

March 6, 2026

Dear faculty,

Implementation of Remote Classes for Undergraduate Courses  
Due to Faculty Business Trips

It was decided at the 12th meeting of Deans and Directors Council in FY2025 that, starting in FY2026, remote classes will be permitted as detailed below for undergraduate classes when, and only when, faculty members are unable to conduct in-person classes during regular class hours due to business trips, as an exceptional measure to avoid disadvantaging students. Instructors are asked to review the following and decide whether to conduct the class remotely or to offer make-up classes or substitute classes in the same manner as before.

1. Definition of Remote Classes

Remote classes refer to both on-demand classes that students can take at their convenience within a specified period, as well as real-time classes in which students and instructors engage in an interactive manner.

2. Eligible Courses

Only classes of undergraduate courses may be conducted remotely. If you wish to conduct a remote class, please consult directly with the course coordinator, as they will determine whether remote classes can be implemented for the course in question.

3. Maximum Remote Class Hours

The number of remote class hours must not exceed one-third of the total class hours of a course.

4. Procedures for Conducting Remote Classes

Please indicate whether you will need to conduct a remote class on the travel order form when filling out your travel request. When a remote class is implemented, the class shall be conducted during the originally scheduled class period. As a general rule, students should be notified at least one week prior to the date of the remote class. Please also confirm in advance that students are able to easily prepare the devices and environment needed to attend remote classes (devices such as smartphones or notebook PCs, network connectivity, any required software, etc.). The Student Affairs Division will not provide any assistance with conducting remote classes. Please note that business trips may not be extended for the purpose of conducting remote classes, in principle.

5. Notes

When conducting a remote class, please be sure to do the following:

- Ensure equivalent learning time and amount of learning to in-person classes
- Clearly specify the class format (on-demand/real-time) when notifying students about the remote class
- Clearly specify your contact information when notifying students about the remote class
- Ensure interactivity of the class
- Understand students' progress and appropriately evaluate their learning
- Pay attention to copyrights of teaching materials
- Protect students' personal information
- Prevent information leakage

#### 6. Examples of Cases in Which Remote Classes Are Not Allowed

- Absences for personal reasons, such as taking paid annual leave
- Any other absences not due to officially-recognized business trips, such as self study
- Cases in which remote classes would be regularly conducted from abroad, home, etc.
- Absences for reasons such as medical treatment or quarantine due to illness, infectious disease, etc. of yourself or your family members
- Cases in which the remote class would be conducted between the hours of 10 p.m. and 5 a.m. local time during overseas business trips

Chairperson of the Board of Executives