

## Sanctions Criteria for Misconduct on Examinations

Serious sanctions will be applied to students who commit any type of misconduct shown below:

### 1 Sanctions Criteria

(A) Misconduct on periodic exams (including equivalent exams in classes)

Misconduct Types	Sanctions Applied
<p>① Spontaneous or incidental</p> <p>Example:</p> <ul style="list-style-type: none"> <li>a. Looking at another person's exam paper</li> <li>b. Talking after the questions/exam papers have been distributed</li> <li>c. Borrowing or lending reference materials in the exam</li> <li>d. Not obeying the instruction or warning of the proctor</li> <li>e. Taking the exam paper without submitting it</li> </ul>	<ul style="list-style-type: none"> <li>○ Strict warning, reprimand or suspension from school (less than one month)</li> <li>○ Invalidation of the relevant Class (E grade)</li> </ul>
<p>② Planned or intentional</p> <p>Example:</p> <ul style="list-style-type: none"> <li>a. Using cheating sheets</li> <li>b. Writing memos on the desk</li> <li>c. Looking at unauthorized textbook/notebooks</li> <li>d. Looking at unauthorized reference material</li> <li>e. Bringing in/using unpermitted equipment (e.g., mobile phones, smartphones)</li> <li>f. Exchanging exam papers with other students (this could be considered as ③ below)</li> <li>g. Organized cheating</li> </ul>	<ul style="list-style-type: none"> <li>○ Suspension from school (one to three months)</li> <li>○ Invalidation of the relevant class (E grade)</li> <li>○ In principle, invalidation of all subjects in the same semester (E grade)</li> </ul>
<p>③ Proxy test-taking</p> <p>Example:</p> <ul style="list-style-type: none"> <li>a. Taking an examination pretending to be an eligible student (using another student's ID)</li> <li>b. Changing the test name to another student, and submitting that falsely named exam paper</li> </ul>	<ul style="list-style-type: none"> <li>○ Suspension from school (three to six months, or indefinite)</li> <li>○ Invalidation of all subjects taken during semester (E grade)</li> </ul>

\* Concerning ③ above, the person who took the exam as a stand-in may be subject to sanctions under the University Rules and Regulations.

(B) Misconduct concerning submission of assignments related to the evaluation of papers (including graduation theses), reports, works (etc.)

Misconduct Types	Sanctions Applied
<p>① Plagiarism</p> <p>Example:</p> <ul style="list-style-type: none"> <li>a. Use of others' papers, publications, websites, works (etc.) to a limited extent without performing the proper quotation procedures</li> </ul>	<ul style="list-style-type: none"> <li>○ Strict warning or reprimand</li> </ul>
<p>② Malicious plagiarism</p> <p>Example:</p> <ul style="list-style-type: none"> <li>a. Use of others' papers, publications, websites, works (etc.) without performing the proper quotation procedures</li> <li>b. Conspiring with another student and submitting an assignment whose content is almost identical to that of the other student</li> <li>c. Submitting a paper (etc.) prepared by another person by</li> </ul>	<ul style="list-style-type: none"> <li>○ Suspension from school (less than three months)</li> <li>○ Invalidation of the relevant Class (E grade)</li> </ul>

rewriting his/her name as the student's own name d. Repeated plagiarism, despite receiving instructions	
③ Use of ghostwriting Example: a. Commissioning the preparation of a paper, report (etc.) to a company or individual and submitting the delivered item as the student's own work	<ul style="list-style-type: none"> <li>○ Suspension from schools (three to six months)</li> <li>○ Invalidation of the relevant Class (E grade)</li> </ul>
④ Other types of misconduct Example: a. Data forgery, falsification	<ul style="list-style-type: none"> <li>○ Suspension from school (less than three months)</li> <li>○ Invalidation of the relevant Class (E grade)</li> </ul>

\* Concerning ③ above, the person who acted as a ghostwriter may be subject to sanctions under the University Rules and Regulations.

(C) Misconduct related to attending classes, exams (etc.)

Misconduct Types	Sanctions Applied
① Answering the roll for someone else/false declaration Example: a. Having someone else answer the roll for the student b. Answering the roll for someone else c. Submitting a forged attendance report (e.g., attendance card) d. Forging a certificate related to the reason for an absence (e.g., a medical certificate) or submitting a certificate with false information * Attendance reports include oral reports, attendance cards and other papers, reading ID information, and reports through various systems.	<ul style="list-style-type: none"> <li>○ Strict warning, reprimand, or suspension from school (less than one month)</li> </ul>

(D) If a student has committed misconduct more than once

If a student sanctioned for misconduct in the past has committed any misconduct listed in ① to ③ again during his/her enrollment, sanctions will be aggravated and heavier sanctions than those stipulated in the criteria may apply.

## 2 Effective Date of Disciplinary Measures

In principle, the day after the last day of the periodic exam of the term.

## 3 Effective Date of the Sanctions Criteria

Effective from April 1st, 2018.