

Purpose

Article 1

These guidelines prescribe essential matters regarding how to manage classes and regular examinations (hereinafter “classes, etc.”) in the event of a disaster or other emergency (hereinafter “a disaster, etc.”) to ensure the safety of students at Kyoto University (hereinafter “the university”).

Cancellation of classes, etc., based on a weather warning or due to the suspension of public transportation services

Article 2

1. Cancellation of classes and postponement of regular examinations (hereinafter “cancellation of classes, etc.”) on Yoshida Campus, Uji Campus, and Katsura Campus shall be implemented based on the conditions listed in the attached table, if any of the following items applies.
 - (1) When an emergency weather warning or storm warning (hereinafter “a weather warning, etc.”) has been issued in Kyoto City or in the area of Kyoto City.
 - (2) When Kyoto City Bus services have been wholly suspended.
 - (3) When at least three of the following transportation services have been wholly or partially suspended:
 - West Japan Railway (Kyoto Line, Biwako Line, Kosei Line, Nara Line, and Sagano Line)
 - Hankyu Railway (between Kawaramachi Station and Umeda Station)
 - Keihan Railway (between Demachiyana Station and Yodoyabashi Station/Nakanoshima Station)
 - Kintetsu Railway (between Kyoto Station and Yamato-Saidaiji Station)
 - Kyoto Municipal Subway
2. In the case of the preceding paragraph, if the executive vice-president for education (hereinafter “the EVP in charge”) deems it possible to resume classes, etc. in whole or part of Yoshida Campus, Uji Campus, and Katsura Campus, cancellation of classes, etc. shall be terminated on the campuses.
3. In the absence or disability of the EVP in charge, an executive vice-president who has been appointed in advance by the President shall perform the duties of the EVP in charge as described in the preceding paragraph.
4. If cancellation of classes, etc. has been terminated as described in the preceding two paragraphs, the EVP in charge or the executive vice-president appointed by the President as described in the preceding paragraph must report it to the President as soon as possible.

Cancellation of classes, etc., based on the decision made by a dean of a faculty or graduate school

Article 3

1. In addition to the provisions of Article 2, deans of faculties or graduate schools (hereinafter “deans”) shall be able to implement cancellation of classes, etc. if they deem it necessary to secure the safety of students.
2. Cancellation of classes, etc., implemented by deans in the preceding paragraph, shall be terminated by their own decision.
3. Regardless of the preceding paragraph, if cancellation of classes, etc., has been implemented by the university (or EVP in charge) in accordance with Paragraph 1 of Article 2 or Paragraph 1 of Article 4 in the event of a disaster, etc. after cancellation of classes, etc. had already been implemented at a faculty or graduate school for the same disaster based on its dean’s decision, and if the faculty or graduate school is included in the scope of class cancellations implemented by the university (or EVP in charge), the cancellation of classes implemented by its dean’s decision is regarded as the action taken by the university (or EVP in charge), and shall be terminated in accordance with the provisions as described in the attached table or Paragraph 2 of Article 4.

4. If deans have implemented a cancellation of classes, etc., in accordance with Item 1, or have terminated the cancellation of classes, etc., in accordance with Item 2, they must report it to the EVP in charge as soon as possible.

Cancellation of classes, etc., in the event of an emergency

Article 4

1. In addition to the provisions of Article 2 and Article 3, the EVP in charge shall be able to implement cancellation of classes, etc. on all or part of Yoshida Campus, Uji Campus, and/or Katsura Campus if they decide it necessary to secure the safety of students in the event of an emergency in the area of Yoshida Campus, Uji Campus, and/or Katsura Campus.
2. Cancellation of classes, etc., which has been implemented by the EVP in charge in the preceding paragraph, shall be terminated by their own decision.
3. In the absence or disability of the EVP in charge, an executive vice-president appointed by the President shall perform the duties of the EVP in charge in the preceding two paragraphs (implementation/termination of cancellation of classes, etc.).
4. If cancellation of classes, etc. has been implemented or terminated in accordance with Item 1 or Item 2, the EVP in charge or the executive vice-president appointed by the President must report it to the President as soon as possible.

