

— Make-up Examinations —

Those students with legitimate excuses for missing exams during the official exam period are permitted to take make-up exams. (This only applies to the exams administered during the official exam period, not in-class exams or term papers.)

Those students who applied make-up exam confirmed your schedule on February 13(Tue).

《 The subjects for make-up exams 》

Only subjects during the official exam period (January 18 – 25) *The subjects in class exams and term paper are not eligible.

《Examination qualification》

Those students with legitimate excuses for missing exams during the official exam period are permitted to take make-up exams.

Reasons	Certificates
National exam/Teacher employment test/Local government employee exam	Document to confirm the exam, such as an examination admission ticket
Employment test (excluding seminars)*2	Same as above
Participation in national championship sport tournament	Certificates from Student Affairs Office
Student's own injuries or sickness	Medical certificate from a doctor(*1)
Bereavement Leave (Relative within 2 nd degree of kinship) Period : 7days for parents (adoptive parents), in case of brothers and grandparents, 3days (including Saturdays and Sundays)	Letter of thanks for attendance at the funeral, etc.
Delay due to accidents/snowfall, etc. of trains/buses, etc.	Certificate of delay (Issued at the station etc.)
Traffic accidents/disasters (fires, etc.)	Certificate of the accident or victim certificate
Participating in the practical training as a class at our university	Certificates of participation in Practical training
Other cases where the head of Academic Affairs Department deems that there is any applicable reason.	

- Internal Regulations Regarding Handling of Authorized Absence at Soka University does not apply the examination.
- A person who has failed to apply to take an examination within the designated period will be disqualified from taking the examination.

*1) Medical certificates proving a student's own injuries and sickness will be limited to those issued by public facilities, such as hospitals, which specify the status of injuries and sickness on the date of the final examination when he/she failed to take the exam. Please note, medical certificates from the Health Center at the University will not be accepted.

*2) With regard to employment tests (excluding seminars), if a student participates in information sessions associated with employment or selection, employment tests, such as interview exams/written exams, the unofficial job offer ceremony and workshops/seminars, etc. necessary for recruitment, the Career Center will decide whether such events qualify as reasons for a supplementary examination.

《 Date of make-up exam 》

February 20(Tue) or February 21(Wed), 2018

《Application for Make-up exam》

Submit the form to Academic Affair Office

To make an application for a supplementary examination, a student must fill in the required items on the form of “Request for Permission to Take a Make-up Examination” and submit the form to the Academic Affairs Office (students of the Faculty of Engineering may submit to the Administration Office of the Faculty of Engineering). In addition, the certificates, etc. specified above must be attached to the submission.

The examination fee of make-up examinations will not be collected.

《 Application Period 》

From January 11(Thu) to 12:00 January 30(Tue), 2018 (We didn't accept on Sunday)

《 Opening Hours (From January 11 to January 30) 》

Monday - Friday 9:30-17:00

Saturday 9:30-12:00

※The operation will be closed for University Testing Center Exam on January 13(Sat).

※Irregular schedule : January 26(Fri), 29(Mon), 30(Tue) 9:30-12:00

《 Announced the students who approved to do make-up exam and Time schedule 》

10:00, February 13(Tue), 2018

Make-up exam's time schedule and Persons permitted to take examinations will be notified on the bulletin board in Global Square (the Faculty of Engineering) and Soka University HP.

The assignments may be imposed instead of an exam. In that case as well, it will be announced on February 13. Please note that the submission will be closed on the supplementary examination date.

※ If the attendances of the class is extremely bad, you may not be allowed to take the make-up exam.

※ We cannot answer anything concerning the posting of make-up examination by telephone.

※ Please bring your student ID with you on the make-up exam day.