

Conducting Online Classes for Spring Semester

■Regarding the Resumption of Classes Online

The classes will be held in accordance with the policy below.

[Resumption of classes online from May 7 \(1st Bulletin\) \(Apr. 21, 2020\)](#)

[Resumption of classes from May 7 \(2nd Bulletin\) \(Apr. 22, 2020\)](#)

[Resumption of Classes from May 7 \(3rd report\) \(Apr. 28, 2020\)](#)

■How to Conduct Online Classes

For important information regarding how to take online classes, please see [PDF①](#)

■Enrollment

There is a significant change regarding the schedule of enrollment. Please see [PDF②](#) for the details

■Acts against Information Ethics

For cautionary points to take the online classes, please see [PDF③](#)

Preparation to Take the Classes

Since all the classes will be held online, there are a few technical things you need to prepare before taking them.

■Support Measures for Preparing the Necessary Environment for

Taking Online Classes

"Emergency Relief Package in Response to the COVID-19 Outbreak" was announced by the Rirumeikan Trust on April 27, 2020.

Please see the below link for the details.

<http://en.ritsumeai.ac.jp/news/detail/?id=490>

■ Technical Equipment and Communication Environment

① Technical Equipment

To take the online classes, please prepare the equipment such as PC, smartphone and tablet so that you can connect to the internet.

• Please check the below to install the Microsoft Office and other information about IT service.

<http://www.ritsumei.ac.jp/rainbow/service-search-cate-software/#catetop>

(Please click the Google logo at the top right to choose the language)

• To check which browsers are compatible with manaba+R, please see below.

<http://www.ritsumei.ac.jp/file.jsp?id=365458>

② Internet connection

Please adjust your Internet settings to make sure that you can connect at home, at your student accommodation or elsewhere outside university facilities. Teaching activities such as live streamed classes may require high broadband capacity. We recommend that you use an Internet connection through fiber-optic cables that allows unlimited use for a fixed fee. Please note also that some mobile phone companies offer services such as making additional charges for data communication plans for smartphones and other devices free under certain conditions. Please check with your service provider.

③ Free loan of terminal and telecommunications devices

Students who do not own a personal computer, tablet or smartphone that can be used for everyday study, and who for financial or other reasons are unable to access such a device, will be offered the free loan of a terminal or telecommunications device from the university for the duration of the spring semester. Please follow this link to apply:

<https://cw.ritsumei.ac.jp/campusweb/SVA20D0.html?key=SUR2020042218253182670093>

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Opening date for applications: Monday April 27, 2020, from 10.00 AM (Japan time)

Contact for related inquiries: person in charge of rental PC, Office of Academic Regulations, Ritsumeikan University

TEL:075-813-8170 —Monday April 27 (9 : 00 – 17 : 30)

TEL:075-813-8562 —From Tuesday April 28 onward, Monday-Friday 9 : 00 – 17 : 30

④VPN Connection

VPN connection enables you to connect Rainbow system through the internet at home and elsewhere. By using it, you can access to the materials folders which are normally available only through the network on campus. Please see below for the details.

<http://www.ritsumei.ac.jp/rainbow/service-vpn/>

■Security

Information security incident can occur to anyone since everything is connected online. Please check the website below and take extra caution when using the PC or other electric devices.

<http://www.ritsumei.ac.jp/rainbow/security/>

■Online Tools

①Manaba+R

Manaba+R is an e-learning tool to support your study. It will help you to prepare and review the classes. For this semester, you will use it to join the online classes.

- Manaba+R online manual

<http://www.ritsumei.ac.jp/pathways-future/student-manual/manaba/>

- How to use manaba+R at classes (explainer video)

<https://www.pip-maker.com/?view=2pjl>

②Office 365 ProPlus

Ritsumeikan University students can install Microsoft Office software (Word, Excel and Power Point) for free of charge. You can use it to write a report, make a spreadsheet and a presentation material. Please see below for the details.

<http://www.ritsumei.ac.jp/rainbow/service-softwareproplus/>

③Online Meeting System (Skype for Business, Zoom, etc.)

They will be used for online live classes which will be held in accordance with class timetable. Ritsumeikan University does not specify the online tool used for each class. Please check course news of each course by using manaba+R before the online live class, and follow the

instruction from the lecturer.

- For the online manual, please see below.

