

\* 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  
March 23, 2020, Regulation No. 24

### 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 Graduate School Regulations of Tokyo University of Foreign Studies (“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 disturb public order (criminal acts)
  - (2) Serious violations of traffic laws and regulations
  - (3) Harassment
  - (4) Acts that violate information ethics

- (5) Acts that violate academic ethics
  - (6) Acts that interfere with students' learning and research activities, instructors' teaching and research activities, and other legitimate activities
  - (7) Cheating on examinations, etc.
  - (8) Other acts that violate the duties that students are supposed to fulfill
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 means that students lose their student status. In this case, they are not allowed to return to TUFS.
- (2) Suspension means that students are not allowed to attend academic courses, engage in extracurricular activities, etc. for a certain period of time.
- (3) Admonishment means that the responsibility of acts committed by students is confirmed, and then the students are issued with written warnings for the 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

Article 7 is deleted.

#### Article 8 (Delegation of Fact-Finding)

1. If the President of TUFS confirms that a student has committed an act that may be subject to disciplinary measures, the President shall immediately order the Dean of the School to which the student belongs to undertake fact-finding.
2. The Dean shall delegate fact-finding for the case concerned to the Student Management Office.

#### Article 9 (Fact-Finding)

1. The Student Management Office shall promptly establish an investigating committee to conduct fact-finding for the case concerned and question the student about the case.
2. Irrespective of the provisions of the previous paragraph, if the committee cannot question the student for reasons such as that the student is taken into custody by public authorities, the committee may postpone or cancel the questioning.
3. In conducting fact-finding for the case, the committee may ask for cooperation from other relevant committees of TUFS, etc.
4. In conducting fact-finding for the case, the committee may interview other students of TUFS, instructors, and others.
5. When the committee questions the student concerned, the Dean of the School to which the student belongs shall be present.
6. The committee shall report the results of fact-finding to the Dean.

7. On the basis of the report provided by the committee, the Dean shall have the Faculty Meeting of the School discuss whether or not disciplinary measures are needed and what kind of disciplinary measures are appropriate. Then the Dean shall report to the President.

#### Article 10 (Staying at Home)

1. If it is necessary to take into account certain educational considerations such as preventing further harassment, the President may order the student who has committed the act subject to disciplinary measures to stay at home until it is determined whether or not disciplinary measures are needed.
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 11 (Decision on Disciplinary Measures)

1. On the basis of the fact-finding report stipulated in article 9, paragraph 7, the President shall have the Education and Research Council ("Council") discuss the case concerned, and then the President shall decide whether or not disciplinary measures are needed and what kind of disciplinary measures are appropriate.
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 12 (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 take effect on the date on which the student is notified of their details in writing.
4. The President shall report to the guarantor of the student that disciplinary measures have been imposed.

#### Article 13 (Public Announcement)

1. If disciplinary measures are imposed, the President shall promptly make public announcement thereof.
2. The School, etc. to which the student concerned belongs, the student's student classification, the kind of disciplinary measures imposed, and the reasons shall be publicly announced.
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 14 (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 the Council.

#### Article 15 (Leave of Absence or Voluntary Withdrawal before Disciplinary Measures, etc. are Determined)

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

#### Article 16 (Re-Examination)

1. The student who faces disciplinary measures may submit a written complaint, together with documentary evidence, to the President if there are legitimate reasons, such as factual errors and new evidence.

2. If the President receives the complaint stipulated in the previous paragraph, the President shall promptly have the Council discuss whether or not re-examination is necessary.

3. If the Council deems it necessary to re-examine the case concerned, the President shall ask the Dean to re-examine the case.

4. The provisions of articles 9, 10, 11, and 12 shall apply mutatis mutandis to the re-examination procedures.

#### Article 17 (Strict Warnings)

1. Even in cases where disciplinary measures are not necessary for an act committed by a student, the President or the Dean may issue strict warnings verbally or in writing to the student under the principle 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 18 (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; they can do so 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.