

Article 1. Purpose

These regulations state student disciplinary issues under Article 57.4 of the Ritsumeikan University Regulations (“University Regulations”) and Article 91.4 of the Ritsumeikan University Graduate School Regulations (“Graduate School Regulations”).

Article 2. Scope

1. These regulations shall apply to undergraduate and graduate students (“Students”).
2. Auditors, special auditors, non-degree students, special students, doctoral research students, post-master’s research students, special research students and international doctoral research students shall be subject to respective regulations pertaining to them.

Article 3. Disciplinary Policies

1. Disciplinary action shall be taken with due consideration from an educational viewpoint in accordance with relevant provisions in the School Education Act and the Ordinance for Enforcement of the School Education Act to ensure that Students fulfill their obligations.
2. Disciplinary action shall be taken after comprehensively considering aspects of misconduct subject to disciplinary action, the impact of the results of such misconduct on third parties, and special circumstances behind such misconduct.
3. Disadvantages imposed on Students in relation to disciplinary action shall be levied only to the extent necessary to accomplish disciplinary purposes.

Article 4. Period Subject to Disciplinary Action

Disciplinary action shall be taken for misconduct committed during the period the Student is enrolled at Ritsumeikan University.

Article 5. Misconduct Subject to Disciplinary Action

Misconduct subject to disciplinary action shall include:

- (1) Breach of penal or other laws and regulations
- (2) Harassment
- (3) Behavior against information ethics
- (4) Behavior against academic ethics
- (5) Obstruction of academic and research activities by Students or faculty members, or operations of the university
- (6) Cheating during examinations
- (7) Breach of any of the matters that Students shall comply with under Ritsumeikan University’s regulations and standards based on these regulations, and
- (8) Behavior contrary to Students’ obligations

#### Article 6. Types of Disciplinary Action

1. Disciplinary sanctions as stated in Article 57.2 of the Ritsumeikan University Regulations and Article 91.2 of the Ritsumeikan University Graduate School Regulations shall be withdrawal, suspension, and admonition.
2. Withdrawal denotes deprivation of the student status
3. Suspension denotes deferment of participation in curricular and extracurricular activities for a certain period of time
4. Admonition is intended to ascertain whether the Student is responsible for his/her misconduct and caution his/her future behavior in writing.

#### Article 7. Period of Suspension

Students may be suspended from the university for an indefinite period or for a definite period of not less than one (1) month or more than six (6) months.

#### Article 8. Reprimands

1. Even if a Student's behavior does not deserve disciplinary action, the relevant dean of Ritsumeikan University or its Graduate School ("Dean") may reprimand the Student if approved at a meeting of the Faculty Council or the Department Committee ("Faculty Council").
2. A reprimand shall be given to make the Student aware of the gravity of his/her behavior and urge him/her to rectify such behavior.

#### Article 9-1. Factual Investigations

1. The Dean shall undertake an investigation to clarify facts by interview or otherwise against a Student ("Student Concerned") who has engaged in or is suspected of having engaged in misconduct subject to disciplinary action ("Misconduct") and any persons who are believed to have been involved in the Misconduct ("Persons Concerned").
2. The Dean may request the Student Concerned and Persons Concerned to submit documents (including electromagnetic records) and items certifying relevant facts, if deemed necessary, or inspect the scene of the Misconduct.
3. The Dean may record the statements of the Student Concerned and Persons Concerned during their interviews to conduct a factual investigation in an appropriate and objective manner.
4. The Dean may establish an investigation committee to conduct an investigation to clarify the facts, if deemed necessary.

#### Article 9-2. Adoption of Facts Ascertained by the Dean of Student Affairs

1. If relevant facts relating to Misconduct have been clarified by the Dean of Student Affairs while solving incidental and accidental problems, or if a factual investigation by the Dean of Student Affairs is underway, the Dean may adopt the facts ascertained by the Dean of Student Affairs as evidence on which disciplinary procedures shall be based.
2. Adoption of Facts Ascertained by the Ritsumeikan University and Ritsumeikan Affiliated Schools Harassment Prevention Committee.

#### Article 9-3. Adoption of Facts Ascertained by the Harassment Prevention Committee

If relevant facts relating to Misconduct have been clarified during an investigation by the Ritsumeikan University and Ritsumeikan Affiliated Schools Harassment Prevention Committee, the Dean may adopt these facts ascertained by the committee as evidence on which disciplinary procedures shall be based.

#### Article 9-4. Educational Guidance

If the Student Concerned admits to having engaged in the Misconduct during or after an interview, or if verbal evidence by Persons Concerned or other objective evidence proves that the Student Concerned engaged in the Misconduct, the Dean shall provide educational guidance to urge the Student Concerned to rectify his/her behavior and insist that he/her submit an essay on penitence.

