

(English version below)

2020年8月12日  
(2020年9月4日改定)  
(2020年10月2日改定)  
(2020年12月2日改定)  
(2021年1月8日改定)

在学生各位

理事・副学長（教育担当）  
水本 哲弥

対面授業再開に伴う新型コロナウイルス感染症に起因する  
公欠の取扱いについて（お知らせ）

新型コロナウイルス感染症の再度の拡大が全国的にみられる中ではありますが、既にお知らせしているとおり8月19日（水）より、実験、実習やグループワーク等のオンラインでは実施できない対面の授業科目の再開を予定しています。

対面授業の再開にあたり、新型コロナウイルス感染症に起因する公欠の取扱いについて、別紙のとおり従来の公欠制度の適用範囲を拡大しますのでお知らせします。ご自身の体調管理にも十分に気を付けながら授業に出席してください。

学生の皆さんにおかれては、キャンパスライフが始まる、再開することへの期待や感染症に対しての不安など思いはさまざまなことと思います。それぞれの学生が希望をかなえる、不安を払拭するためには、教職員のみならず学生の皆さんのご協力も不可欠ですので、自分が感染しない・他者に感染させない行動を心がけて授業・学生生活に臨むようご協力をお願いします。

（参考）公欠制度とは：

[https://www.titech.ac.jp/kyoumu/procedure/pdf/procedure/koketsu\\_seido.pdf](https://www.titech.ac.jp/kyoumu/procedure/pdf/procedure/koketsu_seido.pdf)

## I. 新型コロナウイルス感染症に起因する対面授業の公欠の取扱いの目安

	状況	公欠	適用期間	届出先	届出時期の目安	届出時の必要書類
(1)	新型コロナウイルス感染症に感染した (無症状～重症問わず)	適用	*1のとおり	教務課	公欠事由該当期間 終了後1週間以内	・公欠届
(2) -1	濃厚接触者となり、PCR 検査等を受診したが、検査結果は陰性となった	適用	陰性であると診断され、かつ感染者との最終接触から14日を経過するまでの期間	教務課	公欠事由該当期間 終了後1週間以内	・公欠届
(2) -2	濃厚接触者となったが、自覚症状がなく、PCR 検査等を受ける必要がないと判断された	適用	保健所/医療機関等が登校を認めるまでの期間 ※特段の指示がない場合には、感染者との最終接触から14日を経過するまでの期間	教務課	公欠事由該当期間 終了後1週間以内	・公欠届
(2) -3	濃厚接触者ではなく、自覚症状があったが、PCR 検査等結果は陰性と診断された	適用	保健所/医療機関等が登校を認めるまでの期間 ※特段の指示がない場合には、*2のとおり	教務課	公欠事由該当期間 終了後1週間以内	・公欠届
(2) -4	濃厚接触者ではなく、自覚症状があったが、PCR 検査等を受ける必要がないと判断された	適用	保健所/医療機関等が登校を認めるまでの期間	教務課	公欠事由該当期間 終了後1週間以内	・公欠届
(3)	新型コロナウイルス接触確認アプリ(COCCA)等により濃厚接触の疑いがあると判断された	適用	PCR 検査等の必要がないと判断されるまでの期間	教務課	公欠事由該当期間 終了後1週間以内	・公欠届 ・COCCA 画面の写し
(4)	発熱があるまたは風邪の諸症状がある	適用	当該症状の治まるまでの期間	<欠席期間が3日以内 > 授業担当教員	可能な限り 速やかに	特になし
				<欠席期間が4日以上 > 教務課	可能な限り 速やかに	・公欠届 ・医療機関発行の診断書等

(5)	体調不良または濃厚接触者となった同居者が PCR 検査等を受けた結果、陽性と診断された	適用	(2)-1 または(2)-2 を適用する。 学生自身も感染していた場合には(1)を適用する。	教務課	公欠事由該当期間 終了後1週間以内	・公欠届
(6)	体調不良または濃厚接触者となった同居者が PCR 検査等を受けた結果、陰性と診断された	適用	同居者が陰性と診断されるまでの期間	授業担当教員	可能な限り速やかに	特になし
(7)	同居者が体調不良により医療機関等を受診したが、PCR 検査等は受ける必要がないと診断された	適用	同居者が PCR 検査等を受ける必要がない判断されるまでの期間	授業担当教員	可能な限り速やかに	特になし
(8)	同居者が体調不良となり、自宅等で静養している	適用	同居者が回復するまでの期間	授業担当教員	可能な限り速やかに	特になし
(9)	自身に基礎疾患等があり、感染リスク回避に努める必要がある	対象外				
(10)	その他の事情により対面授業に参加できないまたは登校を希望しない	対象外				
(11)	入国後の自宅待機・公共交通機関不使用となる期間	適用	当該期間が終了するまでの期間	教務課	公欠事由該当期間 終了後1週間以内	・公欠届

