

R Guide [Common to all colleges and graduate schools] Classes for 2024AY

This section explains class formats at Rikkyo University, including class structures and approaches to attendance and absence.

1. Class formats

The class format for each course shall be determined by the college, etc. providing the course based on university policy. The class format is described in the syllabus, so students should check when they are creating their course plans. In addition, regarding the number of credits acquired through remote classes, extra credits over 60 cannot be included in the college's credits required for graduation. Whether or not the credits are included in the 60-credit limit for remote classes is specified for each class format. Students should check the following list.

Class format classifications (As of AY2024)

Category	Class format	Notes			
		Number of classes (Face-to-face : Online)	Specified Day / period	Classroom allocated	Remote classes maximum of 60 credits
Face-to face course	①Face-to-face (all classes face-to-face)	14 times : 0 times	Yes	Yes	Not included
	②Face-to-face (partially online)	7 or more classes: 7 classes or fewer			
Online course	③Online (all classes online)	0 classes : 14 classes		In principle, none	Yes
	④Online (partially face-to-face)	6 classes or fewer : 8 or more classes			
On-demand course	⑤On-demand (all classes on-demand)	0 times : 14 times (On-demand)	None	None	Included
High-flex course	⑥ High-flex (Concurrent face-to-face and online classes)	Students themselves choose the class format for each class session	Yes	Yes	
Mixed-type	① Face-to-face(all classes face-to-face)	14 times: 0 times	Yes	Yes	Not included
	③ Online(all classes online)	0 classes : 14 classes		In principle, none	Included

(1) Quarterly courses

Quarterly courses shall consist of ① all seven classes taught face-to-face, ② four or more classes taught face-to-face and three or less classes online, ③ all seven classes online, ④ three or less classes taught face-to-face and four or more classes online, or ⑤ all seven classes in on-demand format.

(2) Classroom allocated

In the case of class format with “Yes” in the classroom allocated, a classroom is allocated as a place to conduct face-to-face classes and to take online classes. For classrooms that have been allotted to courses, check the syllabus and the course registration status screen.

In the case of class format with “None” or “In principle, none”, no classrooms will be allotted per course. Students who take classes on campus should use the classrooms for online classes at each campus. Refer to “ 2 . Online classes” on this page regarding online classrooms for the academic year.

(3) Remote classes maximum of 60 credits

The upper limit applies to credits required to graduate from colleges. Certification Courses (courses beginning with G****) and graduate courses are not subject to the “60-credit limit remote classes”.

If undergraduate students take graduate school courses and their credits are included in the requirements for college graduation, they will be subject to the 60-credit limit for remote classes depending on class formats, just like for college courses.

(4) Other precautions

- High-flex courses (course taught face-to-face and online at the same time) are subject to only Certification Courses (courses beginning with G****) and graduate school courses.
- The mixed type refers to, as a variation of class formats, in which ① face-to-face classes (all classes face-to-face) and ③ online classes (all classes online) are offered simultaneously. It is subject to only free elective courses in the comprehensive courses and the language courses of the university-wide liberal arts courses. Students shall select one of the courses (class format) in advance and register to take the course, then take course in the class format selected throughout the semester.
- When taking online courses, ensure a sufficient internet connection and take the courses in a quiet environment.

2 . Online classes

● Formats for online classes

Online classes generally have the following formats, (1)-(3). In addition, there are some courses conducted using a combination of (1)-(3) with presentation of course materials and assignments, depending on the class. Follow the instructions of the person in charge of the course for details about each class.

- (1) Live participation type: Online seminar format (interactive real-time meeting)
- (2) Live viewing type: Online lecture format (one-way real-time video distribution)
- (3) On-demand type: Online recorded delivery (one-way video delivery)

*Courses that offer all classes on demand are called “on-demand courses.” On-demand courses have no specified day or period, so you can take them according to your schedule.

However, you will be instructed as appropriate regarding the term for each class and when to submit assignments. It is necessary to check the syllabus and instructions from the person in charge of the course on Canvas LMS, etc., and study as planned, even without a specified day or period.

