

To: All Students and Their Parents/Guardians
From: Jun-ichi Imura, Executive Vice President for Education
Date: March 13, 2023
Updated May 8, 2023*

*Revisions are indicated in red.

Plan for AY 2023 Classes

First of all, we would like to express our gratitude for your continued cooperation in taking infection control measures against COVID-19, which has affected our lives greatly over the past three years.

Recently, the Japanese government decided to downgrade the categorization of COVID-19 to Class 5 under infectious disease legislation, the same status as seasonal influenza, effective May 8.

At Tokyo Tech, we strive to further enhance students' learning, research, and campus activities, and support students in making the most of university life in the "new normal" of the post-COVID-19 era. In this regard, AY 2023 classes will be held in accordance with the following policy and guidelines.

We appreciate your cooperation and understanding.

1. Basic policy on AY 2023 classes

AY 2023 classes will be conducted in the following manner.

- In principle, classes are offered face-to-face for both undergraduate and graduate programs, and lecture rooms will be allocated based on their original capacity.
- While placing face-to-face learning and teaching on campus at the center of education, online instruction may be adopted in view of educational effectiveness, on the condition that procedures for quality assurance of education and other related matters are followed.
- **Basic infection control measures against COVID-19 will remain in place for classes based on notifications from the Ministry of Health, Labour and Welfare and the Ministry of Education, Culture, Sports, Science and Technology or other relevant information.**

2. Implementation of classes

(1) Academic calendar and timetable

- Academic calendar
For information regarding the AY 2023 academic calendar, please visit:
<https://www.titech.ac.jp/english/student/students/life/schedules>
- Timetable

AY 2023 spring semester

An 80-minute lunch break will remain for the AY 2023 spring semester as we are still transitioning into the post-COVID era.

Periods 1–2	8:50–10:30
Periods 3–4	10:45–12:25
Lunch break	12:25–13:45
Periods 5–6	13:45–15:25
Periods 7–8	15:40–17:20
Periods 9–10	17:30–19:10

AY 2023 fall semester

Lunch break will be restored to the standard duration of 65 minutes from the AY 2023 fall semester. (It is expected that there will be more space available at lunchtime due to the opening of a University Co-op cafeteria in the new Ookayama West Bldg. 5.)

Periods 1–2	8:50–10:30
Periods 3–4	10:45–12:25
Lunch break	12:25–13:30
Periods 5–6	13:30–15:10
Periods 7–8	15:25–17:05
Periods 9–10	17:15–18:55

(2) Points to remember when taking classes

Please regularly check the websites listed below for the latest information on how classes will be implemented.

- Tokyo Tech Response to COVID-19
 - COVID-19 updates for all new students and current students
<https://www.titech.ac.jp/english/student/students/health/coronavirus>
Information at a glance about Tokyo Tech's response to COVID-19 for new and currently enrolled students.
- Authorized absences
 - Eligibility for authorized absences will change due to the downgrading of COVID-19 to Class 5 (common infectious diseases) from May 8.
 - From May 8, only those who test positive are eligible for authorized absences.
 - Evidence must be submitted, such as a medical certificate or an image of a test kit indicating a positive result. For details, please refer to the following.

[Response Manual for Students with COVID-19]

<https://www.titech.ac.jp/student/pdf/certificates-submitting-forms-current-covid-19-response-manual-5rui-e.pdf>

[Agreement on Authorized Absences at Tokyo Institute of Technology]

<https://www.titech.ac.jp/english/student/pdf/177-agreement-on-authorized-absences.pdf>

- **Classes delivered online**

Online formats such as livestream, on-demand, and blended formats will be adopted by certain courses when it is determined that online instruction is superior to face-to-face instruction in terms of educational effectiveness.

- Undergraduate-level courses will basically be conducted face-to-face except for courses that have specific reasons.

It is stipulated by the Japanese government and Tokyo Tech that “when online teaching occupies half or more of total class hours (counted based on the length of class period) of undergraduate-level courses, the number of credits from those courses (“online courses”) that can be counted toward bachelor’s degree requirements is limited to 60 in total.” The limitation was eased in response to the pandemic, and did not apply to credits attained by the end of the AY 2022 spring semester. However, the limitation will be restored from the AY 2022 fall semester. As such, please remember to carefully draw up your study plan so that total credits from the “online courses” will not exceed 60. Information regarding those courses will be stated on syllabi. The limitation on the number of credits (60) does not apply to graduate degree requirements.

- There may be cases where certain graduate-level courses will adopt an online format with a priority placed on face-to-face instruction, decided by committees in charge of graduate majors. The decision will be made taking into account such factors as educational effectiveness.
- When you need to attend an online class remotely while on campus by accessing a local area network, please bring your laptop or tablet and a headset or earbuds with a microphone. In livestream-format Zoom classes, the instructor may ask students to turn on their webcams, so please ensure that you have one available. It is advisable to charge your laptop or tablet before the class, as each lecture room has a limited number of electrical outlets.

- Please be prepared for Zoom classes by referring to the link below. You will find tips on using PCs, etc. on campus, how to receive Zoom URLs, important points regarding information ethics and attending online classes, etc.
- Online lectures using Zoom
<https://www.titech.ac.jp/english/student/students/life/distance-learning>
- On-campus wireless LAN access
<https://www.noc.titech.ac.jp/wlan/en-accessarea.shtml>
- Other information regarding timetables, class formats, quarter-end exam schedules, etc.
 - Please visit the link below for course syllabi, class periods, class formats, etc. Face-to-face classes will shift to an online format or will be postponed in cases where face-to-face instruction is not possible due to the course instructor being unwell or for other reasons.
 - Undergraduate Timetables
<https://www.titech.ac.jp/english/student/students/life/undergraduate-timetables>
 - Graduate Timetables
<https://www.titech.ac.jp/english/student/students/life/graduate-timetables>
 - Quarter-end exams and make-up for cancelled classes may be conducted face-to-face even when the course itself uses an online format. In addition, course instructors may assess learning attainment based on mini exams, written assignments, etc. several times during the quarter, in addition to quarter-end exams or exam essays for evaluation and grading. Please check with syllabi for evaluation criteria of individual courses.
 - Undergraduate Make-Up Classes and End-of-Quarter Examination Schedules
<https://www.titech.ac.jp/english/student/students/life/undergraduate-exam>
 - Graduate Make-Up Classes and End-of-Quarter Examination Schedules
<https://www.titech.ac.jp/english/student/students/life/graduate-exam>
- Changes to names of lecture rooms
Names of lecture rooms on both Ookayama and Suzukakedai campuses will be comprehensively changed from April 1, 2023. Class schedules and other materials will use new room names accordingly.
 - Lecture rooms
<https://www.titech.ac.jp/english/student/students/facilities/rooms>

This notice is as of May 8, 2023. We may make amendments in the days ahead.