

(For New Enrollees, Reinstate and Readmit Students)

AY 2022 Spring Semester

Application Guideline for Permission to Attend Class by Viewing Class Recordings

APU Academic Office

In principle, APU classes should be attended in real time. However, for students who are unable to enter Japan due to unavoidable circumstances and find it difficult to attend classes in real time due to reasons such as time differences with Japan and some learning environments, we have established a system that allows students to attend classes through viewing recorded classes. Courses that are eligible for this system are limited to those for which significant learning outcomes can be expected even through viewing recordings. If you wish to attend classes by viewing recordings, please carefully read all of the guidelines below before submitting your application.

1. Application Requirements

Step1.

You must complete a separate application for online classes (with some exceptions) before you can apply to take recorded classes.

If you have not yet completed the application for online classes, please confirm whether you are eligible for online/recorded courses through Table 1 (P. 2).

※ (Reinstate and Readmit Students) For more information about online courses, please refer to “2. Applying To Take Classes Online” on the following website: “【For New Enrollees, Reinstate and Readmit Students】AY2022 Spring Semester Classes”.

<https://en.apu.ac.jp/academic/page/content0347.html/?c=17>

※ (For New Enrollees and those who fall under Table 1-(A)) are not required to apply for online classes application. required to complete an online classes application. We will send information about attending classes through recordings to your APU email around early April. Please refer to **Step 2**, and apply for **attending recorded classes only**.

※ Students who fall under the category “Cannot be permitted to attend online” on Table 1 cannot apply to view class recordings.

Step2.

Applications for taking recorded classes will only be accepted if you meet the requirements in **Step 1**, and one of the following <Application Requirements>. Please confirm that you meet these requirements before applying to view class recordings through the survey provided in these guidelines.

This system is designed for students who are unable to enter Japan from overseas. Therefore, students who have conditions corresponding to the leave of absence category such as having been abroad for a long period of time are not eligible to take recorded classes.

<Application Requirements>

- If there is a 2-hour time difference between your country / region and Japan
(* All areas other than those between +7 and +11 GMT (Greenwich Mean Time)
(Japan: GMT +9)
- If a stable audio/video connection cannot be ensured for online classes due to poor internet connection (only for students living outside Japan)

Table 1 Eligibility list for taking online classes

Category	Target		Step1. Need to Apply to take Online Classes	Step.2 Need to Apply to take Recorded Classes
May receive permission to attend online	Students with Underlying Health Conditions		<Yes>	<Yes>
	Students unable to enter the country due to immigration restrictions	(A) Students who have not been able to enter the country at all from AY 2020 (*1)	<No>	<Yes>
		(B) Students other than those in (A) who wish to take online classes (*2)	<Yes>	<Yes>
Cannot be permitted to attend online	Those who do not meet the criteria above		Cannot Apply	Cannot Apply

※1) “Students who have been unable to enter the country” refers to students who have been issued a Certificate of Edibility (COE) on behalf of APU but who have not been able to use that COE to enter Japan. This mostly refers to the following students:

- Students enrolled from April 2020 onward who applied for a new COE to be issued by APU
- Students enrolled from April 2020 onward who took a leave of absence or withdrawal and who were accepted for re-enrollment

※2) Students who enrolled in September 2019 or earlier, who applied for reenrollment from April 2020 onward

2. Classes eligible to attend through recordings

Eligible classes are limited to those for which significant learning outcomes can be expected even from watching recordings of the live class. Please refer to the “*Subject List Eligible to Attend via Recorded Classes*” posted on the same website as these guidelines.

3. Application Steps

1. If you meet the requirements in Step 1 and 2 listed in “1. Application Requirements” and would like to attend recorded classes that are listed in the “*Subject List Eligible to Attend via Recorded Classes*” in 2. “Classes eligible to attend through recordings,” please apply via the survey during the application period. The university will confirm whether you meet the requirements and only those who are approved will receive permission to view the recordings. Details on how to apply and register for recorded courses will be announced to students who are approved along with the approval notification on **Tuesday, April 5th.**

① Application Period for Permission to Attend Classes via Recordings

Wednesday, March 2, 9:00 – Wednesday, March 30, 2022, 9:00 (Japan time)

② Application Method

Please apply using the survey below.

