GLA Student Academic Misconduct Procedure

*Forms, Procedures, and Guidelines*

1. Student Meeting Request form
2. Student Meeting Outcome form
3. Academic Poor Practice form
4. Academic Misconduct form
5. Associate Dean’s Review form
6. Suspicion of Violation of Academic Integrity Outside of a Course form
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Guidelines for Initial Investigations

1. Initial investigations of suspicions of violation of academic integrity may be conducted by the instructor before submitting a Student Meeting Request form and formally meeting with a student.

2. Initial investigations may also be conducted by the Associate Dean of Academic Affairs in the case of submission of a Suspicion of Violation of Academic Integrity Outside of a Course form.

3. Investigations should be conducted in a manner that protects student confidentiality as much as possible. For example, when speaking with a student the instructor should ensure that no other parties are privy to the conversation or suspect an investigation is taking place.

4. Investigations may involve following up on references, consulting online or textual sources, or using Turnitin.com or other similar services to confirm copying or plagiarism. They may also involve consulting with other faculty but only if directly relevant to the matter, such as when self-plagiarism is suspected across courses or when cheating may involve a student in another instructor’s course.
Guidelines for Meeting with Students

1. Meetings with students to discuss possible violations of academic misconduct should be conducted in an exploratory, non-accusatory fashion. Students should be encouraged to freely express their opinions at the meeting and should emerge from the meeting feeling listened to and fairly treated.

2. Meetings should be scheduled and conducted in a manner that protects student confidentiality as much as possible. For example, when arranging to meet with a student the instructor should ensure that no other students are privy to the meeting or suspect why it is taking place.

3. Meetings should be held as promptly as possible after suspicion arises, at a time that does not conflict with the students’ other academic responsibilities. The GLA Office may be consulted to ensure scheduled meetings do not conflict with students’ timetables.

4. Students must respond to a Student Meeting Request form within 5 business days of submission of the form unless exceptional circumstances obtain. If the student wishes to attend the meeting but is unable to meet at the scheduled time, they must provide reason within this 5-day period why they request that the meeting be rescheduled. If the request is found to be reasonable the meeting will be rescheduled at a more appropriate time. If the request is not found to be reasonable then the meeting will proceed as scheduled.

5. Rescheduled meetings should be delayed as little as possible, and students should show honest endeavor to attend the meeting. Failure by the student to show such endeavor may be considered by the instructor and/or Associate Dean of Academic Affairs in determining sanctions or remedial action in the case of finding of academic violation.

6. If a student does not respond to a Student Meeting Request form within the specified period, or does not attend a scheduled meeting, then the instructor or Associate Dean will determine the matter independently of the student’s input on the basis of available evidence.

7. If an instructor deems it inappropriate to meet with the student to discuss their suspicions then the instructor may forward the case to the Associate Dean of Academic Affairs. The Associate Dean should submit a Student Meeting Request form and follow these same Guidelines for Meeting with Students.

8. Within 3 business days of meeting with a student the instructor must submit a Student Meeting Request Outcome form. In the case of no finding of violation, the form should be submitted to (i) the student, and (ii) the GLA Office. In the case of finding either academic misconduct or academic poor practice, the form should be submitted to (i) the student, (ii) the GLA Office, and (iii) the Associate Dean of Academic Affairs.

9. On receiving a Student Meeting Request Outcome form the Associate Dean will review the form and within 5 business days submit an Associate Dean’s Review form.
10. In the case of the Associate Dean meeting with the student at the request of an instructor, or on receipt of a Suspicion of Violation of Academic Integrity Outside of a Course form, the Associate Dean must submit an Associate Dean’s Review form.
Procedures for Academic Misconduct Hearings

1. Academic Misconduct Hearings are to be held by the Associate Dean of Academic Affairs on suspicion that a student may have committed academic misconduct. Hearings should be scheduled within 10 business days of submission of an Associate Dean’s Review form.

2. In the case that the Associate Dean of Academic Affairs is already involved in the case (for example as instructor) then the Associate Dean of Planning stands in their place. If the Associate Dean of Planning is unable to serve then responsibility devolves to the Associate Dean of Recruitment.