- Taking online classes

Please check the following when taking online classes.

- ◇ Recordings of (1) and (2) may be transmitted after the class, but assignments may also need to be submitted within the class schedule. As a general rule, students must take the class on the specified period and day.
- ◇ Depending on the course, classes may consist of a combination of face-to-face classes, or face-to-face makeup classes may be held on a schedule other than the appointed day and period (such as makeup class days). Please follow the instructions of the person in charge of the course for details.
- ◇ For information on where to take online classes on campus, such as if the courses you are registered for before or after are face-to-face, see below “Taking online classes on campus.”

- Taking online classes on campus

When taking online classes on campus, such as if a face-to face class is scheduled before or after online class, courses with allocated classrooms are available in the allocated classrooms, and online courses(all classes online) are available in the classrooms for online courses. In some cases, even for ③Online(all classes online) courses, classrooms may be allocated according to curriculum needs, so please check the syllabus. As a general rule, you should bring your own necessary device, as the number of university loaned PCs is limited.

Ikebukuro 8201: Mon-Fri periods 1-G6, Sat periods 1-5

Niiza N851: Mon-Fri periods 1-5, Sat periods 1-2

- ◇ Empty classrooms (available when all of the above classrooms are crowded)

Check the usage status shown on the display in front of each classroom to see if the classroom is empty. (For classrooms without displays, the same information can be accessed using the QR code posted next to the classroom entrance.)

3. The Online Class Manual site

The Online Class Manual guides you through tools and operations related to online classes. If you have any questions about taking online classes, make sure to check this site.

<https://helpdesk.rikkyo.ac.jp/>

4. Class cancellations

Class cancellations mean that a class is not offered on the day and period when the class is usually held. Check your RIKKYO Mobile notifications or the website below. In addition, in case of a sudden class cancellation on the day, the person in charge of the course may give notice through a class support system (Canvas LMS). If there is no notice of class cancellation, but if the person in charge of the course does not enter the room more than 30 minutes after the beginning of class, please contact the relevant academic reception counter. Notice of class cancellation* <http://kyomu.ic.rikkyo.ne.jp/~kyuko/cancelK.aspx> *Viewing the above sites off-campus requires setup to access the campus intranet. [Access to campus intranet](#)

5. Makeup classes

The person in charge of the course may conduct makeup classes (1) on a predetermined makeup class day (after third period on a specified Saturday) or (2) on another date (after third period on a Saturday other than a makeup class day, or after fifth period Monday through Friday during the period of classes). Please check the following list of makeup classes for information. [Makeup class days] After third period on the following Saturdays Spring semester: May 4, May 25, July 6 Fall semester: October 26, November 30, December 21 *Makeup classes are not always held. Check messages from the person in charge of the course or the bulletin board. *In the following list of makeup classes, makeup classes held after third period on Saturdays other than makeup class days or after fifth period Monday through Friday during the period of classes are shown as “makeup classes outside specified periods,” and makeup classes held on makeup class days are shown as “makeup classes on specified days.” In addition, makeup classes outside specified periods will be updated once a week, and makeup classes on specified days will be updated approximately one week prior to the date of makeup classes.

Campus	List of makeup classes
Classes held at Ikebukuro Campus	Makeup classes outside specified periods Makeup classes on specified days

Classes held at Niiza
Campus

[Makeup classes outside specified periods](#)

[Makeup classes on specified days](#)

6. Attendance

Attending class is a matter of course, but not every class at university takes attendance. The person in charge of the course determines whether to take attendance when planning classes. See also the grading criteria on the syllabus. Please follow the instructions of the person in charge of the course regarding what is considered attending/taking a class.

7. Absence from class

Students are not exempted from attending classes except for the following reasons: designated school infectious diseases, or requirement to serve on saiban-in (lay judge) duty during the saiban-in selection procedure or during a trial. (There is no system of “*authorized absence*”). If you do not meet the attendance requirements specified by the person in charge of the course, you will be absent from class. If you are absent due to a specific reason, such as school infectious diseases, the following academic considerations will be made.

