

May 1, 2020

To all students

## Regarding the University Response to the COVID-19 Situation (Consolidated Version #2)

President Osamu Murata

As newspapers, television and other news outlets have been reporting for several days, the COVID-19 infection has been running rampant, not just domestically, but all over the world. In light of the spread of the infection, as well as the emergency declarations by the municipal governments in Hyogo Prefecture and Osaka Prefecture, universities have been asked to suspend their operations as well.

The thing we can all do in this situation is to remain at home and avoid going outside as much as possible. As no effective medical treatment has currently been established, it is necessary to reduce opportunities for person-to-person contact as much as we can. This is the optimal way to protect your health and safety, as well as that of your friends and family.

Our university values on-campus learning, including extracurricular education, where faculty members and students gather and learn together. We had moved forward with making preparations in order to offer a wide range of subjects this year, as well. In this social climate, however, in order to prevent our campuses from becoming infection clusters, we believe that it would be difficult for us to conduct classes as usual, and so we have decided to take the following measures. Previously made announcements have been included in this notice, as well. Please attend classes after checking the information.

We realize that this is inconvenient, but this decision was made with your health and safety as our top priority. We ask for your understanding and cooperation. We sincerely hope that we will soon be able to resume our regular lives and see you all in person, with smiles on our faces.

### **Undergraduate and Graduate Classes (Except for Classes at the Institute for Business and Accounting and the Law School)**

**\*For more information, please refer to “Procedures to Prepare for Class” and the “Q&A for Class-Related Issues.”**

We have conducted classes since April 21, starting with those classes where preparations for online lessons are complete. As for the form of those online lessons, assignments, summary listings, video broadcasts and other course content will vary from teacher to teacher. There are also classes which will begin in earnest after May 7, when preparations for online lessons are complete.

Syllabi will undergo revision so that classes may more appropriately meet their course objectives as online classes. Confirm the syllabi of classes you are going to take (information about the content of online classes will be listed in fields such as “Course Format” and “Study Required Outside Class”).

We realize that there are many aspects regarding online classes which may worry you, such as making preparations before taking the classes, as well as how to access and operate each system. However, university staff will do their best to provide support that is easy to understand as possible,

and exercise utmost consideration, so please do your best to approach online learning in a positive manner.

Class-related announcements will be posted in the notices section on the Kyogaku Web Service, so please check it regularly. Be aware that emails from teachers will be sent through LUNA to students' university email addresses (@kwansei.ac.jp). You can check previous notices from the following link. [https://global.kwansei.ac.jp/notices\\_nc2020](https://global.kwansei.ac.jp/notices_nc2020)

### **[Updated] Preparations for Online Classes**

To register for and take online classes, you will need a computer and an Internet connection in order to access servers that offer online course content. Please refer to the following website and make preparations. While you can take online classes via tablets or smartphones, there are some restrictions.

[Wiki for online class-related information] (Japanese only)

<http://kg-ict.info/wiki/?%E5%AD%A6%E7%94%9F%E5%90%91%E3%81%91%E5%BF%85%E8%A6%81%E3%81%AA%E6%A9%9F%E5%99%A8>

For students who cannot set up an environment to take online classes for economic reasons, the university has set up a policy to allow them to rent Wi-Fi routers (with 60GB of data per month) and laptops for free for three months. If you need help, please apply as soon as possible (you are responsible for the cost of shipping). Refer to the guides below for further information and key points.

[Guide for Free Wi-Fi Router Rental] (Japanese only)

[https://www.kgcoop.jp/news\\_3/news\\_detail\\_874.html](https://www.kgcoop.jp/news_3/news_detail_874.html)

[Guide for Free Laptop Rental] (Japanese only)

[https://www.kgcoop.jp/news\\_3/news\\_detail\\_873.html](https://www.kgcoop.jp/news_3/news_detail_873.html)

[Contact] University Co-Op Forum 0798-53-5150

### **Registering for Classes**

<Undergraduate Schools>

When reference timetables become available - May 8 (Fri) 8:50

When you can withdraw from registered courses - May 25 (Mon) - May 29 (Fri) 16:50

[Website for AY2020 course registration and learning handbook]

[https://www.kwansei.ac.jp/a\\_affairs/a\\_affairs\\_000660.html](https://www.kwansei.ac.jp/a_affairs/a_affairs_000660.html) (Japanese only)

<Graduate Schools>

When reference timetables become available (Theology, Law and Politics, Policy Studies, Education, Science and Technology (masters and doctoral programs), Language, Communication and Culture (master's program)) - May 1 (Fri) 8:50