\*1 新型コロナウイルス感染症に感染した場合の適用期間:

以下の登校再開の条件を全て満たすまでの期間を公欠の適用期間とする。

【登校再開の条件】

- ・発症後に少なくとも 10 日が経過している
- ・薬剤\*を服用していない状態で、解熱後および症状\*\*消失後に少なくとも 72 時間が経過している  
\*解熱剤を含む症状を緩和させる薬剤 \*\*咳・咽頭痛・息切れ・全身倦怠感・下痢など
- ・療養場所からの退去・退院から1週間が経過している

【補足】

- ・退去・退院から1週間を超えて体調不良が継続する場合には、(4)により公欠制度を適用する。
- ・保健所や医療機関からは、療養場所から退去/退院後 4 週間は健康観察を続けるよう指示が出る人が多いようであるが、治癒直後は体力が低下していることが考えられること、また体調の再悪化や後遺症の有無について見極める必要があると考え、経過観察の期間を設けることとする。

\*2 濃厚接触者ではなく、自覚症があったが、検査結果は陰性と診断された場合で保健所等から特段の指示がない場合の適用期間:

以下の条件を全て満たすまでの期間を公欠の適用期間とする。

- ・陰性であると診断された
- ・発症後に少なくとも 8 日が経過している
- ・薬剤\*を服用していない状態で、解熱後および症状\*\*消失後に少なくとも3日が経過している  
\*解熱剤を含む症状を緩和させる薬剤 \*\*咳・咽頭痛・息切れ・全身倦怠感・下痢など

8 日が経過している:発症日を 0 日として 8 日間のこと

3 日が経過している:解熱日・症状消失日を 0 日として 3 日間のこと

## II. 補足事項及び留意事項

- 新型コロナウイルス感染症に起因する公欠の取扱いは、原則、対面により実施する授業が対象となります。ただし、(1)及び(2)の状況においては、入院又は通常の学修環境とは異なる場所等での待機が必要となる可能性があることを考慮し、オンライン授業についても適用対象となります。
- 公欠届については、HP よりダウンロードしてください。 [https://www.titech.ac.jp/enrolled/certificates/submitted/forms\\_current.html](https://www.titech.ac.jp/enrolled/certificates/submitted/forms_current.html)
- (1), (2)及び(3)の状況において、症状がない、症状が軽い場合には、可能な範囲で、公欠適用期間中に公欠届を提出してください。その場合は、授業担当教員から早めに課題や教材の提供等を受けることができる可能性があります。他の書類は、後から提出することも可能とします。
- (1)及び(2)の状況において、オンライン授業についても公欠の適用対象となりますが、自身の体調に変化がなく、オンライン授業に参加することが可能な場合には公欠を届出せずに出席することが可能です。
- (3) 新型コロナウイルス接触確認アプリ(COCoA)等により濃厚接触の疑いがあると判断された場合には、速やかに PCR 検査等の要否確認を行ってください。
  - ・検査を要すると判断された場合は(2)の取扱いとします。
  - ・検査を要しないと判断された場合は登校可能とします。ただし、14 日間は自身で経過観察を行う必要がありますので、その期間に体調の変化があった場合には、保健所等の指示に従ってください。その後、PCR 検査等を受けることとなった場合には(2)の取扱いとなります。
  - ・オンライン授業については、原則、公欠の適用対象とはなりません。
- (4) 発熱があるまたは風邪の諸症状がある場合には、次のとおりとします。

- ・欠席期間が3日以内の場合には、各授業担当教員に直接メール等で連絡し、課題や教材の提供等を受けてください。
- ・オンライン授業については、原則、公欠の適用対象とはなりません。
- (9)(5) 自身に基礎疾患等があり、感染リスク回避に努める必要がある場合は、公欠の適用対象とはなりません。大学として今後の学修計画等をサポートしますので、系・コース等主任、初年次担当主任、指導教員、アカデミック・アドバイザー等に相談してください。
- (10)(6) ~~その他の事情により対面授業に参加できないまたは学生が登校を希望しない場合は、公欠の適用対象とはなりません。必要に応じて、今後の学修計画等について系・コース等主任、初年次担当主任、指導教員、アカデミック・アドバイザー等に相談してください。~~
- 新型コロナウイルス感染症に感染したかもしれない・検査を受ける場合などの対処方法及び大学報告等について  
<https://www.titech.ac.jp/enrolled/news/2020/048264.html>
- 公欠期間が長期化し、単位修得が困難であると授業担当教員が判断した場合は、当該授業科目の履修申告を不許可とする場合があります。
- 「PCR 検査等」とは、PCR 検査、抗原検査及びそれらに準ずると保健所または医療機関等が認めた検査とします。