Cancellation of classes, etc., in the case that a Disaster Response Task Force is established

Article 5

1. In addition to the provisions of the preceding three articles, cancellation of classes, etc. on Yoshida Campus, Uji Campus, and Katsura Campus shall be implemented by the university for a certain period based on the university's risk management plan, if an earthquake with a seismic intensity of 6-lower or more has occurred in the area of Yoshida Campus, Uji Campus and Katsura Campus.
2. In addition to the preceding paragraph, in the case that a Disaster Response Task Force is established based on Paragraph 1 of Article 9 of the Kyoto University Regulations for Risk Management (Order No. 64 in 2011), the cancellation of classes, etc., implemented shall be continued in all or part of Yoshida Campus, Uji Campus, and/or Katsura Campus for a certain period, if the director (hereinafter "the Director") of the Disaster Response Task Force has decided it necessary to secure the safety of students.
3. Cancellation of classes, etc., which has been implemented in accordance with the preceding two paragraphs, shall be terminated by the Director's decision, considering the conditions of the disaster, etc., for which the Disaster Response Task Force was established.
4. Regardless of the provisions of Paragraph 2 of Article 2, Paragraph 2 and 3 of Article 3, and Paragraph 2 of Article 4, during the period between the time when cancellation of classes, etc., was implemented and the time when the cancellation of classes, etc., was terminated in accordance with the preceding three articles, the cancellation of classes, etc. shall be terminated by the Director's decision considering the conditions of the disaster, etc., if the Disaster Response Task Force was established for the disaster, etc.

How to provide notification of the cancellation of classes, etc.

Article 6

1. Information regarding cancellation of classes, etc. implemented or terminated in accordance with the provisions of Article 2 to Article 5 shall be provided to students and others concerned through KULASIS or the university's website.

Special measures for students who are unable to come to the university

Article 7

1. Even if cancellation of classes, etc. in Article 2 to Article 5 has not been implemented, when a student cannot come to the university to attend classes, etc. in the event that any of the following items applies, and submits a class absence notification

using the attached form, their deans shall be able to take necessary measures for them.

- (1) An earthquake with a seismic intensity of 6-lower or more has occurred in the area where the student lives.
- (2) An evacuation order (urgent) or evacuation advisory has been issued in the area where the student lives.
- (3) A weather warning, etc. has been issued in the area where the student lives.
- (4) A disaster, etc. equivalent to the preceding three items has occurred in the area where the student lives or commutes.

Alternative arrangements in the event of cancellation of classes, etc.

Article 8

1. If classes were cancelled due to a disaster, etc., supplementary classes must be arranged as a general rule. Instead of providing a supplementary class, faculty members in charge of each class are allowed to choose another option to compensate for the lost class time, such as requiring students to submit a report or other assignments.
2. If regular examinations were postponed due to a disaster, etc., each department shall decide how the regular examination should be rearranged after consulting with other departments as needed.

(Others)

Article 9

1. In addition to the provisions of these guidelines, matters necessary for the cancellation of classes, etc. as prescribed in Paragraph 1 of Article 3 or termination of the cancellation of classes, etc. as prescribed in Paragraph 2 of Article 3, shall be decided by the deans, or other matters necessary for the management of classes, etc., in case of a disaster, etc., shall be decided by the President.

