

## ***Announcement of Final Examinations-Spring Semester AY2018***

Final examinations for Liberal Arts and Sciences courses in Spring Semester AY2018 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**

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 (Wed) - July 31 (Tue)**  
**2<sup>nd</sup> week: August 1 (Wed) - August 7 (Tue)**
2. Basically, final examinations are to be held either in the 1<sup>st</sup> week or the 2<sup>nd</sup> week of the examination period and are to be conducted at ordinary classrooms and period. However, depending on the circumstances, rooms may be changed or students could be divided into two rooms, so please be sure to check the notifications.

**Note:** The examination timetable (date and time and rooms) 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. Make-up examinations will be prepared for students who are unable to take final examinations all or in part, due to sickness or other unavoidable reasons. Please apply to the Institute of Liberal Arts and Sciences Office (hereinafter called "ILAS Office") immediately. For the details, please refer to the reverse side "III. Make-up Examinations".

### **II. Directions**

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 ILAS Office 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 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. The use of plastic sheets and wearable devices 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 ILAS, the dean of the School you belong 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 "Nagoya University Student Discipline Rules".

\*We appreciate your cooperation in conducting "Course Assessment Questionnaire" on each class.

\*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 16 (Thu) ~ August 21 (Tue)

A make-up examination (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 ILAS Office as soon as possible.

The 1<sup>st</sup> week (July 25 - July 31) exam: by August 1 (Wed) 5:00 p.m.

The 2<sup>nd</sup> week (August 1 - August 7) exam: by August 8 (Wed) 5:00 p.m.

For the detail, please refer to the booklet “AY 2017 Liberal Arts and Sciences Course Registration Guide for International Programs Students” pp.9-10.

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 31 (Fri) - September 5 (Wed)

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 24 (Fri). Students who wish to take the repeat examination should apply to the ILAS Office from August 24 (Fri) to August 29 (Wed) 5:00 p.m.

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

### V. Results Confirmation

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 Nagoya University Portal, “Confirmation of the completed courses”, after August 24 (Fri) 9:00 a.m.

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

The courses for the Fall Semester AY2018 will begin on October 2 (Tue) 1st period. The registration will be conducted for Liberal Arts and Sciences courses as described below. Please pay attention to the related notifications and do registration correctly within the designated period.

For the details, be sure to read “Course Registration Procedure for Fall Semester AY2018” which to be distributed at the ILAS Office in late July and take necessary steps with following the operating manual by the deadline. You can also see that on the ILAS website (<http://www.ilas.nagoya-u.ac.jp/>) in late July.

### 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 13 (Thu) 9:00 a.m.–September 20 (Thu) 6:00 p.m.
2. Students other than the above: September 14 (Fri) 9:00 a.m.–September 21 (Fri) 6:00 p.m.

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

From 9:00 a.m. September 27 (Thu), please check your registration via NU portal

### III. Make-up Days

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

- November 23 (Fri) : make-up day for Friday afternoon courses
- November 27 (Tue) : make-up day for Friday courses
- November 28 (Wed), December 27 (Thu)
- November 29 (Thu) , December 26 (Wed) and January 8 (Tue) 2019 : make-up days for Monday courses

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

It is necessary to log in to NU portal when you do registration and confirmation.