

August 17th,2020

Dear Students,

Vice president of Nara University of Education

About how to conduct 2020 fall semester classes (1st version)

Spring semester had been conducted by non face-to-face system to avoid spreading of Coronavirus (COVID-19). Besides, the classes which are impossible to be done online or some classes that could avoid 3Cs, had been conducted by face-to-face system. In order for starting fall semester classes, the university made “About conducting fall semester classes(0817 version)”(attached table 1). Based on the current situation of Coronavirus(COVID-19) and students participation and feedback for the spring semester, We are starting fall semester with “Fall level 3”. Thank you for your understanding that we made the decision for safety and security for you and the society.

Please read carefully the points below and prepare for fall semester classes. These are also subject to change. Please check the university’s website and your inbox every day.

POINTS

1. Checking the syllabus

The fall semester syllabus is available on the university’s website from September 10th. You can see if your classes will be conduct by face-to-face system or non face-to-face system by checking 「受講上の注意、メッセージ」 field. Please make sure to check this.

As we mansion in “2. Class registration / amendment”, we rescheduled the term for class registration to figure out the number of participations of classes earlier. However, after student’s registration to adjust the number of students and admission capacities of each class rooms, the class conducting system (face-to-face or not) and contents of classes might be changed. You can check new syllabus reflected these changes from September 24th. Please don’t forget to check it again.

2. Class registration / amendment

To figure out the number of participations of classes earlier, we rescheduled the term for class registration. Please don’t forget to register classes in the term. We also

rescheduled amendment term as below. You can register classes with PCs in university's PC room and also with your own PC at home through VPN service.

・ How to access

University Website → to students(在学生の方へ)→Login tool (ログインツール)→VPN service(V P Nサービス)

University Website → to students(在学生の方へ)→Login tool (ログインツール)→Gakumu-joho system(学務情報システム)

How to use VPN service

<https://www.nara-edu.ac.jp/IPC/ssl-vpn.htm>

①Class registration term / amendment term

	Before	Rescheduled trem	note
Registration term	September 29 and 30	September 10 to 15 17:00pm	
Amendment term	October 9 and 12	October 9 to 14 17:00pm	
“kakunin hyou(確認表)” form submitting	October 13 and 14	Canceled	In the same way as spring semester, you will finish your registration with amendment of registration.

※To alleviate concentration of access on the webpage at the last day of each terms, please register classes with time to spare.

②How you complete your Fall semester registration

The submitting “kakunin hyou(確認表)” was canceled. You will finish your registration with amendment of registration. You are not able to change the registration after that. So please make sure if your registration is done correctly after you amend it.

③The others

・ If you have any problem with class registration/amendment through VPN service, please contact Education affairs section(kyomu-ka “教務課”) by email.

・ When you take unregistered classes before the registration finalized at October

14th, please tell your teacher about it in advance. Please don't forget to amend the registration. When you use moodle or electric portfolio for non face-to-face classes, from fall semester you can register not only moodle but also electric portfolio by yourself. Please register them by yourself.

3. The change of class time schedule

Due to the extension of recess between classes from 10 minutes to 15 minutes for changing classroom's air, washing your hands, disinfecting desks and preparation for non face-to-face classes, class time schedule is changed as below.

	Before	Changed schedule	Note
1 st /2 nd period	9:00-10:30	9:00-10:30	
3 rd /4 th period	10:40-12:10	10:45-12:15	
Lunch break	12:10-13:00	12:15-13:05	Lunch break is 50 minutes as before
5 th /6 th period	13:00-14:30	13:05-14:35	
7 th /8 th period	14:40-16:10	14:50-16:20	
9 th /10 th period	16:20-17:50	16:35-18:05	
11 th /12 th period	18:00-19:30	18:20-19:50	
13 th /14 th period	19:40-21:10	20:05-21:35	

4. The others

①Before fall semester starts, please move in right place where you can take all classes you register. When you'd like to change the mailing address where you receive materials for non face-to-face classes, please contact Education affairs section(kyomuka"教務課")

②As we keep conducting non face-to-face classes in fall semester, please prepare devices such as laptops and online environment at your home or dorm.