### III. 公欠届等の提出先

学士課程：教務課学務グループ kyo.gak@jim.titech.ac.jp

大学院課程(生命理工学院, 生命理工学研究科, 総合理工学研究科以外)：教務課大学院グループ kyo.dai@jim.titech.ac.jp

大学院課程(生命理工学院, 生命理工学研究科, 総合理工学研究科)：教務課すずかけ台教務グループ suz.kyo@jim.titech.ac.jp

(2020年9月4日修正)

(2020年10月2日修正)

(2020年12月2日修正)

赤字は2021年1月8日修正

TO: All Students

FROM: Tetsuya Mizumoto, Executive Vice President for Education

Handling of authorized absences granted to students who miss face-to-face classes due to COVID-19

As already announced, Tokyo Tech is planning to reopen campuses on Wednesday, August 19 for courses that require face-to-face instruction pertaining to experiments, practical training, group work, etc.

In light of the ongoing spread of the coronavirus, Tokyo Tech has decided that students who must miss classes due to reasons related to COVID-19 may be granted “authorized absences” under certain circumstances. Please continue to self-monitor your health daily, and if you need to request authorized absence, follow procedures and instructions as per the attached document.

While you might be feeling excited about returning to campus, it is natural to also experience a level of anxiety during this unprecedented time. Tokyo Tech strives to support all students and to provide a safe and healthy environment for the entire campus community. As such, all students, faculty, and staff are expected to do their part to help protect one another from possible COVID-19 exposure.

We continue to appreciate your understanding as we navigate this challenging situation.

Relevant link (“Authorized Absence”):

[https://www.titech.ac.jp/kyoumu/procedure/pdf/procedure/koketsu\\_seido.pdf](https://www.titech.ac.jp/kyoumu/procedure/pdf/procedure/koketsu_seido.pdf)

**I. Handling of authorized absences granted to students who miss face-to-face classes due to COVID-19**

	Circumstances	Eligibility	Length of absence	Deadline for Request for Authorized Absence	Documents to be submitted	Contact / Where to submit
(1)	A student has been diagnosed with COVID-19 (regardless of whether or not symptoms are present or their severity).	Eligible	To be determined as explained below	Within 1 week after it's confirmed that the student is able to come to campus	<ul style="list-style-type: none"> <li>Request for Authorized Absence</li> </ul>	Student Division
(2)-1	A student has been in close contact with someone diagnosed with COVID-19, and undergoes a PCR or antigen test.	Eligible	Until 14 days after the last contact with the diagnosed person AND a negative test result is received.	Within 1 week after the following conditions are satisfied: <ul style="list-style-type: none"> <li>- 14 days have passed since the last contact with the diagnosed person.</li> <li>- The student has tested negative.</li> </ul>	<ul style="list-style-type: none"> <li>Request for Authorized Absence</li> </ul>	Student Division
(2)-2	A student has been in close contact with someone diagnosed with COVID-19. The student has no symptoms, and a public health center or medical institution determined that they did not require PCR or antigen testing.	Eligible	Until a public health center official or a doctor confirms that the student is able to come to campus. If no specific instructions are given, the absence must continue until 14 days after the last contact with the diagnosed person.	Either of the following: <ul style="list-style-type: none"> <li>- Within 1 week after it's confirmed that the student is able to come to campus</li> <li>- Within 1 week from the 14<sup>th</sup> day after the last contact with the diagnosed person</li> </ul>	<ul style="list-style-type: none"> <li>Request for Authorized Absence</li> </ul>	Student Division
(2)-3	A student has symptoms but no known close contact with anyone diagnosed with COVID-19. The student underwent a PCR or antigen test and received a negative result.	Eligible	Until a public health center official or a doctor confirms that the student is able to come to campus. If no specific instructions are given, it must be determined as explained below.	Within 1 week after it's confirmed that the student is able to come to campus	<ul style="list-style-type: none"> <li>Request for Authorized Absence</li> </ul>	Student Division
(2)-4	A student has symptoms but no known close contact with anyone diagnosed with COVID-19. After consultation with a public	Eligible	Until a public health center official or a doctor confirms that the student is able to come to campus	Within 1 week after it's confirmed that the student is able to come to campus	<ul style="list-style-type: none"> <li>Request for Authorized Absence</li> </ul>	Student Division

