

20 April 2011

Deans/Director Generals

cc: General Managers, Central Administration Office

From Professor Masafumi Maeda, Executive Vice-President
Acting Director, Headquarters for Disaster Countermeasures

Immediate Measures for the Great East Japan Earthquake (Notice 7)

I am grateful to you all for your cooperation in the various measures taken so far since the earthquakes. Given the possible problems caused by strong aftershocks, the series of

- Each faculty's disaster prevention and crisis management system should be enhanced in accordance with individual circumstances. Check and improve, where necessary, systems for collecting and confirming safety of students and staff in emergency as well as for transmitting promptly useful information to them as the new academic year begins (for instance, sending an emergency email notice to all students and staff or using UT-mate and other systems. Please refer to the notice by the acting director of the Headquarters for Disaster Countermeasures dated 4 April).
- Special measures are required for the inspection and management of hazardous substances such as chemicals to prevent unexpected problems when aftershocks and blackouts occur.

and research that require a large amount of electricity (for the partial lifting of electricity saving practices and notes on resumption of experiments, please refer to the notice by the acting director of the Headquarters for Disaster Countermeasures dated 24 March as

- Be sure to give sufficient instructions to staff so as not to distribute inaccurate information and cause unnecessary anxiety inside and outside the University.

3. For students

- ▲ Based on the “Policy on the academic schedule” (notice by the president dated 25 March, Japanese only), each faculty and graduate school will judge their circumstances and, if necessary, make schedule changes accordingly and inform students, so long as such changes do not hinder the educational objectives of each faculty and graduate school. When making such academic schedule changes, the required hours of study for each course must be fulfilled although the length of course (15 weeks) may be changed flexibly depending on the situation.
- ▲ Inform and encourage students to engage in extra-curricular activities prudently while following safety precautions for the time being (please refer to Notice 3 “Extra-curricular activities in the disaster area” dated 4 April, Japanese only).
- ▲ For students who may require psychological care, give special consideration and encourage them to obtain help from the University’s specialist offices (Student Counseling Center, Nandemo So-dan (One-stop Resources) Office, Office for Mental Health Support etc. Please refer to the notice “Message to International Students from Student Counseling Center” dated 20 March).
- ▲ Students studying at the University who are now in financial difficulty following the disaster should contact the Student Scholarship and Welfare Group for consultation (students belonging to the Graduate School of Arts and Sciences, Graduate School of Mathematical Science, and College of Arts and Sciences should contact the Student Support Group). Disseminate this information among students.
- ▲ If students have already applied for exemption from or postponement of the 2011 summer semester tuition fees, the University has decided to suspend withdrawing the amount from their bank accounts until such application is confirmed. Please take note of this measure and handle tuition exemption and postponement appropriately.
- ▲ Consult with international students about their current situation and stay informed of their whereabouts. Inform repatriated international students about course and other academic schedules, and discuss the prospect of their study plans and give due consideration to their continuing studies (please refer to the notice by the Executive Vice President in charge of Education dated as April 1). Ask students wishing to take a leave of absence to submit a leave request to the relevant administration office by the due date. (Please remember to handle separately in accordance with regulations such requests from international students on Japanese government scholarship programs.)
- ▲ In addition to the above, please read carefully the notice sent by the Ministry of Education and Science on 14 March “Due Considerations for Students Stricken by the 2011 Great East Japan Earthquake” as well as “Student Volunteer Activity concerning the 2011 Great East Japan Earthquake” dated as April 1 (in Japanese only).

4. Other matters (relief efforts etc.)

- Please note that the newly-established “Office for Relief and Reconstruction Assistance for the Great East Japan Earthquake” (President’s act dated April 11) is in charge of formulating basic policy and coordinating communication about the University’s relief and reconstruction assistance to the disaster-stricken areas.

