

4. Examinations and Grading

4.1 Examinations

4.1.1 Final Examinations

Timetable

The following is the standard timetable for final examinations. However, the examination schedule is subject to change. Please check the bulletin board and specific information from instructors.

<1st and 2nd Quarter>

Period	Examination Time	Warning Bell	Examination Begins	Examination Ends
1	8:45-10:20	8:45	9:00	10:20
2	10:35-12:10	10:35	10:50	12:10
3	12:25-14:00	12:25	12:40	14:00
4	14:15-15:50	14:15	14:30	15:50
5	16:05-17:40	16:05	16:20	17:40
6	17:55-19:30	17:55	18:10	19:30

<Session>

Period	Examination Time	Warning Bell	Examination Begins	Examination Ends
1	9:00-10:35	9:00	9:15	10:35
2	10:50-12:25	10:50	11:05	12:25
3	13:15-14:50	13:15	13:30	14:50
4	15:05-16:40	15:05	15:20	16:40
5	16:55-18:30	16:55	17:10	18:30

Notes on Final Examinations

- Students who do not bring their Student ID card will not be authorized to take an examination. Students who forget their ID card must promptly go to the Academic Office and go through the procedure for the issue of a "Permission to Take Examinations" slip. Those who do not realize that they have forgotten their ID card until after the examination has begun are allowed to take the examination only on the condition that they do not leave the examination room during the examination period. They must then go to the Academic Office with a proctor after the examination ends.
- Students must bring all supplies necessary for the examination (such as pens and pencils). These items will not be provided by the University.
- All information regarding the examination schedule and examination locations will be posted on the bulletin boards and the Academic Office website.
- Final report topics will be posted on the Academic Office website only.
- The day, period, and classroom of final examinations may differ from that of the normal class. Please be sure to confirm the correct information on the bulletin boards and the Academic Office website.
- Students are not allowed to take an examination for subjects and classes (JA/JB/EA/EB, etc.) for which they have not registered. Please double check your course registration in advance.
- Students who do not arrive within 20 minutes of the beginning of an examination will lose the right to take that examination, and will not be permitted to enter the examination room.

Suspension of Public Transportation Services

The following measures will be taken in the case of suspension of public transportation services due to reasons such as typhoon or snow. The circumstances for "suspension of public transportation services" are the same as those outlined on p.23.

Time of Decision	Time of Announcement	Response
6:30 a.m.	approx. 6:45 a.m.	Period 1 and 2 will be cancelled. The cancelled examinations will be held on the back-up examination day.
10:30 a.m.	approx. 10:45 a.m.	Examinations from period 3 onward will be cancelled. The cancelled examinations will be held on the back-up examination day.
After 10:30 a.m.	As decided	Decisions regarding make-ups will be made as appropriate.

- Announcements will be made on Campus Terminal. Be sure to check Campus Terminal yourself.
- Information about newly scheduled examination dates, make-up report topics, submission methods, and deadlines will be announced on Campus Terminal after the notice of cancellation.
- Even if there is no "suspension of public transportation services," important decisions may be made regarding examinations depending on the traffic conditions. In this case, announcements will also be made on Campus Terminal.
- Please do not plan trips or make plans to return home on the back-up examination day (as shown on the Academic Calendar). You will not be permitted to take a make-up examination if you miss a final examination for personal reasons.

Academic Misconduct

Examinations at APU are conducted in order to assess students' level of achievement in their studies, and as such must be conducted fairly and impartially. Cheating during an examination amounts to an abandonment of one's own right to learning and will result in a student's disqualification from study at APU. As a university providing scholarships and other forms of support from both internal and external sources, APU cannot permit activities such as cheating. From this standpoint, APU strictly enforces the rules for examinations.

● Cheating

The following acts are regarded as cheating and will be strictly punished:

- Using or being used as a stand-in (having someone else take an exam for you or taking an exam for someone else)
- Possessing cheat sheets (including leaving them on the lower shelf of the desk)
- Exchanging answer sheets
- Sharing answers
- Writing on the desk
- Fraud (false statements) on the answer sheet or the attendance sheet

- Sitting for an examination outside of the designated examination location
- Taking answer sheets out of the examination room
- Talking or whispering during the examination, as well as looking at other people's answers
- Using any materials not permitted for the examination
- Lending or borrowing of allowed materials, other items, etc.
- Failing to follow the proctor's instructions
- Opening any websites or applications other than those permitted for use during the exam (if a test is being held in a PC classroom)
- Accessing the examination system (manaba, etc.) from outside the examination room during the examination period
- Accessing the examination system (manaba, etc.) using someone else's ID / password
- Obstructing the examination in any other way
- Please note that even in the case of open-book examinations, the use of Internet-enabled devices such as mobile phones and notebook computers is not permitted.

