

## **GLA Supplementary Policy on Academic Misconduct**

*Updated: December 01, 2022*

*Incorporating minor changes to wording and procedure: January 24, 2023*

The *GLA Supplementary Policy on Academic Misconduct* is supplementary to the *Ritsumeikan University Student Disciplinary Regulations*, and applies to all students within the College of Global Liberal Arts. All student information will be handled in a manner that protects student privacy and confidentiality in accordance with *The Ritsumeikan Trust Personal Information Protection Basic Policy*.

### **1. Academic integrity and responsibilities**

The College of Global Liberal Arts is committed to upholding the highest standards of academic integrity. Academic integrity refers to the behavior, norms, and standards necessary to the College ensuring the soundness and credibility of its academic practice. In upholding these standards the College commits itself to respecting the freedom of all its members to study, learn, research, create, teach, speak, and publish in pursuit of knowledge and excellence. All students are responsible for understanding what behavior upholds and violates these standards, and for avoiding and reporting any academic misconduct within the College.

### **2. Academic misconduct and academic poor practice**

#### *2.1. Definition of academic misconduct*

Academic misconduct constitutes a serious violation of academic integrity. It is behavior that is directly antithetical to the College's capacity to deliver its curriculum and to certify honest achievement of its objectives.

#### *2.2. Definition of academic poor practice*

Academic poor practice constitutes a minor violation of academic integrity and is not directly antithetical to the College's capacity to deliver its curriculum, though may become so in the case of repetition or continuation, or in the case of developing into more serious violation.

#### *2.3. Responding to academic misconduct and academic poor practice*

Response to both academic misconduct and academic poor practice should be guided by the objective of restoring students to good academic practice. However, whereas in cases of academic poor practice appropriate responses are of an educative nature, in cases of academic misconduct appropriate responses are also typically punitive. When the violation is of a particularly serious nature the case is more likely to be elevated as a matter to be assessed at the Student Affairs Conference of the University.

### **3. Factors determining whether a case constitutes academic poor practice, academic misconduct governed by the College, or academic misconduct governed by the Student Affairs Conference of the University**

There are no clear lines delineating what constitutes academic poor practice and what constitutes academic misconduct, nor what differentiates which academic misconduct cases are governed by the College or the Student Affairs Conference of the University. The following factors may be useful in guiding decisions.

3.1. *Factors determining academic poor practice*

- i. If the violation is unintentional or the result of ignorance for which the student may not be reasonably culpable, it is more likely to be considered academic poor practice;
- ii. If the violation is committed by a more junior student with less experience it is more likely to be considered poor academic practice;
- iii. If the violation is committed as a result of a reasonable misinterpretation of assignment or assessment instructions it is more likely to be considered academic poor practice;
- iv. If the violation is committed as a result of a reasonable misinterpretation of the instructor's or other students' intentions it is more likely to be considered academic poor practice;
- v. If the violation is the result of a certified or certifiable behavioral issue it is more likely to be considered academic poor practice;
- vi. If the violation is the result of some extenuating circumstance that makes the violation unlikely to be repeated in the future, it is more likely to be considered academic poor practice.

3.2. *Factors determining academic misconduct*

- i. If the violation is of a more serious nature it is more likely to be considered academic misconduct;
- ii. If the violation is intentional it is more likely to be considered academic misconduct;
- iii. If the violation is the result of culpable negligence it is more likely to be considered academic misconduct;
- iv. If the violation is an instance of repeated behavior it is more likely to be considered academic misconduct;
- v. If the violation is committed by a more senior student with greater experience it is more likely to be considered academic misconduct;
- vi. If the violation involves obfuscation of evidence, or is denied in the face of obvious evidence to the contrary, it is more likely to be considered academic misconduct;
- vii. If the violation compromises other students' learning, or the capacity of faculty to deliver instruction, or of staff to administer the programme, it is more likely to be considered academic misconduct;
- viii. If the student has not completed remedial action assigned in previous cases of academic misconduct or academic poor practice, any subsequent violation is more likely to be considered academic misconduct.

