

Final Examinations Announcement - Spring Semester AY 2016

Final Examinations for the Spring Semester of Liberal Arts and Sciences Courses will be held as follows. Please be sure to check notifications on the bulletin board at the Liberal Arts and Sciences Main Building.

I. Final Examinations Schedule

1. In this semester, final examinations will be held for two weeks, from July 25 to August 5.

1st week: Monday, July 25 - Friday, July 29

2nd week: Monday, August 1 - Friday, August 5

2. Basically, final examination of each class is held either the 1st week or the 2nd week of the designated period and it is conducted at the usual time of class. However, exam room may vary depending on the circumstances and the students could be divided into two exam rooms. As we are going to post revised version of information about final examinations on the bulletin board, please be sure to check the notifications.

Note: Examinations Details including dates, classroom and other announcements will be posted two weeks prior to the exam period on the bulletin board in the Liberal Arts and Sciences Main Building.

3. No classes of Liberal Arts and Sciences courses will be held during the exam period. As such, the periods for the courses without exam and the courses that do not have an exam during that particular week will be “free time.”

4. For students who are unable to take the final exam, all or in part, due to sickness or other unavoidable reason, a make-up exam will be prepared. 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 Information about Final Examination

1. Please display your student ID card on the right side of your desk before the exam starts. If you forget to bring your student ID card, visit Institute of Liberal Arts and Sciences Office as soon as possible. We will issue a proof of student ID of yours instead of Student ID card.

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 not to disturb others taking the exam.

3. For the 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.”

III. Make-up Examination

A make-up exam will be given on Thursday, August 18 (or alternatively on Tuesday, August 23). Students who are unable to take the 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 required documents by the following fixed dates. Please apply to the Office of the Institute of Liberal Arts and Sciences without delay. If you cannot come to the office within the application period for unavoidable reasons, please inform us by telephone in advance (tel: 052-789-4725, 3514). Even if in this case, students have to submit the required documents.

For the final exam conducted on the 1st week (July 25 - July 29): by 17:00 Monday, August 1

For the final exam conducted on the 2nd week (August 1 - August 5): by 17:00 Monday, August 8

IV. Repeat Examination

Repeat Examination Period: Wednesday, August 31 - Monday, September 5

Repeat Examination Courses are listed on the “End-of-semester Examination Timetable” for this semester. And then we will post the Student ID Number of students who are eligible to take the repeat examination on Wednesday, August 24th. Those students can apply for repeat examination at the Office of the Institute of Liberal Arts and Sciences by 17:00, Tuesday August 30th. Student will not be able to take repeat examination without applying.

V. Exam Results

Regarding the notification of the results of the spring semester enrolled courses, please check with the Student Affairs Section of your school. Also, confirmation of the results of the spring semester enrolled courses can be made via the Nagoya University Portal, “Confirmation of completed courses” after 9:00, Tuesday, August 23.

Registration for Liberal Arts and Sciences Courses for the next semester

Classes for the academic year 2016 fall semester will begin from 1st period, Monday, October 3. 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 designated period.

For details, be sure to check the “Notes on Class Enrollment Registration Procedures for the Fall Semester of 2016 Academic Year” planned for posted on the Institute of Liberal Arts and Sciences website (<http://www.ilas.nagoya-u.ac.jp/>) in late-July, and make arrangements, being sure to follow the procedures in the operating manual before the fixed date.

I. Course Registration via NU portal

1. Course Registration for the student enrolled in 2016 (The 3rd & 4th digits of the Student Number is “16”):
 9:00 Monday, September 5 – 18:00 Friday, September 9 <tentative>
 9:00 Tuesday, September 13 – 18:00 Friday, September 23 <tentative>
2. Course Registration for the students enrolled in 2015 (The 3rd & 4th digits of the student No. is “15”):
 9:00 Tuesday, September 13 – 18:00 Friday, September 23 <tentative>
3. Course Registration for the students other than the above:
 9:00 Wednesday, September 14 – 18:00 Monday, September 26 <tentative>

II. Confirmation of registered courses via NU portal

From 9:00 Thursday, September 29

NU Portal Site URL: <http://www.portal.nagoya-u.ac.jp/>
 It is necessary to log in to NU portal when you register for courses or confirm it.