



DEEP

A Guide

for the Tohoku University

Natural Science Direct

Enrollment Education

Program 2023 Fall

BCP Guidelines

Tohoku University Emergency Action Plan (BCP) for Preventing Spread of COVID-19 Infection (Revised Version)

2020.4.7 enactment
2023.4.1 revision

The decision to move a stage (level) is determined by the task force, taking into account the overall situation of the country, the region and the campus.

This Action Plan applies to all faculties in principle. Each department or area head can set the level deemed appropriate to the situation.

LV	Standard	Research Activities	Classes	Business Trip	Internal Meetings	Student extracurricular activities	Events (Held by TU)	Administrative management system
0		Normal Operation	Normal Operation	Normal Operation	Normal Operation	Normal Operation	Normal Operation	Normal Operation
1	A domestic infection has been confirmed and the university activities are affected by government requests for infection prevention.	Research activities can be carried out by implementing thorough infection prevention measures through each department's management system.	With adequate infection prevention measures in place, the classes will be conducted through a combination of face-to-face instruction and online instruction.	Check the infection status at the business trip location and take extra care in your activities.	In-person meetings can take place with the thorough measures to prevent the spread of infection. Online meetings are encouraged.	Extracurricular activities can be carried out if appropriate measures to prevent infections are put in place and permission has been obtained based on the Guidelines for Extracurricular Activities.	Events and activities can be held in accordance with the guidelines for holding events, depending on the nature of the work, staggered work hours and 10-30% telecommuting are recommended.	Usual business can take place with thorough measures to prevent the spread of infection.
2	The government has declared a state of emergency outside of Miyagi Prefecture, and certain restrictions have been imposed.	Research activities will be carried out following the thorough implementation of measures to prevent infections, as managed by each department.	In-person classes will be held in combination with online classes, with appropriate measures to prevent infections put in place.	Refrain from unnecessary and non-urgent business trips to areas where the infection is spreading.	Face-to-face meetings should be kept to a minimum, and in principle, we recommend online meetings.	Extracurricular activities can be carried out if appropriate measures to prevent infections are put in place and permission has been obtained based on the Guidelines for Extracurricular Activities.	In principle, online. However, if the nature of the event requires a face-to-face session and permission has been obtained from the head of the department, the session can be conducted face-to-face in accordance with the guidelines for holding events.	Most work will be carried out as normal, with the utmost care taken to prevent the spread of infections. Teleworking will also be promoted.
3	A state of emergency was declared in Miyagi Prefecture by the government, and certain restrictions were imposed.	Although research activities can be carried out if departments carry out appropriate measures to prevent the spread of infection, it is recommended that everyone reduce the amount of time they spend on site and to carry out activities at home if possible.	In principle, classes are conducted online. In cases where face-to-face sessions are essential for regular examinations, dissertation examinations, and practical skills, experiments, and training courses, and for classes for first- and second-year undergraduate students, face-to-face sessions will be conducted with sufficient infection prevention measures in place.	Only when it is absolutely necessary for business and permission from the department head has been obtained	In-person meetings should be kept to a minimum, and online meetings are recommended in principle.	Extracurricular activities can be carried out if appropriate measures to prevent infections are put in place and permission has been obtained based on the Guidelines for Extracurricular Activities.	In principle, online.	While taking substantive steps to prevent the spread of infection, employees are encouraged to telework, depending on the nature of their work.
4	The infection is spreading continuously on our campus.	Research activities will be limited to the minimum number of activities, and interviews with other visitors will be avoided by taking turns.	Online lectures only	In principle, prohibited	Online conferences only	Prohibited	Postponement or cancellation	The number of employees will be kept to a minimum to continue important ongoing administrative duties, and the number of employees will be lessened by shortening shifts. All other employees shall, in principle, telecommute. This means 70-80% of staff shall telecommute.
5	The infection is spreading explosively on our campus.	In order to maintain a minimum level of university functions, laboratory staff may enter laboratories briefly only with permission from the departmental head or other organizational representative. In principle, staff should enter in shifts and refrain from meeting unnecessary personnel.	Online lectures only (However, staff will be prohibited from conducting classes on campus)	In principle, prohibited	Online conferences only	Prohibited	Postponement or cancellation	As a general rule, employees are required to telecommute except for urgent tasks that require them to come to work.

