

Absence for regular examination

Faculty of Science and Engineering

For students not able to attend the regular examination (held on 16th week) by acceptable reasons, the University will accept the absence by following; (There is a possibility of having a chance to receive alternative evaluation assignment from supervisor through the office.)

Submitting deadline : Last day of regular examination (check office's opening hours)

Submitting place : Center for Science and Engineering, Academic and student affairs Section (Bldg51 1F)

Required documents : 1. Student ID 2. Paper to prove the reason

Paper Announcement to prove the reason of absence

	Reason	Required Papers	Reference
1	Traffic delays	Delay ticket provided from the Traffic company	This ticket should include Date and Time. Any announcement downloaded after from WEB site is unacceptable.
2	Illness	Medical Certificate issued by Doctor	This document must indicate Name of illness, symptom, medical treatment period patient is unable to attend the exam Medical Certificate must fully include ① The exact Date of exam → "Several days including today" will be indefinite ② The reason that the patient is unable to attend → eg Not only the name of illness but also symptom eg " Needs to rest at home" ③ Doctor's signature → Name of the hospital (clinic), name of illness and a sign or sealed by the Doctor. Must complete with date. ※Medical Certificate should basically be issued on exam date. If unable, concern that this is issued to prove the patient was unable to attend the exam.
3	Bereavement	Paper announcement (Funeral announcement) or Certificate of Death (Copies are acceptable.)	Only subject to 1 st and 2 nd degree of consanguinity, memorial events are not accepted.
4	Other		Please confirm with the office prior. Arriving late (except for Traffic delay), misunderstanding with timetable or registered courses, and Job recruiting activities (including internship), or other personal reasons will not meet this excuse. Auspicious occasions (wedding) will also not meet.

※Any other reasons other than above will not be accepted.

※For No4 Other, it may depend on the supervisor although the form is accepted through the office.

Absence of exam for other schools

Please follow the relevant department rules and take an appropriate procedure at their office. The system differs.

Unable to come to the office to submit

1) If the student himself/ herself is unable to come to the office, they may have proxy. Please prepare and ask the proxy to bring;

①Absence for regular examination Applying Form ②Completed proxy form

(<https://www.waseda.jp/fsci/assets/uploads/2016/02/Letter-of-Commission.pdf>) ②Copy of his/ her Student ID ③ID of his/her proxy ④

Documents/Certificates for absence (Original)

Any failure of documents will not be accepted.

2) If you are unable to submit with proxy, e-mail from student himself / herself is accepted.

① Absence form for regular examination Applying Form ②Copy of his/ her Student ID ③Documents/Certificates for absence and send to

gakumu@sci.waseda.ac.jp .

Center for Science and Engineering, Academic and Student Affairs Section