Supplementary Provision

These regulations shall come into effect on March 12, 2019

Attached Table

How to manage 1st period and 2nd period classes and regular examinations

Condition	Action
(1) If any of the cases set forth in the items of Paragraph 1 of Article 2 applies as of 6:30	1 st period and 2 nd period classes shall be cancelled.
(2) If any of the cases set forth in the items of Paragraph 1 of Article 2 applies during the period from 6:30 to 8:45	
(3) If any of the cases set forth in the items of Paragraph 1 of Article 2 applies during the period from 8:45 to 10:30	2 nd period classes shall be cancelled. 1 st period classes and regular examinations will be continued. However, if the EVP in charge deems it necessary to secure the safety of students, 1 st period classes must be cancelled even if they are already taking place.
(4) If any of the cases set forth in the items of Paragraph 1 of Article 2 applies during the period from 10:30 to 12:00	2 nd period classes and regular examinations will be continued. However, if the EVP in charge deems it necessary to secure the safety of students, 1 st period classes must be cancelled even if they are already taking place.

How to manage 3rd period, 4th period, and 5th period classes and regular examinations

Condition	Action
(1) If any of the cases set forth in the items of Paragraph 1 of Article 2 do not apply during the period from 6:30 to 10:30	3 rd period, 4 th period, and 5 th period classes shall be provided.
(2) If any of the cases set forth in the items of Paragraph 1 of Article 2 applies as of 10:30	3 rd period, 4 th period, and 5 th period classes shall be cancelled.
(3) If any of the cases set forth in the items of Paragraph 1 of Article 2 applies during the period from 10:30 to 13:00	
(4) If any of the cases set forth in the items of Paragraph 1 of Article 2 applies during the period from 13:00 to 14:45 pm	4 th period and 5 th period classes shall be cancelled. 3 rd period classes and regular examinations will be continued. However, if the EVP in charge deems it necessary to secure the safety of students, 3 rd period classes must be cancelled even if they are already taking place.
(5) If any of the cases set forth in the items of Paragraph 1 of Article 2 applies during the period from 14:45 to 16:30 pm	5 th period classes shall be cancelled. 4 th period classes and regular examinations will be continued. However, if the EVP in charge deems it necessary to secure the safety of students, 4 th periods class must be cancelled even if they are already taking place..
(6) If any of the cases set forth in the items of Paragraph 1 of Article 2 applies during the period from 16:30 to 18:00 pm	5 th period classes and regular examinations will be continued. However, if the EVP in charge deems it necessary to secure the safety of students, 5 th period class must be cancelled even if they are already taking place.

Class Absence Notification

Date: MMDD, YYYY

To the Director of the Institute for Liberal Arts and Sciences (ILAS)

Dean of the Faculty of _____

Dean of the Graduate School of _____

Faculty of:

Division of:

Graduate School of:

Division of:

Enrolled/Advanced to/Transferred in: Year

Grade: _____ -Year Student

Student ID Number: _____

Name:

Address: _____

(Mobile) Phone Number: _____

I hereby submit notification that I was unable to attend classes for the reason indicated below:

◆Reason for Absence

(Please circle the reason for which you were unable to attend classes and enter the necessary information.)

1. An earthquake with a seismic intensity of 6-lower or more.

2. An evacuation order (urgent) or evacuation advisory was issued.

Type of Order: Evacuation Order (Urgent) / Evacuation Advisory Area: _____

Date and Time of Order Issue: 00:00, MM DD Date and Time Order was Lifted: 00:00, MM DD

3. An emergency weather warning or storm warning was issued.

Type of Warning: _____ Date and Time of Warning Issue: 00:00, MM DD

Date and Time Warning was Lifted: 00:00, MM DD

4. Other reason (a disaster, etc. equivalent to the incidents listed above in the area where you live or commute.)

Please provide the detailed reason here:

◆Classes that You Were Unable to Attend

Period, MMDD (Day)	Name of Class	Name of Class Supervisor

Note:

- Once you can come to the university, please complete this form and submit it to the Education Affairs Division of your Faculty/Graduate School or ILAS. If you select "4. Other reason," you are required to submit an official document supporting the reason together with this form.
- Please confirm the date and time that orders were issued and lifted on the website of the municipal government, etc. and enter the information accordingly.
- Please confirm the date and time that warnings were issued and lifted on the website of the Meteorological Agency, etc. and enter the information accordingly.