3. Hearings should be scheduled and conducted in a manner that protects student confidentiality as much as possible. The GLA Office may be consulted to ensure scheduled hearings do not conflict with students’ timetables.

4. Students should be given at least 3 business days to respond to an Academic Misconduct Hearing form, which should be delivered to the student via the student’s official Ritsumeikan University email address. If a student has good reason for being unable to attend a scheduled hearing then the hearing may be rescheduled. If the student does not provide good reason for being unable to attend a scheduled hearing then the hearing will proceed as scheduled.

5. Rescheduled hearings should be delayed as little as possible, and students should show honest endeavor to attend. Failure by the student to show such endeavor may be considered by the Associate Dean in determining sanctions or remedial action in the case of finding of academic violation.

6. If a student chooses not to or is unable to attend a hearing, a written statement may be submitted in lieu of appearing. This statement must be received by the Associate Dean at least 24 hours before the scheduling of the hearing.

7. Hearings should proceed in an exploratory, non-accusatory fashion. Students should be encouraged to freely express their opinions and should emerge from hearings feeling listened to and fairly treated.

8. The Associate Dean may invite a course instructor or other witnesses to speak at the hearing. The Associate Dean will notify the student via email of the names of these persons at least 24 hours before the start of the hearing.

9. The student may present new documents or evidence that are relevant to their defence at the hearing, and may also bring witnesses to speak on their behalf. The names of these witnesses should be submitted to the Associate Dean by email or in writing at least 24 hours before the start of the hearing, unless extenuating circumstances obtain as determined by the Associate Dean. Witnesses will not be prejudiced against for having spoken for the student unless they are found to have dissembled the truth, intentionally tried to mislead the Associate Dean, or otherwise subverted the procedures and purposes of the hearing.
10. Students may have a person present at the Academic Misconduct Hearing for support. This person however (if not also a witness) is not permitted to speak at the hearing unless granted permission by the Associate Dean.

11. Academic Misconduct Hearings are recommended to follow the procedures below:
   a. The Associate Dean introduces all parties and explains the rules of decorum for the hearing and the general procedures to be followed;
   b. The Associate Dean explains the allegations and presents evidence against the student and/or invites the course instructor or other witnesses to do so;
   c. The Associate Dean asks clarifying questions of the witness;
   d. The Associate Dean invites the student to respond to the allegations;
   e. In responding to the allegations the student may speak directly to the instructor or other witnesses, and may raise questions about any evidence presented against them;
   f. The Associate Dean dismisses each witness if their continued presence is not pertinent to the hearing, and counsels them to maintain the confidentiality of the hearing to protect the student’s privacy. The Associate Dean may recall witnesses if required later on in the hearing;
   g. The Associate Dean calls each of the student’s witnesses in turn and asks them to present their evidence against the allegations;
   h. The Associate Dean asks clarifying questions of the student and/or the student’s witnesses. The Associate Dean may also invite the instructor or other witnesses who presented evidence against the student to ask clarifying questions of the student and/or the student’s witnesses;
   i. The Associate Dean dismisses each of the student’s witnesses in turn if their continued presence is not pertinent to the hearing, and counsels them to maintain the confidentiality of the hearing to protect the student’s privacy. The Associate Dean may recall witnesses if required later on in the hearing;
   j. Once all the student’s witnesses have been heard from the Associate Dean invites the student to make any further comments or a closing statement;
   k. The Associate Dean explains the procedures to be followed after the end of the hearing, and apprises the student of their right to appeal in the case of a finding of academic misconduct;
   l. The Associate Dean closes the hearing and deliberates all evidence.

12. If the Associate Dean determines that no violation of academic integrity has occurred, then the Associate Dean submits an Academic Misconduct Hearing Outcome form within 5 business days of the hearing to (i) the student, (ii) the instructor, (iii) the GLA Office, (iv) the Assistant Dean of Students, and (v) the Dean. The case is considered to be finalized.