● Consequences of Cheating

Students found to be cheating may be punished in several ways, including the following:

- Receive an F grade for the course
- Punishment pursuant to the Ritsumeikan Asia Pacific University Regulations on Punitive Measures for Students

Additional Notes

- For closed-book examinations, any texts or materials other than those specifically permitted will be regarded as "cheat sheets."
- The only items permitted on your desk during the examination are a watch, pens, pencils, erasers, and your student ID card. All personal items that you do not need for the examination, such as coats, pen cases, bags, etc. must be placed under the seat (not ON the seat). Smart phones, cell phones, smart watches, and other internet-capable devices may NOT be used as watches.
- The examination will be considered invalid if you take it at a different time than the scheduled examination time.
- You must bring a pen to the test and write your name in ink.

In addition, you must follow the instructions of the examination proctor(s) in regards to seating, submitting question and answer sheets, etc. If you fail to follow the proctor's instructions, this may be considered academic misconduct, and treated as a form of cheating. The University will not be responsible for the consequences of failing to follow instructions during the examination.

4.1.2 Make-up Examinations

When it is not possible to take an examination due to natural disaster or unavoidable personal reasons such as hospitalization, sudden illness, or a job interview, an "Application for Make-up Examination" (available at the Academic Office) may be submitted after the examination has finished. The form must be submitted within one week, including the day of the examination (i.e., if your examination was conducted on Thursday, you have until the following Wednesday

to submit the application). Students are required to submit the original official certificate.
Copies are not accepted.

There is no limit to the number of subjects for which a student may apply to take make-up examinations. To apply for a make-up examination a student needs to submit a certification worth 1,000 JPY per subject as a make-up examination fee. Depending on the subject, the make-up examination may be in the form of a written test or a report. If a student cannot come to the Academic Office, a proxy may submit the application. However applications made by phone, email, or FAX, will not be accepted.

Reason for Not Taking Examination	Necessary Document or Requirement
Illness of the student	Medical expense receipt and one from the following documents; medical certificate (Shindansho), "Certificate Proving Hospital Visit"* or "Certificate of Recovery from Infectious Disease."* (Medical certificate which includes the day you went to the hospital or the period of hospitalization or treatment-only effective if the date of issue is included on the exam day)
Bereavement (death of a relative to the 2nd degree, i.e., spouse, parent, child, sibling, grandparent or grandchild)	Funeral attendance letter or official death certificate showing the date of death (applicable for 7 days, including public holidays, from the date of death of parent, spouse, or child, or 5 days, including public holidays, from the date of death of grandparent or brother/sister).
Disaster	Certificate for disaster victim
Job interview	Official document to certify job interview (available at the Career Office)
Graduate school entrance examination	Examination admission slip
Transportation delay	Delay certificate from transportation company
Absence connected to Japan's lay judge system	Advance permission from the Dean of Academic Affairs
Unavoidable reasons such as participation in extracurricular activities	

- You will not be permitted to take a make-up examination for reasons that are not included in the above chart.
- These rules only apply to examinations held in the final examination period.
- There is no official make-up examination system for mid-term examinations. Please seek advice from the individual instructor in these cases.
- There is no official make-up examination system for language subject examinations. Please seek advice from the individual instructor even if the examination is held in the final examination period.
- Students participating in APU's English Teaching Certificate Program who cannot take both the original exam and make-up exam due to the teaching practicum, etc., should consult with the Academic Office in advance.

*These forms can be downloaded from the "Make-up Examinations" page on the Academic Office website.

Make-up Examination Schedule

If the make-up examination is administered in the form of a written test, it will be held according to the following schedule. Please note that if you are unable to take the test at the scheduled time, in principle, there will be no additional opportunities to take a make-up examination.

	Type of Course	Make-up Examination Date
Spring	1st Quarter Courses	Wed, June 10, 2020
	2nd Quarter Courses, Semester Courses	Fri, August 7, Sat, August 8, 2020
Fall	1st Quarter Courses	Wed, December 9, 2020
	2nd Quarter Courses, Semester Courses	Mon, February 15, Tue, February 16, 2021

*This Schedule is subject to change. Please check the "Make-up Examinations" page on the Academic Office website for the latest information.

4.1.3 Final Reports

Points to Remember when Writing Final Reports

Students should follow the citation methods outlined in the "Study Skills and Academic Writing" textbook or in this handbook in the section dealing with guidelines on undergraduate thesis format when quoting from another person's work or from the Internet, etc. Students who do not follow these APU guidelines may be accused of plagiarism.

