large time differences with Japan, it may be possible to attend a selected number of classes via viewing class recordings. If you wish to attend class by viewing recordings please carefully read all of the guidelines below before submitting your application.

## 1. Application Requirements

You are only eligible to apply if you satisfy any of the requirements below.

- Must have at least more than 2-hour time difference between your country or region and Japan  
\*All areas other than those between +7 and +11 GMT (Greenwich Mean Time) (Japan: GMT +9)
- Due to your internet connection you are unable to ensure a stable audio/video connection to your online classes (Only for students living outside Japan. APU will lend Wi-Fi router for students living in Japan.)

## 2. Fall Semester Classes you can attend by Viewing Class Recordings

Eligible courses are limited to those for which a significant learning effect can be expected even from watching recordings of the live class. Please check **【List of AY 2020 fall semester classes eligible for attendance through recordings】** from the URL below.

**【New Enrollee】**

[\[To All New Enrollees, Reinstate and Readmit Students\] Attendance through viewing recordings of AY 2020 Fall Semester Classes](#)

**【Reinstate, Readmit and Transfer Students】**

[\[To All Current Students\] Attendance through viewing recordings of AY 2020 Fall Semester Classes](#)

## 3. Course Flow

If you meet the requirements shown in 1 and your class is shown on the list in 2, please apply via the application survey below during the designated period. The university will check that you meet the application requirements, and only those approved will receive permission to view the class recordings.

However, even if you are approved to view the recordings you must register the courses yourself during the regular course registration period. The university is only providing approval to view the recordings, not a guarantee that you will be able to register for the class.

① Application Period

Monday, September 14 – Tuesday, September 29, 2020, 16:30 (Japan time)

② Application Method

Please apply via the survey below.

<https://survey2.apu.ac.jp/limesurvey/index.php/322139?lang=en>

(Documents needed for application)

- [Only for Reinstatement and Readmit Students] Copy of your passport page showing your latest departure date and destination.

We will check your immigration records to confirm you are not currently residing in Japan or if you are residing in a country which has time difference of more than two hours. Please scan or take a photo of the relevant passport page and submit them via the application survey.

- You may be asked to submit other documents after application.

③ Application Result Announcement

You will be notified the result whether your application has been approved or not via email within a week. Please contact us to (recorded@apu.ac.jp) if you do not receive a notification after a week.

④ Schedule after Application

End of September	Notification of how to view classes, etc.
Mon, Oct 1 – Fri, Oct 2, 2020	Course Registration Period B
	Declare of subjects planning to attend via recordings
Mon, Oct 5, 2020	Start of Fall Semester Classes
Mon, Oct 12 –Tue, Oct 13, 2020	Course Correction Period 1
	(Only if you wish to change the subjects) Declare for revision of subjects planning to attend via recording
Mon, Dec 7 –Tue, Dec 8, 2020	Course Correction Period 2
	(Only if you wish to change the subjects) Declare for revision of subjects planning to attend via recording

#### 4. Notes for Taking these Classes

##### ① The Purpose of this System

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In principle, classes should be taken in real time. This system has been introduced to help students with circumstances such as large time differences that make it difficult to attend class in real time. As such, in principle is recommended that you take as many classes as possible in real time, and use this system only when absolutely necessary.

It is possible to make use of this system for only some of your classes as well. For example, you can apply to watch recordings of your 1<sup>st</sup> and 2<sup>nd</sup> period classes, and participate in your classes from 3<sup>rd</sup> period in real time. However, if you take the class in real time it will not be possible to view the class recordings.

(Ex:)

1<sup>st</sup> Pd Recorded Class (Class Recording ○)

2<sup>nd</sup> Pd Recorded Class (Class Recording ○)

3<sup>rd</sup> Pd Real Time Class (Class Recording ×)

4<sup>th</sup> Pd Real Time Class (Class Recording ×)

##### ② Declare of Subjects Planning to Attend via Recordings

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If you are approved to view the class recordings, you must notify the Academic Office of the courses you intend to watch. If you apply to watch a class' recordings, in principle it will be assumed that you will continue to attend the class via recordings.

If you plan to begin attending the classes in real time mid-semester, you must notify the course instructor and the Academic Office in advance.

##### ③ Viewing the Recorded Classes

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The class recordings will only be available for up to one week after the date of the class. They will be deleted after one week. However, assignment deadline is different depending on the subject, therefore you are recommended to view the recordings the soonest possible after real time class finishes.

You are not permitted to download them to your own PC for viewing, so please ensure you have the required internet connection, etc. to view them. In addition, you are not permitted to share the recording URL to other students or record the class recordings using other devices without permission.

##### ④ Classes which Make Use of Breakout Rooms\*<sup>1</sup>

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If a class uses a breakout room during class, the screen will go dark. We are unable to record the content of breakout rooms, so we ask for your understanding in this matter.

\*<sup>1</sup> What is Breakout Room?

APU uses the video conferencing software Zoom for online classes.

Breakout room is a session (breakout session) that can be opened separately from the main

session. It is used for group works.

⑤ Classes with Different Viewing Methods

Recordings of approved classes will only be made available to students who have been approved to view the recordings, via the university's designated method.

However, for some classes the course instructor may designate the viewing method. On the list of courses these courses will say "Please check with instructors how to view class recordings," so please follow your course instructor's directions.

⑥ Course Registration

Even if you are approved to view the recordings you must register the courses yourself during the regular course registration period (excluding required courses automatically registered for you by the university). Please note, receiving approval to view the recordings is not a guarantee that you will be able to register for the class.

⑦ Course Registration Results, If You Couldn't Register for the Desired Number of Credits

Not all classes in the AY 2020 fall semester will be available via recording. If, after the course registration period you find that you have not registered for enough credits, it will be possible to register for a leave of absence.

(Leave of Absence due to Distance Learning)

Application Deadline: Tuesday, October 20, 2020

For details, please check our webpage [Handling of Changes in Student Status Due to COVID-19 \(Applying for or Cancelling Reinstatement/Leave of Absence\)](#).

5. **Revocation of Permission to Take these Classes**

If any of the following are discovered then your permission to take these classes will be revoked. In addition, a disciplinary action might be imposed on you. Please make sure to follow the rules.

- ① It is discovered that you do not meet the requirements
- ② The recorded data is used in an improper manner such as sharing the URL of recordings to others or record the class recording using other device.
- ③ Change to take real-time classes without informing the instructor in advance, or taking classes in a different method other than the rule.

Details of these classes will be announced at the end of September to those students whose applications are approved.

-End of Document-

(Inquiries)  
Academic Office  
Class Recording Team: Kawashima / Tsuda / Kan  
E-mail: recorded@apu.ac.jp