

Course Procedures, Examinations, Grades

1. Course Procedures

(1) During the registration period you can register for courses via *My MOMIJI, HU*, the student portal system. *MOMIJI* can be accessed on and off campus, after which you log in to *My MOMIJI* to conduct the course registration. A user guide is available on *My MOMIJI*.

If you are unable to register courses due to unavoidable reasons, please contact the academic affairs office of the faculty/graduate school where the course is offered.

1. Every term the schedule of course registration procedures will be notified via *MOMIJI*.

2. There will be an adjustment period between the first and second course registration period, conducted by the Educational Affairs Office. During this period, students will be unable to register their courses.

3. After the second registration period, courses cannot be added or dropped.

4. Students must complete their registration procedures within the registration period, even if they wish to take intensive courses.

(2) If you wish to take a class in another graduate school, you must obtain approval from your primary supervisor and then submit to the Graduate School Support Office of your program a *Course registration for other graduate course subjects*. In addition, you must complete the required registration procedures at the graduate school where you wish to take classes.

(3) On-demand enrollment in common subjects is permitted under special circumstances, such as commuting difficulties. Students who wish to take courses under these special measures must obtain the approval of their academic advisor and also the director of their program. Students must use the *Reason for Course Registration* form and submit related materials to the Office of the Education Promotion Group (1st floor of the School of Integrated Arts and Sciences Building). For details, please refer to the *Common Graduate Courses* section.

2. Examination

The date, time, place and method of the examinations at the end of each semester will be notified by the instructor of each class.

3. Special arrangements for exams, etc.

Students who are unable to take examinations under normal conditions due to a physical disability may apply for special measures, in accordance with the *Special Measures Regarding Examinations, etc. for Disabled Students*. For details, please consult the support office in charge of the graduate school of your program. You must do this at least four weeks before the examination date.

4. Dishonest Acts

Students who cheat on final examinations will have all course evaluations cancelled and will also be disciplined in accordance with *Handling of Dishonest Acts during Semester Final Examinations, etc.*

5. Grades

(1) Check your grades at the end of each semester using *MOMIJI*. Grades can be checked only on a computer connected to the *HINET*(Hiroshima University Information Network System). Students must have their grades checked by their main supervisor before confirming their grades.

(2) If a student has questions about his or her grades, he or she should refer to *Questioning Grades*.