

## Notice Regarding Makeup Examinations

Important:

There are two kinds of makeup exams.

1. Those scheduled and conducted by course instructors at their discretion
2. Those coordinated and conducted by the Student Division

**This notice pertains to the second case. For the first case, students should contact the instructor directly.**

Students who cannot take the quarter-end exam due to the reasons listed below must ask the instructor in charge if a makeup exam has been scheduled by the Student Division. If so, students must then receive permission from the instructor to request to take the exam at the Student Division office.

Acceptable reasons

- 1) Medical reasons not subject to an authorized absence or transportation delays

Students requesting makeup exam(s) due to transportation delays are required to submit a slip confirming the bus/train delays (遅延証明書) issued by the public transport operator. For requests due to medical reasons, the Student Division will ask for information necessary for verification. Requests for makeup exams will not be accepted without supporting documents or verification.

- 2) Conflicting exams

Those who have quarter-end exams scheduled at the same time on the same day must ask the Student Division in advance which exam they are to defer and later make up.

- 3) Authorized absence

Authorized absence during the quarter-end exam period and handling of makeup exams

Refer to “Agreement on Authorized Absences at Tokyo Institute of Technology” to determine if a Request for Authorized Absence is required.

<https://www.titech.ac.jp/english/student/pdf/177-agreement-on-authorized-absences.pdf>

If the Request for Authorized Absence form is required, please submit it to the Student Division as early as possible. Please also directly inform your course instructor(s) about your absence from the quarter-end exam.

- 4) Reasons other than those listed above (i.e., unforeseen circumstances )

Students are required to submit a relevant certificate verifying the occurrence.

\* **Unacceptable reasons:** Studying abroad, internship, job hunting, club activities

To request taking a makeup exam, visit our office during the following period.

**Period: From 9:00 a.m, January 22 to 5:00 p.m, February 1, 2024**

**Place: Undergraduate Services Group (Taki Plaza, Floor 1, Ookayama Campus)**

**\* If you are not able to come to the office in person, contact the Undergraduate Services Group by email during the abovementioned period.**

**\* We will not consider requests after the stated period.**

Please be sure to contact the Student Division immediately if something comes up preventing you from taking a quarter-end exam. If you are unable to notify us during the request period, your request will still be considered if submitted **by 5:00 p.m, February 9**. Should you miss this deadline due to unavoidable circumstances (such as hospitalization), please contact the Student Division for advice **by 11:00 a.m, February 13**. However, your request cannot be guaranteed.

Makeup exam date

Makeup exams will be scheduled as follows. Those determined eligible will receive more detailed information.

**Tuesday, February 20, 2024 (tentative)**

Place: Ookayama campus

The timetable will be sent to your Tokyo Tech mail address (m address) on February 19.

Contact:

Undergraduate Services Group

Student Division

Email: kyo.gak@jim.titech.ac.jp

# 追 試 験 受 験 許 可 願

令和 6 年 月 日 提出

理事・副学長（教育担当）殿

学籍番号	
所属	
ふりがな 氏 名	

生年月日	年 月 日生
携帯 電話番号	
メール アドレス	

私は、令和 5 年度第 4 クォーターの試験を受けることができないため、

下記科目の追試験受験を許可して下さるようお願いいたします。

## 記

期末試験を受験できない理由

- ア：公欠事由に該当しない病気・怪我，交通機関の遅延等のため  
(病気・怪我の場合、診断書添付のこと)
- イ：試験時間割重複のため
- ウ：大岡山ーすずかけ台移動不能のため
- エ：その他（事情を証明する書類添付のこと）

期末 試験日 及び 時限	A 追試験を希望する科目		B 時間割通りに受験する科目（※1）		教員 確認 済
	科目コード/科目名（※2）	担当 教員名	科目コード/科目名	担当 教員名	

（※1）受験出来ない理由がイ、ウに該当する場合のみ，B欄に記入すること。

（※2）重複申告科目をしている再履修科目の場合は，科目名の頭に（再）と記入すること。

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