

## **Final Examinations Announcement - Fall Semester AY2016**

Final Examinations for the Fall 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 Examination Schedule etc.**

1. In this semester, final examinations will be held for two weeks, from Monday, January 30 to Friday, February 10, as follows.

**1<sup>st</sup> week: Monday, January 30 - Friday, February 3**

**2<sup>nd</sup> week: Monday, February 6 - Friday, February 10**

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. 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 for final examination**

1. Please display your student ID on the right front corner of your desk during the final exam. 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 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, February 16 (or alternatively on Friday, February 17) 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, 4724, 3514). Even if in this case, students have to submit the required documents.

**For the final exam conducted on the 1<sup>st</sup> week (Jan 30 - Feb 3): by 17:00 Monday, Feb 6**

**For the final exam conducted on the 2<sup>nd</sup> week (Feb 6 - Feb 10): by 17:00 Monday, Feb 13**

### IV. Repeat examination

Repeat examination period: Thursday, March 2 - Tuesday, March 7

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 Monday, February 20. Those students can apply for repeat examination at the Office of the Institute of Liberal Arts and Sciences by 17:00, Wednesday, February 22. Student will not be able to take repeat examination without applying.

### V. Exam Results

Regarding the notification of the results of the fall semester enrolled courses, please check with the Student Affairs Section of your school. Also, a confirmation of the results for the fall semester registered courses can be made via the Nagoya University Portal, “Confirmation of completed courses” after 9:00, Monday, February 20.

### ***Registration for Liberal Arts and Sciences Courses for the next semester***

Classes for the academic year 2017 spring semester will begin from 1st period, Tuesday, 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 2017 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. Course Registration Entry via the Internet, NU portal

Entry Period for all students:

9:00 Friday, March 17 - 18:00 Tuesday, March 28 <tentative>

9:00 Sunday, April 2 - 12:30 Monday, April 3 <tentative>

18:30 Tuesday, April 4 - 11:00 Wednesday, April 5 <tentative>

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

From 9:00 Monday, April 10

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.