

**Measures for makeup examinations when final examinations at Ritsumeikan University overlap with examinations or classes at other universities  
(for students taking the courses of the Consortium of Universities in Kyoto/ Kan Biwako University Regional Consortium)**

In the event that final examinations at Ritsumeikan University overlap with examinations or classes at other universities, the student may apply to take makeup examinations upon request, so please follow the prescribed procedures below.

**1. Procedures**

On-campus courses (courses offered at other universities)

1. Download and fill in the “Certificate of Credit Transfer Course Attendance and Examination”.
2. Submit the completed “Certificate of Credit Transfer Course Attendance and Examination” to the counter of the department in charge of supporting credit transfer students at the university offering the course, and obtain a seal of approval for attendance and examination for the credit transfer course.
3. Upload a scanned or photo copy of the "Certificate of Credit Transfer Course Attendance and Examination" certified in (2) above when applying, within 3 days including the day of the examination you were unable to take.

Plaza courses (courses offered at Campus Plaza Kyoto)

1. Download and fill in the “Certificate of Credit Transfer Course Attendance and Examination”, and upload a scanned or photo copy of the certificate when applying.
2. The university will submit the “Certificate of Credit Transfer Course Attendance and Examination” to the university offering the course, and after confirming that there are no discrepancies or incompleteness in the documents, the university will notify the student whether or not he/she is eligible to take the makeup examination.