

様式2022-④

定期試験 /

Format 2022-4 for
Final Examination病気による定期試験（追試験） 欠席報告書
Report of Final Examination (Makeup Examination) Absence Due to Illness

①Enter the date of application.

申請日：2023年 1月 23日

Year Month Day

SAMPLE ①

Reason for Application : The applicants' own infection with COVID-19

②Enter the information of yourself.

*Provide the email address where we can surely reach you
(possible to provide other than university email address).

学生証番号 Student ID No.	11232267891	氏名 Name	Ritsumei Taro
学部・研究科 College・Graduate School	College of Law	回生 Year	1
携帯電話番号	090-1234-5678	メールアドレス	taro-rite@yahoo.co.jp

③For the period in which you are not allowed to come to the campus, enter the final examination date(s) that must be included in the (estimated) recuperation period at the time of application

*Enter 1/23 (Mon)~1/23 (Mon) for only one day. *Notify the Manabi Station if any changes occur after the submission.

登校不可となる期間 Period in which you are NOT allowed to come to the campus due to the following reason	1月 23日 (Mon) ~ 1月 25日 (Wed) Month Day Month Day
Reason for Application Check the appropriate box and fill in the required information	<input checked="" type="checkbox"/> 学生本人の新型コロナウイルスへの感染 The applicants' own infection with COVID-19
	<input type="checkbox"/> 学校保健 Your attendance
	<input type="checkbox"/> 居住地域の Because it cor
	<input type="checkbox"/> 自宅待機期間 Home waiting period
	状況説明(ガイドラインに沿って自身の状況を記載) Situation explanation (state your own situation according to the guidelines)
病気等の詳細 該当事項に✓の うえ必要事項を記入	学生本人の発熱や呼吸器症状など新型コロナウイルスへの感染疑いやその他の病気（下記に概要を記載） The student's own suspected infection with the novel coronavirus, such as fever, respiratory symptoms, or other illness (please write a brief description below).
	体調不良の発生時期 Date of onset
	体温 Body temperature
病気等の詳細 該当事項に✓の うえ必要事項を記入	症状 Details of physical condition

④Click the box for the applicable reason and check the box.

*If the check box cannot be checked, put a circle next to "The applicants' own infection with COVID-19" and add "check box cannot be checked".

⑤Enter information on all courses of final examinations in the recuperation period without omission.

*In case of incompletely or incorrectly filling out, it will be regarded as incomplete application and can not be accepted.

登校不可期間と重なる定期試験（追試験）科目

Courses in which the final examinations (makeup examinations) are held during the period in which you are NOT permitted to come to the campus

定期試験（追試験） Date	授業コード Course Code	授業名 Course Name	クラス Class	担当教員名 Instructor
1月 23日 (Mon)	11111	History of Ritsumeikan	AA	Yakata Jiro
1月 24日 (Tue)	10101	Civil Law X	BA	Kinugasa Saburo
1月 25日 (Wed)	19999	Information Society and Law	G7	Kinuta Hanako

★Reconfirm the contents in the form and submit it through CAMPUS WEB "Apply for make-up examination - (3)Apply for make-up examination (update/cancel), submit documents" by the deadline to complete your application. Incomplete applications will not be accepted.

申請日： 2023年 1月 24日

SAMPLE ②

Reason for Application : Because it corresponds to close contact according to the guidelines shown by the local government in the area of residence.

②Enter the information of yourself.

*Provide the email address where we can surely reach you (possible to provide other than university email address).

追試験を申請し受験許可された学生が追試験当日に病気に
所属キャンパス学びステーションへ本報告書を提出して
If a student who has applied for and been approved to take a makeup examination is
he/she must submit this report to the Manabi Station on his/her home campus by 5:00

学生証番号 Student ID No.	13452178910	氏名 Name	Ibaraki Taro
学部・研究科 College of Business Administration		回生 2	

③For the period in which you are not allowed to come to the campus, enter the final examination date(s) that must be included in the (estimated) quarantine period at the time of application.

*Enter 1/24 (Tue)~1/24 (Tue) for only one day. *Notify the Manabi Station if any changes occur after the submission.

