Faculty of Economics, Hiyoshi

Spring Semester—end Makeup Examinations (PEARL)

<div align="right">Hiyoshi Office of Student Services</div>

The makeup examinations are held for students who, for unavoidable reasons, were unable to take the semester-end examinations.

1. **Applicable Courses**

   For all examinations held during the Spring Semester-end Examinations Period, excluding language courses. *In-class examinations are not included.

2. **Criteria to take Makeup Examinations**

   The approved reasons for taking the makeup examinations and documentation for submission are as follows.

   Regardless of the reason, students will, in principle, have to attend a consultation with academic advisors. An appointment for the interview needs to be booked in advance. If an face-to-face interview cannot be held, permission to take makeup examinations may not be granted.

   (1) Overlap of Examination Times   Please check [Keio University Students Website]-[Semester-end / Makeup Exams].
   Regarding any overlap with Tokyo Institute of Technology courses, please consult with the staff in charge of the Faculty of Economics at the Hiyoshi Office of Student Services.

   (2) Train Delays   Students will need to have a delay certificate issued by the appropriate rail company.
   *Only certificates for train routes to the campus from the student's home (the address registered with the university) are accepted.
   * In principle, Applications for taking a makeup examination will only be accepted on the day of the delay.

   (3) Contagious diseases designated by the Ministry of Education, Culture, Sports, Science and Technology

   Students will need to have a medical certificate (Notes 1 & 2) issued by a medical institution certifying that they were infected with a contagious disease on the day that the semester-end examination was held for the course in question (students cannot apply for a makeup examination without a medical certificate).
   Note 1 The medical certificate must clearly state the name of the contagious disease and should show that the day of the missed examination was covered by the period the student was instructed not to attend university.
   Note 2 The medical certificate must be carefully sealed in an envelope with a sealing mark.

   (4) Funeral (first- or second-degree relatives)

   Students will be required documentation that objectively certifies that they attended a funeral, such as a funeral attendance thank you letter, etc.

   (5) Taking a national examination (certified public accountant)

   Students will need to submit a copy of their examination slip.

   (6) Illnesses other than stipulated in #(3)

   Students will be required a medical certificate (Notes 1 & 2) to be issued by a medical institution certifying that they were ill on the day that the semester-end examination was held for the course in question (students cannot apply for a makeup examination without a medical certificate).
   Note 1 The medical certificate must state that it was necessary for the student to rest on the day he or she was absent

*An application may not be approved if the student had taken the semester-end examination for another course held on the same day.

(7) Other reasons	Official certification is required that clarifies the reason for absence from an exam. This is only applicable when the Academic Advisor determines it to be unavoidable.
	Please note that reasons such as part-time jobs, volunteer activities, and participation in various competitions will not be considered as valid justifications for the application.

3. Application Procedures

Application Counter	Hiyoshi Office of Student Services, Faculty of Economics
	*Student ID card is required.
Application Period	July 10 (Mon.) – August 2 (Wed.) 11:30
	Weekdays (excluding weekends and holidays) 8:45–16:45
	*However, the time for the final day August 2(Wed.) will be 8:45–11:30
Examination Fee	¥2,000 per course
	Please make the payment by purchasing a certificate stamp at the certificate stamp issuing machine located inside the Hiyoshi Office of Student Services. Cash payments are not accepted.
	There is no examination fee in cases of overlapping examination times and delayed trains.
Timetable Announcement	August 7 (Mon.) 17:00 (tentative)
	on [Keio University Students Website]-[Semester-end / Makeup Exams].
Examination Dates	August 9 (Wed.), 10(Thu.), 11(Fri.) (tentative)
Location of Examinations	Classroom DB112 (Independence Wing, second floor)
	*Student ID card and Makeup Examination Slip are required.

4. Other Items of Importance

- Please be aware that the grade of students who apply to take a makeup examination for reasons not specified in (1) to (5) of "2. Criteria to Take Makeup Examinations" will be set one level lower than the grade they would have been awarded if they had taken the semester-end examination as scheduled (please refer to page 44 of the Course Registration Guide).
- Any false declaration made on the application to take a makeup examination will be treated as an act of academic misconduct.
- Students will be unable to apply to take a makeup examination if they failed to attend the semester-end examination due to the fault of the individual student, such as arriving late at their own convenience or mistaking the start time of the examination.
- Students cannot apply to take a makeup examination if they took the semester-end examination for the course in question during the semester-end examinations period.
- Late application will not be accepted for any reason whatsoever.
- If the student concerned is unable to apply in person, then anyone else applying on the student's behalf must ensure that the application procedures are completed within the designated application period.
- For further information concerning the makeup examinations, please refer to the general notes section of the Course Registration Guide (page 44).