Skype for Business: <http://www.ritsumei.ac.jp/rainbow/service-onlinemeeting/>

Zoom: Coming soon

④E-book Service

The library has purchased hundreds of new titles in e-books, which are useful for pre-learning for lectures and creating assignments, so that they can be viewed from mobile terminals and home PCs. In addition, during the period from April 1 to May 31 (there is a possibility of extension depending on the situation), a new e-book trial reading service has been introduced, and the number of accessible titles has been greatly increased.

For details, please check the Ritsumeikan University Library website.

Ritsumeikan University Library > E-book service Special page for a limited time

<http://www.ritsumei.ac.jp/lib/m02/010/e-book/>

⑤Databases

The library has various databases for various newspapers such as the Asahi Shimbun and the Yomiuri Shimbun, as well as magazines and academic journals such as the Nikkei Business and Nature. On the dedicated page, you can narrow down the database by purpose or search the database by keyword.

In order to take measures against the coronavirus (COVID-19), you can also find the information on electric materials which are specially provided (free of charge) during the limited period with the cooperation of publishers and bookstores on this page.

Ritsumeikan University Library > Databases

<https://database.ritsumei.ac.jp/opac/gateway/?lang=1>

⑥Software installed to PC for class and self-study (Rainbow PC)

You can download the software installed to the PC for class and self-study to your own PC. Please see below for the details.

http://www.ritsumei.ac.jp/rainbow/news/detail/?detail_id=86

■ Textbook

In response to the declaration of a state of emergency, the university has prohibited campus access and all CO-OP stores will be closed from Wednesday, April 8 until Wednesday, May 6. If the prohibition of campus access is lifted after Thursday, May 7, the duration of textbook selling period will be extended until Friday, May 29. For details, we will update the information on the CO-OP website as needed, so please frequently check the website.

立命館大学生協組合 (Ritsumeikan CO-OP) > 教科書購入ガイド (Textbook Purchasing Guide)

<https://www.ritsco-op.jp/text/guide.html> (Japanese)

(Kinugasa・OIC)

*We will continuously handle online order delivery for students who would like to purchase textbooks early or have difficulties to come to the book store on the campuses, so please use this service if required. The ordered items will be delivered as soon as they become available.

For online order delivery, please proceed from the following “Textbook Search”.

Kinugasa : <https://www.ritsco-op.jp/text/books-kinugasa.html>

OIC : <https://www.ritsco-op.jp/text/books-oic.html>

(BKC)

The web ordering system will be resumed on Friday, May 1.

Moreover, after the relocation process is completed, we will proceed with the delivery in order of receipt, however in this situation, it may take approximately two weeks to deliver items since we have scaled down the store structure. We would appreciate your kind understanding.

BKC : <https://www.ritsco-op.jp/text/books-bkc.html>

■ Manuals

①Manaba+R: <http://www.ritsumei.ac.jp/pathways-future/student-manual/manaba/>

②Skype for business: <http://www.ritsumei.ac.jp/rainbow/service-onlinemeeting/>

③Zoom: Coming soon

Help Desk

■ Q&A

Please check the frequently asked questions and their answers before you contact us. (PDF⑧)

■ Contact

<http://en.ritsumei.ac.jp/contact/>

Consideration on Absent from Classes over COVID 19 Outbreak

① The spring semester classes will be held on the web. Let us explain how to take a class!

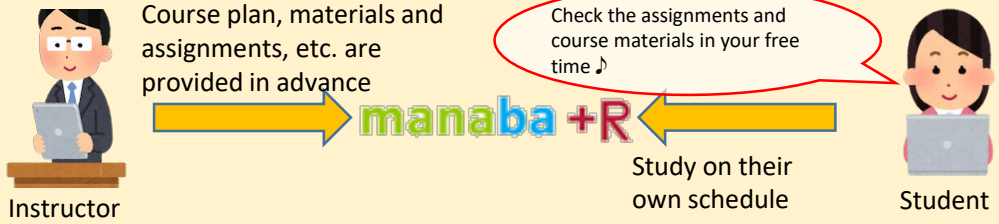
There are roughly two methods of taking classes. Note that the method varies depending on the course you take!

