

AY2023 Spring Semester 1st half Examination
Make-up Examination
[Faculty of Economics, Mita Campus Affiliated Students]

Make-up examinations are open to those who are unable to take the regular examinations in Spring Semester 1st half Examination Period on Friday, 2 June for an unavoidable reason. Make-up examinations are NOT conducted for classes for which an examination is not given on the regular examination period and for which evaluation is based on term papers, participation and attendance, and in class examinations.

Details on application are as follows:

1. Application Period **19 May (Fri.), 10:00am – 5 June (Mon.) 11:30am**
*Please be careful of the deadline as an application after the deadline cannot be accepted for any reason.
* Interviews with an Academic Advisor on the last day of the application period can be performed until 11:00am. If your application needs to have an interview, please complete the application procedures in time for the interview.
2. Application Counter **Faculty of Economics Section, Mita Office of Student Services**
*Online application cannot be accepted.
3. Examination Fee **2,000 JPY per subject**
*Payment must be made in the form of Shoshi-stamp, which can be purchased by cash at the Office of Student Services.
*Examination fees will be exempted to those who apply for make-up examinations for the following reasons: delay in public transportation, and overlapping examination schedule with other campuses and Tokyo Institute of Technology.
4. Announcement of Make-up Examination Schedule
 Courses at Mita Campus: 8 June (Thu.), 3:00pm (tentative) *
5. Make-up Examination Date
 Courses at Mita Campus: 12 June (Mon.) – 13 June (Tue.) (tentative)*
*Please confirm the Make-up Examination Schedule and Examination Date for other campuses from the “Keio University Student Website”
(<https://www.students.keio.ac.jp/en/mt/econ/class/exam>)

<IMPORTANT NOTES>

- *The grade for the make-up examination will be lowered by one mark. (This measure shall not apply to the cases (1) – (5) mentioned in “6. Eligibility to Apply for a Make-up Examination”.)
- *Any false application will be regarded as misconduct and be subject to penalty.
- *Make-up examinations are not applicable to those who could not take the examination for his/her personal mistakes (e.g. late for exam, misunderstanding of the timetable, etc.).
- *Students are not eligible to take the make-up examination once they have taken the regular examination.
- *Applications for make-up examinations for courses held at other campuses must be made at Mita Office of Student Services.
- *Also read notes on the make-up examination in the Course Registration Guide (p.22).

6. Eligibility to Apply for Make-up Examination

(1) Overlapping examination schedule

If examinations are overlapping with other campuses (including Tokyo Institute of Technology), take the regular examinations for courses offered at other campuses, and apply for the make-up examinations for courses at Mita campus.

<<Examination Timetable>>

Be seated by the start of examinations.

Mita		Hiyoshi	
1st Period	9:00~10:30	1st Period	9:00~10:00
2nd Period	10:45~12:15	2nd Period	10:20~11:20
3rd Period	13:00~14:30	3rd Period	12:20~13:20
4th Period	14:45~16:15	4th Period	13:40~14:40
5th Period	16:30~18:00	5th Period	15:00~16:00
6th Period	18:15~19:45	6th Period	16:20~17:20
		7th Period	17:40~18:40

(2) Train accidents (delays)

Applications are only accepted on the day when the delay occurred. Applications are eligible only when students leave from the home address registered to the university, having enough time to arrive at the examination room within twenty minutes after the beginning of each period in which the examination takes place. ***Submit a certificate of delay.**

(3) Infectious diseases specified by Ministry of Education, Culture, Sports, Science and Technology (including COVID-19)

Submit a medical certificate which approves the fact that you were infected with the disease on the day of the exam. The certificate also needs to include **the name of the disease and the period during which you were not permitted to attend school.** *A receipt cannot be accepted.

(4) Funerals of relatives within the second degree of kinship

*Submit a copy of a letter or a document that certifies the fact.

(5) Overlap with a national examination (for Certified Public Accountant)

*Submit a copy of your admission ticket for the examination.

(6) Other

If students wish to take make-up examinations for reasons other than above, they must have an interview with an academic advisor and obtain an approval. Remember, **the grade for the make-up examination will be lowered by one mark.**

*Submit a certificate which explains the situation. Ex. Illness (medical certificate including the content described in (3) above.), Job hunting (visit certificate from company or email including interview date and time)

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

<Interview with an Academic Advisor>

After applying for a Make-up Examination, please confirm the academic advisor's office hour below and make an appointment. Only students applicable to have an interview will be informed how to make an appointment. Any applications after the application period will NOT be accepted, so have an interview as early as possible. There is a possibility that students who apply for reasons in (1) – (5) above will also be required to have an interview. For further details please ask Faculty of Economics Section, Office of Student Services.

* Interviews are held on a first-come, first-served basis. Your interview schedule may not be your preferred date and time.

Academic Advisors' Office Hours <For PEARL students>

Date	Time	Advisor's Name	Venue
19 May (Fri.)	1:30 pm - 2:30 pm	Prof. Kimiko TERAJ	Instructions provided individually
31 May (Wed.)	9:00 am - 10:00 am	Prof. Kimiko TERAJ	
2 June (Fri.)	1:30 pm - 2:30 pm	Prof. Kimiko TERAJ	
5 June (Mon.)	10:00 am - 11:00 am	Prof. Kimiko TERAJ	Faculty Research Building 551 (Reservation not required)

Academic Advisors' Office Hours <For type AB (Double Degree) students>

Date	Time	Advisor's Name	Venue
19 May (Fri.)	12:00 pm - 1:00 pm	Prof. Takuji ARAI	Instructions provided individually
23 May (Tue.)	12:00 pm - 1:00 pm	Prof. Chizuru NAMBA	
30 May (Tue.)	12:00 pm - 1:00 pm	Prof. Chizuru NAMBA	
31 May (Wed.)	12:00 pm - 1:00 pm	Prof. Chizuru NAMBA	
5 June (Mon.)	9:00 am - 10:00 am	Prof. Takuji ARAI	Faculty Research Building 530 (Reservation not required)

* No extra meeting other than above is admitted. Make a call from an extension phone at the entrance of the Faculty Research Building before your meeting.

If there is anything unclear, please contact the Office of Student Services Faculty of Economics Section.