

**AY2020 Fall Semester-End 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 Fall Semester-End Examination Period from Thursday, 14 January to Wednesday, 27 January 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     **13 January (Wed.) – 28 January (Thu.), 11:30am**
2. Application Form       **[Faculty of Economics 3<sup>rd</sup> & 4<sup>th</sup> year students]**  
                                  **Fall Semester-End Make-up Examination Application Form**  
                                  <https://forms.gle/TDR2cNKQcZauRxEV7>
3. Examination Fee        **No fee charged for Fall Semester-End in AY2020**
4. Announcement of Make-up Examination Schedule  
                                  **4 February (Thu.) 15:00 (estimated)**  
                                  **on “Keio University Student Website”**  
                                  (<https://www.students.keio.ac.jp/en/mt/econ/class/exam>)
5. Make-up Examination Date  
                                  **18 February (Thu.) – 19 February (Fri.) (tentative)**

**<IMPORTANT NOTES>**

- \*The grade for the make-up examination will be lowered by one mark. (This measure shall not apply to the cases (1) – (4) 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 examination is 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 take the regular examination, excluding those students who could not take the examination due to the internet access troubles.
- \*Application for make-up examinations held in other campuses must be made via the application form above.
- \*Also read notes on the make-up examination in the Course Registration Guide (p.21).

## 6. Eligibility to Apply for a Make-up Examination

Students who apply for the make-up examination from the online form must submit an electronic copy the documents of proof via the application form. Please make sure to keep the original copy of the proof, as Office of Student Services may require students to submit the original copy. If you fail to submit the original upon request from the university, such as due to his/her personal mistake, the eligibility to take the make-up examination will be revoked.

### (1) Infectious diseases specified by Ministry of Education, Culture, Sports, Science and Technology

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

\*The specified infectious diseases include COVID-19.

\*For students who had close contact with someone infected with COVID-19, please refer to (6).

### (2) Funerals within the second degree kinship

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

### (3) Overlapping with a national examination

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

### (4) Internet access troubles

If students wish to take make-up examinations due to the internet access troubles occurred during the examination, they must send an email to the lecturer's email address provided by the lecturer in advance, stating that they wish to take a make-up examination. The email from the student must be sent by 15 minutes after the examination finished, and must obtain a reply from the lecturer giving permission to take the make-up examination. Please submit an electronic copy of the email which must include the confirmation message from the lecturer in charge.

Application without an electronic copy of the email, application without a permission of the lecturer in charge, or application for which Office of Student Services could not confirm that the students have not followed the necessary procedure will not be accepted.

### (5) 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 certificates. Ex. Illness (\*Submit medical certificate.)

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

[COVID-19 related reasons]

If students wish to take make-up examinations for COVID-19 related matters, excepting their infection of COVID-19, they must have an interview with an academic advisor and obtain approval. Remember, the grade for the make-up examination will be lowered by one mark.

Submit the documents of proof to (only for students instructed by the Office of Student Services):

Faculty of Economics, Office of Student Services

Keio University

2-15-45 Mita

Minato-ku, Tokyo

108-8345 Japan

### <Interview with an Academic Advisor for Approval>

After applying from Fall Semester-End Make-up Examination Application Form, students will receive a message on “keio.jp” from the Office of Student Services if they need an interview with an Academic Advisor.

Students who receive the message, they must follow the instructions to make an appointment for an interview. 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) – (4) above will be required an interview as well. 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 Hour

Date	Time	Advisor's Name
14 January (Thu.)	12:00pm – 1:00pm	Prof. Atsuhiko YAMADA
18 January (Mon.)	13:00pm – 2:00pm	Prof. Tetsuya KOMAGATA
21 January (Thu.)	12:00pm – 1:00pm	Prof. Atsuhiko YAMADA
25 January (Mon.)	9:30am – 11:00am	Prof. Tetsuya KOMAGATA
29 January (Fri.)	10:00am – 11:00am	Prof. Tetsuya KOMAGATA