

Internal regulations on Makeup Examinations for Regular Examinations

(Established on April 1, 2004)
(Last revised on July 20, 2016)

Article 1. These internal regulations stipulate the handling of makeup examinations in the Faculty of Economics.

Article 2. In cases where a student falls under any of the following Items and the student's instructor agrees to give a makeup examination, the student may take a makeup examination with the permission of the Dean of the Faculty of Economics and the Academic Affairs Committee. Permission to take a makeup test given in the corresponding semester must be approved by the Faculty Council.

- (1) The student was on bereavement leave due to the death of a relative within the second degree of kinship
- (2) The student was unable to sit for the examination due to an acute critical illness or major injury, and has proof thereof
- (3) The student was unable to sit for the examination due to a suspension of or major delay in public transportation services
- (4) The student was unable to sit for the examination due to a final job interview, second-stage civil service interview or similar, and has proof thereof
- (5) The student was unable to sit for the examination due to other unavoidable circumstances

Article 3. As a general rule, makeup examination applications shall be submitted by the day after the last day of the corresponding examination period (including extra days). (If this day is a holiday, requests should be submitted by the next working day after the examination period.)

To take a makeup examination, a student shall submit a makeup examination application (via the prescribed form) to the Dean of the Faculty of Economics along with a medical certificate or other certificate.

In cases when a request for makeup examinations cannot be submitted by the due date due to a sudden change of circumstances, or the medical certificate or other evidence cannot be obtained by the due date, an informal request can be made by contacting the Faculty of Economics Academic Affairs Section by telephone or email. If makeup examinations are permitted based on this informal request, the official request form, medical certificate and/or other relevant evidence must be submitted before the exams take place.

Article 4. As a general rule, makeup examinations shall be given within 1 week after the student receives permission to take the makeup examinations.

Supplementary provision

These internal regulations shall come into effect on October 1, 2011.

Supplementary provision

1 These internal regulations shall come into effect on April 1, 2015

2 With regard to students enrolled as of the date on which these internal regulations come into effect, and students transferred or re-enrolled after after April 1, 2015.

Supplementary provision

These internal regulations shall come into effect on April 1, 2016.

Supplementary provision

These internal regulations shall come into effect on October 1, 2016.