

## **Announcement of Final Examinations-Spring Semester AY2017**

Final examinations for Liberal Arts and Sciences courses in spring semester AY2017 will be held as follows. Please be sure to check the related notifications on the bulletin board at the Liberal Arts and Sciences main building.

### **I. Schedule for the Final Examinations**

1. In this semester, final examinations will be held for two weeks, from July 25 to August 7.

**1<sup>st</sup> week: July 25 (Tue) - July 31 (Mon)**

**2<sup>nd</sup> week: August 1 (Tue) - August 7 (Mon)**

2. Basically, final examination of each course is held either the 1<sup>st</sup> week or the 2<sup>nd</sup> week of the designated period and it is conducted at the ordinary classroom and period. However, depending on the circumstances, the exam room may vary or the students could be divided into two rooms, so please be sure to check the notifications which will be posted on the bulletin board.

**Note:** The examination timetable (the time and date and exam room) will be posted on the bulletin board in Liberal Arts and Sciences main building by two weeks prior to the exam period.

3. Basically no classes for Liberal Arts and Sciences courses will be held during the exam period, however, depending on the circumstances, a make-up class might be held. So please be sure to check with your instructors in charge.

4. A make-up exam will be prepared for students who are unable to take the final exam all or in part, due to sickness or other unavoidable reasons. Please apply to the office of the Institute of Liberal Arts and Sciences immediately. For the details, please refer to the reverse side "III. Make-up Examinations".

### **II. Directions for the Final Examinations**

1. Place your student ID card on the upper right side of the desk when taking the exam.

If you forget to bring your student ID card, visit the office of the Institute of Liberal Arts and Sciences for obtaining a proof substitute for the ID card.

2. If you arrive later than 20 minutes from the exam starts, you will not be allowed to enter the exam room. You may leave the exam room after 30 minutes from the exam starts; however, it is not allowed leaving there from 5 minutes before the end of the exam. When leaving the room, please be quiet so as not to disturb others taking the exam.

3. For the rooms with fixed desks, as a rule, please sit apart one seat of your right and left side.

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. Dishonesty during the exam is 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 the school will be held to discuss the proper measures (e.g. in addition to be given the disciplinary action such as expulsion, suspension, or admonition, the credits of the entire courses in the corresponding semester will be disqualified etc.) based on "Regulations regarding Correction etc., of Nagoya University Students."

\* Please turn off the light during the break time. Save energy for the earth.

\* Please separate rubbish according to type.

### III. Make-up Examinations

Period: August 17 (Thu) ~ August 22 (Tue)

A make-up exam (only for the courses conducting a final exam in the semester) will be held for students who are unable to take the final exam all or in part, due to sickness or other unavoidable reasons.

In order to take that exam, the application must be made with required documents by the following date. Please apply to the office of the Institute of Liberal Arts and Sciences as soon as possible.

The 1<sup>st</sup> week (July 25 - July 31) exam: by August 1 (Tue) 17:00

The 2<sup>nd</sup> week (August 1 - August 7) exam: by August 8 (Tue) 17:00

If you cannot come to the office within the designated period for unavoidable reasons, please inform us by telephone in advance (TEL: 052-789-3514, 4725). Please note that even in this case students have to submit the application form and required documents.

### IV. Repeat Examinations

Period: August 30 (Wed) - September 4 (Mon)

The list of students eligible for taking the repeat exam will be posted on the bulletin board at Liberal Arts and Sciences main building 1F on August 22 (Tue). Students who wish to take the repeat exam should take necessary procedure from August 22 (Tue) to August 28 (Mon) 17:00 at the office of the Institute of Liberal Arts and Sciences.

Students who fail to do it are not able to take the repeat exam.

### V. Confirmation of the Results

Regarding the notification of the results of the enrolled courses in this semester, please check with the Student Affairs Section of your school. Also, the result can be confirmed via the web, "Confirmation of the completed courses" on the Nagoya University Portal from August 22 (Tue) 9:00.

## Registration for Liberal Arts and Sciences Courses for Fall Semester

The courses for the fall semester AY2017 will begin from October 2 (Mon) 1st period. The registration will be conducted for Liberal Arts and Sciences courses as described below. Please pay attention to the related notifications and take necessary procedure correctly within the designated period.

For the details, be sure to read carefully "Course Registration Procedure for Fall Semester AY2017" which will be posted on the website of Institute of Liberal Arts and Sciences (<http://www.ilas.nagoya-u.ac.jp/>) in late-July and take necessary steps with following operating manual by the deadline.

#### I. Course Registration Period via NU portal

1. Those enrolled in 2017 (The 3<sup>rd</sup> & 4<sup>th</sup> digits of the Student ID number is "17"):
  - September 4 (Mon) 9:00 –September 8 (Fri) 18:00
  - September 13 (Wed) 9:00 –September 22 (Fri) 18:00
2. Those enrolled in 2016 (The 3<sup>rd</sup> & 4<sup>th</sup> digits of the student No. is "16"):
  - September 13 (Wed) 9:00 –September 22 (Fri) 18:00
3. Students other than the above: September 14 (Thu) 9:00 –September 25 (Mon) 18:00

#### II. Registration Confirmation Period (1st)

From 9:00 September 28 (Thu), via NU portal

#### III. Make-up Days

Please note that there are some make-up days on weekdays as follows.

- November 28 (Tue) • November 29 (Wed) make-up day for Friday courses
- December 26 (Tue)

NU Portal Site URL: <http://www.portal.nagoya-u.ac.jp/>

It is necessary to log in to NU portal when you register the courses or confirm it.