③For in case you take a non face-to face class before or after face-to-face classes, we provide waiting rooms (Taikishitsu"待機室") for the students who want to use their own PC. We also provide PC room for the students who are not able to bring their PC to the school (only available with a reservation) , but the seats at the room is limited ,If there are any problems with taking non face-to-face classes, such as the case you couldn't make a reservation, please contact to your teacher.

		Fall level 0	Fall level 1	Fall level 2	Fall level 3 Alleviated level than spring semester	Fall level 4 Stricter level than spring semester
classes	Lectures	•Face to face system is available for all classes (non face-to-face system is available too)	•Face-to-face and non face-to-face classes are available •Face-to-face classes must be reported in advance	•Face-to-face classes are available only with students less than 2/3 of admission capacity of each class rooms. •Face-to-face classes must be reported in advance	•Face-to-face classes are available only with students less than 1/2 of admission capacity of each class rooms •Face-to-face classes must be reported in advance	•Only non face-to-face classes are available
	Experiments & Practices	•Face to face system is available for all classes (non face-to-face system is available too)	•Face to face system is available for all classes (non face-to-face system is available too) •Face-to-face classes must be reported in advance	•Face to face system is available for all classes (non face-to-face system is available too) •Face-to-face classes must be reported in advance	•Face-to-face classes are available only with students less than 1/2 of admission capacity of each class rooms •Face-to-face classes must be reported in advance	•Only non face-to-face classes are available
	Off-campus classes	•Any systems are available	•must be reported in advance	• must be reported in advance	•must be reported in advance	• must be reported in advance
ゼミ		•Face to face system is available for all	•Face to face system is available for all	•Face to face system is available for all	•Face to face system is available for all	•Only non face-to-face classes are available

	classes (non face-to-face system is available too)	classes (non face-to-face system is available too)	classes (non face-to-face system is available too)	classes (non face-to-face system is available too)	available
Personal tutoring (including graduation thesis and master's thesis)	•Face to face system is available for all classes (non face-to-face system is available too)	•Face to face system is available for all classes (non face-to-face system is available too)	•Face to face system is available for all classes (non face-to-face system is available too)	•Face to face system is available for all classes (non face-to-face system is available too)	•Only tutoring for graduation and master's thesis are available by face-to-face system •• must be reported in advance
Presentations for graduation thesis and master's thesis	•Face to face system is available for all classes (non face-to-face system is available too)	•Face to face system is available for all classes (non face-to-face system is available too)	•Face-to-face classes are available only with students less than 2/3 of admission capacity of each class rooms. •Face-to-face classes must be reported in advance	•Face-to-face classes are available only with students less than 1/2 of admission capacity of each class rooms •Face-to-face classes must be reported in advance	•Only non face-to-face classes are available
Self-study	•Any systems are available	•Any systems are available	•needed the permission for entering the university in advance	•needed the permission for entering the university in advance	•needed the permission for entering the university in advance
Practical teacher training	• Depends on the judgment of each	• Depends on the judgment of each	• Depends on the judgment of each	• Depends on the judgment of each	• Depends on the judgment of each

	schools	schools	schools	schools	schools
Nursing care practice	•Depends on the judgment of each practice places	•Depends on the judgment of each practice places	•Depends on the judgment of each practice places	•Depends on the judgment of each practice places	•Depends on the judgment of each practice places
学校フィールド演習Ⅰ	・ Depends on the judgment of each schools	・ Depends on the judgment of each schools	・ Depends on the judgment of each schools	・ Depends on the judgment of each schools	・ Depends on the judgment of each schools

attached table 1

About conducting fall semester classes (0817 version)

※ 1 : In each level, when we have face-to-face classes, we should take measure to prevent infection such as avoiding 3Cs. Wearing masks, disinfecting materials, desks and your hands before and after classes are indispensable.

※ 2 : “must be reported in advance” means teachers need to report about the class for letting Education affairs section know how face-to-face classes are going in advance.

※ 3 : “・ needed the permission for entering the university in advance” means students need to apply for entering the university to student affairs section. Through the considerations in this section, the cases students couldn’t get the permission might be happened.

※ 4 : This table’s level setting is subject to change. Changes such as putting new levels between the levels (level1.5, 2.5, etc.) might be happened. We will announce about the change at least 2 weeks before it happens. If the situation is alleviated than before, you can stay following the old level setting.

※ 5 : The university keeps considering the table’s level setting based on the situation of spreading of infection and policies of government and Nara prefecture.