13. If the Associate Dean determines that the student has committed academic poor practice, then the Associate Dean determines appropriate remedial action to be taken by the student and submits an Academic Misconduct Hearing Outcome form within 5 business days of the hearing to (i) the student, (ii) the instructor, (iii) the GLA Office, (iv) the Assistant Dean of Students, and (v) the Dean. The case is considered to be finalized.
14. If the Associate Dean determines that the student has committed academic misconduct, then the Associate Dean determines the sanction to be imposed and submits an Academic Misconduct Hearing Outcome form within 5 business days of the hearing to (i) the student, (ii) the instructor, (iii) the GLA Office, (iv) the Assistant Dean of Students, and (v) the Dean. In the case of recommendation of suspension or withdrawal from the University, the Associate Dean should also submit a Recommendation of Suspension or Withdrawal from the University form as per the Procedures for Recommendation of Suspension or Withdrawal from the University. The case is considered to be finalized unless the student decides to appeal the finding as per Article 9 of the GLA Policy on Academic Misconduct.

15. The Assistant Dean of Students reviews the Academic Misconduct Hearing Outcome form and may counsel the student to appeal a finding of academic misconduct on grounds of procedural or substantive unfairness as per Article 6.4 of the GLA Policy on Academic Misconduct.

16. In the case that the student wishes to appeal a finding of academic misconduct a Notice of Intention to Appeal Finding of Academic Misconduct form must be submitted within 5 business days of receipt of the Academic Misconduct Outcome Hearing form as per the Procedures for Student Appeals.
Procedures for Recommendation of Withdrawal or Suspension from University

1. A Recommendation of Withdrawal or Suspension from University form is to be filed by the Associate Dean of Academic Affairs after an Academic Misconduct Hearing in which a student has been found to have committed serious academic misconduct for which other sanctions have been deemed inappropriate.

2. The form is to be submitted to the Dean of the College of Global Liberal Arts at the same time as submission of an Academic Misconduct Hearing Outcome form, within 5 business days of an Academic Misconduct Hearing.

3. On receipt of a Recommendation of Withdrawal or Suspension from University form the Dean is to compose a draft of disciplinary action as per Article 10 of the Ritsumeikan University Student Disciplinary Regulations. The Dean is to submit this draft to the student and to the Student Affairs Conference as per Article 10-2. The GLA suggested timeframe for this composition is within 10 business days of receipt of a Recommendation of Withdrawal or Suspension from University form unless the student appeals the finding of academic misconduct.

4. In the event that the student initiates an appeal the finding of academic misconduct the Dean defers submission of the draft of disciplinary action until such time as the appeal procedure is complete.

5. Should the student’s appeal be successful then upon receipt of an Academic Appeal Hearing Report form the Dean will terminate any procedures undertaken as per Article 10 of the Ritsumeikan University Student Disciplinary Regulations.

6. Should the student’s appeal be unsuccessful the Dean is to submit the draft of disciplinary action within 5 business days of the end of the appeal procedures.
Student Meeting Request

A Student Meeting Request form is to be filed when meeting with a student suspected of violation of academic integrity. Meetings should be held as promptly as possible after suspicion of violation arises and should follow the Guidelines for Meeting with Students. The form should be submitted to (i) the student, and (ii) the GLA office.

Student Name:  
Student Number:  
Course:  

Purpose of Meeting (check all that apply):  
☐ Suspicion of academic poor practice  ☐ Suspicion of academic misconduct

Description of Concern:  

Meeting time and place:  

Response from student required by:  

Signature:  
Date:  

This meeting is requested in accordance with Article 1 of the GLA Student Academic Misconduct Procedure. A response to this request is required within 5 business days of submission of this form. If you wish to attend this meeting but are unable to meet at the scheduled time, you must provide reason by the date listed above why you request that the meeting be rescheduled. If your request is found to be reasonable the meeting will be rescheduled at a more appropriate time. If your request is not found to be reasonable then the meeting will proceed as scheduled. If you choose not to attend the meeting then the case will be determined independently of your input on the basis of available evidence.
Student Meeting Outcome

A Student Meeting Outcome form is to be filed after an instructor meets with a student on suspicion of violation of academic integrity. The form is to be submitted within 3 business days of meeting with the student. In the case of finding no violation, the form should be submitted to (i) the student and (ii) the GLA Office. In the case of finding either academic misconduct or academic poor practice, the form should be submitted to (i) the student, (ii) the GLA Office, and (iii) the Associate Dean of Academic Affairs.

