

AY2019 Fall-semester Absentee Examinations

Students who were unable to take Fall-semester examinations due to an accepted reason will be allowed to take the Absentee examinations as explained below (refer to the appropriate page of the Study Guide). However, Absentee examinations are generally not provided for foreign language subjects, reports, oral examinations, and seminar subjects. In principle, students are responsible for conducting the procedures needed to take an Absentee examination. However, if someone must carry out these procedures on the student's behalf, make sure that it is in accordance with (9.) below.

1. Application / Submission Dates:

<Fall Quarter Courses>

Wed., November 27 and Thur., November 28 10:00 – 17:00 * Students must be on time.

<Fall Semester Courses / Winter Quarter Courses>

Mon., February 3 and Tue., February 4 10:00 – 17:00 * Students must be on time.

2. Submission Site: Office of the School of Political Science and Economics

3. Examination Fees:

1,000 yen per subject (10,000 yen for 10 or more subjects)

[No fee when the reason for not taking a Spring-semester examination was due to a scheduling conflict with other school's class.]

4. Examination Schedule Announcement:

<Fall Quarter Courses> Fri., November 29

<Fall Semester Courses / Winter Quarter Courses> Wed., March 4

* Check the information board in 10th Floor, the Building No. 3 and the School of Political Science and Economics homepage.

(Be aware that telephone inquiries about the schedule will not be accepted.)

5. Examination Dates:

<Fall Quarter Courses> Mon., December 2

<Fall Semester Courses / Winter Quarter Courses> Thur., March 5 and Fri., March 6

6. Bring the following items to complete the procedures:

- Student ID
- Examination Fee
- Certificate verifying reason why student was unable to take the original examination
After reviewing the content of this certificate, a decision will be made as to whether or not the student will be allowed to take an Absentee examination (depending on the content, there may be cases in which the student will not be allowed to take the Absentee examination).

7. Required Certificate Content:

I) Public Transportation Delay

In principle, the certificate must contain the time and date of the original examination and a Delay Certificate for that day provided by the train station. Information downloaded from homepages will not be accepted.

II) Illness

The medical certificate prepared by a physician will need to contain the name of the illness, symptoms and the period of medical treatment, as well as reasons why the student was unable to take the examination during the treatment period. Proof of medical treatment and/or a hospital visit alone will not be sufficient.

Furthermore, a notation such as “several days from xxx” that does not specify the exact treatment period will not be accepted. The medical certificate must also have the hospital’s stamp and the physician’s signature or stamp.

In principle, the medical certificate should be issued on the same day as the examination that could not be taken. If the student is unable to go to the hospital at that time, they should go and receive the medical certificate as soon as they are well enough to do so.

III) Employment Examination

*** The School of Political Science and Economics has a special certification form that will need to be filled out by the company offering the test and then submitted to our office.**

In this case the certification form will need to have the company’s seal (official seal) or the official seal of the department in charge of hiring. If the company’s official seal cannot be used, there will need to be both a seal with the company’s name and the seal of the person in charge. Company names written by hand will not be accepted. Also, the seal of only the person in charge will not be accepted.

Please consult with the Office for the School of Political Science and Economics beforehand when there is a scheduling conflict involving an employment examination with a foreign company.

There will need to be proof that the employment examination overlaps with all or some of the schedule for the desired Absentee examination date, so be sure that the time of the employment examination is recorded in the special certification form. (The period for traveling to and from the employment examination site will be based on common sense.)

IV) Other Acceptable Reasons for Missing an Examination

Consult with the Office for the School of Political Science and Economics beforehand regarding acceptable reasons for missing examinations.

8. Absentee Examinations for Subjects Handled Jointly with other Schools:

Applications should be submitted to the school where the relevant subject is registered.

<NOTE> The opportunity to take a Absentee examination will not be provided to students who missed the original examination due to unacceptable reasons such as being late, mistakes involving the test schedule, registered subject or registered class, or personal reasons. Be aware that students will not be allowed to take the Absentee examinations if they fail to satisfy the prescribed conditions.

9. Use of a Proxy

In principle, the student is responsible for following the procedures required in order to take an Absentee examination. However, in the event that the student must use a second party (proxy) to conduct these procedures on their behalf, be sure to maintain contact with this person.

In addition to the above-mentioned certificates, the following will also be required when these procedures are conducted by a second party.

1. Proxy Form containing the necessary items
Download Proxy Form from SPSE HP(<https://www.waseda.jp/fpse/pse/forms/>)
2. Copy of the student's ID
3. Identification of the second party

This application will not be accepted if just one of the above items is not provided.

*** If the student does not attend the Absentee examination, an additional opportunity to take the examination will not be provided regardless of the reason for missing the examination.**