	health center or medical institution, it was determined that they did not require PCR or antigen testing.					
(3)	A student has been notified by the COVID-19 Contact-Confirming Application (COCOA) that they may have been in close contact with someone diagnosed with COVID-19.	Eligible	Until it's determined that the student does not require PCR or antigen testing	Within 1 week after it's determined that the student does not require PCR or antigen testing	<ul style="list-style-type: none"> <li>Request for Authorized Absence</li> <li>Copies of screenshots of COCOA app, etc.</li> </ul>	Student Division
(4)	A student has a fever and/or cold-like symptoms.	Eligible	Until symptoms subside	At the earliest possible date	None	Absence up to three days: Course instructors
				At the earliest possible date	<ul style="list-style-type: none"> <li>Request for Authorized Absence</li> <li>Medical certificate, etc.</li> </ul>	Absence longer than four days: Student Division
(5)	A student is living with a person who has undergone PCR or antigen testing due to sickness or close contact with someone diagnosed with COVID-19. (In a case where a positive result is obtained)	Eligible	(2)-1 or (2)-2 is applicable. For the student diagnosed with COVID-19, (1) is applicable.	Conditions and requirements are the same as those for (2)-1, (2)-2, or (1).	<ul style="list-style-type: none"> <li>Request for Authorized Absence</li> </ul>	Student Division
(6)	A student is living with a person who has undergone PCR or antigen testing due to sickness or close contact with someone diagnosed with COVID-19. (In a case where a negative result is obtained)	Eligible	Until a negative test result is obtained	At the earliest possible date	None	Course instructors
(7)	A student is living with a person who visited a medical institution for treatment.	Eligible	Until it's determined that the relevant person does not require PCR or antigen testing	At the earliest possible date	None	Course instructors
(8)	A student is living with a person who is resting at home due to sickness.	Eligible	Until the relevant person recovers from sickness	At the earliest possible date	None	Course instructors
(9) (5)	A student has an underlying medical condition and needs to take precautions to avoid the coronavirus.	Ineligible				



(10) (6)	A student is unable to attend classes taught face-to-face or wishes not to come to campus for reasons other than those listed above.	Ineligible				
(11) (7)	A student is coming from another country to Japan, and must self-isolate and refrain from using public transportation for a certain period as directed by the government.	Eligible	Until the end of the self-isolation period	Within 1 week after the end of the self-isolation period	• Request for Authorized Absence	Student Division

Regarding the length of absence applicable to students diagnosed with COVID-19

In the case of (1), the absence must continue until all the following conditions are satisfied:

- At least 10 days have passed since symptoms first appeared. (The day of the onset of illness is Day 0.)
- At least 3 days have passed since fever and other symptoms\* were resolved without the use of medications\*\*. (The day symptoms are resolved is Day 0.)  
\* Cough, sore throat, shortness of breath, physical fatigue, diarrhea, etc.  
\*\* E.g., fever-reducing medications
- One week has passed since discharge from hospital or isolation at a designated facility.

Points to note:

- If sickness has continued for more than one week since discharge from hospital or an isolation facility, (4) is applicable.
- Public health centers or medical institutions usually advise individuals to self-monitor their health for four weeks after discharge from hospital or isolation at designated facilities. At Tokyo Tech, students who have been discharged from hospital or isolation are not permitted to come to campuses until the end of a one-week self-monitoring period, during which they must get adequate rest and ensure that they do not experience a recurrence of symptoms and/or aftereffects of COVID-19.

Regarding the length of absence applicable to students who have symptoms but no known close contact with anyone diagnosed with COVID-19

In the case of (2)-3, the absence must continue until all the following conditions are satisfied if no specific instructions are given by a public health center official or a doctor:

- The student has tested negative for COVID-19.
- At least 8 days have passed since symptoms first appeared. (The day of the onset of illness is Day 0.)
- At least 3 days have passed since fever and other symptoms\* were resolved without the use of medications\*\*. (The day symptoms are resolved is Day 0.)

\* Cough, sore throat, shortness of breath, physical fatigue, diarrhea, etc.