Student Name: ___________________________  Student Number: ___________________________

Course: ___________________________

Date of Meeting: ___________________________

Purpose of Meeting (check all that apply):

☐ Suspicion of academic poor practice  ☐ Suspicion of academic misconduct

Description of Concern: ___________________________

Finding of Meeting:

☐ No violation  ☐ Academic Poor Practice  ☐ Academic Misconduct

Suggested remedial action (check all that apply):

☐ Reprimand  ☐ Reduce mark on assignment

☐ Rewrite portion of assignment  ☐ Award ‘0’ on assignment

☐ Rewrite entirety of assignment  ☐ Award ‘F’ in course

☐ Complete additional assignment  ☐ Written letter of apology

☐ Complete workshop  ☐ Suspension from the University

☐ Other ___________________________________  ☐ Withdrawal from the University

☐ Other ___________________________________  ☐ Other ___________________________________
Explanations of finding and suggested response:

Supporting documentation (list all and attach to this report):

Signature: ______________________________ Date: ______________________

As per Articles 4 & 5 of the GLA Student Academic Misconduct Procedure, findings of academic poor practice or academic misconduct are forwarded to the Associate Dean of Academic Affairs for review. The decision of this review is to be supported by an Associate Dean’s Review form. This review will confirm or overturn the findings of this Student Meeting Outcome form, including any suggested remedial action or penalty. Should review result in suspicion of academic misconduct, an Academic Misconduct Hearing will be called.
Academic Poor Practice Report

An Academic Poor Practice Report is to be filed in cases of minor violation of academic integrity. The report should be completed as promptly as possible after confirmation of suspicion. The form should be submitted to (i) the student, (ii) the GLA Office, and (iii) the Associate Dean of Academic Affairs.

Submitted by: 
Date submitted:

Student Name: 
Student Number:

Course:

Type of Practice: 
Date of Incident:

☐ Poor referencing
☐ Disruptive classroom behavior
☐ Deceptive behaviour of a minor manner
☐ Violation of assignment or exam instructions but without intention to benefit
☐ Duplication of parts of an assignment submitted on an assessment item
☐ Other ________________________________

Description of behavior:

Instructor's Response:

Instructor's suggested remedial action (check all that apply):

☐ Reprimand
☐ Complete additional assignment
☐ Rewrite portion of assignment
☐ Complete workshop
☐ Rewrite entirety of assignment
☐ Other

Reason for suggested remedial action:

Attached to Report:

Signature: 
Date:

As per Article 6 of the GLA Student Academic Misconduct Procedure this report will be reviewed by the Associate Dean of Academic Affairs and reported on by means of an Associate Dean’s Review form.
Academic Misconduct Report

An Academic Misconduct Report is to be filed in cases of serious violation of academic integrity. The report should be completed as promptly as possible after confirmation of suspicion. The form should be submitted to (i) the student, (ii) the GLA Office, and (iii) the Associate Dean of Academic Affairs.

Submitted by:          Date submitted:
Student Name:         Student Number:
Course:

Type of Offence:       Date of Incident:
☐ Cheating
☐ Plagiarism
☐ Fabrication of results
☐ Collusion
☐ Deceptive behaviour of a serious manner
☐ Violating assignment directions for the purpose of gaining an unfair advantage
☐ Other

Description of Offence:

Instructor’s Response:

Instructor’s recommended sanction (check all that apply):
☐ Reduce mark on assignment
☐ Written letter of apology
☐ Award ‘0’ on assignment
☐ Award ‘F’ in course
☐ Suspension from the University
☐ Withdrawal from the University
☐ Other

Reason for recommended sanction:

Attached to Report:

Signature:          Date:

As per Article 11 of the GLA Policy on Academic Misconduct this report will be reviewed by the Associate Dean of Academic Affairs and reported on by means of an Associate Dean’s Review form.
Associate Dean’s Review