下記事由により 登校不可となる期間 Period in which you are NOT allowed to come to the campus due to the following reason	1月 24日 (Tue) ~ 1月 26日 (Thu)								
病気等の詳細 該当事項に✓の うえ必要事項を記入	<table><tr><td><input type="checkbox"/> 学 Th * Yc</td><td>④Click the box for the applicable reason and check the box.</td></tr><tr><td><input type="checkbox"/> 居 Be</td><td>⑤Enter the period (estimated at the time of application) you were instructed to be quarantined at home by your local government website, medical institution, public health center, etc. in your residential area.</td></tr><tr><td><input checked="" type="checkbox"/> 自宅待機期間 Home waiting period</td><td>⑥In the "situation explanation" column, enter the date of last contact with the infected person and the basis for determining that you were a close contact person.</td></tr><tr><td>状況説明(ガイドラインに沿って 自身の状況を記載) situation explanation (state your own situation according to the guidelines)</td><td>1月 22日 (Sun) ~ 1月 26日 (Thu) Month Day Month Day A family member living with me developed the disease on 1/21 and tested positive. After checking the website of the Ibaraki City Public Health Center in Osaka Prefecture, it was determined that the I was a close contact person. (The infected family member was quarantined at home on 1/21.)</td></tr></table>	<input type="checkbox"/> 学 Th * Yc	④Click the box for the applicable reason and check the box.	<input type="checkbox"/> 居 Be	⑤Enter the period (estimated at the time of application) you were instructed to be quarantined at home by your local government website, medical institution, public health center, etc. in your residential area.	<input checked="" type="checkbox"/> 自宅待機期間 Home waiting period	⑥In the "situation explanation" column, enter the date of last contact with the infected person and the basis for determining that you were a close contact person.	状況説明(ガイドラインに沿って 自身の状況を記載) situation explanation (state your own situation according to the guidelines)	1月 22日 (Sun) ~ 1月 26日 (Thu) Month Day Month Day A family member living with me developed the disease on 1/21 and tested positive. After checking the website of the Ibaraki City Public Health Center in Osaka Prefecture, it was determined that the I was a close contact person. (The infected family member was quarantined at home on 1/21.)
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Reason for Application Check the appropriate box and fill in the required information	<table><tr><td>学生本人の発熱や呼吸器症状など新型コロナウイルスへの感染疑いやその他の病気（下記に概要を記載） The student's own suspected infection with the novel coronavirus, such as fever, respiratory symptoms, or other illness (please write a brief description below).</td><td></td></tr><tr><td>体調不良の発生時期 Date of onset</td><td></td></tr><tr><td><input type="checkbox"/> 体温 Body temperature</td><td>※発熱時の体温を記入すること</td></tr><tr><td>症状 Details of physical condition</td><td></td></tr></table>	学生本人の発熱や呼吸器症状など新型コロナウイルスへの感染疑いやその他の病気（下記に概要を記載） The student's own suspected infection with the novel coronavirus, such as fever, respiratory symptoms, or other illness (please write a brief description below).		体調不良の発生時期 Date of onset		<input type="checkbox"/> 体温 Body temperature	※発熱時の体温を記入すること	症状 Details of physical condition	
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体調不良の発生時期 Date of onset									
<input type="checkbox"/> 体温 Body temperature	※発熱時の体温を記入すること								
症状 Details of physical condition									

⑦Enter information on all courses of final examinations in the self-quarantine period without omission.

*In case of incompletely or incorrectly filling out, it will be regarded as incomplete application and can not be accepted.

登校不可期間と重なる定期試験（追試験）

Courses in which the final examinations (makeup examinations) are held during the period in which you are NOT permitted to come to the campus

定期試験（追試験） Date	授業コード Course Code	授業名 Course Name	クラス Class	担当教員名 Instructor
1月 24日 (Tue)	59999	Business Administration of Japanese Companies	BB	Osaka Hanako
1月 26日 (Thu)	59595	History of Ritsumeikan	B1	Yakata Jiro

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様式2022-④

定期試験 /

Format 2022-4 for
Final Examination

病気による定期試験（追試験） 欠席報告書 Report of Final Examination (Makeup Examination) Absence Report

①Enter the date of application.

申請日： 2023年 1月 25日

SAMPLE ③

Reason for Application : The student's own suspected infection with the novel coronavirus, such as fever, respiratory symptoms, or other illness (please write a brief description below).

②Enter the information of yourself.

*Provide the email address where we can surely reach you (possible to provide other than university email address).

学生証番号 Student ID No.	12342056789	氏名 Name	Kusatsu Minami
学部・研究科 College・Graduate School	College of Economics	回生 Year	3
携帯電話 Mobile Phone			

③For the period in which you are not allowed to come to the campus, enter the date that the symptom occurred.

*Enter only the day(s) you were absent, unless the medical institution has indicated the recuperation period, such as for the flu.

下記事由 登校不可とある期間 Period in which you are NOT allowed to come to the campus due to the following reason	1月 24日 (Tue) ~ 1月 24日 (Tue) Month Day Month Day
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Reason for Application Check the appropriate box and fill in the required information	<input type="checkbox"/> 学生本人の新型コロナウイルスへの感染 The applicants' own infection with COVID-19 ※学校保健安全法に基き、治療中または療養中と認められる場合は、 ④Click the box for the applicable reason and check the box.
	<input type="checkbox"/> 病気等の詳細 該当事項に✓の うえ必要事項を記入 ⑤Enter when the poor physical condition occurred. ⑥If symptoms include fever, enter the temperature at the time of fever on the day of absence. *If no fever, leave blank. ⑦Fill in the symptoms of the day of absence specifically, and be sure to indicate whether or not you have a fever. *Even if symptoms have continued since your application of previous day, unless the medical institution has indicated a recuperation, fill in the symptoms and temperature on the day of the absence.
	<input checked="" type="checkbox"/> 体調不良の発生時期 Date of onset 1月23日 (Mon) から
	<input checked="" type="checkbox"/> 体温 Body temperature 37.8 °C ※発熱時の体温を記入すること Fill in your body temperature at the time of fever. 症状 I had headache and abdominal pain since 1/23, and fever of 37.8°C on 1/24.

⑧Enter the final examination courses on the day of absence.

*In case of incompletely or incorrectly filling out, it will be regarded as incomplete application and can not be accepted.

*In case the medical institution has indicated the recuperation period, provide the information for all courses in the period of absence.

登校不可期間と重な Courses in which the final exami	定期試験 (追試験) Date	39999	History of Ritsumeikan	E1	Yakata Jiro
	1月 24日 (Tue)	39393	History of Japanese Economics	E2	Shiga Biwako

★Reconfirm the contents in the form and submit it through CAMPUS WEB "Apply for make-up examination - (3)Apply for make-up examination (update/cancel), submit documents" by the deadline to complete your application. Incomplete applications will not be accepted.

①申請内容確認 ☐ ②所属学部・研究科への連絡 ☐ ③保健センターへの連絡 ☐ ④追試験承認処理または教員連絡 ☐