① On-Demand Classes using manaba+R “Non-live-stream classes”

〈Features〉

- Students work on the assignments or instructions received from the instructor within the designated time period
- Students work on homework and assignments on their own schedule
- Course materials such as online videos and assignments for students to work on are provided through manaba+R

〈Image of taking a class〉

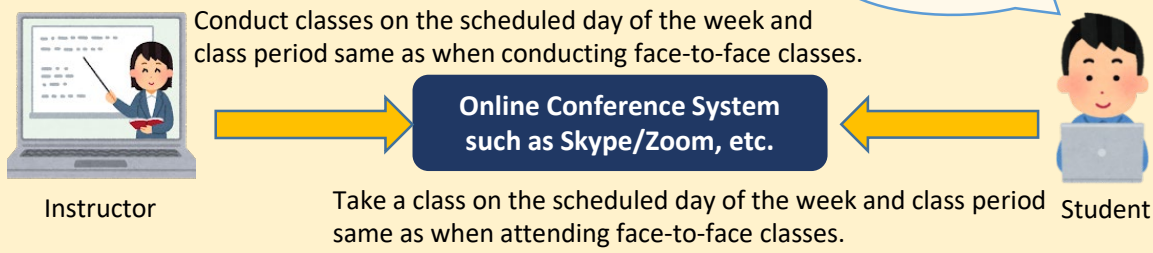


② Live-Stream Classes classes distributed on real time as scheduled

〈Features〉

- Instructor and students learn together in the same online learning environment.
- Live-stream classes are conducted on the designated day of the week and class period according to the time schedule.
- Classes are conducted same as traditional face-to-face classes.
- Mainly use online conference system (skype/zoom, etc.)

〈Image of taking a class〉



After May 4, course plans from May 7 to 15 will be informed on Course News or in Resources (course materials).

Let's check if the courses you are going to take will be applied to either ① • ② by May 6!

Avoid downloading the posted course materials before and after the starting time of class as manaba should be overloaded during the time period!

〈Points for taking a class〉

- Check the instructions provided by your instructor in line with your schedule !
- Must check “Course News”!

〈Points for taking a class〉

- Recommended to download course materials in advance for live-stream classes!

Class contents for the next week will be informed/notified on Course News or in Resources (course materials) in advance.

Must set a reminder on manaba+R in order to receive the information of each course!

A piece of advice when taking classes on the web

Let's write the contents of course plans in Outlook (manual pages) or other schedule management system for giving yourself extra time to access manaba+R!

In the case of live-stream classes, it is convenient if you also transcribe their URLs♪

② Information on course registration

You can register for courses once again in May, after the resumption of classes!

〈Course registration after the resumption of classes〉

Course plans and grade evaluation method (= syllabus) will be changed since classes in the spring semester are going to be conducted on the web. Therefore, there will be another opportunity to register courses in May.



Be sure to grasp the schedule!

Correction Period for Course Registration : from 6:30a.m. on Tuesday, May 19 to 11:00a.m. on Friday, May 22

〈Image of the schedule〉



〈In order to take classes prior to the Course Registration Period...〉

Attention ! You cannot use Course on manaba+R for the courses that the registration has not been completed for approx. two weeks after the resumption of classes until the Course Registration Period.

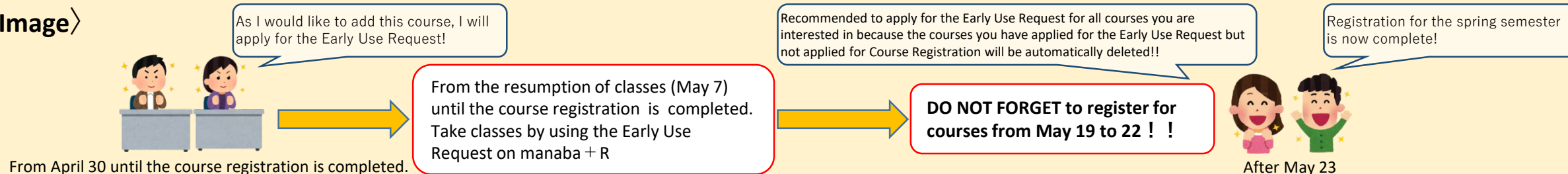
In such as case... **Let's apply for Early Use Request ! !** (Available to apply from Thursday, April)

(*Note that it may be difficult to access manaba+R on April 30 due to the maintenance.)

*Check on how to apply and cautions on "Registration Guidebook" of each College★

*Note that Early Use Request and Course Registration is NOT the same thing. If you would like to take the course, please do not apply only for the Early Use Request but also do not forget to register for the course during the Course Registration Period!

〈Image〉



April 27, 2020
Academic Affairs Committee

Prohibition of Behavior against information ethics

To all students,

April 28, 2020

The web-based classes using manaba+R, etc. will be resumed from Thursday, May 7. In order to resume the web-based classes, the university strictly prohibits the following behaviors which lead to invasion of privacy, copyright infringement or obstructing classes because these behaviors violate the Ritsumeikan University Student Disciplinary Regulations (Article 5-3 Behavior against information ethics). As those can be subject to disciplinary actions, please be careful with this.

