

Attention on lectures and 4<sup>th</sup> quarter final examination

The final exam will be shortly began, we would like to notify about fraud in advance.

Article 6 Section 5 of the rules on student punishment (subject to other disciplinary action) has been established to prevent fraud in class attendance, examinations and others.

Examples of Acts of Academic Dishonesty	Penalties for Acts of Academic Dishonesty
Dishonest acts found in examinations like extreme cheating such as: <ul style="list-style-type: none"> <li>• Having someone else take an exam in your place or taking the place of a another student in exam</li> <li>• Organized cheating</li> <li>• Having been caught cheating in the past</li> </ul>	Suspension or Expulsion from the University
Dishonest acts found in university examinations or course assignments such as: <ul style="list-style-type: none"> <li>• Cheating</li> <li>• Exchanging answer sheets with another student</li> <li>• Stealing reports or works from other students and submitting as your own</li> <li>• Submitting one's own work or report as another student's own.</li> <li>• Disregarding the invigilator's instructions or warnings</li> </ul>	Suspension or Reprimand. All credits earned in the semester are rendered 'Fail'.
Dishonest acts in attending classes such as <ul style="list-style-type: none"> <li>• Touching other students' ID cards to the reader for their falsified class attendance, or having someone touch your student ID card to the reader on your behalf.</li> <li>• Falsifying or attempting to falsify class attendance records for yourself or someone else, or having someone falsify attendance records on your behalf.</li> </ul>	Suspension or Reprimand. Credits to be earned for the courses are rendered 'Fail'.

**【Disciplinary Actions】**

**Expulsion** - Expulsion from the University is the permanent separation and removal from the University.

**Suspension** - Suspension from the University prohibits the student from attending all classes, enrolling in any University courses, banned from all University facilities, and prohibited from any University activities for the period of the suspension.

**Reprimand** – The student is given official written notification and oral warning that the behavior has been unacceptable.

\* Once the disciplinary decision is made, the University will send the notification to the student's guarantor. (Guarantor is the person who signed the guarantee upon admission. Basically the person is the guardian.)

**【Card Touch Fraud】**

It is also prohibited to hand over the student ID card to other students.

Not only the owner of the student ID card, but also students who carried out the card touch fraud will be imposed disciplinary actions.

**【Information about Regulations and Disciplinary Actions against Acts of Academic Dishonesty】**

Regulations and notes on disciplinary actions are published and listed below;

- "Regulations on Disciplinary Actions against Students" and "Standards for Disciplinary Actions" (published in the documents and links of Dejikyuan)
- Student Guide (published in the documents and links of Dejikyuan)
- Back of the student card

**【Disclosure and Responses for the Acts of Academic Dishonesty】**

If the faculty or staff members discover students' acts of academic dishonesty, they will report all instances to the School Committee to discuss the disciplinary actions.

Even if the students were not aware of acts of academic dishonesty or consequences, they will face punishment.

The following correspondence will be made if the student received disciplinary actions due to the committee's result of deliberations:

- Contact to the guarantor
- Disciplinary actions published within campus.
- Current semester's credits will be marked as 'Fail'.  
※As a result, promotion or graduation may be delayed.

In the second term of 2015 academic year, a number of students have already been reported to the School Committee discussing the punishment about the acts of academic dishonesty mentioned above.

Please note that there is a case in the past that a student who had carried out such academic dishonesty received the grade of 'Fail' in all courses in the semester.

You will regret later if you are engaged in academic dishonesty. Good luck on your exams, reports or assignments.