

June 23, 2020

Dear students,

Student affairs section

About entering university after the lifting of state of emergency (2nd version)

In accordance with the announcement “university measures after the lifting of the state of emergency (3rd version)緊急事態宣言解除後の本学の対応について（第3報）”, the policy regarding entering university will change after June 29th as following. Some activities are added to be permitted.

1. New permitted activities

- (1) You can enter the university by telling where you are heading and why to the security staff and showing them your students ID card to do the things below.
 - * Visiting service counters (exception: you need to bring the certification of permission to go to get advice for employment examinations for teachers)
 - * Getting certifications by the automatic machine (exception: certifications about health)
 - * Getting the card for purchasing student commuter pass
 - * Taking out some materials from the university
 - * Shopping at Co-op (生協“seikyo”)
- (2) You can enter the university by showing the certification of permission (copy of the e-mail) and, your students ID card to the security staff to do things below.
 - * Working as TA or SA
 - Please get a permission from teachers in advance
 - * Having a conference that your teacher tells you to attend
 - Please get a permission from teachers in advance
 - * Using a music room, an art room, a calligraphy room, a gymnastic room or a laboratory
 - Please get a permission from teachers or an administrator of the rooms in advance
 - * Having medical check-up, health consultation or counseling, or receiving a health certification at Health Center
 - Please apply to Health Center (hoken@nara-edu.ac.jp) by email in advance.
 - * Using books in the library
 - Please apply to the library (lib-service@nara-edu.ac.jp) by email in advance.
Please check the details coming up later at the Web site of the library.
Though there is a limit on the number of people who can enter the library, you can

also use the library even if the library is not your purpose to come to the university

2. Already permitted activities

- (1) If you need to enter university to use university PC to take online classes, please follow the below notice.

“About the permission to enter university for students who have trouble in taking online Classes”

<https://www.nara-edu.ac.jp/ADMIN/RYUGAKU/hitaimenshishou527.pdf>

You can make a reservation of the seat at Information Processing Facilities(情報館”Johokan”)

https://jisedai.nara-edu.ac.jp/open/netcommons/htdocs/index.php?page_id=729

You can also enter Information Processing Facilities if you make a reservation through above system in advance, even if that is not your purpose to come to the university, such as the case you take on-line classes after you take another class with face-to-face system.

- (2) If you received information from teachers that you inevitably need to take some of the face to face classes, please follow the below notice.

“Important matter in taking face to face classes (updated version) “

<https://www.nara-edu.ac.jp/ADMIN/RYUGAKU/taimenjugyou522.pdf>

※Student don't need to apply permission to enter university in this case.

(Please show the certification of permission (copy of the e-mail) and, your students ID card to the security staff)

3. If you need to enter university by other reasons except above item 1 and 2, please follow below procedure.

(1) How to apply

Please write the following items and send an email to service1@nara-edu.ac.jp.

件名 title of the email

【入構の申出（にゅうこう の もうしで） application for entering university】

※Regarding title, please write in Japanese for just in case.

①Name and student ID number

②The date and time (from ○○:○○～to○○:○○)you have to enter

③Where you want to go(Please write specifically)

④Reason that you have to enter

(2) Time allowed to enter due to inevitable reasons

weekday from 9:00am to 5:00pm

(3) Deadline of application

Please apply no later than 13:00 of 3 days before the date of entering university. (except for weekends and national holiday)

(4) If your application is permitted, on the day you use the facilities, please show your student ID card and the proof (such as screen on your smartphone or printed paper of the email that

certifies your application is accepted) to the staff of janitors' room at the university main gate.

【contact】 student affairs section service1@nara-edu.ac.jp