An Associate Dean’s Review form is to be filed by the Associate Dean after reviewing submission of an Academic Poor Practice Report, an Academic Misconduct Report, a Suspicion of Violation of Academic Integrity Outside of a Course form, or after meeting with a student in the case that the course instructor meeting with the student was inappropriate. In the case of the Associate Dean reviewing a Suspicion of Violation of Academic Integrity Outside of a Course form and determining no action is to be taken, the form is to be submitted only to the GLA Office. In the case of the Associate Dean meeting with the student and finding academic poor practice or no violation of academic integrity, or reviewing an Academic Poor Practice Report or Academic Misconduct Report and finding academic poor practice or no violation of academic integrity, the form is to be submitted to (i) the student, (ii) the course instructor (if applicable), and (iii) the GLA Office. In the case of the Associate Dean meeting with the student and suspecting academic misconduct, or reviewing an Academic Poor Practice Report or Academic Misconduct Report and suspecting academic misconduct, the form is to be submitted to (i) the student, (ii) the course instructor (if applicable), (iii) the GLA Office, and (iv) the Assistant Dean of Students. The Associate Dean should complete and submit the review within 5 business days of involvement in the case, or within 10 business days in the case of the Associate Dean having met with the student.

Student Name:  
Student Number:  
Submission Received From:  
Date Submission Received:  
Course (if applicable):  
Type of case reviewed:  
☐ Academic Poor Practice  
☐ Academic Misconduct  
☐ Suspicion of Violation of Academic Integrity Outside of a Course  
In the case of review of Academic Poor Practice, identify type of practice and instructor's suggested remedial action:  
In the case of review of Academic Misconduct, identify type of offence and instructor's recommended sanction:  
In the case of review of Suspicion of Violation of Academic Integrity Outside of a Course, identify practice:  
Finding of Review:
☐ No violation  ☐ Academic Poor Practice  ☐ Suspicion of Academic Misconduct

Explaination and justification of finding, and in the case of academic poor practice of remedial action to be undertaken:

Supporting documentation (copy of original submission and other relevant documents):

Signature: Date:

In the case of finding suspicion of academic misconduct, the Associate Dean must submit an Academic Misconduct Hearing form and follow the Academic Misconduct Hearing Procedures. This form must be submitted within 3 business days of submitting an Associate Dean’s Review form.
Suspicion of Violation of Academic Integrity Outside of a Course

A Suspicion of Violation of Academic Integrity Outside of a Course form is to be filed in cases of suspicion of violation of academic integrity outside of a course or classroom setting. The report should be completed as promptly as possible after suspicion arises and submitted to (i) the GLA Office and (ii) the Associate Dean of Academic Affairs.

Submitted by: 

Date submitted: 

Student Name: 

Student Number: 

Date of incident: 

Description of Practice: 

Attached to Report: 

Signature: 

Date:

As per Article 2 of the GLA Student Academic Misconduct Procedure this form will be reviewed by the Associate Dean of Academic Affairs and reported on by means of an Associate Dean's Review form.
Academic Misconduct Hearing

An Academic Misconduct Hearing form is to be filed in cases of the Associate Dean finding reason to suspect violation of academic misconduct following submission of an Associate Dean’s Review form. The form should be submitted to (i) the student, (ii) the instructor, (iii) the GLA Office, (iv) the Assistant Dean of Students, and (v) the Dean. The form should be delivered to the student via the student’s official Ritsumeikan University email address. Hearings should be scheduled as promptly as possible and follow the Procedures for Academic Misconduct Hearings.

Student Name:  
Student Number:  
Meeting time and place:  

Dear [insert student name],

This hearing has been called because you have been suspected of committing academic misconduct in violation of the GLA Policy on Academic Misconduct. Specifically, you are suspected of [insert behaviour here] on [date] in [insert course name here, if appropriate]. This is in violation of [insert article of the GLA Academic Policy].

In accordance with the Procedures for Academic Misconduct Hearings this hearing has been called to investigate the suspicions and to determine whether or not you engaged in academic misconduct. The hearing has been called for the date and time listed above. If you are unable to meet at this time but wish to attend the hearing you must provide reason within 3 business days of the submission date of this letter why you request that the hearing be rescheduled. If your request is found reasonable then the hearing will be rescheduled for a more appropriate time. If your request is not found reasonable then the hearing will proceed as scheduled. If you do not wish to attend this hearing you may submit a written statement in response to the allegations in lieu of your appearance. This statement must be received by the Associate Dean of Academic Affairs at least 24 hours before the scheduling of the hearing.