● Warnings regarding COVID-19

(Information about warnings will be posted as they are issued.)

* These restrictions do not apply to coronavirus-related medical staff and researchers.

* The TU BCP may be revised at any time due to changes in the phase of infection, the situation at that time, etc.

(References)

<Classes> Guidelines regarding the management of classes at BCP Levels 1-3 (September 17, 2021)

<Student Extracurricular Activities> Guidelines for Extracurricular Activities (June 1, 2022) [In Japanese: 新型コロナウイルス感染症 (COVID-19) 対策に係る東北大学課外活動ガイドライン]

<Dormitories> Guidelines for Residents on Preventing the Spread of COVID-19 Infections (June 1, 2022) [In Japanese: 学生宿舎新型コロナウイルス感染症の拡大防止に向けた入居生活ガイドライン]

<Events> Guidelines Regarding the Prevention of Coronavirus Infections at Events (November 17, 2022)

1. Study

- (1) Curriculum
- (2) Class Schedule
- (3) Registration for Courses
- (4) Grading System, Transcription and Credit Transfer
- (5) Certificate of Completion
- (6) Period of Study in Exchange Program
- (7) Academic Calendar

2. JASSO Scholarship

3. Insurance

4. Important Notices

5. Other

6. Contact information

(1) Curriculum

- **Each semester consist of 15 weeks**
- **One class = 90 minutes**
- **2 credits/semester for most of the courses**
- **1 credit = 45 hours of study time**
- **Take 13 credits/semester**

Course Requirement

Special Auditing Student

13 credits / semester

(1) Curriculum

Elective Courses

Special Auditing Student

Optional: Courses taught in English (FGL Courses)

- [Advanced Molecular Chemistry Course \(AMC\)](#) - Science
- [International Mechanical and Aerospace Engineering Course \(IMAC-U\)](#) - Engineering
- [Applied Marine Biology Course \(AMB\)](#) – Agriculture

*Upon the approval from academic advisors and course instructors

Junior Year Program in English (JYPE):

*DEEP students can also take JYPE courses **except** Japanese language courses & Individual Research Training(IRT).

Japanese Language Program at Kawauchi(JLPK)

(2) Class

- Obtain the class schedule at each assigned faculty/school
- Discuss your course works with your academic advisor

In general, you cannot take graduate classes.

Even if you attend a graduate class, it will be treated as an unregistered class.

Please note that you generally cannot officially register for graduate classes.

(3)Registration for Courses

Step 1

- Visit Academic Affairs Section and Receive registration form

Step 2

- Confirm the deadline

Step 3

- Fill out the registration form

Step 4

- **Obtain approval from your academic advisor and each instructor**

Step 5

- Submit the form to your assigned Faculty/School

(3)Registration for Courses

Submit *Registration Form* to **Academic Affairs Section of your assigned Faculty/School**

Confirm the deadline at your own Faculty/School.

In general, you cannot take graduate classes.

Even if you attend a graduate class, it will be treated as an unregistered class.

Please note that you generally cannot officially register for graduate classes.

(4) Grading etc. ▪ (5) Certificate

(4) Grading System, Transcription and Credit Transfer

- **Grades: AA / A / B / C / D**
- **Transcripts & Certificate*:**
**both documents directly sending via
email to a student's home university
in Apr. or Oct.**
- **Credit Transfer**

(5) Certificate of Completion*

(6) Period of Study in Exchange Program

Program	Study Period	Program End:
JYPE	1 or 2 Semester(s)	Poster (Fall) / Oral (Spring)
COLABS		Oral Presentation
DEEP		Final Class

***If you wish to shorten or extend the exchange period:**

- Request to the home university about the possibilities
- Discuss with your academic advisor at Tohoku University for permission.
- Submit an official confirmation letter from home university to the Student Exchange Division by respective deadline; May 15 (Spring) / **Nov. 15 (Fall)**
- Program extension for Spring-enrolled JYPE students is inapplicable.