3.3. *Factors determining academic misconduct to be governed by the Student Affairs Conference of the University*

- i. In addition to the factors determining academic misconduct indicated in Article 3.2, if the violation:
  - a. relates to a final exam or final essay, or equivalent piece of coursework which assesses whether students achieved the overall course attainment objectives; or
  - b. involves copying other students' work,it is more likely to be governed by the Student Affairs Conference of the University.
- ii. If the violation is not a or b above, it is more likely to be governed by the College.

**4. Schedule of possible College responses to violations of academic integrity**

4.1. *Possible remedial action for academic poor practice*

- i. Reprimand and explanation of why the behavior constitutes a violation of academic integrity;
- ii. Rewriting a portion or the entirety of an assessment item;
- iii. Completing a supplementary assessment item to demonstrate improved understanding of good academic practice;
- iv. Consulting with or completing workshops on good academic practice as offered by the Academic Advising Center (AAC), Student Support Room (SSR), or other support services on campus;

- v. Any other remedial action deemed appropriate by the instructor and/or Assistant Dean of Student Affairs (ADSA).
- 4.2. *Possible sanctions for academic misconduct for cases governed by the College*
- i. Reduction of marks on an assessment item;
  - ii. Awarding of '0' on the assessment item;
  - iii. Awarding of 'F' in the course;
  - iv. Requirement of a written letter of apology by the student;
  - v. Recommendation of referral to the Student Affairs Conference of the University;
  - vi. Any other penalty deemed appropriate by the instructor and/or ADSA.

4.3. *Factors determining appropriate remedial action and sanctions within the College*

The severity of response to a violation of academic integrity should be proportional to the seriousness of the violation in question. Determination of appropriate remedial action and/or sanctions should be guided by the concern to restore students to good academic practice, so far as this is possible.

Factors to be considered in determining sanctions or remedial action include:

- i. The severity of the violation;
- ii. Whether the student has engaged in previous academic poor practice or academic misconduct;
- iii. Whether the violation in question follows a pattern of behavior;
- iv. Whether the violation compromises other students or members of the university;
- v. Whether the student appears to have acted with malice or other bad intention;
- vi. Whether the student appears to have acted in ignorance or negligence but not with bad intention.
- vii. Whether the student completed or failed to complete assigned remedial action in previous cases of academic misconduct or academic poor practice.

## 5. Communications with students

All communications with students regarding matters of academic integrity should be conducted in a private and confidential manner. Forms and communications delivered electronically to students should be sent to their official Ritsumeikan University email addresses. All students are responsible for checking their Ritsumeikan University email on a regular basis.

## 6. Meetings with students

Meetings held with students to investigate suspected violations of academic integrity must follow the *Guidelines for Meeting with Students*. These guidelines apply in the case of instructors conducting initial investigations or in the case of the ADSA meeting with a student to investigate a suspected violation of academic integrity.

## **7. Procedures for suspected violations of academic integrity**

Suspected violations of academic integrity are to be investigated following the *GLA Student Academic Misconduct Procedure*. This procedure is supported by the documents and guidelines found in appendices.

## **8. Assistant Dean's Meetings**

Assistant Dean's meetings are to be convened if the Assistant Dean (i) does not accept the instructor's finding and does not concur with the instructor's suggested remedial action or recommended sanction; or (ii) determines that the case is to be governed at the Student Affairs Conference of the University. Assistant Dean's meetings can be also convened at an instructor's request. Assistant Dean's meetings are to follow the *Procedures for Assistant Dean's Meetings*. With the GLA Board's approval, the Assistant Dean may appoint another faculty member to work on cases on his/her behalf.

## **9. Appealing findings of Assistant Dean's Meetings**

Students have the right to appeal any finding of academic misconduct at an Assistant Dean's Meeting if the case is governed by the College. Appeals are to be governed by the *GLA Student Appeal Procedure*. This procedure is supported by the documents and guidelines found in appendices.

