

Internal Regulations on Makeup Examinations for Regular Examinations in the Graduate School of Economics

(Enacted April 1, 2004)

(Last revised on July 20, 2016)

Article 1. Supplementary examinations as stipulated in Article 8 of the Kobe University Faculty of Economics detailed regulations for credit acquisition (enacted April 1, 2004) shall be governed by the internal regulations as follows.

Article 2. Supplementary examinations may be held in the following cases if authorized by the course professor, and if permission is given by the Faculty Dean and a faculty committee. Permission for supplementary examinations for the current semester must also be authorized by a faculty meeting.

- (1) Bereavement caused by death of a close family member
- (2) Acute illness or serious injury for which evidence can be provided that hospitalization or rest at home is necessary
- (3) Suspension or severe delays of public transportation facilities
- (4) If evidence can be provided of the date and occurrence of a final stage job interview, second-stage civil service interview or similar.
- (5) Other unavoidable circumstances or reasons

Article 3. As a rule, submission of a request for supplementary examinations must be made 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.) Requests for supplementary examinations should be submitted to the Faculty Dean using the prescribed forms, with the reason clearly specified and a medical certificate or other evidence attached.

In cases when a request for supplementary 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 supplementary 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 rule, supplementary examinations should take place within one week of permission being granted.

Supplementary provisions

These internal regulations came into effect from October 1, 2011.

Supplementary provisions

- 1 These internal regulations came into effect from April 1, 2015
- 2 The enactment of these internal regulations applies to current students and students who were admitted, transferred or re-enrolled after April 1, 2015.

Supplementary provisions

These internal regulations came into effect from April 1, 2016.

Supplementary provisions

These internal regulations came into effect from October 1, 2016.