

【Important】 Teaching in the first semester of 2022 academic year

Chair of the Academic Affairs Committee

At the Graduate School of Intercultural Studies (GSICS), the first semester classes will be held through a combination of face to face and online. (All classes are required to move back online if the university's BCP level has been updated to level 3.) Each class instructor will inform you of the type of class.

The following are guidelines for how to take classes in GSICS. Please read it carefully and follow the procedures to ensure that you are registered correctly.

1. Types of online classes and how to participate in them

Online classes can be conducted in one of the following ways:

(1) The class instructor videotapes his or her lecture and posts it on Google Classroom, Google Drive or YouTube for students to view. Students can watch the video outside of class hours.

(2) The class instructor sets up a "meeting" using a web conferencing system (Google Meet, Microsoft Teams, etc.) and students participate in the meeting in real time. Students can also ask questions and make comments. (Real-time classes.)

(3) The class instructor uploads the lecture materials (e.g., documents and slides) to the Google Classroom or sends them to the students' email addresses as attachments. Students will respond in the same way.

The class instructor will determine the type of class, taking into account the Internet environment of the students participating in the class.

For more information on online classes, please refer to the "Information for Students" section in the following link.

<https://sites.google.com/view/teleclass-tohoku/>

2. Where to take online classes

As a general rule, you should take online classes at home.

If it is difficult for you to take classes at home, you may use a classroom in the Graduate School to take classes. Please contact the Academic Affairs Office (int-kkdk@grp.tohoku.ac.jp) if you would like to use a classroom to take classes.

3. Application for taking classes

Students must send an e-mail to the instructor of the class you wish to take from your DC mail account (or to the class representative for common subjects) preferably two days, but no less than a day before the first day of class. This also applies to the second class if you have decided to start attending from the second class onward.

The list of instructor email addresses will be posted on the Graduate School's website as soon as it is ready, so please check there. (Except for part-time instructors, instructor email addresses will also be listed at the end of the Student Handbook.)

4. Course Registration

Course registration cannot be done at the Academic Affairs Office. You must register for courses via the Student Affairs Information System and by submitting your course registration form to the Academic Affairs Office via the Google Form. For more information, please refer to the explanatory notes on the Graduate School's website.

5. Requesting Access to the Graduate School Building

QR codes are posted on the doors to department labs, reference rooms, printing rooms, and some other places. When you enter and leave those rooms, read the QR codes on the doors and follow the instructions shown.

* If it is difficult for you to use the Traceability System, please submit "GSICS Record of Entry" form each time you come to the campus. <https://forms.gle/J52NpHmcUY1vCgDZ8>

6. Orientation (for students entering in April 2022)

(1) New students are required to check the "Student Handbook" and other materials sent to them. (2) Some of these materials will also be posted on the Graduate School's website. **The**

Student Handbook in particular contains important information on your studies, research and student life, so please read it carefully.

(2) The orientation for the entire Graduate School will be posted on the Graduate School's website at 10:00 a.m. on Tuesday, April 5th.

(3) For course orientation, please follow the instructions given by your department.

7. Additional Information

New information will be uploaded as the situation changes. **Please be sure to check the Graduate School website and your DC mail at least once a day.**