(7) Academic Calendar

Fall Semester (Oct. 2023 - Mar. 2024)	
Orientation	Sep. 25
Classes Begin	Oct. 2
Winter Vacation	Dec. 28 - Jan. 3, 2024
Classes End	Feb. 2, 2024
<u>IRTLab Oral / Poster Presentation</u>	Feb. 6-7, 2024 *JYPE · COLABS only
Self-Education Period	Feb. 5 – Apr. 7, 2024

Spring Semester (Apr. 2024 - Sep. 2024)	
Orientation	Early Apr., 2024
Classes Begin	Apr. 8
<u>IRTLab Oral / Poster Presentation</u>	Aug.6 – Aug.8, 2024 *JYPE · COLABS only
Classes End	Aug. 5

2. JASSO

2. JASSO

- The Scholarship period is non-changeable.
- JASSO Scholarship Orientation to be held via Google Classroom from **October 2nd.**
- Do not miss the monthly signing dates.
- **October Signing date is the 2nd and 3rd.**
- For more information, refer to the email and Google classroom titled “JASSO Scholarship Classroom 2023F” *.

*We will send you an invitation email for the Google classroom, please check your Tohokudai-DC email address from October 2nd.

Things you need to do

for JASSO scholarship

- 1. Participate in Google classroom**
- 2. Submit Transfer Request Form**
- 3. Sign for attendance confirmation sheet**
- 4. Answer a web questionnaire**

1. Participate in Google classroom

***The JASSO Scholarship Orientation will be held online from **October 2nd 2023** via Google classroom, all of the JASSO scholarship awardees should participate in. (Time: anytime)**

- When you receive an invitation email for “JASSO Scholarship Classroom 2023F”, log in the google classroom with your Tohoku-Dai Gmail account and password.
- View the material of the orientation.
- After checking the materials, click “Class (授業)”, then complete the "Pledge for the JASSO Scholarship Awardee“ and “H-1/H-2 Report of JASSO”.

***JASSO Signing Schedule for October:**

JASSO scholarship awardees are required to sign for the designated attendance confirmation sheet every beginning of month to receive the scholarship. Please come to the Student Exchange Division (C-6 counter, second floor of the Education and Student Support Center (A01)) with your residence card. (If you do not have the residence card yet, bring your passport).

For the October signing, the signing date is designated on October 2nd and 3rd. If you are unable to sign on the above date due to unavoidable reasons (research activities or classes), please contact us in advance.

2. Submit Transfer Request Form

○Documents to submit

You need to submit the “Wire Transfer Request Form” to receive the JASSO Scholarship via bank transfer.

Please submit the required documents as soon as you receive the bank book or the card in your hand.



Sample: Bank Card

○How to submit: Via Google Form

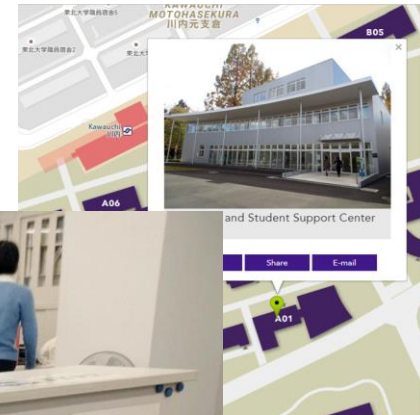
We will announce how to submit the “Wire Transfer Request Form” at the JASSO Google classroom.

Please wait for an email to join the classroom.

If you submit the “Wire Transfer Request Form” by October 25th (WED), you can receive your JASSO via bank transfer on November 16th.

If you absolutely cannot submit your form by the deadline, we will make a cash payment to you on November 16th.

**6-C Counter at the Student Exchange Division, 2nd floor
of the Education and Student Support Center.**



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4. Answer web questionnaire

All JASSO awardees are required to submit the "**Pre-arrival (H-1)**" and "**After the program Questionnaire (H-2)**" reports.