Should you choose to attend the hearing you may be accompanied by another person for emotional support, though this person may not speak at the hearing unless granted permission by the Associate Dean. You may present new documents or evidence that are relevant to your defense at the hearing, and may also call witnesses to speak on your behalf. You must submit the names of any witnesses you plan to have speak at the hearing to the Associate Dean of Academic Affairs at least 24 hours before the hearing's commencement. You also have the right to ask questions of other witnesses who may appear at the hearing as is relevant to your defense.

Signed:  
Date:  

Associate Dean of Academic Affairs
### Academic Misconduct Hearing Outcome

An Academic Misconduct Hearing Outcome form is to be filed by the Associate Dean after holding an Academic Misconduct Hearing. The form is to be submitted to (i) the student, (ii) the instructor, (iii) the GLA Office, (iv) the Assistant Dean, and (v) the Dean within 5 business days of the hearing. In the case of recommendation of suspension or withdrawal from the University, the Associate Dean should also submit a Recommendation of Suspension or Withdrawal from University form as per the Procedures for Recommendation of Suspension or Withdrawal from University.

**Student Name:**

**Student Number:**

**Course (if applicable):**

**Date of Academic Misconduct Hearing:**

**Persons Present at Hearing:**

**Purpose of Hearing:**

**Finding of Hearing:**

- ☐ No violation
- ☐ Academic Poor Practice
- ☐ Academic Misconduct

**Remedial action to be taken:**

- ☐ Reprimand
- ☐ Rewrite portion of assignment
- ☐ Rewrite entirety of assignment
- ☐ Write additional assignment
- ☐ Complete workshop
- ☐ Other ___________________

**Sanction imposed:**

- ☐ Reduce mark on assignment
- ☐ Award ‘0’ on assignment
- ☐ Award ‘F’ in course
- ☐ Written letter of apology
- ☐ Other ___________________

**Sanction recommended:**

- ☐ Suspension from University
- ☐ Withdrawal from University
Elaboration of sanction or remedial action to be taken, including deadlines for completion if appropriate:

Explanation and justification of finding and sanction or remedial action:

Supporting documentation (list all and attach to this report):

Signature:  
Date:

As per Article 9 of the GLA Policy on Academic Misconduct students have the right to appeal any finding of academic misconduct at an Academic Misconduct Hearing. Students must submit a Notice of Intention to Appeal Finding of Academic Misconduct form within 5 business days of the submission date of an Academic Misconduct Hearing Outcome form as per the Procedures for Student Appeals. A student appeal may also be recommended by the Assistant Dean of Students if review of the Academic Misconduct Hearing Outcome form suggests the finding of the Academic Misconduct Hearing was procedurally or substantially unjust.
Recommendation of Suspension or Withdrawal from University

A Recommendation of Suspension or Withdrawal from University form is to be filed by the Associate Dean after an Academic Misconduct Hearing in which a student has been found to have committed serious academic misconduct for which other sanctions are deemed inappropriate. The form should be submitted to (i) the student, (ii) the instructor, (iii) GLA Office, (iv) the Assistant Dean of Students, and (v) the Dean. On receipt of this form the Dean will compose a draft of disciplinary action as per Article 10 of the Ritsumeikan University Student Disciplinary Regulations.

Student Name: 

Student Number: 

Course: 

Date of Academic Misconduct Hearing: 

Recommended Sanction:  □ Suspension from the University  □ Withdrawal from the University

Description of offence and history of case: 

Explanation of finding and reason for recommended sanction: 

Supporting documentation (list all and attach to this report): 

Signature:  

Date: 

As per Article 9 of the GLA Policy on Academic Misconduct students have the right to appeal a finding of academic misconduct. The Dean is not to act upon this Recommendation of Suspension or Withdrawal from University form until the period for appeals as specified in the Procedures for Student Appeals is closed.