

## Ritsumeikan University Final Examination Regulations

March 19, 2010  
Regulations No. 848

### (Purpose)

Article 1. These regulations prescribe necessary matters concerning examinations implemented pursuant to Article 36 of the Ritsumeikan University Regulations and Article 24 of the Ritsumeikan University Graduate School Regulations.

### (Examination dates)

Article 2. Examinations in curricular courses shall be held during the final examinations period stipulated in the academic calendar.

### (Conduct of examinations)

Article 3. Examinations shall be conducted separately for each course. Make-up examinations may be conducted in some circumstances.

2. In addition to the preceding paragraph, the College of Pharmaceutical Science may conduct re-examinations depending on assessment results.

### (Final examinations)

Article 4. Final examinations are examinations held each semester. A final examination held in spring semester is termed a spring semester examination, one held in fall semester is termed a fall semester examination.

### (Make-up examinations)

Article 5. A make-up examination is an examination conducted for a person who is unable to take a final examination as prescribed in the preceding article, for one of the reasons for failure to take final examination listed in Annexure 1.

A make-up examination held in the spring semester is termed a spring semester make-up examination, one held in the fall semester is termed a fall semester make-up examination.

2. The result of a make-up examination shall be treated as the final examination grade for the course in question.

3. A person who is unable to take final examinations may take makeup examinations. However, make-up examinations cannot be taken by a person who is not a regular student, a part-time student or a special auditing student.

4. An application to take the make-up examination must be made together with the documents specified in Appendix 1 for each reason for failure to take final examination.

### (Re-examinations)

Article 6. A re-examination is conducted in a course that has been stipulated as eligible for re-examinations, for a person whose final examination or make-up examination receives an F grade and that has attended at least two-thirds of the classes for that course.

2. The dates, methods and application procedures for re-examinations shall be prescribed by the College Faculty Council.

Article 7. Deleted

(Duration of examinations)

Article 8. The duration of final examinations shall be 60 minutes. However, if the Faculty Council considers it necessary, the duration may be extended to 90 minutes.

2. Final examinations prescribed in the preceding paragraph shall be conducted as set forth in Annexure 2.
3. Notwithstanding the preceding two paragraphs, the duration of final examinations in the School of Law shall be 90, 120 or 180 minutes. However, final examinations of other durations may be held if the Faculty Council considers it necessary.

(Special measures in light of physical disability, etc.)

Article 8-2. Special consideration in terms of examination duration, answer method and other conditions may be afforded to an individual student in light of physical disability or other circumstances. Such consideration shall be determined by the College Faculty Council or Graduate School Faculty Council following deliberation by the Academic Affairs Board. In such cases, examination duration may be extended to a maximum of 1.5 times the regular duration.

2. When special consideration is granted for examination duration as prescribed in the preceding paragraph, duration may be set within limits that enable the examination to be conducted rigorously.

(Examination method)

Article 9. Final examinations shall be conducted in writing. However, a final paper may take the place of a written examination.

2. Notwithstanding the preceding paragraph, in courses involving laboratory work, field work, practicum, graduation research and the like, the product of the laboratory work or field work, a practical examination, the submission of a graduation thesis and the like may take the place of a final examination.

(Eligibility)

Article 10. Final examinations can only be taken by persons with current student status at the time of the examination and only in the courses in which they are enrolled.

2. Notwithstanding the preceding paragraph, students who are suspended at the time of the examination are not eligible.

Article 11. Persons to whom any of the following apply shall lose their eligibility to take the final examination in the course(s) in question.

- (1) Failure to bring student identification card to the examination
- (2) Arrival at the examination venue more than 20 minutes late
- (3) Failure to follow the directions of invigilators
- (4) Improper conduct in the examination

2. Persons to whom clause 1 of the preceding paragraph applies shall be permitted to take the examination with an examination permission slip.

3. Persons wishing to have an examination permission slip issued must apply to the administrative office of their College or Graduate School of affiliation or to the office with proxy responsibility for issuance.

(Leaving during the examination)

Article 12. Examinees may leave the examination venue after at least 30 minutes have elapsed since the start of the examination and if permitted by an invigilator.

2. Notwithstanding the preceding paragraph, examinees are not permitted to leave during the examination in courses stipulated by the College or Graduate School.

(Obligations on examinees)

Article 13. Examinees must comply with each of the following.

