

Faculty of Economics Hiyoshi Campus Courses

Fall Semester-end Makeup Examinations (PEARL)

Hiyoshi Office of Student Services

The makeup examinations are held for students who, for unavoidable reasons, were unable to take the semester-end examinations.

1. Applicable Courses

For all examinations held during the Fall Semester-end Examinations Period (January 22 [Mon.]–February 2 [Fri.]), excluding language courses.

2. Criteria to take Makeup Examinations

The approved reasons for taking the makeup examinations and documentation for submission are as follows.

Regardless of the reason, students will, in principle, have to attend an academic consultation with a faculty member. An appointment for the interview needs to be booked in advance.

- (1) Overlap of Examination Times Please check the relevant bulletin boards.
Regarding any overlap with Tokyo Institute of Technology courses, please consult with the staff in charge of the Faculty of Economics at the Hiyoshi Office of Student Services.
- (2) Train Delays Students will need to have a delay certificate issued by the appropriate rail company.
*Only certificates for train routes to the campus from the student's home (**the address registered with the university**) are accepted.
*Applications for taking a makeup examination will, in principle, only be accepted on the **day of the delay**.
- (3) Contagious diseases designated by the Ministry of Education, Culture, Sports, Science and Technology

Students will need to have a medical certificate (Notes 1 & 2) issued by a health care center certifying that they were infected with a contagious disease on the day that the semester-end examination was held for the course in question (students cannot apply for a makeup examination without a medical certificate).
Note 1 The medical certificate must clearly state the name of the contagious disease and should show that the day of the missed examination was covered by the period the student was instructed to not attend university.
Note 2 The medical certificate must be carefully sealed in an envelope with a sealing mark.
- (4) Funerals (for first and second degree relatives) – Students will require documentation that objectively certifies that they attended a funeral, such as a funeral attendance thank you letter, etc.
- (5) Taking a national examination (certified public accountant)
Students will need to submit a copy of their examination slip.
- (6) Illnesses other than stipulated in item (3)
Students will require a medical certificate (Notes 1 & 2) to be issued by a health care center certifying that they were ill on the day that the semester-end examination was held for the course in question (students cannot apply for a makeup examination without a medical certificate).
Note 1 The medical certificate must state that it was necessary for the student to rest on the day he or she was absent for the semester-end examination.
Note 2 The medical certificate must be carefully sealed in an envelope with a sealing mark.
- (7) Other reasons
Students will require some form of official certification clarifying the reason they were absent from the examination.

3. Application Procedures

Application Counter	Hiyoshi Office of Student Services, Faculty of Economics
Application Period	January 9 (Tue.)–February 5 (Mon.) 11:30 *Excluding January 10 (Wed.) (Anniversary of Yukichi Fukuzawa’s Birthday) Weekdays (excluding weekends and holidays) 8:45–16:45 *However, the time for the final day Feb 5 (Mon.) will be 8:45–11:30
Examination Fee	¥2,000 per course Please make the payment by purchasing a certificate stamp at the certificate stamp issuing machine located inside the Hiyoshi Office of Student Services. Cash payments are not accepted. There is no examination fee in cases of overlapping examination times and delayed trains.
Timetable Announcement	February 19 (Mon.) 18:00 (tentative) on the semester-end examinations web page and at the entrance of the Fourth Building: Section B
Examination Dates	February 21 (Wed.), 22 (Thu.) & 23 (Fri.)
Location of Examinations	Classroom D204 (Independence Wing, second floor) ↑ Updated on Feb. 19,2018

4. Other Items of Importance

- Please be aware that the grade of students who apply to take a makeup examination for reasons not specified in items (1) to (5) of “2. Criteria to Take Makeup Examinations” will be set one level lower than the grade they would have been awarded if they had taken the semester-end examination as scheduled (please refer to pg. 45 of the Course Registration Guide).
- Any false declaration made on the application to take a makeup examination will be treated as an act of academic misconduct.
- Students will be unable to apply to take a makeup examination if they failed to attend the semester-end examination due to the fault of the individual student, such as arriving late at their own convenience or mistaking the start time of the examination.
- Students cannot apply to take a makeup examination if they took the semester-end examination for the course in question during the semester-end examinations period.
- If the student concerned is unable to apply in person, then anyone else applying on the student’s behalf must ensure that the application procedures are completed within the designated application period.
- For further information concerning the makeup examinations, please refer to the general notes section of the Course Registration Guide (pg. 45).