

April 14, 2020

To all students

Guidelines for studying subjects to prevent the spread of new coronavirus (COVID-19) infection

In compliance with the announcement from the Head of Crisis Measures Headquarters of April 2nd, 2020, lectures from April onward will be held as follows;

1. Make sure to check the electronic syllabus system and e-mails to your @xs.naist.jp addresses frequently. Important announcement concerning subjects will be announced through them.

2. All face-to-face lecture-type subjects in the spring semester are suspended as of April 8th. Subjects will be offered to students using the lecture archives, and this will start on April 22nd. Measurements for fall semester subjects will be considered at a later date, taking into account the COVID-19 situation at that time.

① In principle, all subjects will be recorded using the NAIST library lecture archive system. Simultaneous and bidirectional lectures using video conference systems will not be employed.

② In order to study effectively using the lecture archives, it is imperative to make and follow a detailed, independent study plan. This plan should be practical to avoid delays in your studies and to prevent the building up of unviewed lecture archives.

③ If too many students access the server at the same time it may go down. Currently ITC is investigating the server to make improvements on the system to prevent such a situation. However, depending on the outcome of this work, a rotation system for lecture viewing may be adopted. In this case, you will be notified by email.

3. To use the lecture archives in the library, you have to submit the signed “Agreement on use of digitized materials”. This form was included in the new student orientation materials package. If you haven’t submitted the form and cannot find it, please download it from the URL below, fill it in handwritten, and bring it to the NAIST library or e-mail it in PDF format to the e-mail address shown below.

Agreement form: <https://library.naist.jp/library/guide/application/index-e.html>

Mail address: lib-is@ad.naist.jp (Information Service and Digital Library Section)

① Lecture archives URL: https://library.naist.jp/library/archive_top/index-e.html

② The lecture archives can be accessed from outside the NAIST campus. You may be asked to enter your MANDARA ID and password.

③ Lecture archives viewing instructions can be found in “How to watch the lecture videos, FAQ” and other articles on the lecture archive page. Technical questions can be sent to the Information Service and Digital Library Section.

4. The archived lectures will be open for viewing either one week or two weeks after the lectures are recorded.

Recording is done on the same lecture schedule as originally listed in the syllabus.

- ① Lecture archives from April 8th to April 28th will be released in order to students two weeks after the recording, starting from April 22nd. Lectures recorded from May 11th on will be released one week after the recording. Lecture release may be advanced if the archiving process goes smoothly.
- ② Attachment #1 is the scheduled archive release dates for lectures recorded during this time. These dates are also shown in the Monthly Schedule event box in the Syllabus system.
- ③ Lecture archives recorded last year or earlier may be used if the contents do not require any updates. In this case, URL of the old archives will appear in the “Lecture related URL” box of the syllabus, and information on session reports and Q/A sessions may be placed in the “Handouts” box.
- ④ Lecture materials can be downloaded from the “Handouts” box of the syllabus. Referring to the syllabus for subject information regularly is very important.

5. Although studying on archived lectures enables flexible scheduling, it is strongly advised to make a practical and detailed study plan to view the archived lectures in April two weeks behind the curriculum, and from May, one week behind, following the lecture order and schedules indicated in the syllabus. You are also advised to arrange your viewing schedule along with the schedule in the syllabus so that you can easily maintain your daily and study routines easily.

- ① Since lectures in April will be viewed two weeks later and those in May one week later, please keep in mind that one week worth of lectures should be finished during the Golden Week in May.

6. To confirm that students view the lectures and to evaluate them for each one, students will be requested to submit reports for each session.

- ① Faculty members in charge of subjects will display report themes, their format, type, and due dates in a lecture slide. Such information will also be shown in the Monthly Schedule “comment” column of the syllabus system.
- ② The syllabus will be modified to reflect the actual situations. However, modifications may be delayed. If there is any discrepancy between the syllabus description and the faculty explanation during the lecture, please follow the latter.
- ③ The deadlines of lecture reports will be decided by faculty in charge of lectures in relation to the assumed date of archive release. The period for submitting reports may be short for some lectures. Please look at the Monthly Schedule comment column of the syllabus to confirm the due dates in advance, and maintain a practical study schedule.
- ④ Lecturers may request one single report to cover multiple successive lectures.
- ⑤ Even if archived lectures are released ahead of the schedule, the report due dates should be set based on the scheduled release dates.

7. Final evaluation is to be done using session reports and/or a final report that covers the entire subject. Final written tests are to be avoided.

8. Lecturers will accept questions from students after they view the lecture archives. Details for submitting questions, such as lecturer and TA e-mail addresses and contact methods, office hour reservation information (in-person or through internet), period of accepting questions, will be clearly displayed on a lecture slide.

9. Students are expected to view the archives in their home, apartment, dormitory, or through the MANDARA network on campus inside or outside laboratories. Please follow the faculty instructions about avoiding enclosed, crowded, or close-contact conditions if you study in the laboratories.

- ① Laboratory placement will be conducted as originally scheduled. Students will be given their laboratory PCs and desks when their laboratories are decided.
- ② Please do not use empty seminar rooms and classrooms without permission for self-study, because that could result in enclosed, crowded, or close-contact conditions, eventually.
- ③ Viewing the archived lectures by PC, rather than by smart phones, is recommended.

10. All lecture-type subjects designated as “Lecture” in the syllabus will be recorded. Practice-type classes designated as “Practice” in the syllabus will not be recorded.

- ① Please look at the Style part in the Basic course information section of the syllabus to find if the subjects are “Lecture” type or “Practice” type.
- ② Practice-type lectures may be changed to the lecture-type and then be recorded, or, some practical-type lectures with few students registered may be held as scheduled, while avoiding enclosed, crowded, or close-contact conditions. Please confirm details by referring to the syllabus.
- ③ Confirm whether off-campus Practice-type lectures will be held as scheduled in the syllabus
- ④ Each Education Program will decide and announce the holding of PBL subjects at a later date.

11. Subject registration is essential to obtain credits from the subjects. No credit of subjects will be given if students are not registered. Subject registration should be done using the Subject Registration System.

- ① Students can register for multiple archived subjects that are held at the same time on the same day. However it is strongly advised to plan your study schedule well to avoid cramming too many subjects into the spring semester. This registration rule is an exception for this semester. When the face-to-face lectures are restored in the fall, double registration such as this will not be permitted.
- ② Avoid registering too many subjects.
- ③ Other rules for subject registration described on page 21 of the 2020 Student Handbook (English part) will apply as they are, but registration periods will be adjusted due to the introduction of archived lectures. Please refer to the attachment #2.
- ④ The subject withdrawal period will be set for each subject and appear in the Subject Registration System. Subjects registered for but not withdrawn from will be graded and the grades will appear on students’ academic transcripts even if they do not attend.

12. Divisions will determine later whether or not Research-based Subjects will be held.

13. Doctoral program Lecture-type classes will also be archived. Faculty in charge of the lectures will announce the detailed information later.

Attachments (You need to enter your MANDARA ID and password):

1. Recording and archived lecture release dates

https://ad-info.naist.jp/gakusei/gakumu_kankei/risyu/日程 e.pdf

2. Subject registration procedures introduced according to the prevention policy of new coronavirus (COVID-19) infection.

[https://ad-info.naist.jp/gakusei/gakumu_kankei/risyu/Registration_Procedures\(COVID-19\).pdf](https://ad-info.naist.jp/gakusei/gakumu_kankei/risyu/Registration_Procedures(COVID-19).pdf)

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