

**(For the extended application deadline \_ For all 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.)

\*This system is for those students who are unable to enter Japan due to unavoidable circumstances. Therefore, if you meet the criteria for leave of absence (such as the case of going abroad for long-term), basically you are not eligible for the recorded course.

**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.

You will be notified if you were approved or not by email on Friday, October 1<sup>st</sup>.

**【Notes】**The permission to take classes via recording will be given after the careful consideration with your application information. When you register your course during the course registration period, please be noted that not everyone who submitted the application gets permission to take

recorded classes.

① Application Period for Permission to Attend Recorded Classes

Friday, September 24, 2021~ Wednesday, September 29, 16:00 (JST)

② Application Method

Please apply using the survey below.

<https://survey2.apu.ac.jp/limesurvey/index.php/333258?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 Application Schedule

\*Students who would like to attend recorded classes must register for the courses during the regular course registration period and inform the Academic office via the survey.

Fri, September 24~Wed, September 29, 2021, 16:00 (JST)	*Please choose and declare the subjects you would like to take via recording from the “Subject List Eligible to Attend via Recorded Classes”. Please be noted that you can only declare the subjects which you have registered at the regular course registration period.
Fri, October 1, 2021	Announcement of application results
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

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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 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 1<sup>st</sup> and 2<sup>nd</sup> period classes considering the time difference, and participate in your classes from 3<sup>rd</sup> period in real time. However, if you take the class in real time, you will not be able to view the class recordings.

(Ex:)

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

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

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

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

##### ② Declaring Subjects 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 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

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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

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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.

\*1 What are “Breakout Rooms”?

APU uses the video conferencing software, Zoom for online classes.

Breakout Rooms are sessions (breakout sessions) that can be opened separately from the main session. They are used for group works.

#### ⑤ Classes with Different Viewing Methods

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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

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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.

#### ⑦ Course Registration Results / If you couldn’t register for the Desired Number of Credits (Only for New Enrollees)

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Not all classes in the AY 2021 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.

The application period for this case is as below. Please note that applications after this period will not be accepted.

If you decide to apply for a leave of absence, please contact Student Office by email.

Deadline to contact Student Office: Monday, October 11, 2021

Send an email to: [apustu1@apu.ac.jp](mailto:apustu1@apu.ac.jp)

\*For details, please check [HERE](#).

## 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.

-End of Document-

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