

Kyoto University Guidelines for Cancellation of Classes, etc., in the Event of a Disaster or Other Emergency

Established by the President on March 12, 2019

Revised on January 14, 2025, by the President's decision

Purpose

Article 1

1. These guidelines prescribe essential matters regarding how to manage classes and regular examinations (hereinafter “classes, etc.”) to ensure the safety of students at Kyoto University (hereinafter “the university”) in the event that a disaster or other situation in which the safety of the university's students must be ensured (hereinafter “a disaster, etc.”) occurs or may potentially occur.

Measures such as the cancellation of classes, etc., based on a weather warning, etc., or due to the suspension of public transportation services

Article 2

1. In the event of a disaster, etc., occurring or potentially occurring, the university will implement measures such as the cancellation of face-to-face classes (excluding classes held in accordance with Article 3, Paragraph 3 of the General Regulations of Kyoto University (Order No. 3 of 1953), hereafter referred to as the “General Regulations”) or postponement of regular examinations (hereinafter “measures such as the cancellation of classes, etc.”), as specified in the table below.

Campus	Criteria	Measures to be taken regarding classes, etc.
Yoshida Campus	When an emergency weather warning, storm warning, or blizzard warning (hereinafter “weather warning, etc.”) has been issued in Kyoto City or an area that includes Kyoto City.	As specified in Table 1
	When Kyoto City Bus services have been wholly suspended or are planned to be suspended due to the occurrence or possibility of a disaster, etc.	In the case of a suspension of services: As specified in Table 1
	When at least two of the following transportation services have been wholly or partially suspended or are planned to be suspended due to the occurrence or possibility of a disaster, etc.: • West Japan Railway (between Kyoto Station and Osaka Station on the Kyoto Line, between Nagahama Station and Kyoto Station on the Biwako Line, between Ōmi-Shiotsu Station and Kyoto Station on the Kosei Line, between Kyoto Station and Nara Station on the Nara Line, or between Kyoto Station and Sonobe Station on the Sagano Line) • Hankyu Railway (between Kyoto Kawaramachi Station and Osaka Umeda Station on the Kyoto Line) • Keihan Railway (between Demachiyanagi Station and Yodoyabashi Station/Nakanoshima Station on the Keihan Main Line, Ōtō Line, and Nakanoshima Line) • Kintetsu Railway (between Kyoto Station and Yamato-Saidaiji Station on the Kyoto Line) • Kyoto Municipal Subway (between Kōkusaikaikan Station and Takeda Station on the Karasuma Line, or between	In the case of a planned suspension of services (when transportation companies suspend their services in advance to prevent damage from natural disasters. The same applies below): As specified in Table 2

	Rokujizo Station and Uzumasa Tenjingawa Station on the Tozai Line)	
Uji Campus	When an emergency weather warning, etc., has been issued in Uji City or an area that includes Uji City.	As specified in Table 1
	When both West Japan Railway transportation services (between Kyoto Station and Nara Station on the Nara Line) and Keihan Railway (between Chushojima Station and Uji Station on the Uji Line) have been wholly or partially suspended or are planned to be suspended due to the occurrence or possibility of a disaster, etc.	In the case of a suspension of services: As specified in Table 1 In the case of a planned suspension of services: As specified in Table 2
Katsura Campus	When an emergency weather warning, etc., has been issued in Kyoto City or an area that includes Kyoto City.	As specified in Table 1
	When a route of the Kyoto City bus service, Keihan Kyoto Kotsu bus service, or Yasaka bus service that is separately designated by the executive vice president for education (hereinafter referred to as the “EVP in charge”) has been wholly or partially suspended or is planned to be suspended due to the occurrence or possibility of a disaster, etc.	In the case of a suspension of services: As specified in Table 1 In the case of a planned suspension of services: As specified in Table 2
	When both West Japan Railway transportation services (between Kyoto Station and Osaka Station on the Kyoto Line) and Hankyu Railway (between Kyoto Kawaramachi Station and Osaka Umeda Station on the Kyoto Line) have been wholly or partially suspended or are planned to be suspended due to the occurrence or possibility of a disaster, etc.	

