

* The Japanese version is the authoritative version, and this English translation is intended for reference purposes only. Should any discrepancies or doubts arise between the two versions, the Japanese version will prevail.

Regulations Concerning Disciplinary Measures, etc. for Students at Tokyo University of Foreign Studies

March 27, 2012

Regulation No. 72

Revisions:

March 24, 2015, Regulation No. 61

March 1, 2019, Regulation No. 84

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Article 1 Purpose

The purpose of these regulations is to specify necessary details concerning the disciplinary measures stipulated in Article 47 of the University Regulations of Tokyo University of Foreign Studies (“University Regulations”), which were established on April 1, 1977, and Article 38 of the Tokyo University of Foreign Studies Graduate School Regulations (“Graduate School Regulations”), which were established on April 30, 1992.

Article 2 Persons Subject to Disciplinary Measures, Etc.

1. Students at the School of Language and Culture Studies, the School of International and Area Studies, the School of Japan Studies, and the Graduate School of Global Studies (each a “School,” collectively, the “Schools”) of Tokyo University of Foreign Studies (“TUFS”) shall be subject to the disciplinary measures, etc. stipulated in these regulations.
2. These regulations shall apply *mutatis mutandis* to disciplinary measures for non-degree students auditing the courses offered by the Schools, special audit students, research students, and special research students.

Article 3 Time Period to Which Disciplinary Measures Apply

Disciplinary measures shall apply to the time period in which students are enrolled at TUFS.

Article 4 Acts Subject to Disciplinary Measures

1. Any of the following acts shall be subject to disciplinary measures:

- (1) Acts that violate regulations, notices, orders, etc. of TUFS
- (2) Acts that violate criminal laws or other penal regulations
- (3) Harassment
- (4) Acts that infringe on the human rights of others
- (5) Acts that violate information ethics
- (6) Acts that violate academic ethics
- (7) Acts that interfere with students' learning and research activities, instructors' teaching and research activities, and other legitimate activities
- (8) Cheating on examinations, etc.
- (9) Acts that discredit the reputation or credibility of TUFS
- (10) Other inappropriate acts equivalent to the preceding items

2. If there are separate regulations, etc. concerning each of the acts stipulated in the previous paragraph, they shall prevail.

Article 5 Effects of Disciplinary Measures

The effects of the disciplinary measures stipulated in the University Regulations and the Graduate School Regulations shall be as follows:

- (1) Expulsion shall involve the revocation of the student's status as a student. In this case, they are not allowed to return to TUFS.
- (2) Suspension shall involve not allowing the student to complete his/her course of study and extracurricular activities, etc., for a certain period of time.
- (3) Admonishment shall involve confirming responsibility for the student's actions and giving a written warning to the student of his/her future.

Article 6 Length of Suspension

The length of suspension shall be indefinite or for a limited period of between one and six months.

Article 7 Delegation of Fact-Finding

1. When it is discovered that a student has committed an act that may be subject to disciplinary measures ("Case"), the Dean of the School to which the student belongs ("Dean") shall immediately report to the President and conduct a preliminary fact-finding investigation for the Case.
2. The Dean shall delegate fact-finding for the Case to the Student Management Office when it is determined that the Case may fall under Article 47 of the University Regulations or Article 38 of the

Graduate School Regulations, based on the results of the preliminary fact-finding investigation for the Case.

Article 8 Fact-Finding

1. The Student Management Office shall promptly establish an investigating committee (“Committee”) to conduct a fact-finding investigation for the Case and question the student about the Case.
2. Notwithstanding the provisions of the preceding paragraph, if the Committee cannot question the student for reasons such as that the student is taken into custody by authorities such as investigative agencies, the Committee may postpone or cancel the questioning.
3. Notwithstanding the provisions of the preceding two paragraphs, a fact-finding investigation conducted by the Harassment Investigation Committee may be substituted for the Committee and investigation of a Case pertaining to Article 4, Paragraph 1, Item 3, and a fact-finding investigation conducted by the Information Collaboration Center Council for a Case pertaining to Article 4, Paragraph 1, Item 5.
4. In conducting a fact-finding investigation for the Case, the Committee may ask for cooperation from other relevant committees of TUFS, etc.
5. In conducting a fact-finding investigation for the Case, the Committee may interview other students of TUFS, instructors, and others.
6. When the Committee questions the student concerned, the Dean may be present.
7. The Committee shall consist of full-time faculty members recommended by the Dean.
8. The Committee shall appoint a chairperson, who shall, in principle, be a member elected from the School to which the student belongs.
9. The Chief of the Student Management Office shall report its findings based on the Committee’s investigation to the Dean, after deliberation by the Student Management Office.
10. The Dean shall submit his/her opinion on the disciplinary measures to the President, after receiving the report in the preceding paragraph, and discussion by the Faculty Meeting of the School pertaining to the necessity and details of the disciplinary measures.

