

AY2023 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. **Additionally, courses conducting an online exam will NOT have Absentee Examinations, if you cannot take online exams due to an accepted reason, please refer to “[Consideration for Online Examinations](#)” published on SPSE Official Website.** 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 (10.) below.

1. **Application Dates:**

<Fall Semester Courses / Winter Quarter Courses>

From **Monday, January 29, 10:00 am to Friday, February 2, 4:00 pm** *Students must be on time.

2. **Application Place:** **SPSE Admin Office (in person application)** ***Please note that the application process has changed from online application.**

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 Fall-semester examination was due to a scheduling conflict with other school's class.]

4. **Bring the following items to complete the procedures:**

- Student ID
- Examination Fee
- Certificate verifying reason why the student was unable to take the original examination.

5. **Application Method:**

Please visit the SPSE Admin Office during the application dates mentioned above and submit the certificate verifying reason why you were unable to take the original examination. After that, you have to fill out a specific application form there and pay the examination fees. By doing so, you will get an absentee examination card. **If you do not have this card, you will not be able to take the absentee examination in any circumstances.**

* After reviewing the content of the application and the 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).

6. **Examination Schedule Announcement:**

<Fall Semester Courses / Winter Quarter Courses> Monday, March 4, 6:00 pm

* Check [the School of Political Science and Economics Website](#).

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

7. **Examination Dates:**

<Fall Semester Courses / Winter Quarter Courses>

Tuesday, March 5 and Wednesday, March 6

8. **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. Fundamentally, information downloaded from homepages will not be accepted.

II) Illness

The medical certificate prepared by a doctor 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) Bereavement Leave

Certificate: Funeral letter or certificate of death

The death of a first-degree family member (parent, child), second-degree family member (sibling, grandparent, grandchild), or spouse are eligible.

V) Duplication with Courses Offered by Other Schools

Certificate: Examination Certificate

It is issued by the administrative office of each school or center which offer the course.

VI) Infected by Infectious Disease including COVID19 and Influenza etc.

“Special Consideration Request for Absence due to Attendance Suspension for Infectious Diseases” is issued by the Office for the School of Political Science and Economics. Students have to report own situations from [this link](#) when you are infected by Infectious diseases including COVID19 or Influenza. The procedure for issuing “Special Consideration Request for Absence due to Attendance Suspension for Infectious Diseases” is indicated on the above link.

VII) Other Acceptable Reasons for Missing an Examination

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

9. 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 an 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.

10. 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/en/application/>)

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.**

School of Political Science and Economics