

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** 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 **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 On-Campus 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 make-up examination).

Note: To issue the form, you must access the Certificate Issuance Service website and complete the required procedures (for details, please check the notice posted near the on-campus certificate-issuing machines).



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 Student Support Services on either campus.



3. After reviewing the documents, a **“Certificate (Review of Petition for Make-up Examination due to Extracurricular Activities)”** (②) will be issued if it is deemed eligible for make-up examination.



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, please contact the Department of Kyotanabe Campus Student Support Services and Student Sports Support (Seishinkan Building, 1st floor) or the Department of Imadegawa Campus Student Support Services (Kambaikan Building, 1st floor).

Student Support Services Center