[Website for AY2020 course registration and learning handbook]

[https://www.kwansei.ac.jp/a\\_affairs/a\\_affairs\\_002499.html](https://www.kwansei.ac.jp/a_affairs/a_affairs_002499.html) (Japanese only)

### **[Updated] Ban on Entry to Campus Premises**

We will extend the ban on entry to campus premises which was in place up to May 6 (Wednesday), until May 31 (Sunday). This ban on entry will apply to the Nishinomiya Uegahara Campus, Kobe-Sanda Campus, Nishinomiya Seiwa Campus, Nishinomiya Kitaguchi Campus, and Osaka Umeda Campus. However, due to the implementation of online classes, we are discussing the possibility of allowing students to use some computer rooms on campus around May 21 if they have no other recourse. We will make an announcement when the details have been finalized.

### **How to Buy Textbooks**

You can buy textbooks from the KG Co-Op by placing orders online and having them delivered to your home. Check the link below.

#### **KG Co-Op:**

[https://www.kgcoop.jp/book/book\\_102.html](https://www.kgcoop.jp/book/book_102.html)

### **No Classes on May 6 (Wed)**

Originally, classes were scheduled for these holiday dates, but due to the spread of COVID-19, undergraduate and graduate classes (excluding IBA and Law School classes) will be cancelled. With regard to the IBA and Law School, please follow the class schedule provided by each graduate school.

### **[New] Tuition Payments and Applications for Taking a Leave of Absence**

The deadline for making tuition payments has been extended by one month, from May 19 to June 19. There is also a system at the university for deferring tuition payments. If you are unable to pay tuition by the deadline, please contact your affiliated school or graduate school.

The submission deadline for requesting a leave of absence has been extended from May 7 to May 29. If you would like to request a leave of absence, please contact the office of your affiliated school or graduate school during the above period.

**[Contact Information for Schools and Graduate Schools]**

[https://www.kwansei.ac.jp/pr/pr\\_001684.html](https://www.kwansei.ac.jp/pr/pr_001684.html)

### **[New] Financial Support Such as Scholarships**

#### **(1) Special Scholarships**

Kwansei Gakuin University will provide special scholarships to support students whose household financial situations have suddenly undergone major changes, and who are having difficulty paying tuition. The scholarship amount shall be limited to either 400,000 yen (the annual amount) or the equivalent of half the amount of tuition (rounded down to the nearest thousand yen), whichever is lower. We will make an announcement on the website when details are finalized.

(2) HECS-Type Loans

Kwansei Gakuin University will set up HECS-type loans for students who are having financial difficulties due to reduced income from part-time jobs, etc., as a result of COVID-19. The amount of the loan will be over 30,000 yen, with the equivalent of annual tuition fees (roughly 700,000 to 1,200,000 yen) as the upper limit. Repayment will be deferred until the income of the student after graduation exceeds 400,000 yen. We will make an announcement on the website when details are finalized regarding procedures, etc.

HECS-Type Grants: A deferred tuition payment program implemented in Australia.

(3) National Study Support System for Higher Education

You are eligible for the national study support system if it is confirmed that you fulfill the conditions because of a sudden change to your household financial situation, and your income prospects after that change, due to COVID-19. Please read the following for details.

[MEXT Website]

[https://www.mext.go.jp/content/20200427-mxt\\_gakushi01-000006193\\_1.PDF](https://www.mext.go.jp/content/20200427-mxt_gakushi01-000006193_1.PDF)

[JASSO Website]

[https://www.jasso.go.jp/shogakukin/kyufu/kakei\\_kyuhen/coronavirus.html](https://www.jasso.go.jp/shogakukin/kyufu/kakei_kyuhen/coronavirus.html)

**If You Are Infected with COVID-19**

If you are diagnosed with COVID-19, or you suspect you are infected, please contact the office at your affiliated school or graduate school (or CIEC, if you are an international student at KGU through a student exchange agreement, or a short-term international student at KGU through a CIEC-operated program) by telephone immediately. For more details, check the site below.

**Procedures for Dealing with Infectious Disease:**

[https://www.kwansei.ac.jp/a\\_affairs/a\\_affairs\\_004387.html](https://www.kwansei.ac.jp/a_affairs/a_affairs_004387.html)

The situation regarding the spread of the COVID-19 infection is changing daily, and the university's response to it is changing daily, as well. We kindly ask for your continued understanding and cooperation.