

# Regulations of the Center for Japanese Language Regarding the Disciplinary Action of Cheaters in Examinations, etc. (Including Report Assignments)

(Enacted on April 1, 2018)

(Jurisdiction: Administrative Director of the Center for Japanese Language)

April 23, 2024 Supplementary Provisions

(Applicable to)

Article 1. The term “examinations” as used in these regulations refers to written examinations, oral examinations, and essay examinations (reports, etc.), etc. (hereinafter referred to as “examinations, etc.”) taken by students belonging to the Center for Japanese Language (hereinafter referred to as “the Center”), and shall cover the following items

- (i) Examinations in courses offered at the Center
- (ii) Examinations in courses offered by other Schools and Centers
- (iii) Other examinations and assessments conducted on or off campus that are required for the acquisition of credits.

(Definition of “cheaters”)

Article 2. The term “cheater” as used in these regulations shall mean a person who commits any of the following acts in examinations, etc. conducted at the Center, or any other acts intentionally intended to harm the fairness (hereinafter referred to as “cheating”)

- (i) Taking an examination on behalf of another person or having another person take an examination on behalf of oneself
- (ii) Bringing into the examination room a document, etc. that has been prepared for the purpose of unauthorized use.
- (iii) Referring to reference books, notebooks, etc. that are not authorized for use.
- (iv) Taking the examination with illegal writing on the desk, etc.
- (v) Exchanging answer sheets with those of others.
- (vi) Copying or having someone else copy your answer sheet or report.
- (vii) Attempting to communicate illegally by private speech or actions.
- (viii) Attempting to confuse the arrangement of answers by destroying answer sheets, writing false names, etc.
- (ix) Making a report, etc. by plagiarism.
- (x) Any other behavior that is deemed detrimental to the fairness of the examination.

(Procedures for the detection of cheating)

Article 3. A faculty member or an instructor (part-time) who confirms an act of suspected cheating in the Comprehensive Course shall report it to the Associate Director through the coordinator.

2. A faculty member who confirms suspected cheating in the Theme Course shall report it to the Associate Director.

3. Based on the reports in the preceding two paragraphs, the Associate Director shall report to the Director and conduct an investigation to confirm the facts.

(Types of disciplinary action)

Article 4. When cheating is confirmed by the investigation as stipulated in Paragraph 3 of the preceding Article, one of the following disciplinary actions shall be taken against the cheater, in consideration of the degree of cheating and the cheater's state of remorse.

(i) Suspension and failing all courses taken in the semester in which the cheating took place (0 points)

(ii) Reprimand and failure of the course in which the cheating occurred (0 points)

(iii) Strict warning by the Director and failure of the course in which the cheating took place (0 points)

(Procedure of disciplinary action)

Article 5. The suspension and reprimand in the preceding Article shall be administered in accordance with the Regulations Concerning Disciplinary Procedures for Students.

2. In the case of a commissioned student or an exchange student, the home school shall also be notified of the student's misconduct in the preceding paragraph.

Supplementary Provisions

These regulations shall apply from the spring semester of the 2018 academic year.

Supplementary Provision April 23, 2024 Management Committee

These regulations shall be effective from April 23, 2024.