

To All APU Students (who applied to reinstatement / to readmission at APU)

Ritsumeikan Asia Pacific University  
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Dean of Academic Affairs

# AY 2022 SPRING SEMESTER CLASSES

## Face-to-Face Learning Will Resume on Campus

In the AY 2022 spring semester, while prioritizing the health, safety, and lives of our students and staff members, **APU has decided to hold classes in-person as a general rule if the BCP Level is at Level 2 or below in order to continue holding academic and extra-curricular activities in the multicultural environment that APU is best known for.** However, as there are some students who have been unable to enter the country due to immigration restrictions, or who have underlying health conditions which make attending class in-person difficult, who may receive permission to attend some classes online. If you wish to attend class online, you must complete the necessary application procedures by the deadline and receive permission from the university to attend class online. Please keep this in mind when registering for AY 2022 spring semester classes. Please read below for details on class formats, preventative measures, and other important information.

### 1. OVERVIEW OF AY 2022 SPRING SEMESTER CLASSES

#### BASIC APPROACH TO CLASS IMPLEMENTATION

- In principle, courses will be held in person in a classroom. However, there are some students who cannot take classes in person because they have underlying conditions or cannot enter Japan. Such students will be allowed to take classes online on Zoom, excluding some courses. In addition, students who have permission to take classes online while unable to enter Japan can no longer take classes online if they are able to enter Japan mid semester. Please take classes in person after entering Japan.
- In principle, all language and lecture classes during the first week of Spring Semester (April 11 (Mon) – 15 (Fri)) will only be held online to reduce the risk of a cluster outbreak resulting from students travelling from various regions, including large cities, and also because time is needed to assign classrooms appropriately once the number of students in each class is finalized. However, courses that the university has determined are ‘classes that can only be taken in person’ (classes that cannot be taken online) will be held in-person in a classroom.
- The maximum number of students allowed in each classroom will be calculated based on ensuring at least 1 meter of space between students, and will be used to set the size of each class. For this reason, in principle seats in in-person classes will be offered on a first come, first serve basis, and once capacity is reached more students will not be allowed to enter the classroom. If you are not allowed to enter the classroom, please go to an open classroom used for attending online classes and take the class from there. The class format starting from the next week of class will be announced by the course instructor.
- After classes start, in-person classes may also be implemented online only depending on the COVID-19 situation and APU’s BCP Level. Please make the necessary preparations to take classes online in advance. Students should check Campus Terminal and notices from the university regularly.
- **The format of classes after Monday, April 18 will be announced in the week of March 7, so please regularly check Campus Terminal for announcements that week.**

#### FORMAT OF EACH TYPE OF CLASS (UNDERGRADUATE/GRADUATE COURSES)

Target Courses	Class Format	Overview
Lecture Courses	In-Person *Eligible to apply to attend online	(1) In principle, class will be held in-person in the classroom. However, it is possible for students to apply to attend the class online due to immigration restrictions or underlying health conditions. Please see section “2. Applying to take Classes Online” below for details on how to apply.  (2) About In-Person Classes in the Classroom If the classroom reaches capacity, then please go to an open classroom for attending online classes and join the class from there. From the following week, the format of the class will be set based on the course management policy and the classroom situation during that specific period, and will be changed to one of the options below. The university will decide between ①~③ below and notify students

		separately of the decision. ① Hold the class hybrid-style using nearby classrooms ② Students will switch between attending class in-person and online based on whether their Student ID number is even or odd ③ Online class
Lecture Courses	In-person only (courses that cannot be taken online)	These are courses that are difficult to implement online because they have practical elements. These courses can only be taken in person (cannot apply to take them online). Students should not register for these courses if they are unable to come to campus.
	Online-only (courses that cannot be taken in-person)	These courses can only be taken online. These courses cannot be taken in person. * Students do not need to apply in advance to take classes online for courses that are only held online. * Please check the AY 2022 Spring Semester timetable to see which courses will be held online.
Language Courses	In-Person *Eligible to apply to attend online	In principle, class will be held in-person in the classroom. However, if a student is unable to attend the class in-person due to immigration restrictions or underlying health conditions they will be put in a separate online-only class. Students who wish to attend class online must receive permission from the university in advance. Please see section “2. Applying to take Classes Online” below for details on how to apply.
3 <sup>rd</sup> / 4 <sup>th</sup> Year Seminars Graduate Seminar Courses	The course instructor shall decide the format of the class based on the situation of each student. Please follow the instructions given by the course instructor.	

