

December 14, 2020

Nagoya University of Foreign Studies Activity Guidelines (from December 14)

In accordance with the response of the Aichi Prefectural Government to the new coronavirus, Nagoya University of Foreign Studies (NUFS) has established a set of activity guidelines. In principle, the levels will be reviewed on a regular basis.

	Levels	From December 14
1. Lectures/Classes	Level 2	In principle, online classes to be held Face-to-face classes are allowed if approved by the university.
2. Faculty / Research Activities	Level 1	Continue research activities with infection control measures (recommend research activities at home) Make appointments for interviews with students. In principle, refrain from holding seminars and symposiums with large numbers of participants, or conduct them online.
3. Office Administration	Level 1	Work as usual, taking care to prevent the spread of infection Work from home depending on the nature of the work.
4. Meetings	Level 2	Meetings of 10 or more people, including jurors, shall be conducted online. Face-to-face meetings may be used only when specifically approved by the President, if online meetings are not appropriate due to the protection of personal information and confidentiality.
5. Student campus access	Level 1	Partial relaxation of campus entry restrictions After taking measures to prevent infection, students are allowed to enter the campus for the purpose of taking designated classes, online classes, using the library/access points, and self-study (notification required). Receive (individual) academic guidance
6. Extracurricular activities	Level 2	No indoor gatherings on or off campus. Some extracurricular activities are allowed depending on the activity status. Permission to practice with small numbers of people in indoor and outdoor gymnasiums, with attention to infection prevention measures.

General Level Guidelines

Level 0: When the risk of infection is significantly reduced.

Level 1: Although there is a risk of infection, the request to refrain from traveling in daily life has been lifted and adequate measures have been taken to prevent infection. Therefore, it has been determined that students are able to live a near-normal university life.

Level 2: Although there is a risk of infection, the area has not been declared an emergency zone by the national or prefectural government, and the university has not been asked to suspend activities.

Level 3: Due to the declaration of a state of emergency or a cluster outbreak of infected persons on campus, a request to suspend university activities has been issued.

Guidelines for each level

1. Lectures and Classes

Level 0	Lectures as usual
Level 1	<ul style="list-style-type: none">- Lecture in the classroom with infection control measures- For classes that are difficult to take adequate infection control measures, online classes will be offered- As an infection prevention measure, students can attend lectures on-campus or from home using an on-campus computer or their own computer (It is at the discretion of each lecturer to decide which style of lecture to offer)
Level 2	In principle, online classes are held
Level 3	All classes are taught online only

2. Faculty / Research Activities

Level 0	As usual
Level 1	<ul style="list-style-type: none">- Continuation of research activities under infection control measures (encouraging research activities at home)- Appointments to meet with students- Refrain from holding lectures or seminars with a large number of people (generally speaking, more than 10 people)
Level 2	<ul style="list-style-type: none">- Continuation of minimal research activities on campus (home-based research activities are encouraged)- In principle, online classes are held, but meetings convened by the university, and other activities may be held on campus as needed
Level 3	<ul style="list-style-type: none">- In principle, teachers are not allowed on campus- Refrain from entering the campus except for remote classes and meetings called by the university

3. Office Administration

Level 0	As usual
Level 1	Work as usual, taking care to prevent the spread of infection. Work will be performed from home according to the work content

Level 2	<ul style="list-style-type: none"> - Telecommuting and staggered work hours are encouraged - Work assignments will be made under the direction of the supervisor, and if telecommuting is possible, work will be performed from home
Level 3	Only employees who are necessary to maintain the functioning of the university are expected to be present in the workplace. The others are encouraged to work from home if possible

4. Meetings

Level 0	As usual
Level 1	Face-to-face meetings with infection control measures taken, but online whenever possible
Level 2	<ul style="list-style-type: none"> - Meetings of 10 or more people, including official committee and department meetings, are done online - In order to maintain confidentiality of information not possible with online meetings, face-to-face meetings are only allowed when the university president specifically approves it
Level 3	<ul style="list-style-type: none"> - In principle, online meetings only - In order to maintain confidentiality of information not possible with online meetings, face-to-face meetings are only allowed when the university president specifically approves it

5. Student campus access

Level 0	As usual
Level 1	<ul style="list-style-type: none"> - Removal of campus entry restriction - Permission to use the library / access point and to enter campus for self-study purposes, subject to infection control measures (no application for permission required)
Level 2	<ul style="list-style-type: none"> - In principle, campus entry is not allowed - However, special events planned by the university (such as qualification exams) are permitted - Graduate students and fourth-year students may use the library only - Library use is limited to 2 hours with permission from the faculty member in charge - Some access points are available

Level 3	<ul style="list-style-type: none"> - All undergraduate, graduate students, and international students are prohibited from campus entry - However, with special permission from the university, you may enter the university (in this case, the university will notify you via the portal system). - Access points are not available. <p>Note: Access point means designated locations for students without internet access where they can use the on-campus Wi-Fi and computers such as Communication Plaza and designated computer classrooms (under consideration)</p>
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6. Extracurricular activities

Level 0	As usual
Level 1	- With maximum consideration for infection prevention measures
Level 2	<ul style="list-style-type: none"> - No indoor gatherings on or off campus - Some extracurricular activities are allowed depending on the type of activity - Private outdoor practice is allowed while taking care of infection control measures
Level 3	Total suspension of all activities