<https://survey2.apu.ac.jp/limesurvey/index.php/423765?lang=en>

(Documents needed for application)

- (Only for Reinstate and Readmit Students) A copy of your passport page showing your latest departure date from Japan and entry date into the country in which you are currently staying.

※In order to confirm that you reside in a country with a time difference of more than two hours from Japan, the university confirms these immigration records. Please scan or take a photo of the relevant passport page and submit it via the survey.

- Additional documentation may be requested after the application.

③ Schedule after Application

※ Students who are approved to attend recorded classes must register for courses during the regular course registration period in addition to applying to attend classes through recordings.

Tue, April 5, 2022	Application results announced, information on how to declare attendance of courses through recordings
Thu, April 7 – Fri, April 8, 2022	Course Registration Period B
	Declaring subjects to attend via recordings_ Deadline: Friday, April 8, 13:00 (JST) <u>*Please choose courses that you wish to attend through recordings from the courses that you are registered in and which are also listed in the “<i>Subject List Eligible to Attend via Recorded Classes.</i>”</u>
Mon, April 11, 2022	Start of Spring Semester
Mon, April 18 –Tue, April 19, 2022	Course Correction Period 1
	(Only if changes to courses were made) Requesting revisions for courses to attend through recordings
Wed, June 15 –Thu, June 16, 2022	Course Correction Period 2
	(Only if changes to courses were made) Requesting revisions for courses to attend through recordings

4. Important Points for Attending Classes via Recordings

① Purpose of this System

In principle, APU classes should be attended in real time. This system has been introduced to help students with circumstances such as time differences that make it difficult to attend classes in real time. Therefore, we recommend that

students take as many classes as possible in real time in principle, and use this system only due to unavoidable circumstances.

It is also possible to use this system for only some classes when receiving permission to take classes via recording. For example, students can apply to watch recordings for 1st and 2nd period classes due to time differences, but participate in classes after 3rd period in real time. However, if a class is taken in real time, students will not be able to view the class recording of that class.

(Ex:)

1st Pd Recorded Class (Class Recording ○ Real Time Class ×)

2nd Pd Recorded Class (Class Recording ○ Real Time Class ×)

3rd Pd Real Time Class (Class Recording ×)

4th Pd Real Time Class (Class Recording ×)

② Declaring Subjects to Attend via Recordings

If you are approved to view class recordings, you must notify the Academic Office of the courses that you would like to attend through recordings. If you apply to view class recordings, in principle the class will continue to be attended through recordings for its duration.

If you wish to attend classes in real time midway through the semester, you must notify the course instructors and the Academic Office in advance.

③ Viewing Recorded Classes

Class recordings will only be available for up to one week after the date of the class (with some exceptions). However, the deadline for submission of assignments will vary depending on the class, so it is recommended to watch the recordings as soon as possible.

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

④ Classes using Breakout Rooms

If Breakout Rooms are used during a class, the recording will go dark. As we are unable to record the content of Breakout Rooms, we kindly request your understanding in this case.

*1 What is a "Breakout Room"?

APU's online classes are conducted using the Zoom online conference system. Breakout Rooms are sessions (breakout sessions) that can be held separately from the main session of a meeting (class). Breakout rooms are used to work on group work, etc.

⑤ Classes with Different Viewing Methods

Recordings of approved classes will be made available through the *manaba* learning management system only to students who have been approved to view recordings.

However, for some classes, the course instructor may choose a different viewing method. On the list of courses, such courses will have the note: "Please check with instructors on how to view class recordings." Please follow your course instructor's directions in this case.

⑥ Course Registration

Even if you receive permission to view recordings, you must register in courses during the regular course registration period (excluding required courses that are automatically registered for you by the university).

*(Please note that courses for which you are permitted to view recordings may not necessarily be available for course registration.)

5. Revocation of Permission to Take Recorded Classes

If any of the following points are discovered, permission to take recorded classes will be revoked. In addition, disciplinary action may be taken. 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 or recording the class recordings using other devices.

- ③ Taking real-time classes without informing the instructor in advance or taking classes in a different method other than the assigned method
- ④ Failing to follow the required procedures or taking courses deemed inappropriate to attend via recordings
- ⑤ Other circumstances deemed inappropriate

For further details such as how to view the recordings, please refer to “*AY2022 Spring Semester_ Guidelines for Viewing Recorded Classes*” on our website.

-End of Document-

(Inquiries) Academic Office Class Recording Team
--