

AY2024 Fall Semester Makeup Examinations: Application Procedures

November 2024
Ritsumeikan University

Students who are unable to take final examination(s) due to unavoidable circumstances (illness, bereavement, etc.) specified in the “Ritsumeikan University Regulations for Final Examination” may be allowed to take makeup examinations. Such students must read this document thoroughly and follow the prescribed procedures to apply for make-up examinations. However, only regular students, non-degree students (科目等履修生), special auditing students (特別聴講学生) can apply for makeup examinations.

*Make-up examinations differ from the re-examinations held by the College of Pharmaceutical Sciences. For details on re-examinations, check the examination schedule.

*No special consideration will be provided for absence from exams/make-up exams due to overlap with study abroad programs conducted by the International Center or APU Summer Session Courses.

(1) Applicable Courses

Students can apply make-up examinations for courses in which the grade evaluation method, as indicated in the syllabus, is specifically designated as ‘Final Examination(written)’

*Examinations conducted during classes are not subject to make-up examinations.

(2) Reasons for Exam Absence and Documentation for Makeup Exam Application

Reason for failure to take final examination	Evidence and documentation required
Illness of the examinee *1	Medical certificate issued by a medical practitioner *2
Bereavement (spouse and first or second degree relative)	Official proof of death (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.) *3
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 (including examinations for civil servants or examinations for hiring school teachers) *4	Official documentation concerning the employment examination
Examination for graduate school	Exam admission slip
Teaching practicum, nursing care and special education school experience, 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	<u>Certificate of late arrival issued by a public transport operator showing a delay of more than 20 minutes. (Delay certificates for 20 minutes or less are not accepted.)</u>
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)

*1 Please submit a medical certificate clearly stating that your examination dates are included in the period in which you are unable to come to campus.

Example: If you cannot take the final examination on January 23: “Due to upper respiratory infection, you are required to stay at home from January 22 to 25,” etc.

This includes cases of students infected with, or having symptoms suspected of having COVID-19.

*2 Only in the case of an infectious disease, the “Certificate of Recovery from Infectious Disease” issued by the University's Medical Service Center can be used in place of a medical certificate.

*3 If it is difficult to prepare an official proof of death, a funeral card may be accepted.

*4 For details, please refer to the attachment “Application for a Makeup Examination when unable to take a Final Examination due to Job Examinations”. Furthermore, in the case of examinations for civil servants or examinations for hiring school

teachers, the examination admission slip is basically required, but if you do not have the exam admission slip, a “verification of participation in job examination” is also acceptable. (The courses for which you can apply for makeup examinations are the same as those in the case of job examinations.)

(3) Application Period

The application period starts from 9:00 a.m. Thursday, January 9.

The application deadline for the exam is within two days, including the exam day itself (excluding Saturdays and Sundays).

<Deadlines to request makeup examination> *Any requests after the deadlines will not be accepted.

Final Exam Date	Deadline to Request	Final Exam Date	Deadline to Request
January 22 (Wed))	January 23 (Thu) at 5:00 PM	January 28 (Tue)	January 29 (Wed) at 5:00 PM
January 23 (Thu)	January 24 (Fri) at 5:00 PM	January 29 (Wed)	January 30 (Thu) at 5:00 PM
January 24 (Fri)	January 27 (Mon) at 5:00 PM	January 30 (Thu)	January 31 (Fri) at 5:00 PM
January 25 (Sat)	January 27 (Mon) at 5:00 PM	January 31 (Fri) <Alternative Exam Date>	February 1 (Sat) at 5:00 PM
January 27 (Mon)	January 28 (Tue) at 5:00 PM		

(4) Application Procedures

- a) Please prepare the required documents and apply via CAMPUS WEB by the deadline.

Please follow the instructions below to complete the application procedure.

<http://www.ritsumei.ac.jp/pathways-future/makeup/exam/manual/for/students/en.pdf>

*If you are unable to attach the necessary certificates at the time of application, please contact the Manabi Station at your campus immediately after application.

- b) Students are not required to pay any processing fee for make-up examinations. There is no limit on the number of courses for which students can apply.

(5) Make-up Examination Schedule

Date	Details
January 9 (Thu)	Start of the application for make-up examinations (CAMPUS WEB)
January 30 (Thu)	Final examination ends
February 3 (Mon) at 1:00PM	Announcement of Make-up examination schedule *The make-up examination schedule for examinations held on January 31 (Fri), the alternative examination date, will be announced on February 4 (Tue) at 1:00 PM.
February 4 (Tue)	Make-up examinations (1st day)
February 5 (Wed)	Make-up examinations (2nd day)
February 6 (Tue)	Alternative Examination Day for Makeup Examinations *If make-up examinations cannot be conducted on February 4 and 5 due to inclement weather etc., these examinations will be held on the Alternative Examination Day for Make-up Examinations.

- Regarding the deadline for make-up examination application, see “(3) Application Period” above.
- You are not allowed to specify a specific date or period for a make-up examination. Please keep all three make-up examination days, including alternative examination day free and refrain from making any plans. This will ensure your availability to take exams in any periods.
- No alternative measures will be provided for students who are unable to take the make-up examinations.

<Contact Information: Manabi Station>

Kinugasa Campus: Tel: 075-465-7865 Email: k-manabi@st.ritsumei.ac.jp

BKC: Tel: 077-561-4972 Email: manabi-i@st.ritsumei.ac.jp

OIC: Tel: 072-665-2050 Email: ois-mnb0@st.ritsumei.ac.jp