

AY2025 Fall Semester Makeup Examinations: Application Procedures

November 2025

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 (特別聽講学生) 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 | Documentation of a hospital visit (including the date of the visit and within two days before or after; however, Saturdays, Sundays, and public holidays are excluded)*1 |
| Bereavement (spouse (Includes de facto marriages and partnerships) and first- degree relative or second and third-degree relative) | Official death certificate, mourning letter, other documents confirming the date of death or the date of the funeral (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 and third-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 (including examinations for civil servants or examinations for hiring school teachers) *2 | 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>Documentation confirming a delay of more than 20 minutes issued by a transportation company (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 |
| Prosecution councilor or assistant councilor | 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 A medical certificate or documents issued by a medical institution—such as receipts, medical statements, or prescriptions—that include the name of the medical institution and the date of visit (or date of issue) can be used for the application.

However, if the application is not submitted within two days before or after the date of visit, a doctor's certificate is required. In the case of an infectious disease only, a "Certificate of Recovery from Infectious Disease" issued by the University's Medical Service Center may be used in place of a medical certificate.

*2 For details, please refer to the attachment "Application for a Makeup Examination when unable to take a Final Examination due to Job Examinations".

(3) Application Period

The application period starts from 9:00 a.m. Tuesday, January 6.

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 15 (Thu) | January 16 (Fri) at 5:00 PM | January 21 (Wed) | January 22 (Thu) at 5:00 PM |
| January 16 (Fri) | January 19 (Mon) at 5:00 PM | January 22 (Thu) | January 23 (Fri) at 5:00 PM |
| January 17 (Sat) | January 19 (Mon) at 5:00 PM | January 23 (Fri) | January 26 (Mon) at 5:00 PM |
| January 19 (Mon) | January 20 (Tue) at 5:00 PM | January 24 (Sat) <Alternative Exam Date> | January 26 (Mon) at 5:00 PM |
| January 20 (Tue) | January 21 (Wed) 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 6 (Tue) ~ | Start of the application for make-up examinations (CAMPUS WEB) |
| January 23 (Fri) | Final examination ends |
| January 27 (Tue) at 1:00PM | Announcement of Make-up examination schedule *The make-up examination schedule for examinations held on January 24 (Sat), the alternative examination date, will be announced on January 28 (Wed) at 1:00 PM. |
| January 28 (Wed) | Make-up examinations (1st day) |
| January 29 (Thu) | Make-up examinations (2nd day) |
| January 30 (Fri) | Alternative Examination Day for Makeup Examinations *If make-up examinations cannot be conducted on January 28 and 29 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: oic-mnb0@st.ritsumei.ac.jp