2. In the case of the preceding paragraph, when the EVP in charge, after considering the circumstances of each department, deems it possible to resume classes, etc., on all or part of Yoshida Campus, Uji Campus, or Katsura Campus, measures such as the cancellation of classes, etc., will be withdrawn on all or part of the relevant campus after coordination with the heads of the relevant departments on the campus.
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 withdraw measures such as the cancellation of classes, etc., in accordance with the preceding paragraph.
4. If measures such as the cancellation of classes, etc., have been withdrawn 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.

Measures such as the cancellation of classes, etc., based on the decision of the EVP in charge

Article 3

1. In addition to the provisions of Article 2, when the EVP in charge, after considering the circumstances of each department, deems it necessary to implement measures such as the cancellation of classes, etc., to ensure the safety of students on all or part of the Yoshida, Uji, or Katsura Campus, the EVP in charge may, in coordination with the heads of the relevant departments on the relevant campus, implement measures such as the cancellation of classes, etc., on all or part of the relevant campus.
2. In the absence or disability of the EVP in charge, an executive vice-president who has been appointed in advance by the President shall implement measures such as the cancellation of classes, etc., in accordance with the provisions of the preceding paragraph.
3. If the EVP in charge or the executive vice-president appointed by the President has implemented measures such as the

cancellation of classes, etc., in accordance with the preceding two paragraphs, they must report it to the President as soon as possible.

4. The provisions of Paragraphs 2 to 4 of Article 2 shall apply mutatis mutandis to the withdrawal of measures such as the cancellation of classes, etc., pursuant to the provisions of Paragraphs 1 and 2 and to reporting of such actions to the President.

Measures such as the cancellation of classes, etc., in the case that a Disaster Response Task Force is established

Article 4

1. In addition to the provisions of the preceding two articles, measures such as the 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), measures such as the cancellation of classes, etc., shall be continued in all or part of Yoshida Campus, Uji Campus, and/or Katsura Campus for a certain period, if the director of the Disaster Response Task Force (hereinafter "the Director") has decided it necessary to secure the safety of students.
3. Measures such as the cancellation of classes, etc., implemented in accordance with the preceding two paragraphs, shall be withdrawn 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 Paragraphs 2 and 3 of Article 2 and Paragraph 4 of the preceding article, if a Disaster Response Task Force was established in response to a disaster, etc., that resulted in the implementation of measures such as the cancellation of classes, etc., under the provisions of the preceding two articles, after such measures have been implemented and before such measures are withdrawn, the Director shall decide whether to withdraw such measures, taking into consideration the circumstances related to the disaster, etc.

How to provide notification of measures such as the cancellation of classes, etc.

Article 5

1. Information regarding measures such as the cancellation of classes, etc., implemented or withdrawn in accordance with the provisions of the preceding three articles shall be provided to students and others concerned through KULASIS or the university's website.

Cancellation of classes on regular holidays

Article 6

1. Necessary matters concerning the cancellation of classes on regular holidays, as stipulated in Paragraph 3 of Article 3 of the General Regulations, shall be determined by the heads of the departments providing the classes.

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

Article 7

1. Even if measures such as the cancellation of classes, etc., as described in Articles 2 to 4 have not been implemented, if a student cannot come to the university to attend classes, etc., in the event of any of the circumstances described in the following items, and submits the necessary class absence notification, the heads of the relevant departments can take the necessary measures with regard to the student.
 - (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 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 circumstances described in the preceding three items has occurred in the area where the student lives or commutes.

Alternative arrangements in the event of measures such as the cancellation of classes, etc.

Article 8

1. If classes have been cancelled due to the occurrence or possibility of 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 have been postponed due to the occurrence or possibility of a disaster, etc., each department shall decide how the regular examination should be rearranged after consulting with other departments as needed.

Other matters

Article 9

1. In addition to the provisions of these guidelines, necessary matters for the management of classes, etc., due to the occurrence or possibility of a disaster, etc., shall be decided by the EVP in charge.

Supplementary Provision

These guidelines shall come into effect on March 12, 2019

Supplementary Provision

These guidelines shall come into effect on April 1, 2025

Table 1

How to manage 1st and 2nd period classes, etc.

