

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

Final exams for Liberal Arts and Sciences courses in Fall 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 exams will be held for two weeks, from January 28 to February 8.  
**1<sup>st</sup> week: Monday, January 28 - Friday, February 1**  
**2<sup>nd</sup> week: Monday, February 4 - Friday, February 8**
2. Basically, final exams are held either in the 1<sup>st</sup> week or the 2<sup>nd</sup> week of the exam period and conducted at usual 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 exam timetable (date and time and rooms) will be posted two weeks prior to the exam period on the bulletin board at Student Hall in Liberal Arts and Sciences main building 1F, and NU Portal. Please check this by yourselves.
3. Make-up Exams will be prepared for students who are unable to take the final exams all or in part, due to sickness or other unavoidable reasons. Those students should apply to the Institute of Liberal Arts and Sciences Office (hereinafter called "ILAS Office") as soon as possible. For more information on the make-up exams, please refer to "III. Make-up Exams".

### **II. Notes on Final Examinations**

1. Please place your student ID card on the upper right side of the desk when taking the exam.  
If you forget to bring the 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 is not allowed leaving the room 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 "The regulation regarding discipline for Nagoya University Students".

### III. Make-up Examinations

Period: February 18 (Mon) - February 19 (Tue)

Make-up exams (only for the courses conducting exams during the final exam period) will be held for students who were unable to take the final exam all or in part, due to sickness or other unavoidable reasons.

In order to take the make-up exams, applications 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 (January 28 - February 1) exam: by February 4 (Mon) 5:00 p.m.

The 2<sup>nd</sup> week (February 4 - February 8) exam: by February 12 (Tue) 5:00 p.m.

For the detail on the applications, please refer to the booklet “AY 2018 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). Even in that case, you have to submit the application forms and required documents.

### IV. Repeat Examinations

Period: February 28(Thu) - March 5 (Tue)

The list of students eligible for taking the repeat exams will be noticed on the bulletin board at Liberal Arts and Sciences main building 1F on February 18 (Mon). Those who wish to take the repeat exams should apply to the ILAS Office from February 18 (Mon) to February 22 (Fri) 5:00 p.m.

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

### V. Results Confirmation

The result can be confirmed via the Nagoya University Portal, “Confirmation of the completed courses”, after February 18 (Mon) 9:00 a.m.

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

The courses for the Spring Semester 2019 will begin on April 11 (Thu) 1<sup>st</sup> period. The registration of Liberal Arts and Sciences courses should be done as described below. Please pay attention to the related notifications and do registration correctly within the designated period. For details, read “Course Registration Procedures for Spring Semester AY2019” distributed at the ILAS Office in mid-March and take necessary steps following the instructions on the manual by the deadline. You can also see the manual on the ILAS website (<http://www.ilas.nagoya-u.ac.jp/>) in mid-March.

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

Entry Period for all students: After mid-March

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

Be sure to confirm the registration on NU portal after Wednesday, April 10 (tentative).

\*We will announce the detail of the registration and confirmation period when fixed by the bulletin board in Liberal Arts and Sciences main building 1F and the NU portal.

To register for 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 within the specified