

Applying for Make-up Examinations due to Extracurricular Activity

All students can apply for a make-up examination if they were unable to take a **final examination at the end of the semester or an additional examination approved by the faculty council** (midterm examination etc.) due to illness or unavoidable reasons (for “additional examination approved by the faculty council,” see the message board of your affiliated faculty or ask the office of your affiliated faculty/graduate school).

■ **If an extracurricular activity [see below for applicable activities] is the reason you are unable to attend the above examination, you need to complete the following four procedures before the examination to be eligible for a make-up examination.** Please **allow enough time** to prepare the necessary documents in advance.

1. Issue the Petition for Make-up Examination form (①) from the Certificate Issuing Machine, fill in required fields and have it checked at the office of your affiliated faculty/graduate school (make-up examination fee is 1,000 yen per subject).
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2. Bring the Petition for Make-up Examination form and a **document certifying the reason of your unavailability for the examination concerned** [see below] to the Department of Students Sports Support or the Department of Student Support Services, Imadegawa Campus in the case of a sports activity, and to the Department of Student Support Services on either campus in the case of a cultural or academic activity.
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3. After reviewing the documents, a **“Certificate (Review of Petition for Make-up Examination due to Extracurricular Activities)”** (②) will be issued if the student is deemed eligible for a make-up examination.
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4. Bring the above documents ① and ② to the office of your affiliated faculty/graduate school.

<Complete all of the above before the scheduled date of examination concerned>

<Applicable Extracurricular Activities>

Participation in a nationwide competition (including student-only events), international competition/match, or a competition in western Japan or Kansai region that is the precondition for participation in such nationwide or international competition, by a club officially recognized by the university.

<What is a document certifying the reason of your unavailability for the examination concerned?>

International competition/match ⇒ a letter of invitation to the university issued by the federation concerned

Domestic competition/match ⇒ summary of the event and a document objectively stating the applicant's participation (if no such document is available, a certificate by the manager (supervisor) of the club), etc.

If you have any questions, contact the Department of Students Sports Support (Seishinkan Building 1st floor, Kyotanabe Campus) or the Department of Student Support Services on either campus (Imadegawa: the Kambaikan Building 1st floor, Kyotanabe: the Seishinkan Building 1st floor).

Student Support Services Center