

# AY2023 Class Format at GraSPP [Updated: March 16]

Notes:

-Class format may change in accordance with UTokyo Current Activity Restriction Level (<https://www.u-tokyo.ac.jp/covid-19/en/index.html>) . If any changes occur, it will be notified through student bulletin board.(<http://www.pp.u-tokyo.ac.jp/student-bulletin-board/>)

-Policy below are for courses offered at GraSPP, which has course code starting with “51”. Courses offered at other faculties and graduate schools may be conducted under different policy.

## Class Format at GraSPP

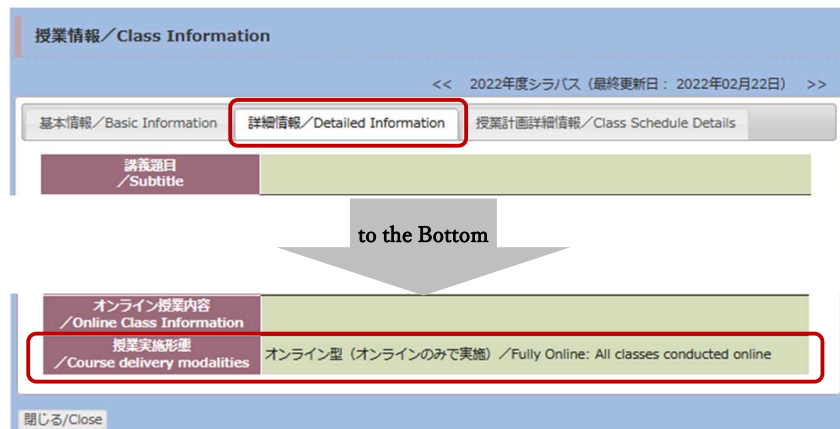
- **Classes will be held in-person in principle.**
- **Some courses may be conducted in-person/online hybrid form or only online.**
- **Students who are unable to attend in-person classes for unavoidable reasons may receive consideration after certain procedures if deemed necessary. Please refer to 2. below.**
- **Classroom is used in normal capacity.**

### 1. How to confirm class format

Login to UTAS(<https://utas.adm.u-tokyo.ac.jp/campusweb/campusportal.do>).

Go on to the bottom of “Detailed Information” of UTAS syllabus.

\*UTAS syllabus are planned to be open on middle of March.



### 【IMPORTANT】 5 patterns of Course delivery modalities

Patterns	Notes
Face-to-face: All classes conducted in-person on campus	
Hybrid Type A(Face-to-face/Online): Conduct classes in-person 50% or more of the total hours of the course	Include in-person/online hybrid form
Hybrid Type B(Face-to-face/Online): Conduct classes in-person for less than 50% of the total hours of the course	
Fully Online: All classes conducted online	
Fully On-demand: All classes conducted on-demand	

## 2. For those who cannot take class in-person for unavoidable reasons

Students who are unable to attend in-person classes due to circumstance of COVID-19, such as because they have underlying conditions, because their family or other persons in their household have underlying conditions, or because of other special reasons are called “Full-time online students”. Measures ① to ④ below will be applied to such students.

- ① Students who consider the definition of “full-time online student” to be applicable to themselves should send a request email with specific reason to GraSPP Graduate School Office (ppin.j ""gs.mail.u-tokyo.ac.jp [Replace "" with @]) **by Monday, March 13**. In reply, GraSPP Graduate School Office will give more details on documents to be submitted, e.g. medical certificate.
- ② Students certified as a full-time online student will receive a certification document.
- ③ Full-time online students shall notify the faculty members who conduct classes only in-person of their situation by presenting the document, for example by sending PDF file of certification document by email.
  - \*Refer to UTAS syllabus for contact information of each faculty member. Contact GraSPP Graduate School Office if you do not find any contact information.
  - \*Certification document should be presented as early as possible for class preparation. Submission during the week before class is preferred.
- ④ Faculty members who have been notified of the status of a full-time online student shall accommodate such students in a reasonable manner to ensure that they have the opportunity to attend classes. The specific measures of such reasonable accommodation shall be left to the discretion of the faculty members in charge of classes.

## 3. To prevent the spread of COVID-19

Please follow the guidelines below to prevent the spread of COVID-19

- Be sure to confirm the following guideline
  - <https://www.u-tokyo.ac.jp/content/400194408.pdf>
- Follow the above guidelines if any of the conditions below apply.  
In addition, please contact the course instructor and DO NOT attend in-person classes.
  - If you get infected with COVID-19
  - If you are a close contact or suspected of being a close contact
  - If you are not feeling well
- In case you get infected with COVID-19, please contact GraSPP Office and submit interview slip linked below.  
Contact Information: [pryugaku.j ""gs.mail.u-tokyo.ac.jp](mailto:pryugaku.j ) [Replace "" with @]  
[Interview Slip.xlsx](#)
- [HP] University Response to Coronavirus Disease 2019 – Index  
<https://www.u-tokyo.ac.jp/covid-19/en/index.html>

#### 4. Notes for taking class in classroom

- The use of mask will depend on personal choices.
- Ventilate classroom and sterilize your hands and desks to prevent infection.
- Pay attention to infection prevention before and after class.

#### 5. Rooms for taking online class on campus

Rooms below at International Academic Research Building are available for taking online class.

Class Room		Capacity	Available Schedule
12F	Seminar Room A	36	<b><u>Only when in-person class is not conducted.</u></b> Please carefully check class schedule.
	Seminar Room B	24	
	Seminar Room C	24	
	Seminar Room D	24	
	Seminar Room E	36	

\*SMBC Academia Hall(4F), Lecture Hall B(4F) and Seminar Room F(12F) are not available

[Notes for using classrooms above]

- Before using the rooms above, please carefully check when each room is used for in-person class. Be careful not to interrupt in-person class.
- The use of mask will depend on personal choices.
- Ventilate classroom and sterilize your hands and desks to prevent infection.
- Please note that you may be asked to move in case of sudden classroom change or for other reasons.
- Eating and drinking are not allowed in the room except for the beverage in spill-proof bottles.