## 2. APPLYING TO TAKE CLASSES ONLINE

### BEFORE APPLYING TO TAKE ONLINE CLASSES

	Target	Need to Apply to take Online Classes?	Types of Classes and How they are Offered				
			Lecture Courses			Language Courses	3 <sup>rd</sup> / 4 <sup>th</sup> Year Seminars Grad school Courses
			In-Person	In-Person only	Online only		
May receive permission to attend online	<b>Students with Underlying Health Conditions</b>	<YES> <a href="#">Application 1</a>	Online	Cannot attend	Online (No application necessary – any student can take these classes)	Online-only class	Please follow the directions of your course instructor.
	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) (B) Students other than those in (A) who wish to take online classes (※2)					
Cannot be permitted to attend online	Those who do not meet the criteria above	Cannot Apply	In-Person	In-Person		In-Person	

※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 the country, mainly the types of students shown below.

· 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.

### NOTES AND WARNINGS WHEN APPLYING

- This application is for permission to attend regular (in-person) classes online. If you are not approved, you may not attend these classes online.
- This application is not a guarantee for course registration. Please be sure to register for courses during the course registration period yourself.
- Students who submit this application and wish to attend class by viewing recordings will have to submit a separate additional survey. See Section “5. Recorded Classes” for details

### 【APPLICATION 1】 ONLINE CLASS APPLICATION FOR STUDENTS WITH UNDERLYING HEALTH CONDITIONS

Students with underlying health conditions (limited to the student themselves) which make them unable to attend class in the classroom should complete the designated application procedures by **March 2, 2022** to receive permission to take class online.

### ① ELIGIBILITY

Students with underlying health conditions who are at high risk of becoming seriously ill if infected with COVID-19, and who receive a recommendation from a physician to avoid in-person classes due to their health (limited to the illness of the student themselves).

·Bronchial asthma, emphysema, chronic bronchitis, chronic heart disease (heart failure, angina, heart attack), dialysis, diabetes, under treatment or visiting the hospital for tumor treatment (cancer, etc.) or treatment of autoimmune diseases, etc.

### ② APPLICATION PROCEDURE / REQUIRED DOCUMENTS

Please answer the questions in the survey below, and attach **a health certificate from a physician (in Japanese or English) stating that you are unable to attend in-person classes.**

\*The surveys for reinstatement and readmission students ARE DIFFERENT. Please take care when applying.

[Reinstatement Student] Application to take Classes Online

[Readmission Student] Application to take Classes Online

### ③ APPLICATION PERIOD

Friday, February 4 – Wednesday, March 2, 2022, 16:30:00 JST Strict Deadline

### ④ APPLICATION RESULTS

After confirming the content of each application, results will be announced on Friday, March 11, 2022, sent separately to each applicant's email address.

## [APPLICATION 2] APPLICATION TO TAKE CLASSES ONLINE DUE TO IMMIGRATION RESTRICTIONS

Whether students who have been unable to enter the country due to immigration restrictions have to apply to take classes online depends on their situation.

Please check the information below before applying. If you are eligible to apply, please be sure to submit the designated application by **Wednesday, March 2, 2022** to receive permission to attend class online.

### ① ELIGIBILITY

Students	Must apply to take classes online?
(A) AY 2020 and later enrollees who have been unable to enter the country at all (※1)	<u>DO NOT NEED</u> to apply. The university will contact you in early April.
<b>(B) Student other than those in (A) who wish to take classes online (※2)</b>	<b>Must apply for permission to take classes online.</b> Please read the information below carefully and complete the application procedures by Wednesday, March 2, 2022 to receive permission from the university to attend classes online. If you do not receive this permission you will not be able to take classes online.

※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 the country, mainly the types of students shown below.

·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.

**The information in ②~⑤ below applies only to students designated in (B) above**

### ② APPLICATION PROCEDURE / REQUIRED DOCUMENTS

Please answer the questions in the survey below.

\*The surveys for reinstatement and readmission students ARE DIFFERENT. Please take care when applying.

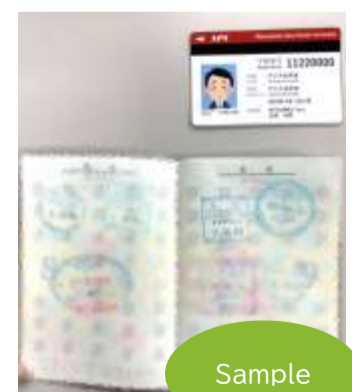
[Documents to Submit]

**Please scan the page of your passport that shows the stamp you received when you last left Japan, and your Student ID Card** (see image on right).