1. Sharing the URLs and ID/Password for meetings which were distributed in the live-stream classes using the online conference system such as Zoom, Skype, etc. with third parties unrelated to the classes.
2. Taking photos of the aspect of the live-stream classes without permission of the instructor in charge or attendees, then sharing and spreading them on SNS, etc. Also, recording the contents of classes and publishing them without permission of the instructor in charge.
3. Redistributing course materials which were distributed in web-based classes without permission of the instructor in charge.
4. Sharing the URLs regarding the unlisted video materials published on the internet (youtube, etc.) for class use only, with the third parties unrelated to the classes.

Ritsumeikan University

To all our students

April 21, 2020
Ritsumeikan University
Division of Academic Affairs

Resumption of classes online from May 7 (1st Bulletin)

As we informed you on April 7 through manaba+R and other platforms, Ritsumeikan University has canceled all classes from April 8 until May 6. The university will resume classes online from May 7 and will in principle continue to hold classes online throughout the spring semester. Details of the resumed classes will be communicated to you shortly, so please continue to check for messages from the university. At the present moment, the planned schedule is as follows:

○ Given the cancellation of classes until the end of April, some classes will follow a changed syllabus (changes to course plans, grade evaluation method, etc.). Individual students are requested to check the syllabus on or after April 30. Syllabus for some courses will be revised by May 6, so please be sure to check for updates.

* On April 30, students may experience a delay in connecting to the website due to system maintenance on that date.

○ The four-day period from May 19 to May 22 is designated as the period for altering course registrations (open to all students).

For the spring semester of this academic year, as well as cancelling course registrations, students will also be able to register for additional courses. Students who omitted to register or who for some other reason were unable to register in the period from April 6 to April 8 will also be able to register during the abovementioned four-day period.

○ The application period for manaba+R Early Use Request is from April 30 to May 22. Students considering altering their course registration should make an Early-Use Request on the course for which they intend to register after altering their original registration. Such students are reminded to carry out the official cancellation or additional registration procedures between May 19 and May 22.

To all our students

April 22, 2020
Ritsumeikan University
Division of Academic Affairs

Resumption of classes from May 7 (2nd Bulletin)

Preparation for participation in online classes

As we informed you recently through the university website, Ritsumeikan University will resume classes online from May 7, even if the state of emergency is extended beyond that date. Following the resumption, online classes will continue in principle until the end of the spring semester. It is highly unfortunate that the current coronavirus (COVID-19) infection has led to an ongoing situation where face-to-face teaching cannot take place, but despite having to switch to online media, the university is committed to the utmost efforts to maintain the quality of teaching so that all students are in a position to reach the learning goals set for their respective courses.

To prepare for participation in online classes, students are requested to read the guidance below and ensure that they have the necessary arrangements in place.

1. Requirements for participation in classes

(1) Terminal device

Please make sure you have a device that connects to the Internet (personal computer, smartphone, or tablet). For information on how to install and use frequently used software packages such as Microsoft Office, please visit the homepage of our IT Support Center: <http://www.ritsumei.ac.jp/rainbow/service-search-cate-software/#catetop>

To make sure that you can use manaba+R, please check the list of compatible browsers [here](#).

(2) Internet connection

Please adjust your Internet settings to make sure that you can connect at home, at your student accommodation or elsewhere outside university facilities. Teaching activities such as live streamed classes may require high broadband capacity. We recommend that you use an Internet connection through fiber-optic cables that allows unlimited use for a fixed fee. Please note also that some mobile phone companies offer services such as making additional charges for data communication plans for smartphones and other devices free under certain conditions. Please check with your service provider.

2. Free loan of terminal and telecommunications devices

Students who do not own a personal computer, tablet or smartphone that can be used for everyday study, and who for financial or other reasons are unable to access such a device, will be offered the free loan of a terminal or telecommunications device from the university for the duration of the spring semester. Please follow this link to apply:

<https://cw.ritsumei.ac.jp/campusweb/SVA20D0.html?key=SUR20200427141328975308078>

Opening date for applications: Monday April 27, 2020, from 10.00 AM (Japan time)

This link for application will not be available during the hours below due to maintenance.
From 4:30 AM to 5:30 AM every day (During course registration periods: from 2:00 AM to 6:30 AM)
From 7:30 PM on every Wednesday to 9: 00 AM of the following day
(This maintenance may not be carried out in some cases).

