

PENALTIES FOR CHEATING IN EXAMINATIONS/ASSIGNMENTS OF CENTER FOR JAPANESE LANGUAGE

Article 1 (Object of Application)

According to the regulation of the center, “Examinations” indicate written examinations and papers (assignments). The objects are as follows.

- ① Examinations of the courses offered at CJL
- ② Examinations of the courses offered at other schools

Article 2 (Penalties for dishonest acts in examinations)

Students who attempt to prevent the fairness of examinations or assignments conducted by CJL by the following acts or other intentional acts, hereinafter called “dishonest acts”, will be placed under disciplinary action upon the decision of the Faculty Committee, according to the following guidelines.

- ① Taking the place of another student or having another student take your place in an exam.
- ② Bringing documents for the purpose of cheating to the classroom.
- ③ Referring to reference books or notebooks you are not allowed to refer to.
- ④ Illicitly writing notes on a desk or other places before the exam
- ⑤ Exchanging answer sheets with another student
- ⑥ Looking at the answer sheet or assignments of another student for copying or allowing another student to copy yours.
- ⑦ Trying to communicate illicitly with other students by talking or in other ways.
- ⑧ Trying to interfere with a supervisor of collecting the answer sheets by discarding the sheet or filling in a false name.
- ⑨ Writing papers, etc. by plagiarizing.
- ⑩ Other activities that are regarded as dishonest actions.

【Procedure when a dishonest act is discovered】

The guideline for penalizing students is as follows.

- ① The faculty member in charge and the coordinator (in the case of the Comprehensive Japanese courses) notify the Associate Dean of CJL.
- ② They interview the student, and if the act is regarded as serious, they call for repentance and give the student directions after clarifying the problem.
- ③ The faculty member in charge and the coordinator (if applicable) give a grade of G for the course.

Article 3 (Notification and announcement of penalties)

According to the regulations of the center, the student who performs a dishonest act and his/her grantors (student and his/her home university in case of the exchange student) are notified of the penalty, and announced on the bulletin board. However, the name of the student may be withheld.

Addition: The regulation of the center comes into effect from the spring semester 2018