\*You can also take a pic using your smartphone. \*If you do not have your Student ID, any photo ID is ok

[Reinstatement Student] Application to take Classes Online

[Readmission Student] Application to take Classes Online



### ③ APPLICATION PERIOD

Friday, February 4 – Wednesday, March 2, 2022 16:30:00 JST Strict Deadline

#### ④ NOTES ON THE APPLICATION

- Even if you receive permission to attend regular (in-person) classes online, if you become able to enter the country you will not be permitted to attend these classes online. After coming to Japan, please attend your classes in-person. (You will be able to continue attending classes online during the quarantine period after your arrival.)
- If you have permission to enter the country but still wish to reside abroad and take classes online, please register for “online only” classes. The list of classes which will be offered online-only has not yet been confirmed. Please check yourself whether you will be able to earn the credits you need for graduation via online-only classes. The course timetable will be released on Tuesday, March 1.
- Students who submit this application and wish to attend class by viewing recordings will have to submit a separate additional survey. See Section “5. Recorded Classes” for details

#### ⑤ APPLICATION RESULTS

After confirming the content of each application, results will be announced on Friday, March 11, 2022, sent separately to each applicant’s email address.

### 3. INFECTIOUS DISEASE PREVENTION MEASURES IN IN-PERSON CLASSROOMS

#### ① Classroom Sanitation

- An antibacterial coating will be applied to all surfaces in the classroom, including desks, chairs, walls, classroom equipment, etc.

#### ② Droplet Prevention

- Acrylic barriers have been set up in front of instructors’ desks
- Instructors will wear masks during class.

#### ③ Classroom Ventilation

- Ventilation fans are always on in each classroom.
- Both classroom doors and all windows will be kept open before the start of first period.
- In principle, doors and window will be kept open during classes, but on rainy or cold days, they will only be opened for 10 minutes every hour for ventilation. The windows will be opened after class finishes.
- Large fans will be set up at the front and back of large classrooms.

#### ④ Health Management

- Thermometers have been set up in every building. If you are warned that you have a temperature of 37.5°C or higher, please avoid contact with other people, and go to the Health Clinic to measure your temperature again using a medical thermometer.

### 4. NOTES AND WARNINGS FOR THE START OF IN-PERSON CLASSES

- Students must wear masks on campus. (If you are not wearing a mask, you will not be allowed to attend class in the classroom. If you forget to bring a mask, please purchase one yourself from Lawson or the Co-op.)
- Please avoid the Three Cs both on and off campus and wash your hands, sanitize, and gargle frequently.
- When using a computer provided by the university, please bring your own earphones/headphones. If you forget them, please purchase some from Lawson or the Co-op.
- If you are feeling unwell, please consult with the Health Clinic straight away.
- Please refrain from speaking when eating in the cafeteria, etc. Please avoid off-campus group meals, parties, karaoke, and other activities that increase the risk of infection. When using public transportation to commute to campus, please wear a mask and refrain from talking on the bus or train.

### 5. RECORDED CLASSES

- **Among the students who want to take classes on Zoom**, those who want to take classes through recordings due to the time difference with Japan, poor internet connection, or other reasons that make it difficult to take classes in real time must apply in advance to take classes through recordings.
- The Dean of Academic Affairs shall decide if students are allowed to take classes through recordings on the basis of their application.
- Only courses that are determined to have sufficient academic merit even when taken through recordings shall be eligible.
- For more details, please check the website below. In addition, the current information is for the AY 2021 Fall Semester, so the details regarding the application method, etc. for the AY 2022 Spring Semester may change. (The website will be updated on February 28, 2022.)

[Guidelines for Taking Recorded Classes](#)

## 6. EXAMINATIONS

Examinations implemented during the final exam period will be online. However, there may be some in-person examinations during the final exam period for Language Classes. For more details, please follow the instructions of your class instructor.

## 7. SCHEDULE

Feb 4, 2022	Applications open for students with underlying health conditions / who cannot enter Japan
March 1, 2022	Course Timetable / Course Syllabus Released
March 2, 2022	Application deadline for students with underlying health conditions / who cannot enter Japan
March 11, 2022	Application Results Announced
March 21 – 24, 2022	Course Registration Period A
April 7 – 8, 2022	Course Registration Period B
April 11, 2022	Start of Spring Semester Classes

## 8. TO ALL STUDENTS

Finally, the university implementing measures is not enough to prevent the spread of COVID-19 on campus. All undergraduate students, graduate students and staff must work together to act in line with the 'new lifestyle' needed to live with coronavirus. At places like universities where many people gather in one place, there is not only a risk to yourself, but also a risk of passing illness to other students and staff. We hope that you will keep this in mind while taking classes during the Spring Semester.

Contact: Academic Office / [academi1@apu.ac.jp](mailto:academi1@apu.ac.jp)

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