

### 3. KG Regulations on Evaluation and Examinations (excerpts)

- Article 1 These regulations aim to provide necessary information on evaluation and examinations for the students of Kwansei Gakuin University.
- Article 2 Students' course performance and graduation thesis are evaluated based on evaluation methods, including examinations, in order to assess the learning outcomes.
- Article 3 Examinations consist of final, intermediate, and make-up examinations.
- Article 4 Final examinations are conducted during a given period at the end of spring and fall semesters according to a specified timetable.
- Article 5 Intermediate examinations are conducted for full-year courses during a given period at the end of a spring semester according to a specified timetable.
- Article 6 Students who have failed to take final examinations due to illness and other unavoidable reasons may request to take make-up examinations for the relevant courses.
- Article 7 Final, intermediate and make-up examinations are either written or oral, and may be substituted with reports or papers.
- Article 8 All final, intermediate and make-up examinations are conducted by the Faculty Board of the relevant school.
- Article 9 In principle, students taking final, intermediate or make-up examinations must present their Student ID on their desk during the examinations.
- Article 10 To request to take make-up examinations, students must submit a request form attached with official documentation to support the reason of the absence (doctor's medical certificate in case of illness) to the Dean of the school, and to gain the approval of the Faculty Board.
2. Students who have been approved to take make-up examinations must pay a specified examination fee to the Finance Section except for the following:
    1. Students who have failed to take final examinations due to infectious diseases specified by the Japanese School Health and Safety Act.
    2. Students who have failed to take final examinations due to participation in the selection of lay judges and in a trial as a lay judge/supplementary lay judge.
    3. Students who have failed to take final examinations due to the delay and/or shutdown of public transportation.
- Article 11 Students who have failed to take final, intermediate, and make-up examinations due to natural disasters, the delay, or the shutdown of public transportation will be given substitute examinations as university-wide action for the relevant courses only if University expects that those will happen to the majority of students in Kwansei Gakuin University.
2. Substitute examinations are conducted at the discretion of the Dean of the Academic Affairs.
  3. Substitute examinations are conducted by the Faculty Board of the relevant schools.
  4. Articles 7 and 9 of the Regulations apply to substitute examinations.
  5. Substitute examinations to make-up examinations may be substituted with papers.
- Article 12 To take substitute examinations, students must submit a request form attached with official documentation to support the reason for absence to the Dean of the school.
2. No fee is collected for substitute examinations.
- Article 13 Students' course performance may be evaluated based on evaluation methods other than final, intermediate, make-up and substitute examinations.

Article 14 <The students who enrolled before 2018>

1. 秀 or S (90 points or higher), 優 or A (80 points or higher), 良 or B (70 points or higher), 可 or C (60 points or higher) or 不可 or F (59 points and lower) is given, with S, A, B and C representing a pass.
2. Grade points are given in the following manner: 4 for 秀 or S (90 points or higher), 3 for 優 or A (80 points or higher), 2 for 良 or B (70 points or higher), 1 for 可 or C (60 points or higher) and 0 for 不可 or F (59 points and lower).

<The students who enrolled after 2019>

1. Grade stands for S (90 points or higher), A<sup>+</sup> (85 points or higher) • A (80 points or higher) • B<sup>+</sup> (75 points or higher) • B (70 points or higher) • C<sup>+</sup> (65 points or higher) • C (60 points or higher) and F (59 points and lower) is given, with S, A<sup>+</sup>, A, B<sup>+</sup>, B and C<sup>+</sup> and C representing a pass.
2. Grade points are given in 4.0 for S (90 points or higher), 3.5 for A<sup>+</sup> (85 points or higher), 3.0 for A (80 points or higher), 2.5 for B<sup>+</sup> (75 points or higher), 2.0 for B (70 points or higher), 1.5 for C<sup>+</sup> (65 points or higher) and 1.0 for C (60 points or higher), 0 for F (59 points and lower).

Article 15 In principle, the score of make-up examinations will be reduced by a certain percentage.

Article 16 The score of substitute examinations will not be reduced. However, the score of substitute examinations for make-up examinations is subject to the same reduction as make-up examinations.

Article 17 The evaluation results must be reported by each course instructor to the Faculty Board within a specified period.

Article 18 The following students are not allowed to take any examinations or receive evaluation:

1. Students who are not registered for courses
2. Students who have not paid the tuition fee
3. Students who have been considered unqualified to take examinations by the Faculty Board

Article 19 Each school may establish its own bylaws for the application of these regulations.

Notes:

1. The examination fee mentioned in Article 10–(2) is 1,000 yen per course.
2. Grade points are not assigned to courses the credits for which are granted based on certain score reports. Such courses are indicated with a P in grade reports and transcripts.