1. Procedure in the event of students contracting a designated school infectious disease

- (1) Students absent from class due to the diseases, which designated School Health and Safety Act as school infectious diseases, will be exempted from absence by following the procedure.
- (2) The procedure for applying for Exemption is as follows. Procedures must be performed after a visit to a medical institution. The results of a commercial antigen test kit, etc. cannot be used to prove the school suspension period, and therefore cannot be applied for.
- (3) No later than 7 days from the date when the student recovered (or the following day if the deadline falls upon the office closing day), the student must present to the relevant Academic Affairs Office a “[Certificate of Permission to Attend School](#)”^{*1,*3} prescribed by the University on which the medical institution has written or a “Medical Certificate”^{*2,*3} issued by the medical institution stating the school suspension period and date when the student is able to attend class.
- (4) Applicants should receive a document addressed to the course instructor at the relevant academic affairs office and submit it to the instructors of the classes which the student is registered for and was absent form during the class hours.

*1 A “[Certificate of Permission to Attend School](#)” form can be downloaded from the SPIRIT Academic Affairs Division page. Please read and follow the instructions on the “[Certificate of Permission to Attend School](#)” carefully when visiting a medical institution.

*2 If the medical institution which diagnosed the disease is not that which treated the disease, the student may not receive a “Certificate of the school suspension

period”. In this case, both a “Medical Certificate” stating the infection period and issued by the medical institution which diagnosed the disease and a “Medical Certificate” stating the date the student was free of infection and the date when the student was able to attend school, issued by the medical institution which treated the disease, are required.
 *3 As for the “[Certificate of Permission to Attend School](#)” or a “Medical Certificate”, please submit the one issued on the date after healing. However, for influenza(excluding specific avian influenza) and new coronavirus infections, applications may also be accepted with a “Certificate of Permission to Attend School” or a “Medical Certificate” by medical institution issued at the time of the initial consultation.

Applicable diseases

Type 1	Ebola hemorrhagic fever, Crimean-Congo hemorrhagic fever, smallpox, South American hemorrhagic fever, Plague, Marburg virus, Lassa fever, Poliomyelitis, Diphtheria, Severe acute respiratory syndrome (SARS), Middle East Respiratory Syndrome Coronavirus(MERS), Specified Avian influenza *In addition to the above, pandemic influenza, designated infectious diseases, and new infectious diseases stipulated in Article 6, Paragraphs 7 through 9 of the Act on the Prevention of Infectious Diseases and Medical Care for Patients with Infectious Diseases.
Type 2	Influenza (excluding Specified Avian influenza), whooping cough, Measles, Epidemic parotitis virus, Rubella, Chicken pox, Pharyngoconjunctival, Tuberculosis, Meningococcal meningitis, New corona virus infection (COVID-19)
Type 3	Cholera, Bacterial dysentery, Hemorrhagic coliform infection of the intestinal tract, Typhoid fever, Paratyphoid, Epidemic keratoconjunctivitis, Acute hemorrhagic conjunctivitis, Other infectious diseases (Only if the student is instructed by a doctor to refrain from attending school and the school doctor determines that action is necessary as a Class 3 infectious disease from the viewpoint of preventing the spread of infection in the event of a serious outbreak on campus) *The school doctor's decision will be based on the submitted “ Certificate of Permission to Attend School (University Format) ” or a “Medical Certificate” .

2. Procedures in the event of lay judge duty

If students appear in court and are absent from class due to the date appointed for jury-member-selection proceedings or for a trial in which they are appointed as a jury member, they will not be treated as absent if the prescribed procedure is followed. Check the course guidebook for details.

8. Accidents and injuries during classes

Accidents and injuries during classes

Accidents and injuries in class are covered by Disaster and Accident Insurance for Student Education and Research. Online classes may also be covered by the same insurance. See below for details.

[Disaster and Accident Insurance for Student Education and Research](#)