Contact for related inquiries: Loan PC Section, Office of Academic Regulations,
Ritsumeikan University

[TEL:075-813-8562](tel:075-813-8562) Monday-Friday 9 : 00-17 : 30

3. Support with arrangements for participating in online classes

Given the present circumstances, we have been obliged to ask students to make arrangements to participate in online classes at very short notice. Moreover, even if the state of emergency is lifted on May 7, it may continue to be necessary to prohibit or restrict access to the campus, in which case it will still not be possible to use the university's telecommunications, printing and other facilities. In view of this situation, the university continues to investigate ways of supporting students (undergraduate and graduate students) to put in place the optimal environment for participating in online classes at home. We plan to contact students with specific details of these support arrangements by the end of April.

To all students,

April 28, 2020

Division of Academic Affairs, Ritsumeikan University

Resumption of Classes from May 7 (3rd report)

- Preparation for Online Classes -

1. Support for preparing an environment suitable for online classes

Ritsumeikan University has decided to provide all undergraduate and graduate students with the sum of 30,000 yen in an effort to support students in preparing an environment suitable for online classes. This is in addition to the free rental computers and communication devices that we introduced in the 2nd report and is part of an emergency aid package totaling 2.5 billion yen that the Ritsumeikan Academy provides to students of Ritsumeikan University, Ritsumeikan Asia Pacific University, and affiliated high schools, junior high schools, and elementary schools in response to a succession of situations, including limitations to learning opportunities, changes in teaching methods, and difficulties in studying and lifestyle, caused by the spread of novel coronavirus (COVID-19). For more information, see [here](#).

2. Request for cooperation to reduce access congestion

In order to prevent a recurrence of the serious manaba+R operation delays that occurred at Ritsumeikan University on April 6 and 7, the universities are increasing the number of and improving the servers and asking teachers formulate ways to reduce access congestion while teaching online.

Students are also asked to cooperate in reducing access congestion by adhering to the following.

To check the manaba+R manual click [here](#).

- ① After May 4, lesson plans (for May 7 - 15) will be announced in the course news and materials. From then on, **the content of the next week's class will be announced in the course news and materials in advance**, so please be sure to check them. Make sure that you download the stipulated class materials and assignments and work on them in accordance with the instructions.
- ② Congestion to manaba+R is worst at the beginning of regular classes (9:00, 10:40, etc.), so **please avoid the times immediately before and after classes** and **download class materials** as early as possible.
- ③ Please check and take a note of the URL and password for live classes in advance so that you can participate without accessing manaba+R. If materials used in the class are made available beforehand, we recommend that you download them well in advance.
- ④ Set manaba+R reminders to receive notifications of updates for each class and more.

3. Compliance with Information Ethics

The following actions violate information ethics and so are strictly prohibited when attending online classes.

- ① Sharing with third parties unrelated to the class, URLs, meeting IDs, and passwords provided for live classes which use online conference systems such as Zoom and Skype.
- ② Taking photos of live classes without the permission of the instructor in charge or attendees, and sharing or disseminating said photo(s) on social media and online platforms. In addition, the contents of the class may not be recorded or made public without the permission of the instructor in charge of the class.
- ③ Redistribution of materials distributed in online classes without the permission of the instructor in charge of the class.
- ④ Sharing with third parties unrelated to the class, the URLs for video materials used in class that are limited for teaching purposes on the internet (YouTube, etc.).

In addition to violating privacy, copyright, and obstructing classes, these actions may have serious social consequences. We call on all students to be strongly aware of the importance of adhering to information ethics.

