

Makeup Examination

If you were not able to take the final examination and/or the additional examination (mid-term exam etc.) due to illness or circumstances beyond your control, you may request a makeup examination.

1. You must submit the request for makeup examination (available from the Certificate Issuing Machine) to the ILA office within three days (excluding days when the office is closed) after the examination. If the absence is due to extracurricular activities, you must submit the request for makeup examination and receive approval for it **prior** to the examination concerned. It must be accompanied by a document certifying the reason of absence (see the following table).

2. List of the eligible reasons and documents required

Reason	Documents required
Illness or injury of student (himself/herself/themselves)	Certificate from a medical doctor (must indicate that the student required bedrest on the day of examination) In the case of a designated infectious disease, the university's prescribed "Medical Certificate of Infectious Disease to be prevented in school" is also sufficient.
Death of a close relative (relation within the second degree) ·within the ten-day period of three days before the day of death and six days after	Death certificate, funeral notice, etc.
Teaching Practicum	Certificate issued by License and Qualification Section, Center for License and Qualification
Nursing care experience	Certificate issued by License and Qualification Section, Center for License and Qualification
Museum Science (Fieldwork) or Library Training	Certificate issued by License and Qualification Section, Center for License and Qualification
Practical training for social welfare support or mental health care support	Certificate issued by Office of the Faculty of Social Studies and Graduate School of Social Studies
Employment examination *I (Except for internships and company information sessions etc. that do not directly relate to employment decisions)	Certificate for Attending Employment (Recruitment) Examination issued by the examining organization (prescribed form) *I
Entrance examination to a graduate school	Certificate of attendance at the examination issued by the graduate school
Internship for a regular course	Certificate issued by Career Center or the Consortium of Universities in Kyoto
Final examination of a course offered by the credit transfer system of the Consortium of University in Kyoto and Doshisha Women's College	Certificate of attendance at the examination issued by the university that offer the subject
National Examination	Admission ticket for the examination
Extracurricular activities	Certificate issued by Student Support Service Center based on prior arrangement
Disasters	Disaster Victim Certificate
Delays or suspensions of public transportation (Only in the case of a delay of 15 minutes or more on the route indicated on the Certificate for Commuter Pass.)	Certificate of delay issued by the railway/bus company
"Saiban-in" (Jury duty) system · Participation in Saiban-in Selection	Certificate issued by a court

procedure as a Saiban-in candidate ・ Duty as a Saiban-in or a substitute Saiban-in	
Committee for Inquest of Prosecution system ・ Duty as a member of Committee for Inquest of Prosecution or a substitute member of Committee for Inquest of Prosecution.	Certificate issued by secretariat of Committee for Inquest of Prosecution

* I If there is anything unclear regarding “employment examinations”, please contact the Career Center.

【Important Note】

1. Since May 8th 2023, COVID-19 has been considered as “Infectious Diseases Prevented in School”. Students who miss the examination because of COVID-19 must submit a certificate from a medical doctor or “Certificate of Infection with disease that should be prevented at school” to apply for makeup examination.

2. The makeup examination fee is 1,000 yen per course (non-refundable). However, this fee will be waived for makeup examinations arranged due to the participation in the Saiban-in (Jury duty) system and the Committee for Inquest of Prosecution system.

3. Makeup examinations are evaluated in the same way as regular examinations. There are no point deductions for taking makeup examinations.

4. There are no makeup examinations offered for examinations in an essay or report format. However, if it has become apparent on the due date that you will not be able to submit the report on time due to an unforeseen accident or other circumstances beyond your control, you must contact the lecturer or ILA Office (if you do not know the lecturer’s contact information) before the deadline and follow their instructions.

5. If you are unable to take a makeup examination for any reason, there will be no additional makeup exam offered.