Points to Remember when Submitting Final Reports

The final report submission periods and locations will be announced on the bulletin board, as well as on the Academic Office website. Make a habit of checking the bulletin board on a regular basis. Since there is a fixed submission period, there are no make-up options for reports. Be sure you submit your report by the stated deadline. If you cannot submit the report in person, a proxy may submit your report.

4.1.4 APU Plagiarism Policy

What is Plagiarism?

Plagiarism is the copying of a copyrighted work without acknowledgement, and is against academic rules and ethics. Plagiarism is also illegal and offenders may be fined or imprisoned.

At APU, plagiarism, improper citations, and fabrication of data are considered forms of academic misconduct or cheating. Such cases will be handled in the same manner as cheating on examinations is handled. Students found to have engaged in such misconduct will be disciplined severely. Please refer to p.148 "Academic Misconduct" for further information on punitive measures.

Reports, etc.

"Reports, etc." refers to any reports or other items for assessment created by students to be submitted or presented within APU. This includes reports, answer sheets, presentation materials, resumes, and all other media resources.

Copyrighted Work

"Copyrighted Work" refers to all works as defined by Japanese copyright law. This includes written/verbal works such as dissertations and lectures, as well as broadcasts, music, performances, works of art, architecture, maps, technical drawings, models, movies, photographs, programs, etc. Online documents, data, and images are also considered copyrighted works.

Quotations

"Quotation" is the act of using the contents of an existing copyrighted work for your own use in line with the rules below. Although there are a number of ways to use quotations in reports, papers, etc., students may use the method taught in class or as directed by individual instructors.

- An individual's work must form the main part of a work with quotes only used to supplement the main work.
- A quote must be considered necessary.
- The source must be clearly shown.
- The parameters of the quote must be clear.
- There must be no changes to the content of the quote.

4.2 Grades and GPA

4.2.1 Grading System

The APU grading system is as follows.

Letter Grades

Letter	Grade (%)	Grade Point Value	Pass / Fail
A+	90% or higher	4.0	Pass
A	80-89%	3.0	
B	70-79%	2.0	
C	60-69%	1.0	
F	59% or lower	0.0	Fail

Grades are evaluated using a 5-level letter grade scale: A+, A, B, C, and F. As shown in the table above, each letter grade is also given a corresponding grade point value.

Other Evaluation Codes

Code	Definition	Notes
P	Pass	Utilized in some subjects
T	Transfer	A maximum of 60 credits*

*Credits transferred at the time of enrollment at APU do not count toward the 60 credit limit (for 2nd or 3rd year transfer students ONLY).

Other than letter grades and the evaluation codes, the following codes may be printed on official transcripts.

Code	Definition	Notes
R	Approved for Re-registration	Credits are not counted
E	Exemption	

4.2.2 Grade Point Average (GPA)

GPA is a value representing a student's overall grade evaluation, calculated from the individual grades of their classes according to a specific set of rules established by the University.

Cumulative GPA and Semester GPA

"Cumulative GPA" is calculated from the time of a student's enrollment through to a student's last semester. This is the number that is printed on official transcripts. Cumulative GPA is used when applying for exchange programs, the Accelerated Graduation Program, course registration, etc.

"Semester GPA" is calculated using only the grades acquired in the present semester. This is the number that is not included on official transcripts. Semester GPA is used when applying for scholarships, course registration, etc.

Calculating GPA

AY 2017 and AY 2011 Curriculum Students

Cumulative GPA:

$$\frac{(\text{No. of A+ credits} \times 4) + (\text{No. of A credits} \times 3) + (\text{No. of B credits} \times 2) + (\text{No. of C credits} \times 1) + (\text{No. of F credits} \times 0)}{\text{Total registered credits (excluding P/T)}}$$

Semester GPA:

$$\frac{(\text{No. of A+ credits} \times 4) + (\text{No. of A credits} \times 3) + (\text{No. of B credits} \times 2) + (\text{No. of C credits} \times 1) + (\text{No. of F credits} \times 0)}{\text{Registered credits for given semester (excluding P/T)}}$$

Note: The following calculation method applies ONLY to Students who experienced a Curriculum change from the AY 2006 Curriculum to the AY 2011 Curriculum upon being Readmitted or Reinstated to APU.

Cumulative GPA:

$$\frac{(\text{No. of A+ credits} \times 4) + (\text{No. of A credits} \times 3) + (\text{No. of B credits} \times 2) + (\text{No. of C credits} \times 1)}{\text{Total completed credits (excluding P/T)}}$$

Semester GPA:

$$\frac{(\text{No. of A+ credits} \times 4) + (\text{No. of A credits} \times 3) + (\text{No. of B credits} \times 2) + (\text{No. of C credits} \times 1) + (\text{No. of F credits} \times 0)}{\text{Registered credits for given semester (excluding P/T)}}$$

A distribution chart of student Cumulative GPA and Semester GPA is posted each semester on the Academic Office website. This data will give students an approximate idea of their academic standing at APU.