Resumption of classes from May 7

	Question	Answer	Link
Support for students to take web-based classes	Can I borrow a PC, tablet, or smartphone as I don't have any of them?	If you don't have any of those devices, the University will lend you a PC and Wi-Fi router for free.	https://cw.ritsumei.ac.jp/campusweb/SVA20D0.html?key=SUR20200422182531826700931
	What kind of financial support can students receive to take web-based classes?	Ritsumeikan will provide each student with 30,000 yen to help them prepare for the environment to take web-based classes. Students will be notified of how to receive the money. Furthermore, Ritsumeikan will offer an emergency relief package totaling 2.5 billion yen for students' study, life, and other activities as well as for students whose families are experiencing unexpected financial difficulties.	http://en.ritsumei.ac.jp/news/detail/?id=475
Device and internet access	What kind of device should I have to take web-based classes?	Please have a device with internet access ready such as a PC, smartphone or tablet to take web-based classes.	
	What kind of internet access should I have to take web-based classes?	Make sure you have internet access in your home, dorm room, etc. Some classes such as live streaming ones may cause an increase in data traffic, so we recommend using an internet service provided under a flat rate system such as fiber optic ones. For 25-year-old and younger smartphone users, the three leading mobile carriers offer a free limited data usage for a given period. Please check their websites for details.	
	How can I set up my own email account?	For email account setup, please refer to the RAINBOW IT support webpage. The University may inform you of important information by email, so please check your email account regularly or set the account to auto-forward messages to another account on your mobile phone.	http://www.ritsumei.ac.jp/rainbow/service-email/
	How can I use university services at home or any other off-campus place that are accessible only from the on-campus network?	With VPN connection, you can access those services such as the library database from home or any other off-campus place.	https://secure.ritsumei.ac.jp/rainbow/service-vpn/
	How can I change my RAINBOW password?	You can change your password online. Your RAINBOW password is very important as it serves as your identification required for the use of the university IT environments and services, so please handle the information with care.	https://secure.ritsumei.ac.jp/rainbow/service-idstudent/#password
	What should I be careful about when accessing the Internet from home or other places?	Most of information security incidents occur when users access email services and the Internet. Please be careful not to click URLs in your received emails. Doing so may infect your device with malware or take you to fake websites created to steal your ID and password.	http://www.ritsumei.ac.jp/rainbow/security/
Tools	I want to use Microsoft Office. Can I install it on my private PC or other devices?	Ritsumeikan University students can install Microsoft Office software (Word, Excel, PowerPoint, etc.) for free. Students can use the software to write in-class reports, perform statistical analysis on experimental results, and create presentation materials. For the software installation, please refer to the RAINBOW IT support webpage.	http://www.ritsumei.ac.jp/rainbow/service-softwareproplus/
	How can I read e-books on my PC and smartphone?	The university library has purchased hundreds of new e-book titles useful for lecture preparation and assignments, so that students can read them on their mobile devices and home PCs. In addition, during the period from April 1 to May 31, a new e-book trial reading service is available with the significant number of titles added.	http://www.ritsumei.ac.jp/lib/m02/010/e-book/
Course taking	How will classes be conducted from May 7?	Web-based classes will be conducted until the end of the spring semester in principle.	
	What are web-based classes?	Web-based classes refer to classes delivered remotely by using a variety of ICTs. These include classes using manaba+R that enables students to get course materials, submit assignments, and receive feedback online; similar classes using email, cloud, and other services; two-way live streaming classes using videoconferencing services such as Skype and Zoom; and on-demand classes providing lecture videos. For details, please check the syllabus of each course. If details are not available in the syllabus, contact the administrative office of a college offering the course.	
	What features can I use when accessing manaba+R on my smartphone?	You can use almost the same features of manaba+R on your smartphone as on your PC. You can submit assignments too on your smartphone when browser-based submission is selected for them. However, if assignments require file-based submission, you need to install Microsoft Office 365 on your smartphone, create assignment files using MS Word or other applications, and save the files to One Drive before submitting them.	
	I'm having difficulty accessing manaba+R. What should I do?	A very high load on manaba+R servers may cause a slow connection to the service. Reminder settings on manaba+R allow you to receive emails when new information is posted on it (you can register your Ritsumeikan and mobile phone email addresses). Please log in to manaba+R when you can easily access it to check course materials and assignments notified by reminder emails. By the day before taking live streaming classes, please check materials to be downloaded and URLs to the classes. You don't have to access manaba+R according to the class timetable unless taking live streaming classes, so please check manaba+R when you can easily access it.	
	I was unable to complete course registration in April. What procedures should I follow?	In light of the class cancellation in April, you will be allowed to add new courses or delete courses already registered for in April during the period from May 19, 6:30 a.m. to May 22, 11:00 a.m. Making these changes require no prior application. However, colleges and graduate schools may not allow additional registration for or withdrawal from some of their courses. Applicable courses will be notified on manaba+R before the period above begins.	PDF (Course registration information PDF ②)

