

(For Current Students)

AY 2021 Fall 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 those students who are unable to enter Japan due to unavoidable circumstances, and find it difficult to attend classes in real time due to the time difference between Japan and certain other factors, we have established a system that allows students to attend classes by viewing recorded classes. Eligible courses are limited to those for which significant learning outcomes can be expected even from viewing recordings of the live class. 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.

- There must be 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)
- Due to poor internet connection, you are unable to ensure a stable audio/video connection for your online classes (Only for students living outside Japan.)

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

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

3. Application Steps

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

The details on how to apply and register for recorded courses will be announced to students who are approved with their approval notification on Thursday, September 16th.

① Application Period for Permission to Attend Recorded Classes

Wednesday, September 1 – Monday, September 13, 2021, 16:30 (Japan time)

② Application Method

Please apply using the survey below.

<https://survey2.apu.ac.jp/limesurvey/index.php/537711?lang=en>

(Documents needed for application)

- Copy of your passport page showing your latest departure date from Japan and destination
*In order to confirm you are residing in a country with a time difference of more than two hours from Japan, we will check these immigration records. Please scan or take a photo of the relevant passport page and submit it via the survey.
- You may be asked to submit other documents after application.

③ Schedule after Application

*Students who are approved to attend recorded classes must register for the courses during the regular course registration period and inform the Academic office using the survey above.

Thu, September 16, 2021	Application results announced, information on how to declare attending subjects via recording, etc.
Mon, September 20 – Thu, September 23, 2021	Course Registration Period A *The course registration period differs by college. Please check the course registration schedule for details.
	Declare subjects you wish to attend via recordings. <u>Deadline: Thursday, September 23, 1:00PM</u> <u>*Please choose the courses you wish to attend via recordings from the courses you have registered in and which are listed in the “Subject list eligible to attend via recorded classes”.</u>
Wed, Sep 29 – Thu, Sep 30, 2021	Course Registration Period B
	(Only if you have changed the subjects) Request revision for subjects to be attended via recordings.

Mon, Oct 4, 2021	Start of Fall Semester Classes
Mon, Oct 11 –Tue, Oct 12, 2021	Course Correction Period 1
	(Only if you have changed the subjects) Request revision for subjects to be attended via recordings.
Mon, Dec 6 –Tue, Dec 7, 2021	Course Correction Period 2
	(Only if you have changed the subjects) Request revision for subjects to be attended via recordings.

4. Notes for Taking these Classes

① The Purpose of this System

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 we recommend 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 when you get permission to take classes via recording. For example, you can apply to watch recordings of your 1st and 2nd period classes considering the time difference, and participate in your classes from 3rd period in real time. However, if you take the class in real time, you will not be able to view the class recordings.

(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 the class recordings, you must notify the Academic Office of the courses you intend to watch. If you apply to watch class recordings, in principle it will be expected that you will continue to attend the class via recordings.

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

③ Viewing the Recorded Classes

The class recordings will only be available for up to one week after the date of the class. (There are some exceptions.) They will be deleted after one week. However, as assignment deadlines differ depending on the subject, it is recommended that you view the recordings as soon as possible after the 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's URL with other students or record the class recordings using other devices without permission.

④ Classes Making Use of Breakout Rooms

If a class uses Breakout Rooms 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.

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 manaba+.

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

⑥ Course Registration

Even if you are approved to view the recordings, you must register in the courses yourself during the regular course registration period (excluding required courses which are 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.

5. Revocation of Permission to Take these Classes

If any of the following points are discovered, then your permission to take these 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 You have started taking real-time classes without informing the instructor in advance, or are taking classes in a different method other than the assigned method.

- ④ Failure to follow the required procedures or taking courses judged inappropriate to attend via recording
- ⑤ Other circumstances judged to be inappropriate

For more details such as how to view the recordings, please check “*2021 Fall Semester_ Guidelines for Viewing Recorded Classes*” on our website.

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