

April 2, 2020

To all faculty

Policy for conducting subjects from April to prevent the spread of new coronavirus (COVID-19) infection

To prevent the spread of new coronavirus (COVID-19) infections, NAIST will conduct subjects from April based on the following policy.

- NAIST has canceled face-to-face subjects from Wednesday, April 8. For students, subjects are scheduled to start using the Lecture Archive from Wednesday, April 22. In order to record for the Lecture Archive, in principle, follow the 2020 syllabus subject schedule, and hold the subjects to be archived in the lecture room listed in the syllabus. (If a classroom that cannot archive is assigned, we will adjust the classroom for archiving.)
- For subjects archived between April 8th and April 28th, they will start to be made available from April 22, beginning with those lectures archived earlier. Lectures archived from May 11th will be made available to students one week after they are recorded.
- When assigning report assignments to students, consider the date on which the archived lecture will be available.
- As a general rule, please evaluate students by submission of a written report.
- Change the syllabus if you change the evaluation method. In addition, please explain the evaluation method in the archived lecture.
- Be sure to submit a “Permission for Storage and Use of Audiovisual Materials” form and make the class archive open to “Only NAIST Faculty, Staff, and Students” or “Free Access”. When using third-party copyrighted works, be sure to comply with the requirements for citation permitted in Article 32 of the Copyright Act that are "It is necessary to cite the work of another person. Your work is distinguished from the quoted part, such as by brackets. You are to cite the relationship between your work and the work clearly (mainly your work). ". In addition, please comply with the indication of sources as required by Article 48 of the Copyright Act. If you have any problems, please consult with the Division for Educational Development.

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