\*\* E.g., fever-reducing medications

## II. Important points to note

- In principle, authorized absences due to COVID-19 can be granted to students who must miss classes delivered face-to-face. However, under exceptional circumstances such as being hospitalized or self-isolating for reason(s) stated in (1) and (2) above, those who must miss classes delivered online may also be granted authorized absences.
  - A student requesting authorized absence must download the designated form using the following link:  
[https://www.titech.ac.jp/english/enrolled/certificates/submitting/forms\\_current.html](https://www.titech.ac.jp/english/enrolled/certificates/submitting/forms_current.html)
  - In the case of (1), (2), or (3), it is recommended that a student who has no symptoms or has mild symptoms submit a Request for Authorized Absence via email during their absence (and supporting documents at a later date), if circumstances allow. As such, the student may be able to receive assignments and course materials from instructors in a timely manner.
  - Even if students who miss classes delivered online due to reason (1) or (2) are granted authorized absence, they can choose not to take it and attend classes remotely as long as they feel well enough.
  - In the case of (3), where a student has been notified by COCOA regarding contact with someone diagnosed with COVID-19, they must follow instructions displayed on the app screen. Then,
    - if it is determined that they require PCR or antigen testing, (2)-1 is applicable.
    - if it is determined that they do not require PCR or antigen testing, they are permitted to come to campus. However, they must self-monitor for symptoms for 14 days following contact with the person diagnosed with COVID-19, and consult a public health center or medical institution for any symptoms associated with COVID-19. If PCR testing is determined appropriate, (2)-1 is applicable.
- As a general rule, absences from classes delivered online will not be authorized.
- For absences up to three days due to a fever and/or cold-like symptoms (in the case of (4)), students must contact course instructors directly to obtain assignments and course materials in a timely manner. As a general rule, absences from classes delivered online will not be authorized.
  - In the case of (9) ~~(5)~~, where a student with an underlying medical condition is absent from classes, authorized absence will not be granted. It is advisable that they

consult a department chair, head of graduate studies, chair of first-year studies, academic supervisor, or academic advisor regarding the range of support Tokyo Tech offers to students.

- In the case of (10) ~~(6)~~, authorized absence will not be granted to a student who is unable to attend classes delivered face-to-face or wishes not to come to campus for any other reasons. It is advisable that they consult a department chair, head of graduate studies, chair of first-year studies, academic supervisor, or academic advisor regarding their study plans.
- Please see the following web page for information concerning what you should do when you might have been infected with COVID-19, when you go in for PCR testing, and reporting to Tokyo Tech: <https://www.titech.ac.jp/english/enrolled/news/2020/048265.html>
- Even if authorized absence is granted, when extended absence may affect attainment of course credits, course instructors may refrain from permitting the student to register for the course.

### **III. Submission of Request for Authorized Absence and supporting documents**

Undergraduate students: Undergraduate Services Group, Student Division (Email: kyo.gak@jim.titech.ac.jp)

Graduate students other than those below: Graduate Services Group, Student Division (Email: kyo.dai@jim.titech.ac.jp)

Students of the School of Life Science and Technology, Graduate School of Bioscience and Biotechnology, and Interdisciplinary Graduate School of Science and Engineering: Suzukakedai Student Group, Student Division (Email: suz.kyo@jim.titech.ac.jp)

Revisions effective as of January 8, 2021 are reflected in red.

## Authorized Absence

### 1. What is authorized absence?

Authorized absences refers to absences officially granted to students who must miss class(es) for valid reasons stipulated by the Institute at the discretion of course instructors. In such cases, students will not be treated as being absent in the normal manner.

When an absence is officially granted to a student, the course instructor who authorized the absence will provide that student with teaching and other reference material used in class(es) as well as an opportunity to take makeup exam(s) as necessary, at the discretion of the course instructor.

Reference: Agreement on Authorized Absences at Tokyo Institute of Technology (Enacted by the Office of Education and International Cooperation on November 28, 2019)

### 2. Authorized absence will be granted in the following four cases (valid reasons).

- (1) When a student has contracted or is suspected to have contracted any of the notifiable infectious diseases (Note 1) listed in Article 18 of the Ordinance for Enforcement of the School Health and Safety Act
- (2) If condolence leave is required (limited to spouse or relative within the second degree of kinship)
- (3) When a student is selected for service as a lay judge, lay judge candidate, prosecution councilor, or alternate councilor
- (4) In the event of a disaster or major incident where an emergency or weather warning is issued:
  - When the residence of a student or student's family has been damaged
  - When a student is unable to commute to campus due to disruptions in public transportation (However, authorized absences will not be considered for classes cancelled due to disasters or other incidents affecting the Institute's campuses)