-Deadline:

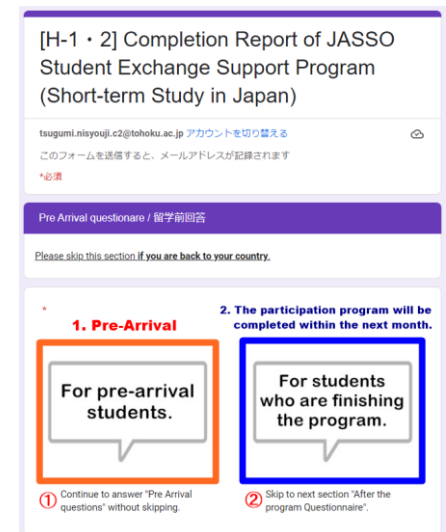
H-1: Before receiving the first scholarship.

H-2: After receiving the last scholarship (before leaving Japan).

-About 15 minutes to finish
Accessible to smart phone



https://docs.google.com/forms/d/e/1FAIpQLSeyYQ0dX7RS568jySNpIX1D0qBTDQlgXHv8ld_xBnI8V29GFw/viewform?usp=sf_link



The screenshot shows the 'Pre-arrival (H-1)' section of the JASSO questionnaire. It includes a title '[H-1・2] Completion Report of JASSO Student Exchange Support Program (Short-term Study in Japan)', a user email 'tsugumi.nisyouji.c2@tohoku.ac.jp', and a login link. Below this is a purple header for 'Pre Arrival questionnaire / 留学前回答'. A note says 'Please skip this section if you are back to your country.' The main content has two numbered sections: '1. Pre-Arrival' with a box for 'For pre-arrival students.' and '2. The participation program will be completed within the next month.' with a box for 'For students who are finishing the program.' At the bottom, there are two numbered instructions: '① Continue to answer "Pre Arrival questions" without skipping.' and '② Skip to next section "After the program Questionnaire".'

Summary

- The October Signing Dates are **October 2nd and October 3rd, at the 6-C Counter of the Student Exchange Division.**
- Your Tohoku University Gmail account will be accessible on October 2nd, check your email there for an invitation to the JASSO Google Classroom!
- We will contact you in the Google Classroom for pledges, monthly Signing Dates and other important information, make sure to join!



TOHOKU
UNIVERSITY

3. Insurance

3. Insurance

- 1. National Health Insurance**
- 2. GAKKENSAN**
- 3. Inbound futai-gakuso**

4. Important Notices


4. Important Notices

- **Adherence to Japanese Law**
- **Drinking and Smoking**
- **Respect regulations of dormitory**
- **Mobile phones**
- **Health and Safety**
- **Counseling and Disability Services**

4. Important Notices

Counseling & Disability

Services



東北大学 学生相談・特別支援センター
Center for Counseling and Disability Services

学生相談所

活動内容

学生のみなさんへ

教職員のみなさんへ

刊行物

English

リンク

利用方法・アクセス

東北大学 学生相談・特別支援センター > 学生相談所HOME > ENGLISH

Counseling Office

The Counseling Office offers appropriate counseling to university students about problems in their everyday lives, including academic work, future plans, interpersonal relationships, personal traits, and mental health. We provide counseling, consultations, and referrals that can help you enjoy a more fulfilling university experience. We do not reveal any of your information shared during counseling sessions to anyone outside the Counseling Office. You do not have to worry about coming for advice on any problem of any sort. Please do not hesitate to visit us, even just to ask a question or talk about something that concerns you.


How to Use the Services


You can either come directly to the Counseling Office or arrange an appointment by phone or E-mail. If you make an appointment by E-mail, please write your name, affiliation, and contact: phone number/E-mail address, in the body of E-mail. Consultations can be conducted more smoothly if an appointment is made in advance. Counseling sessions are free of charge.