Circumstances	Measures to be taken regarding classes, etc.
(1) If a weather warning, etc., is issued or public transportation services are suspended as of 6:30 a.m.	Measures such as the cancellation of classes, etc., will be implemented for the 1 st and 2 nd periods.
(2) If a weather warning, etc., is issued or public transportation services are suspended between 6:30 a.m. and 8:45 a.m.	
(3) If a weather warning, etc., is issued or public transportation services are suspended between 8:45 a.m. and 10:30 a.m.	Measures such as the cancellation of classes, etc., will be implemented for the 2 nd period. 1 st period classes, etc., will be continued. However, if the EVP in charge deems it necessary to secure the safety of students, measures such as the cancellation of classes, etc., will be implemented, even if they are already taking place.
(4) If a weather warning, etc., is issued or public transportation services are suspended between 10:30 a.m. and 12:00 p.m.	2 nd period classes, etc., will be continued. However, if the EVP in charge deems it necessary to secure the safety of students, measures such as the cancellation of classes, etc., will be implemented, even if they are already taking place.

How to manage 3rd, 4th, and 5th period classes, etc.

Circumstances	Measures to be taken regarding classes, etc.
(1) If a weather warning, etc., is lifted or public transportation service suspension ends between 6:30 a.m. and 10:30 a.m.	3 rd , 4 th , and 5 th period classes, etc., will be held.
(2) If a weather warning, etc., is issued or public transportation services are suspended as of 10:30 a.m.	Measures such as the cancellation of classes, etc., will be implemented for the 3 rd , 4 th , and 5 th periods.
(3) If a weather warning, etc., is issued or public transportation services are suspended between 10:30 a.m. and 1:15 p.m.	
(4) If a weather warning, etc., is issued or public transportation services are suspended between 1:15 p.m. and 3:00 p.m.	Measures such as the cancellation of classes, etc., will be implemented for the 4 th and 5 th periods. 3 rd period classes, etc., will be continued. However, if the EVP in charge deems it necessary to secure the safety of students, measures such as the cancellation of classes, etc., will be implemented for the 3 rd period, even if they are already taking place.
(5) If a weather warning, etc., is issued or public transportation services are suspended between 3:00 p.m. and 4:45 p.m.	Measures such as the cancellation of classes, etc., will be implemented for the 5 th period. 4 th period classes, etc., will be continued. However, if the EVP in charge deems it necessary to secure the safety of students, measures such as the cancellation of classes, etc., will be implemented for the 4 th period, even if they are already taking place.

(6) If a weather warning, etc., is issued or public transportation services are suspended between 4:45 p.m. and 6:15 p.m.	5 th period classes, etc., will be continued. However, if the EVP in charge deems it necessary to secure the safety of students, measures such as the cancellation of classes, etc., will be implemented for the 5 th period, even if they are already taking place.
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Table 2

Circumstances	Measures to be taken regarding classes, etc.
(1) If the planned suspension of services begins before 12:30 p.m.	Measures such as the cancellation of classes, etc., will be implemented until they are withdrawn in accordance with Article 2, Paragraph 2.
(2) If the planned suspension of services begins between 12:30 p.m. and 2:45 p.m.	1 st period classes, etc., will be held. Measures such as the cancellation of classes, etc., will be implemented for the 2 nd , 3 rd , 4 th , and 5 th periods, until they are withdrawn in accordance with Article 2, Paragraph 2.
(3) If the planned suspension of services begins between 2:45 p.m. and 5:00 p.m.	1 st and 2 nd period classes, etc., will be held. Measures such as the cancellation of classes, etc., will be implemented for the 3 rd , 4 th , and 5 th periods, until they are withdrawn in accordance with Article 2, Paragraph 2.
(4) If the planned suspension of services begins between 5:00 p.m. and 6:45 p.m.	1 st , 2 nd , and 3 rd period classes, etc., will be held. Measures such as the cancellation of classes, etc., will be implemented for the 4 th and 5 th periods, until they are withdrawn in accordance with Article 2, Paragraph 2.
(5) If the planned suspension of services begins between 6:45 p.m. and 8:30 p.m.	1 st , 2 nd , 3 rd , and 4 th period classes, etc., will be held. Measures such as the cancellation of classes, etc., will be implemented for the 5 th period, until they are withdrawn in accordance with Article 2, Paragraph 2.