Question		Answer	Link
Course registration change	I want to make changes to my course registration after checking the syllabus. How can I do that?	Some courses may be closed or need syllabus changes due to the class cancellation in April. In light of this, you will be allowed to add new courses or delete your already registered courses during the period from May 19, 6:30 a.m. to May 22, 11:00 a.m. However, colleges and graduate schools may not allow additional registration for or withdrawal from some of their courses. Applicable courses will be notified on manaba+R before the above period begins.	
	I cannot view the manaba+R page for a course I didn't register for in April. What should I do?	You will be allowed to see the page by making "Early Use Request" on manaba+R. You will be able to make the request from April 30. Be sure to perform not only the request but also registration for courses you wish to take during the registration period.	
	I entered the code for a course I want to add or delete but cannot complete the process. Why?	Colleges and graduate schools may not allow additional registration for or withdrawal from some of their courses. Please check manaba+R for applicable courses.	
	Can I view the manaba+R page for a course I want to add?	If you are considering adding a course, make "Early Use Request" on manaba+R. The request will allow you to view the course page. You will be able to make the request from April 30 to May 22. Be sure to perform not only the request but also registration for courses you wish to take during the registration period.	
Classes	I was unable to take some classes because manaba+R loaded slowly on April 6 and 7. How will this be treated?	If you had difficulty taking classes due to the connection issue, please let the instructors in charge know after classes resume. The issue will be taken into account so that it will not negatively impact your grades.	
	Where can I purchase textbooks and reference books?	If you want to purchase the books at Ritsumeikan Co-op, please make the purchase on their website where an online order (cash on delivery) service is available. For details, please see the website. The purchase decision is up to students, so please purchase the books if you consider it necessary.	https://www.ritsco-op.jp/text/guide.html
	Can textbooks be delivered outside Japan?	Ritsumeikan Co-op cannot deliver orders outside Japan. If you consider overseas delivery necessary, please look into other options such as using online retailers.	
	On manaba+R, some courses show an assignment with a deadline set during the class cancellation period from April 8 to May 6. Do I have to submit it by the specified deadline?	Since all classes during the period from April 8 to May 6 have been cancelled, you don't have to submit assignments with deadlines set during the period if they are for classes after April 8 (you can submit them if you consider it necessary). You will be provided with further instructions on each course page after classes resume.	
	Will classes other than those initially scheduled in the academic calendar be held during the spring semester such as during the summer break?	Some colleges may hold make-up classes by early September. Colleges will notify students of those classes on manaba+R after mid-May.	
	How can I use the manaba+R page for a course I haven't registered for?	You cannot use the manaba+R page for a course you haven't registered for, but will be allowed to do so by making "Early Use Request." You will be able to make the request from April 30.	
	How can I contact instructors in charge of courses?	Please use the Forum feature for each course on manaba+R. For courses without the feature, check the student page for each college or graduate school, which may provide email addresses of their tenured faculty. If neither of them helps you, please contact MANABI Station on each campus by sending an email that includes your name and student ID number as well as the names of the instructor and course.	<ul style="list-style-type: none"> • MANABI Station at Kinugasa: k-manabi@st.ritsumei.ac.jp • MANABI Station at BKC: bkckyoga@st.ritsumei.ac.jp • MANABI Station at OIC: oic-mnb0@st.ritsumei.ac.jp
Student status (leave of absence and withdrawal)	What should I do if I want to take a leave of absence or withdraw from my college or graduate school?	Please send an email to the administrative office of your college or graduate school (to the Administrative Office of the College of Global Liberal Arts if you are a GLA student, or to MANABI Station if you are a student of other colleges or graduate schools on OIC). Please write your name, student ID number, and a reason for your leave of absence or withdrawal in the email. Please also include your mailing address if you wish to receive relevant forms and documents.	
	Can I submit the request for leave of absence or withdrawal by mail?	Yes, you can. Please send the request by mail to the administrative office of your college (to the Administrative Office of the College of Global Liberal Arts if you are a GLA student, or to MANABI Station if you are a student of other colleges on OIC). If you mail the request for the spring semester or full year leave of absence, it must be reached at the relevant office by May 29.	
Academic calendar	Will there be any changes in the academic calendar for colleges?	Some colleges may hold make-up classes during the final exam period or summer break. Please check on manaba+R for the information.	
	Will there be any changes in the academic calendar for graduate schools?	The calendar will not have any changes. However, graduate schools may hold make-up classes on days reserved for those classes and will notify students if they have decided to do so.	
Final exams and grade evaluation	What will happen with final exams in the AY2020 spring semester?	There will be no final exams in the AY2020 spring semester. The university-wide final exam period plans to be replaced with a special make-up class period. Unlike normal make-up classes, students will be evaluated based also on these special make-up classes. If the spread of the virus has slowed down by then, in-person classes and exams may be held. Please check information and instructions provided by each college to keep yourself updated.	
	How will students be evaluated for courses in the AY2020 spring semester?	Some courses in the AP2020 spring semester may need changes in their grade evaluation methods. Be sure to check each course's syllabus for such changes.	
	How can I request certificates?	You can request certificates by mail. For the procedures, please check the university's webpage.	http://www.ritsumei.ac.jp/infostudents/certificate/

