

AY2019 Fall Semester-End Examination

Make-up Examination [Faculty of Economics, Mita Campus]

Make-up examinations are open to those who are unable to take the regular examinations in Fall Semester-End Examination Period from Wednesday, 22 January to Tuesday, 28 January for an unavoidable reason. Make-up examinations are NOT conducted for classes for which an examination is not given on the regular examination day 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 **8 January (Wed.) – 29 January (Wed.), 11:30**
2. Application Counter **Faculty of Economics, Office of Student Services**
3. Examination Fee **2,000 JPY per subject**

*Examination fee will be exempted for those who apply for make-up examination 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
10 February (Mon.) 15:00 (estimated)
on “Keio University Student Website” (<https://www.students.keio.ac.jp/en/>)
5. Make-up Examination Date **18 February (Tue.) – 19 February (Wed.)**

<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.

*Make-up examination is not applicable to those who could not take the examination for his/her personal mistakes.

*Application for make-up examinations must be made to the Office of Student Services on the campus where the class is offered. (Note that each campus has different application periods.)

*Students are not eligible to take the make-up examination once they take the regular examination.

6. Eligibility to Apply for a 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 in other campuses, and apply for the make-up examinations for courses in Mita campus.

<<Examination Timetable>>

Be seated by the start of examinations.

	Mita	Hiyoshi
1st Period	9:00~10:30	1st Period 9:30~10:30
2nd Period	10:45~12:15	2nd Period 10:50~11:50
3rd Period	13:00~14:30	3rd Period 12:50~13:50
4th Period	14:45~16:15	4th Period 14:10~15:10
5th Period	16:30~18:00	5th Period 15:30~16:30
6th Period	18:15~19:45	6th Period 16:50~17:50

(2) Delay in public transport (train delays)

Applications are only accepted on the day when the delay occurred. Students are eligible only when they start from the home address registered to the university, having enough time to arrive at the examination room in twenty minutes after 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

*Submit a medical certificate which states the name of the disease and period when you were not permitted to attend school.

(4) Funerals within the second degree kinship

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

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

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

(6) Other

If students wish to take make-up examinations for other reasons than above, they must consult with an academic advisor and obtain an approval.

*Submit certificates. Ex. Illness (*Submit medical certificate.)

Job hunting (*Submit visit certificate from a company.)

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

Academic Advisors' Office Hour

Date	Time	Advisor's Name	Venue
9 January (Thu.)	12:15 – 13:15	Prof. Atsuhiko YAMADA	Room 548B, Faculty Research Building
14 January (Tue.)	12:30 – 13:30	Prof. Tetsuya KOMAGATA	Room 535, Faculty Research Building
15 January (Wed.)	11:50 – 12:50	Prof. Atsuhiko YAMADA	Room 548B, Faculty Research Building
21 January (Tue.)	12:30 – 13:30	Prof. Tetsuya KOMAGATA	Room 535, Faculty Research Building
23 January (Thu.)	12:15 – 13:15	Prof. Atsuhiko YAMADA	Room 548B, Faculty Research Building
28 January (Tue.)	12:30 – 13:30	Prof. Tetsuya KOMAGATA	Room 535, Faculty Research Building
29 January (Wed.)	10:00 – 11:00		

*No need of booking. 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. Any applications after the application period will NOT be accepted, so make the meeting as early as possible. There is a possibility that students who apply for reasons in (1) – (5) above will be required a meeting as well. For further details please ask Faculty of Economics Section, Office of Student Services.