**(Note 1)**

Ordinance for Enforcement of the School Health and Safety Act (excerpts)

(Notifiable infectious diseases)

Article 18: Schools should prevent the spread of the following diseases:

Class I: Ebola hemorrhagic fever, Crimean-Congo hemorrhagic fever, smallpox, South American hemorrhagic fever, plague, Marburg virus disease, Lassa fever, acute poliomyelitis, diphtheria, severe acute respiratory syndrome (limited to that involving SARS coronavirus within the genus Betacoronavirus as a pathogen), Middle East respiratory syndrome (limited to that involving MERS coronavirus within the genus Betacoronavirus as a pathogen), and specified avian influenza (i.e., specified avian influenza stipulated by item vi, paragraph 3, Article 6 of the Act on the Prevention of Infectious Diseases and Medical Care for Patients with Infectious Diseases; the same will apply in the following item and Article 19, item ii, subitem (a))

Class II: Influenza (excluding specified avian influenza), pertussis, measles, mumps, rubella, varicella, pharyngoconjunctival fever, tuberculosis, and meningococcal meningitis

Class III: Cholera, shigellosis, enterohemorrhagic Escherichia coli infection, typhoid fever, paratyphoid fever, epidemic keratoconjunctivitis, acute hemorrhagic conjunctivitis, and other infections

2. Notwithstanding the provisions of the preceding paragraph, “novel influenza infection, etc.,” “designated infectious disease,” and “new infectious disease” stipulated in paragraph 7, 8, and 9, Article 6 of the Act on the Prevention of Infectious Diseases and Medical Care for Patients with Infectious Diseases will be regarded as Class I infectious diseases.

**3. Period applicable, supporting document, and deadline for request for authorized absence**

Reason(s)	Period applicable		Supporting document	Deadline for Request for Authorized Absence <b>(see note 2)</b>
2. (1) Notifiable infectious disease	For a period designated as a “mandatory exclusion period” by Article 19 of the Ordinance for Enforcement of the School Health and Safety Act		Medical certificate or certificate of recovery from infection issued by a medical institution	Within 1 week after the end of the mandatory exclusion period
2. (2) Condolence leave	Spouse or first-degree relative (parent or child)	Up to 7 consecutive days inclusive of weekends and holidays	Funeral service card or document verifying death	Within 1 week after the end of the applicable absence period
	Second-degree relative (grandparent, sibling, or grandchild)	Up to 3 consecutive days inclusive of weekends and holidays		
2. (3) Lay judge, etc.	The president and course instructors will determine a reasonable absence period based on the supporting document.		Document mandating assignment (e.g., a notice issued by a Court or Committee for Inquest of Prosecution)	Before the first day of service (after receiving the mandate)

2. (4) Natural disaster, etc.	The president and course instructors will determine a reasonable absence period based on the supporting document.	Disaster Victim Certificate (罹災証明書 <i>risai-shōmeisho</i> ) or certificate issued by a public organization attesting to the damage or incident	Within a reasonable period after the incident occurs
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**(Note 2) You are supposed to submit required documents by the deadline for request for authorized absence, but report to your course instructor first, to the extent possible, when a need for authorized absence arises.**

#### **4. How to request (refer to “Appendix 1: 【Reference】 Flow of authorized absence procedures”)**

- (1) In principle, when a need for authorized absence occurs for one of the reasons stipulated in 2. (1), (2), (3), or (4), students must complete a “Request for Authorized Absence” (Appendix 2) and submit with supporting documentation to the Student Division by the deadline applicable to the reason.
- (2) The Student Division will refer to the relevant course instructor after confirming the required documents.
- (3) As soon as the course instructor determines whether or not to grant authorized absence and inform the Student Division of the determination as well as special consideration in the case that the instructor grants the absence, the Student Division will notify the student by sending a copy of the separately stipulated “Notice of Decision on Request for Authorized Absence.”
- (4) Students who submit the Request must check the contents of the Notice of Decision on Request for Authorized Absence and contact the course instructor to take the necessary steps.

#### **5. Points to remember**

- (1) In principle, courses involving exercises or experiments, intensive courses, or those of a specific nature (e.g., requiring group work), will not be subject to authorized absences. However, there may be cases where authorized absence are granted at the discretion of course instructors.
- (2) Even if authorized absence is granted, when extended absence may affect attainment of course credits, course instructors may refrain from permitting the student to register for the course.

**【Contact】**

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