Question		Answer	Link
Certificates	How can I receive the label for the back side of my student ID card?	MANABI Station on your campus accepts the request for the label, so please send them an email that includes your name, student ID number, and an address to which the label is sent (your current or permanent address registered on CAMPUS WEB only). The label will be sent by regular mail.	<ul style="list-style-type: none"> • MANABI Station at Kinugasa: k-manabi@st.ritsumei.ac.jp • MANABI Station at BKC: bkckyoga@st.ritsumei.ac.jp • MANABI Station at OIC: oic-mnb0@st.ritsumei.ac.jp
	How can I receive a student discount certificate?	MANABI Station on your campus accepts the request for the certificate, so please send them an email that includes your name, student ID number, and an address to which the certificate is sent (your current or permanent address registered on CAMPUS WEB only). The certificate will be sent by regular mail.	<ul style="list-style-type: none"> • MANABI Station at Kinugasa: k-manabi@st.ritsumei.ac.jp • MANABI Station at BKC: bkckyoga@st.ritsumei.ac.jp • MANABI Station at OIC: oic-mnb0@st.ritsumei.ac.jp
Use of laboratories, research rooms for graduate students, and libraries	What policy will apply to the use of laboratories, research rooms for graduate students, and libraries?	Ritsumeikan will decide to what extent research activities should be allowed in accordance with its business continuity plan (BCP). The BCP is implemented according to the risk level determined based on factors such as the status of the virus infection and the extent of the request made by the national and local governments. Ritsumeikan will notify students regarding the use of the facilities after determining the risk level.	
Examination for degree conferral	Will the examination for degree conferral in the spring semester have any schedule changes?	The examination schedule differs at each graduate school. Please contact your graduate school for the information.	
Graduate school admissions	What should I do regarding application documents I cannot obtain due to the effects of COVID-19?	Please visit the Ritsumeikan University Graduate School Entrance Examination Information Website and check the relevant information for the graduate school you are applying to. If the information cannot be found or does not help you solve the issue, please contact the administrative office of the graduate school.	http://www.ritsumei.ac.jp/gr/
	Will the selection process, such as exams and interviews, be conducted as scheduled?	For any changes in the selection process, be sure to visit the Ritsumeikan University Graduate School Entrance Examination Information Website and check the relevant information for the graduate school you are applying to. If there are any changes after the application period ends, applicants will be notified directly by the graduate school they applied to.	http://www.ritsumei.ac.jp/gr/
Teaching Assistant (TA)	How can I check or discuss what to do regarding my duties and the submission of my attendance record?	Please contact the administrative office of each graduate school.	
Academic Research Assistant (RA)	How can I check or discuss what to do regarding my duties and the submission of my attendance record?	Please contact the Office of Graduate Studies. Relevant RAs have been notified by email regarding the submission of the attendance record, so please check your email account.	in-ra@st.ritsumei.ac.jp

<Consideration on Being Absent from Classes over COVID 19 Outbreak>
(Spring Semester, 2020)

To prevent the spread of the COVID 19, the consideration on being absent from classes will be applied on condition written below. Please note this will ONLY BE APPLICABLE ON SPRING SEMESTER 2020.

1. If you are infected with the COVID 19
2. If you are told to stay at home by health care center, medical institution or any other parties concerned, on suspicion of being a close contact of the infected person
3. If you have a symptom of the COVID 19 such as fever, fatigue and difficulty of breathing

It does not constitute as official absence, and the student will be able to receive academic guidance and support concerning classes if he or she applies for the consideration.

[Examples of the Support Concerning Classes]

- Handouts used in classes
 - Information on what was covered in classes as well as the key points in classes
 - Instructions on self-study content
 - Academic guidance and support relating to classes such as making substitute arrangements for reports or small quizzes that the student missed
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- ◆ Ritsumeikan University has asked the instructors to evaluate the student's grade fairly when he or she filed an application of the consideration.
 - ◆ In case there are matters to be confirmed regarding the application, the instructor might ask the student to submit an official document such as a doctor's note.

The application will be accepted online. We will inform the students on manaba+R when the online application form is ready. Please check manaba+R as necessary