

## 1. Eligible Courses

Courses that hold exams during the Fall semester-end examination period excluding foreign language courses

**\*Examinations held in regular classes are not eligible.**

## 2. How to Apply

■ Go to K-Support and navigate to the following:

**“Applications” > “Class” > “Makeup Exams”**

■ Application period for

Courses offered at Hiyoshi Campus: Jan 9 (Fri.) to 11:30 a.m., Feb 5 (Thu.) (strictly observed)

Courses offered at other campuses: Please check the makeup examination application guide for the campus or faculty where the course is offered.

### Important

• **Under no circumstances will students who missed the application deadline be permitted to take makeup examinations.**

• The Office of Student Services will review your application after you submit it (The office will not be able to process applications when it is closed on Saturdays, Sundays, and public holidays). After your application is processed, if you are approved to take the makeup examination, you will receive instructions on how to pay the examination fee via K-Support. **Your application will be deemed complete provided that you pay the required fees by the end of the application period. Please make your application well in advance.**

• Depending on the reason for your makeup examination application, we may require you to attend an academic guidance interview or submit additional materials. This process may take several days to complete, so please allow yourself ample time before the deadline.

• **Paying examination fees, revising incomplete application fields, submitting additional documents, attending interviews with academic advisors and other tasks are all part of the application process. You must complete all of these steps before the end of the application period.** If the necessary procedures are not completed within the application period (for instance, if examination fees are not paid on time, or additional documents are not received in time, etc.), your application will be invalidated and you will not be allowed to take the makeup examination.

■ Examination fee: 2,000 yen per subject

\*Note that payment must be completed by the application deadline.

\*In the event of overlapping examination time periods or train delay (accident), no examination fee will be imposed.

■ Announcement of timetable and examination venue currently scheduled for 18:00, February 17 (Tue.)

Check the Keio University Student Website “Semester-end and Makeup Examinations” page or navigate on the K-LMS by going to the “Tools” menu and selecting Examination Timetable Page.

■ Examination dates: February 20 (Fri.), 21 (Sat.), 23 (Mon.)

■ What to bring on the day: Student ID card

### 3. Criteria to Take Makeup Examinations

Valid reasons for taking makeup examinations and the required documentation are as follows. Under no circumstances will late applications or submissions (including resubmissions due to incomplete documentation) be accepted. An interview with an academic advisor may be required regardless of the reason. Some procedures may also require you to complete them in person at the Faculty of Economics section at the Hiyoshi Office of Student Services. Be sure to give yourself ample time to complete all necessary procedures.

#### Interview with academic advisor

If an interview with an academic advisor is required, you will be contacted via K-Support or other means. **Interviews will be conducted in person on the following date and time.** Please look out for the interview notification after you have submitted your application. As a general rule, if you are unable to attend the interview, your application to take makeup examinations will be invalidated.

Date and time: 9:30 to 11:00, February 5 (Thu.)

Venue: Hiyoshi Office of Student Services

#### (1) Overlapping times between examination

Refer to the Keio University Student Website “Semester-end and Makeup Examinations” page for information on how to deal with overlapping examinations.

For overlaps with courses offered by the Institute of Science Tokyo, please consult with the Faculty of Economics section at the Hiyoshi Office of Student Services.

#### (2) Train delay (accident) \*excluding buses and other modes of transportation

The following two documents are required. Note that you will need to submit paperwork in person at the Faculty of Economics section of the Hiyoshi Office of Student Services the day that your examination is scheduled (i.e. the same day of the train delay).

- ① Certificate of Delay issued by the transportation company (on the day of the delay)
- ② Commute Form (In principle, this is only handed out on the day of the examination to which you were late. You can receive a copy by showing your “Certificate of Delay” at the Faculty of Economics section of the Hiyoshi Office of Student Services.)

\*Before applying through K-Support, you must present your “Certificate of Delay” and receive a “Commute Form” at the Faculty of Economics section of the Hiyoshi Office of Student Services on the day your examination is scheduled (the same day as the delay).

\*The only commuting routes recognized are those from your home address (registered with Keio University) to Hiyoshi Campus.

\*If the causes of the delay include personal reasons, your application will not be accepted.

#### (3) Infectious diseases designated in the School Health and Safety Act by the Ministry of Education, Culture, Sports, Science and Technology (MEXT)

A medical certificate from a doctor is required. If you do not provide a medical certificate, your application to take makeup examinations will not be accepted.

\*The medical certificate must clearly state the name of the illness and the period of absence (verifying that the student was ill on the day of the semester-end examination for the relevant subject, and that the period of absence includes the day of absence from the examination).

\*You must submit a medical certificate issued by a doctor. Other documents such as a positive test result certificate or antigen test result slip will not be accepted.

(4) Funeral (immediate and close family): Requires documentation that objectively verifies your presence such as a thank you letter for attending the funeral

(5) National examination (certified public accountant): Requires a copy of the examination slip

(6) Diseases other than those mentioned in (3) above

A medical certificate from a doctor is required. If you do not provide a medical certificate, your application to take makeup examinations will not be accepted.

\*The medical certificate must clearly state the name of the illness and the period of recuperation (verifying that the student was ill on the day of the semester-end examination for the relevant subject, and that the period of recuperation includes the day of absence from the examination).

\*If the student took a semester-end examination on a day that is listed on the medical certificate as a day required for recuperation, the student may not be permitted to take makeup examinations for courses that held semester-end examinations on that same day.

\*You must submit a medical certificate issued by a doctor. Other documents such as a positive test result certificate or antigen test result slip will not be accepted.

(7) Other circumstances

Other cases deemed unavoidable by the academic advisor. Official certification that clarifies the reason for absence from an exam is required.

\*Part-time jobs, volunteer activities, competitions, etc. are not valid reasons to apply for a makeup examination.

#### 4. Other Precautions

• Please be aware that the grades awarded in the case of applications to take makeup examinations for reasons other than (1) to (5) listed in **“3. Criteria to Take Makeup Examinations”** will be one grade lower than the grade that would have been awarded for the semester-end examinations (refer to the Course Registration Guide p. 47).

• False declarations on an application for a makeup examination will be deemed an act of academic misconduct and subject to strict disciplinary action.

• An application for a makeup examination cannot be made if failure to attend a semester-end examination was due to individual error such as being late for personal reasons or confusion over examination start times.

• No makeup examination applications will be accepted for courses where the student already took the semester-end examination during the designated period.

• Please refer to the general precautions in the Course Registration Guide (p. 47) for further details regarding makeup examinations.

• While applications for makeup examinations for courses offered at other campuses will also be accepted at the Faculty of Economics section of the Hiyoshi Office of Student Services, the application deadlines and announcement of timetable and examination schedule will differ depending on the campus. Please be sure to check the makeup examination application guide for the campus or faculty where the course is offered.

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