4.2.3 Graduation Assessment

This procedure will assess whether a student is eligible to graduate within a certain period of study (generally four years for regular students). In Japan, students are often requested to submit a "Certificate of Prospective Graduation" during job-hunting activities.

Please note that these certificates only indicate the prospect of graduation and do not guarantee a student's graduation.

Prospective Graduation Assessment Criteria

AY 2017 and AY 2011 Curriculum

	Period of Assessment	Criteria	Timing of Issuance
Regular Students	At completion of 6th semester	Completion of at least 76 credits	Spring Semester: Early April Fall Semester: Early October
	After completion of 7th semester, at completion of each semester	Completion of at least 100 credits*	
Accelerated Graduation Program Students	After completion of 4th semester, at completion of each semester	Enrolled in the Accelerated Graduation Program	

*Those who have completed 76 credits or more can apply for prospective graduation assessment at the Academic Office.

For Students who Experienced a Curriculum Change from the AY 2006 Curriculum to the AY 2011 Curriculum upon being Readmitted or Reinstated to APU.

	Period of Enrollment	Period of Assessment	Criteria	Notes
Regular Students	Spring Semester (April)	After completion of 6th semester, at completion of each semester	Completion of at least 80 credits	Those who have completed 64 credits or more can apply for prospective graduation assessment at the Academic Office.
	Fall Semester (September)	After completion of 5th semester, at completion of each semester	Completion of at least 66 credits	Those who have completed 44 credits or more can apply for prospective graduation assessment at the Academic office.

- A "Certificate of Prospective Graduation" may be printed from the automatic certificate dispensers located on the first floor of Building A and also in the APU Library for those who meet the above criteria. There are periods at the end of each semester during which Certificates of Prospective Graduation cannot be issued. Please check the Academic Office website or announcements on Campus Terminal for details.
- Application procedures for various certificates and information regarding certificates at the graduation ceremony can be found on the Student Office website.
- Prospective graduation assessments will be held every semester until graduation from the period of the assessment onwards.

4.2.4 Release of Grades

Student grades will be released on the following dates. After grades are released, students may check their grades via Campusmate. Grades cannot be released before these dates and students are not permitted to contact faculty members directly regarding grades.

Semester	Graduating Students	All Other Students
Spring Semester	Wed, September 2, 2020	Mon, September 14, 2020
Fall Semester	Wed, March 3, 2021	Mon, March 15, 2021

Grade reports will be distributed to students who applied for them beforehand during the designated period after grades have been announced. Please note that transcripts of Academic Record (which may be purchased from the Automatic Certificate Dispenser) and student grade reports may vary in content. See below for details.

AY 2017 and AY 2011 Curriculum Students

Grade Evaluation	Official Transcript	Student Grade Report
All grades except "F"	Will be printed *Grades cannot be cancelled once received.	Will be printed *Grades cannot be cancelled once received.
"F" grade	Will be printed	Will be printed

For Students who Experienced a Curriculum Change from the AY 2006 Curriculum to the AY 2011 Curriculum upon being Readmitted or Reinstated to APU.

Grade Evaluation	Official Transcript	Student Grade Report
All grades except "F"	Will be printed *Grades cannot be cancelled once received.	Will be printed *Grades cannot be cancelled once received.
"F" grade	Will not be printed	Only "F" grades for that semester will be printed.

4.2.5 Grade Inquiries

Students may, in the following cases, make inquiries regarding their grade reports within the designated period.

- A grade is not shown for a registered subject.
- A grade is shown for a subject that the student did not register.
- Errors in the grade report.
- The grade shown does not match the grade calculated from the actual marks received on exams and/or reports.

The Academic Office will not respond to inquiries concerning the details of an evaluation. However, students who are able to prove that their grade is clearly incorrect may make a formal inquiry. In such cases, the student must clearly specify their inquiry, based on the information given in the syllabus and grade comments. Inquiries that do not provide specific explanations will not be accepted. Detailed information regarding grade inquiries will be available on the Academic Office website.

The Grade Inquiry Form may be downloaded from the Academic Office website.

● Accessing Grade Evaluation Comments

Grade Evaluation Comments may be downloaded from the Academic Office website.

URL: <http://en.apu.ac.jp/academic/page/content0028.html>

For other information regarding examinations and grading, please visit the Academic Office website.