- (1) Place student identification cards on the desk with the photograph side up.
- (2) Follow the directions of invigilators.
- (3) Do not borrow or lend any writing implements or other items to other examinees during the examination.
- (4) Do not place anything on the desk except for permitted items.
- (5) Write student identification number and name on each answer sheet, and do not take answer sheets outside the examination venue regardless of whether they have been completed or not.
- (6) Do not engage in any improper conduct as defined in Article 15 and any other actions that may be construed as improper conduct.

(Invalid answer sheets)

Article 14. Examination answer sheets shall be invalidated if any of the following apply.

- (1) Produced by a person without eligibility as prescribed in Article 10
- (2) Produced by a person to whom the first paragraph of Article 11 applies
- (3) Impossible to determine the examinee

(Categories of improper conduct)

Article 15. Improper conduct in a final examination is conduct that falls into any of the following categories.

- (1) Revealing or exchanging an answer with another examinee
- (2) Bringing or possessing items that are not permitted, or writing on personal belongings or on the desk, etc.
- (3) Talking or peeping
- (4) Using or acting as a stand-in examinee
- (5) Failure to follow the directions of an invigilator in regard to the production of answers
- (6) Other conduct that is judged to obstruct the fair implementation of an examination

(Treatment of improper conduct)

Article 16. A student who has engaged in improper conduct in a final examination shall be course to the Ritsumeikan University Student Disciplinary Regulations.

2. Student to whom the preceding paragraph applies shall have their final examinations invalidated for either the course in question or for all their courses in the semester in question, and shall receive the grade of F in that course/courses.

(Amendment and abolition)

Article 17. Amendment and abolition of these regulations shall be determined by the Academic Affairs Board.

Supplementary Provision

These regulations are effective from April 1, 2010.

Supplementary Provision (partial amendment following alteration of make-up examination requirements, April 22, 2011)

These regulations are effective from April 22, 2011, and apply from April 1, 2011.

Supplementary Provision (partial amendment following complete alteration of Graduate School general regulations, abolition of Professional Graduate School general regulations, and addition of special measures in cases of physical disability, etc., February 17, 2012)

These regulations are effective from April 1, 2012.

Supplementary Provision (partial amendment following establishment of the Academic Affairs Board, March 16, 2012)

These regulations are effective from April 1, 2012.

Supplementary Provision (partial amendment following alteration of matters concerning make-up examinations, July 8, 2013)

These regulations are effective from July 8, 2013, and apply from April 1, 2013.

Supplementary Provision (partial amendment following alteration of matters concerning make-up examinations and abolition of re-examinations in the Graduate School of Law, January 25, 2016)

These regulations are effective from April 1, 2016.

Supplementary Provision (Partially amended due to changes in the name of the semester and the required documents related to the application for make-up examinations, January 15, 2017)

These regulations are effective from April 1, 2018.

Supplementary Provision (Partial amendment due to changes in the treatment of applications for the make-up examinations, January 7, 2019)

These regulations are effective from April 1, 2019.

Supplementary Provision (Partial Amendment to Consolidate Details of Misconduct, November 25, 2019)

These regulations are effective from April 1, 2020.

#### Annexure 1. Make-up examinations

Reason for failure to take final examination	Evidence and documentation required
Illness of the examinee	Medical certificate issued by a medical practitioner
Bereavement (spouse and first or second degree relative)	Official proof of death (Accepted as valid reason for failure to take examinations up to 7 days [including weekends and holidays] after the death of a spouse or first-degree relative and 5 days [including weekends and holidays] after the death of a second-degree relative)

Attendance at a wedding ceremony (of a first- or second-degree relative. Does not include attendance at wedding of the student.)	Wedding invitation card
Natural disaster	Disaster victim's certificate
Employment examination	Official documentation concerning the employment examination
Examination for graduate school	Exam admission slip
Teaching practicum, nursing care and special education school experience practice, museum practice	Application form (include the contents, period of the practical training, and the place of the practical training)
Class or exam for a credit transfer course	Certificate of attendance of an exam or class for a credit transfer course
Late arrival of public transport that operates according to a timetable	Certificate of late arrival issued by a public transport operator showing a delay of more than 20 minutes
Extracurricular activity	Certificate of Participation in Varsity Matches, etc.
Lay judge duty	Writ of summons
Other unavoidable grounds	Material that serves as the basis for unavoidable circumstances (judged by the Faculty Council based on the material)

#### Annexure 2. Examination duration

Period	Examination time
1st period	9:30 to 10:30
2nd period	11:00 to 12:00
3rd period	13:30 to 14:30
4th period	15:00 to 16:00
5th period	16:30 to 17:30 16:30 to 18:00 (specified courses)
6th period	18:30 to 19:30
7th period	20:00 to 21:00 20:00 to 21:30 (specified courses)