Hours: 9:30 am to 5:00 pm, Monday to Friday (except national holidays and the year-end and New Year holidays)
Tel: 022-795-7833 (direct line, only available in Japanese)
E-mail: gakuso[at]ihe.tohoku.ac.jp

Access

The Counseling Offices is located on the Kawauchi North Campus.
 Address: Kawauchi 41, Aoba-ku, Sendai-shi 980-8576





東北大学 学生相談・特別支援センター
Center for Counseling and Disability Services

特別支援センター

活動内容

学生のみなさんへ

教職員のみなさんへ

刊行物

English

リンク

利用方法・アクセス

東北大学 学生相談・特別支援センター > 特別支援HOME > ENGLISH

Disability Services Office

The Disability Services Office provides information and advice on disability issues and facilities support for students with visual, auditory, physical, internal and/or developmental handicaps. Through consultations regarding problems and concerns in campus life including such areas as classes, examinations and research, we will respond by working together with the various units concerned and school personnel of individual departments for necessary support. Please feel free to consult us.

Information on Activities

We will discuss problems on an individual basis and provide the following supports and services to respond to the diverse needs of people with disability.

Support for Study and Campus Life

- **Classes and examinations:** Coordination for alternative measures for practical skills-based courses, taking examinations in a quiet or private location, etc.
- **Assurance of receiving information:** Providing note-takers, assistance with reading, etc.
- **Support equipment:** Providing FM hearing aid systems and portable Braille terminals, etc.
- **Offering a break room**

On-campus Supporters

We will dispatch on-campus supporters so that individuals can receive various types of support, including assurance of receiving information, and assistance with moving and writing.

Barrier-Free Measures

We will improve facilities in order to make moving around the campus more convenient.

How to Use the Service

You can either come directly to the Disability Services Office or arrange an appointment by phone or E-mail. Consultations can be conducted more smoothly if an appointment is made in advance.

Hours: 9:30 am to 5:00 pm, Monday to Friday (except national holidays and the year-end and New Year holidays)
Tel: 022-795-7696
E-mail: t-sien[at]ihe.tohoku.ac.jp

*Click an image for more information.

4. Important Notices

✓Instructions/Guidelines Provided
by TU, Academic Advisor and Lab.

✓Checking DCMail and Websites



Email for Students
(DCMail)

[DCMail Login](#)

[Online Guide](#)

[Notice on setting up the forwarding rule](#)

[Password initialization](#)