Article 9 Stay at Home

1. If it is necessary to take into account certain educational considerations such as preventing harassment, the President may order the student who has committed the act subject to disciplinary measures to stay at home until the disciplinary measures are determined.
2. The President may restrict the student ordered to stay at home from attending courses, using university facilities, and engaging in extracurricular activities.
3. The period of staying at home shall be included in the period of suspension.

Article 10 Decision on Disciplinary Measures

1. The President shall determine the disciplinary measures after discussion by the Education and Research Council (“Council”) based on the fact-finding report stipulated in Article 8, Paragraph 10.
2. Before discussing disciplinary measures, the Council must offer the student concerned an opportunity to make a statement of opinion orally or in writing.
3. Concerning the opportunity to make a statement of opinion, which is stipulated in the previous paragraph, if the student fails to appear in the hearing or submit a letter of explanation, the student shall be deemed to have renounced this right.
4. After the Council completes the discussion stipulated in Paragraph 1, the President shall impose disciplinary measures, etc. on the student.

Article 11 Notification of Disciplinary Measures

1. If the President determines to impose disciplinary measures on the student concerned, the President must notify the student thereof.
2. The President shall issue a written notification, including the reasons for imposing disciplinary measures, to the student. If a written notification cannot be issued, other appropriate means shall be employed to notify the student.
3. Disciplinary measures shall be issued on the date on which the student is notified of the details of the disciplinary measures in writing.
4. The President shall report to the guarantor of the student that disciplinary measures have been imposed.

Article 12 Public Announcement

1. If disciplinary measures are imposed, the President shall promptly make a public announcement thereof.
2. The information to be publicly announced shall be the School, etc. to which the student concerned belongs, the student’s year in university, the kind of disciplinary measures imposed, and the reasons for disciplinary measures.
3. The period of public announcement shall be one month.
4. If the President deems that there are exceptional circumstances, the President may determine not to publicly announce some or all of the information concerned.

Article 13 Termination of Indefinite Suspension

If the President deems that there are exceptional circumstances, the President may terminate indefinite suspension after confirming the opinions of the School to which the student concerned

belongs and consulting with the Council.

Article 14 Leave of Absence or Voluntary Withdrawal before Disciplinary Measures, etc. are Determined

If the student who has committed the act subject to disciplinary measures requests for a leave of absence or voluntary withdrawal before disciplinary measures, etc. are determined, the President shall not accept this request.

Article 15 Re-Investigation

1. The student who faces disciplinary measures may submit a written complaint, together with documentary evidence, to the President if there are factual errors, new evidence or other legitimate reasons.
2. When the President receives the complaint stipulated in the previous paragraph, the President shall promptly have the Council discuss whether or not re-investigation is necessary.
3. If the Council deems it necessary to conduct re-investigation of the Case, the President shall ask the Dean to do so.
4. The provisions of Articles 8, 9, 10, and 11 shall apply mutatis mutandis to the procedures for the re-investigation.

Article 16 Strict Warnings

1. Even in cases where an act committed by a student is not subject to disciplinary measures, the President or the Dean may issue strict warnings verbally or in writing to the student for the purpose of educational guidance.
2. Strict warnings shall be issued to encourage the student to recognize the seriousness of the act and reflect on it.

Article 17 Other Matters

1. As for examinations at TUFS and course registration procedures during the period of suspension or staying at home, the following rules shall apply:
 - (1) Students are not allowed to take examinations during the period of suspension or staying at home.
 - (2) Students are allowed to register for courses during the period of suspension or staying at home during the course registration period set by TUFS.
2. Any matters not set forth in these regulations shall be prescribed separately as necessary after approval is obtained from the President.

