

Academic Year 2013 Fall Semester Final Examinations

The fall semester final exam covering liberal arts and sciences courses is carried out as below. Please be sure to check all notifications related to the exam on the bulletin board and take the exam without fail.

I. Schedule of the semester final exam etc.

1. This year, the fall semester final exam will be held for two weeks, from Tuesday, January 28 until Monday, February 10, as follows.

First week: Tuesday, January 28 - Monday, February 3

Second week: Tuesday, February 4 – Monday, February 10

2. As a rule, the semester final exam is either the first week or the second week of the examination period, and is carried out on the same day and period as that of the class. However, depending on the class, the lecture room may be changed, or the class may be divided into two lecture rooms, so please be sure to check the notice on the bulletin board to avoid any misunderstandings.

(Note) Day of examination and the lecture room where the examination is to be given (semester final examination timetable) are posted two weeks prior to the examination period on the bulletin board in the Building for Liberal Arts and Sciences Student Hall on the 1st floor. Please check this yourself.

3. During the examination period, no classes of Liberal Arts and Sciences courses will be held. As such, periods for the courses without examinations and courses that do not have an examination during that particular week will be “free time.”
4. For students who are unable to take the semester final exam, all or in part, due to sickness or other unavoidable reason, there is a make-up exam; please apply to the office of Institute of Liberal Arts and Sciences without delay. For further details regarding the make-up exam, please refer to “III. Make-up exam”.

II. Important points about the semester final exam

1. When taking the exam, please display your student ID on the front right corner of your desk. If you forget to bring your student ID, you will not be allowed to take the exam unless proof of identification can be issued by the Institute of Liberal Arts and Sciences Office.
2. If you arrive more than 20 minutes after the start of the exam, you will not be allowed to enter the exam room. You may leave the exam room only after more than 30 minutes have passed since the start of the exam. However, students are not allowed to leave 5 minutes before the end of the exam. When leaving, please be quiet so as to not disturb others taking the exam.
3. For lecture rooms with fixed desks, as a rule, please sit with one open seat to your right and left.
4. Use of an under sheet is not allowed.
5. Turn off your mobile phone and put it into your bag during the exam.
6. Unfair practices during the exam are not permitted under any circumstances.

If you are caught cheating, all related facts will be examined by the Institute of Liberal Arts and Sciences, the dean of the school to which you are attached to will be notified, and a faculty meeting of such school will be held to discuss the proper measures (including disciplinary action, such as expulsion, suspension, or reprimand, and the units of the entire courses in the corresponding semester will be disqualified) based on “Regulations regarding Correction etc., of Nagoya University Students.”

See the back side for the information on make-up exam, repeat exam & the next semester course registration.

III. Make-up exam

A make-up exam is given Tuesday, February 18 (or alternatively Wednesday, February 19). Students who are unable to take the semester final exam, all or in part, due to sickness or other unavoidable reason, may take the make-up exam (only for courses covered in the semester final exam). In order to take the make-up exam, the application must be submitted with the necessary documents by the following fixed dates. Please apply to the Office of the Institute of Liberal Arts and Sciences without delay.

For the exam conducted on the first week (January 28 - February 3):

No later than 17:00 Tuesday, February 4

For the exam conducted on the second week (February 4 - February 10):

No later than 17:00 Wednesday, February 12

IV. Repeat examination

Repeat examination period: Tuesday, March 4 - Friday, March 7

Among the courses of fall semester final exam, courses for which a make-up exam is held in the applicable term are displayed on the semester final examination timetable. Furthermore, students eligible for the repeat examination will be announced on Thursday, February 20. Those wishing to take the repeat examination must make arrangements at the Office of the Institute of Liberal Arts and Sciences by 17:00, Monday, February 24. Students who do not make such arrangements by the fixed date will not be able to take the repeat examination.

V. Exam results (Confirmation of completed courses)

Regarding the notification of the results of the fall semester enrolled courses, please check with the Student Affairs Section of your school. Also, confirmation of the results of the fall semester enrolled courses can be made via the Internet (Nagoya University Portal), "Confirmation of completed courses" after 9:00, Thursday, February 20.

Registration for liberal arts and sciences courses for next year

Classes for the academic year 2014 spring semester will begin from 1st Period, Friday, April 11. Course registration period for liberal arts and sciences courses is as described below. Please be sure to pay attention to all related notifications and make arrangements correctly within the specified period.

For details, be sure to check the "Notes on Class Enrollment Registration Procedures for the Spring Semester of 2014 Academic Year" planned for posted on the Institute of Liberal Arts and Sciences website (<http://www.ilas.nagoya-u.ac.jp/>) in mid-March, and make arrangements, being sure to follow the procedures in the operating manual before the fixed date.

I. Input period for course registration via the Internet, NU portal

Input period for all students:

9:00 Tuesday, March 18 - 18:00 Thursday, March 27 <tentative>

9:00 Wednesday, April 2 - 18:00 Friday, April 4 <tentative>

II. Confirmation of courses (First round) via NU portal

From 9:00 Thursday, April 10

To register courses and check enrolled courses, please log in to NU portal at <http://www.portal.nagoya-u.ac.jp/> with your Nagoya University id and password for the specified period.