## **10. Appealing findings of Academic Appeal Hearings**

Students may only appeal the finding of an Academic Appeal Hearing if that finding is for recommendation of suspension or withdrawal from the University. Such appeals are to be governed by Article 16 of the *Ritsumeikan University Student Disciplinary Regulations*.

10.1 If the President determines that disciplinary action is to be taken as per Article 10-4.3 of the *Ritsumeikan University Student Disciplinary Regulations*, then as is provided for under Article 3.2 and 3.3 the Dean shall refrain from posting any public notice of the disciplinary action (as per Article 13.1) until such time as the period for appealing this action is closed.

## **11. Transparency of process and students' rights**

11.1. The procedures for investigating cases of suspected violations of academic integrity should be fully transparent and easily accessible to students. Students should be informed at each stage of the investigative process of the findings of each relevant authority.

11.2. All forms and documents that pertain to investigations conducted under the *GLA Supplementary Policy on Academic Misconduct* will be securely stored to protect students' privacy and confidentiality in accordance with *The Ritsumeikan Trust Personal Information Protection Basic Policy*. Documentation held by instructors or deans may be destroyed at the full conclusion of a case by submitting that documentation to the GLA Office for shredding and disposal.

11.3. In meetings with instructors or deans students should not be discouraged from taking notes of the discussion. They should also not be discouraged from defending themselves or asking questions to clarify proceedings. Meetings should be conducted in accordance with the norms and standards stipulated in the *Guidelines for Meeting with Students*.

- 11.4.** The GLA Office should be apprised of each stage of the investigative process. All forms and documents submitted to the GLA Office shall be kept private and confidential, and only released for review or inspection as stipulated in the academic misconduct and appeal procedures. The GLA Administrative Manager is responsible for the management and security of all forms and documents submitted to the GLA Office in accordance with *The Ritsumeikan Trust Personal Information Protection Basic Policy*.
- 11.5.** The Associate Dean of Academic Affairs (ADAA) or a member of the GLA Office acts as student advocate throughout any case of violation of academic integrity or suspected violation, and is responsible for overseeing the integrity of the process.
- 11.5.1. The ADAA or GLA Office is to be notified of all Assistant Dean's meetings and is to review the *Student Meeting Outcome* form to ensure procedural fairness.
- 11.5.2. Student appeals of findings of academic misconduct are initiated through submission of *Notice of Intention to Appeal Finding of Academic Misconduct* and *Appeal of Finding of Academic Misconduct* forms to the ADAA or GLA Office.
- 11.5.3. In adjudicating the merit of an *Appeal of Finding of Academic Misconduct* to proceed to an Academic Appeal Hearing as per Article 7 of the *Procedures for Student Appeals*, the ADAA or GLA Office is to act in the interest of justice and the student's best interests.
- 11.5.4. On review of the *Student Meeting Outcome* form the ADAA or GLA Office may also advise students to initiate an appeal if they believe there to be a case of procedural or substantive injustice.
- 11.6.** Students have the right to have a person present for support at Assistant Dean's Meetings and Academic Appeal Hearings. This person however (if not also a witness) is not permitted to speak at these hearings unless granted permission by the chair of the hearing, as per Article 9 of the *GLA Student Appeal Procedure*.
- 11.7.** Students have the right to have witnesses present evidence or speak on their behalf at hearings as is relevant to clarifying or fully understanding the facts of a case or situation. Witnesses will not be prejudiced against for having spoken for a student unless they are found to have dissembled the truth, intentionally tried to mislead the hearing, or otherwise subverted the procedures and purposes of the hearing.
- 11.8.** Students have the right to appeal findings of academic misconduct at Assistant Dean's Meetings. Appeals are to be conducted in accordance with the *GLA Student Appeal Procedure*.
- 11.9.** Students have the right to appeal findings of recommendation of withdrawal or suspension from the University at Academic Appeal Hearings. Appeals are governed by Article 16 of the *Ritsumeikan University Student Disciplinary Regulations*.