Supplemental Provisions

1. These regulations shall take effect on April 1, 2012.
2. As for students enrolled at the Faculty of Foreign Studies as of March 31, 2012 (“Faculty of Foreign Studies Students”), students entering TUFS on or after April 1, 2012 with the same student classifications as the Faculty of Foreign Studies Students, and students enrolled at the Graduate School of Area and Culture Studies as of March 31, 2012, these regulations shall apply during the period in which they are enrolled.
3. The Arrangement concerning Disciplinary Measures, etc. for Students at Tokyo University of Foreign Studies (which was established by the Council on January 31, 2002) shall be abolished.

Supplemental Provisions

1. These regulations shall take effect on April 1, 2015.
2. As for students enrolled at the Faculty of Foreign Studies or the Graduate School of Area and Culture Studies as of March 31, 2015, the revised Regulations concerning Disciplinary Measures for Students at Tokyo University of Foreign Studies shall apply during the period in which they are enrolled.

Supplemental Provisions

These regulations shall take effect on April 1, 2019.

Supplemental Provisions

These regulations shall take effect on April 1, 2020.

Supplemental Provisions

These regulations shall take effect on April 1, 2023.

Appendix 1 (Related to Article 10)

Examples of Standard Disciplinary Measures

Action	Type of disciplinary measures
Serious criminal acts such as murder, robbery, forcible sexual intercourse (including quasi-forcible sexual intercourse, etc.), kidnapping, arson	Expulsion
Assault, injury, theft, embezzlement, shoplifting, fraud, destruction of property	Expulsion or suspension
Acts which violate laws and regulations pertaining to controlled substances such as marijuana, poisons, deleterious substances, stimulants, psychotropic drugs, etc.	Expulsion or suspension

Gambling	Expulsion, suspension or admonishment
Forcible indecency (including quasi-forcible indecency, etc.), indecent acts (public indecency, distribution of obscene objects), molestation (including violation of ordinances such as peeping or voyeuristic filming, etc.), and lewd acts	Expulsion, suspension or admonishment
In the event of personal injury resulting in the death due to malicious violations of traffic laws and regulations, such as unlicensed driving, drunken driving (including aiding and abetting), reckless driving, hit-and-run accidents, etc.	Expulsion
In the event of non-fatal bodily injury due to malicious violations of traffic laws and regulations, such as unlicensed driving, drunken driving (including aiding and abetting), reckless driving, hit-and-run accidents, etc.	Expulsion or suspension
Violations of traffic laws and regulations, such as unlicensed driving, drunken driving (including aiding and abetting), reckless driving, hit-and-run accidents, etc.	Expulsion, suspension or admonishment
Stalking, harassment, inciting discrimination or violation of human rights *Acts of harassment shall be in accordance with the Harassment Prevention Guidelines for Tokyo University of Foreign Studies.	Expulsion, suspension or admonishment
Forcing someone to drink alcohol, inciting someone to chug alcohol, or other actions that result in a serious situation	Expulsion or suspension
Forcing a person to drink alcohol even after he or she has refused to do so, or forcing a person under 20 years of age to drink alcohol	Expulsion, suspension or admonishment
Malicious computer or network abuse *Restrictions on ICC use are subject to separate rules	Expulsion or suspension
Inappropriate use of computers or networks *Restrictions on ICC use are subject to separate rules	Suspension or admonishment
Plagiarism of papers	Expulsion, suspension or admonishment
Intentional loss of the intellectual property of TUFS	Expulsion or suspension
Illegal entry or unauthorized use or occupation of buildings managed by TUFS	Expulsion, suspension or admonishment

Destruction, defacement, or unauthorized alteration of buildings or property under the management of TUFS	Suspension or admonishment
Violent acts, threats, detentions, restraints, etc. against members of TUFS	Expulsion, suspension or admonishment
Violent acts that significantly interfere with the education, research, or administration of TUFS	Expulsion, suspension or admonishment
Fraudulent acts (cheating) in examinations administered by TUFS *Credit handling in the School shall be in accordance with Tokyo University of Foreign Studies General Rules for Undergraduate Schools or Graduate School Regulations of Tokyo University of Foreign Studies.	Suspension or admonishment
Fire damage (with serious consequences)	Suspension or admonishment
Acts which damage the reputation or credibility of TUFS	Expulsion, suspension or admonishment

Notes

- (1) The descriptions of the acts are standard examples, and depending on the content and frequency of individual Cases, the standard disciplinary measures specified in Appendix 1 may be adjusted accordingly.
- (2) Even in cases of misconduct not listed in the standard examples in Appendix 1, appropriate disciplinary measures may be taken based on the judgment in reference to the said standard examples.