Emails

Getting Started in Japan



Things to do

To start the semester

Current Students



While in Tohoku

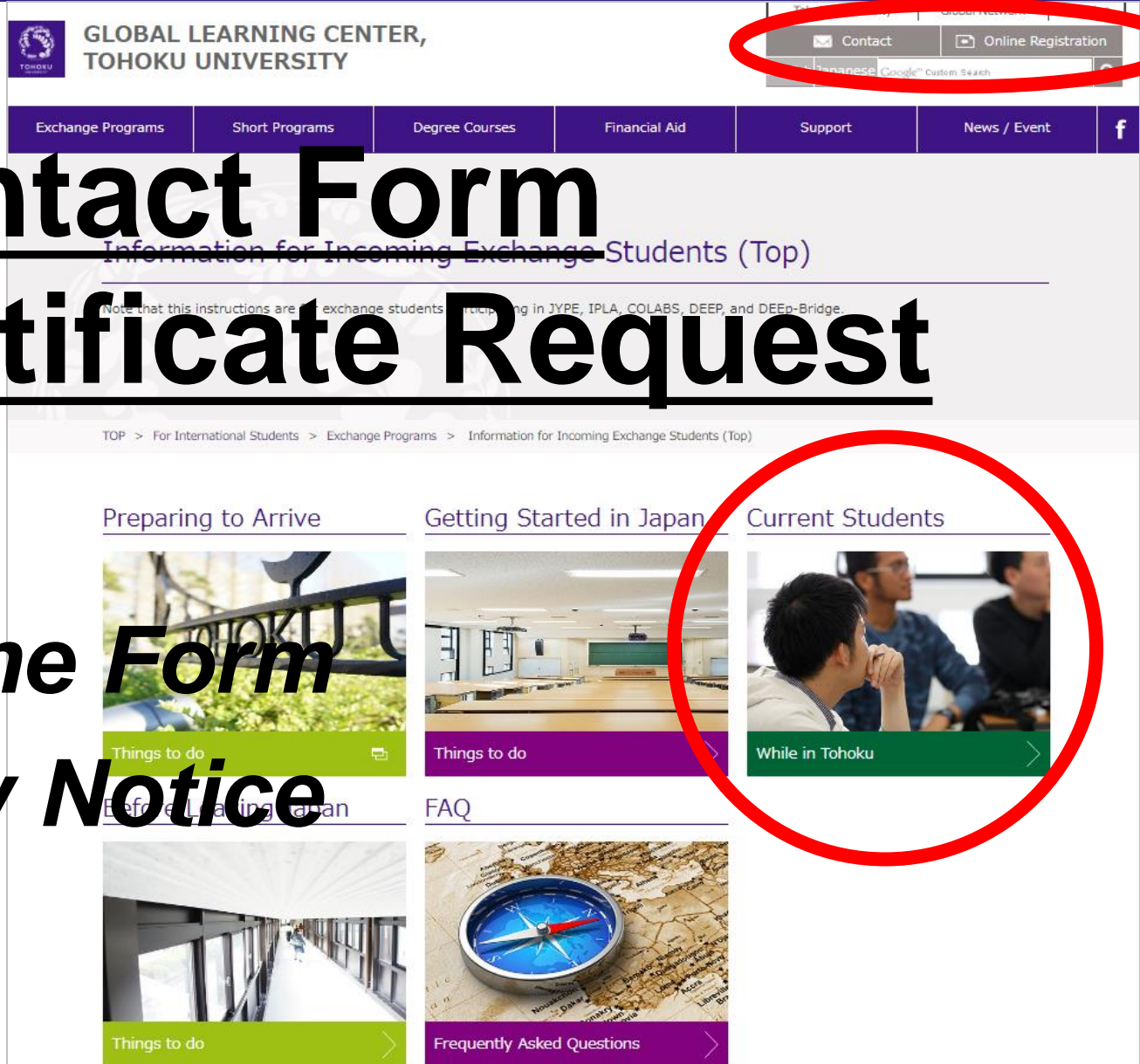
While in Japan

*Click an image for more information.

4. Important Notices

- **Contact Form**
- **Certificate Request**

✓ **Online Form**
✓ **Early Notice**



The screenshot shows the website of the Global Learning Center, Tohoku University. The header includes the university logo and name. A navigation bar contains links for Exchange Programs, Short Programs, Degree Courses, Financial Aid, Support, News / Event, and a Facebook icon. A red circle highlights the 'Contact' and 'Online Registration' links in the top right corner. Below the navigation bar, the page title is 'Information for Incoming Exchange Students (Top)'. A note mentions instructions for exchange students participating in JYPE, IPLA, COLABS, DEEP, and DEEP-Bridge. A breadcrumb trail reads: TOP > For International Students > Exchange Programs > Information for Incoming Exchange Students (Top). The main content area is divided into three columns: 'Preparing to Arrive', 'Getting Started in Japan', and 'Current Students'. Each column has a header image and a 'Things to do' button. The 'Current Students' column also has a 'While in Tohoku' button. A red circle highlights the 'Current Students' section. At the bottom, there are two more sections: 'Before Leaving Japan' with a 'Things to do' button, and 'FAQ' with a 'Frequently Asked Questions' button.

5. Other

- **Admission Discount**
- **University Libraries**
- **Excursions and Events**

Visit the [Current Student page](#) for more information.

6. Contact

Chair of the Program

Yoshitaka KASUKABE

Ph.D. Professor

Global Learning Center

yoshitaka.kasukabe.c3@tohoku.ac.jp

General Inquiries

Program Coordinator

Incoming Student Exchange Section,

Student Exchange Division

Contact Form

studyab@grp.tohoku.ac.jp

Lastly.....

☆ Invitation to Google Classroom for DEEP student

The incoming Student Section office will release the essential notices through Google Classroom.

Please join and check it out!

DEEP 2023 Fall Class code: dailz3z

Activate from October 1st.