

## <Special Considerations for Class in relation to the novel coronavirus (COVID-19)>

1. In order to prevent the spread of the novel coronavirus (COVID-19), students who are absent from class due to the following reasons will be given special consideration as a temporary measure.

- ① If you have been infected with COVID-19.
- ② If you are instructed to stay home by public healthcare centers or medical institutions, etc. because you have been in close contact with someone infected with COVID-19.
- ③ If you have the symptom such as fever, shortness of breath (respiratory difficulties) or a strong sense of fatigue (weariness).

Because such an absence is different from “official absence,” the absence is counted as non-attendance. However, please apply for special considerations for class. Instructors shall do the following as far as possible, so that the student can smoothly learn what they should study.

### [Examples of the Support Concerning Classes]

- Provide the student with any materials distributed during class
- Indicate the material covered during class and explain the key points
- Provide guidance for self-study
- Provide other guidance and/or assistance regarding the class, including alternatives for the tests or reports(\*) given during the class.

(\*) Excludes “report examinations” (reports that are due on the specified deadline in the academic calendar).

\*As for non-attendance because of the above cases, the university has asked instructors to make sure that such non-attendance does not cause disadvantages in grading, in addition to the above arrangements.

\*If there is anything that needs to be confirmed in the application, the faculty members in charge may ask the student to submit an official certificate such as a medical certificate, etc.

## 2. How to apply

Application can be accepted on the web.

Application Period for fall semester courses:

From 9:00 am (JST) Monday, September 27 to 5:00 pm (JST) Monday, January 31

In order to promptly notify to instructors in charge of the courses, please apply immediately once the period of absence is confirmed.

Please login from the below URL of your home campus and apply.

Kinugasa/Suzaku Campus :

<https://cw.ritsumei.ac.jp/campusweb/SVA20D0.html?key=SUR20200402160912679300959>

BKC :

<https://cw.ritsumei.ac.jp/campusweb/SVA20D0.html?key=SUR20200513180617661107073>

OIC :

<https://cw.ritsumei.ac.jp/campusweb/SVA20D0.html?key=SUR20200513144705393525644>

For applications after Tuesday, February 1, please contact the Manabi Station on your home campus (Kinugasa Manabi Station for Suzaku Campus students) by e-mail or phone.

\*This is only for students who are taking face-to-face classes that are partially held after February or winter intensive courses.