#### Article 9-5. Emergency Measures

If it is deemed that there is an obvious, specific, and imminent risk of a Student Concerned damaging the life, body, property, or other rights or interests of a third party, the Dean may order the Student Concerned not to attend class, come to the university, or contact specific persons or entities for a certain period.

#### Article 10. Draft of Disciplinary Action

If disciplinary action is deemed appropriate, the Dean shall prepare a draft of disciplinary action ("Draft") describing:

- (1) The type of the proposed disciplinary sanction and the provision(s) of regulations supporting such disciplinary sanction
- (2) Facts leading to disciplinary action
- (3) How much the Student Concerned regrets his/her behavior and the likelihood of behavioral improvement, and
- (4) Other matters deemed necessary for disciplinary procedures

#### Article 10-2. Student Affairs Conference

1. The Dean shall present a Draft of disciplinary action together with the following documents to the Student Affairs Conference and shall seek its opinion on such Draft:

- (1) Reports by investigators
- (2) Records of interviews, and
- (3) An essay on penitence (if submitted).

2. If the proposed disciplinary sanction is admonition or suspension from the university for a period of not more than two (2) months, and if the Student Concerned admits to having engaged in the Misconduct, the documents listed in Items (1) through (3) of the preceding paragraph need not necessarily be attached to the Draft; particularly if the Dean of Student Affairs considers it would not obstruct deliberations at the Student Affairs Conference.

3. In determining whether the deliberations shall be obstructed or not as provided in the preceding paragraph, the Dean of Student Affairs shall consider the nature and details of the Misconduct as well as the existence of any precedent.

#### Article 10-3. Opportunity for Explanation

1. The Dean shall present a Draft of disciplinary action to the Student Concerned and provide an opportunity to explain his/her behavior within a reasonable period of time unless the Student Concerned waives such opportunity or fails to submit a letter of explanation without just cause within the specified period.

2. The explanation stated in the preceding paragraph shall be provided by submitting a letter describing his/her explanation ("Letter of Explanation"). The Letter of Explanation may be submitted together with documentary evidence.

3. If such explanation is deemed reasonable and the Dean needs to modify all or part of the Draft or cancel the Draft, the Dean shall prepare another Draft revising all or part of the Draft ("Revised Draft") or a proposal on cancellation of the Draft, and shall submit such Revised Draft or proposal to the Student Affairs Conference together with the Letter of Explanation and seek the conference's opinion.

#### Article 10-4. Decision on Disciplinary Action

1. The Dean shall submit a Draft or Revised Draft, the Student Affairs Conference's opinion, and the documents listed in Article 10-2.1 to the Faculty Council for its deliberations.

2. The Dean shall prepare a draft of disciplinary action reflecting the Student Affairs Conference's opinion and the conclusions of the Faculty Council's deliberations and shall request the President to decide on the appropriate disciplinary action.

3. Upon such request, the President shall make a decision on the disciplinary action.

#### Article 11. Execution of Disciplinary Action

Disciplinary action shall be taken by issuing a written notice describing the following matters with the President's title and name written thereon ("Disciplinary Action Notice") to the Student Concerned. The disciplinary action shall be effective upon issuance of such notice.

(1) The type of disciplinary action and the provision(s) of regulations supporting such disciplinary action

(2) The commencement date and termination date of the period of disciplinary action, if any

(3) Facts leading to the disciplinary action, and

(4) A period for appeal and to whom the appeal shall be filed

2. If the Student Concerned refuses to accept the Disciplinary Action Notice issued, or if the issuance of a Disciplinary Action Notice is difficult under certain circumstances, a Disciplinary Action Notice may be delivered to such address as the Student Concerned may have notified Ritsumeikan University or his/her current temporary residence to ensure execution of the disciplinary action.

3. In the preceding paragraph, the disciplinary action shall be effective from the day on which such Disciplinary Action Notice is delivered.

#### Article 12. Notice to Guarantor

1. The Dean shall deliver a copy of the Disciplinary Action Notice addressed to the Student Concerned to whom such Disciplinary Action Notice was issued or delivered or notified as provided in Paragraph 3 of the preceding article ("Student Subject to Disciplinary Action") to the guarantor of the Student Subject to Disciplinary Action for the purpose of notification.
2. The delivery of the Disciplinary Action Notice as provided in the preceding paragraph may be dispensed with by providing a copy of such notice to the guarantor who may be present at the time of issuance thereof as set forth in the preceding article.

#### Article 13. Public Notice

1. When disciplinary action has been taken, the Dean shall post a public notice immediately with the President's title and name written thereon.
2. Information required in such public notice shall be the faculty, division (major), and course/year of the Student Subject to Disciplinary Action, the type of disciplinary action, provision(s) of regulations supporting such disciplinary action, and the period of the disciplinary action.
3. The public notice shall be posted for a period of one (1) month.
4. The Dean may elect not to publicly notify all or part of the above information if it is deemed that public notice of disciplinary action may harm the interests of any third party, or that such public notice shall not conform with the disciplinary policies stated in Article 3.

#### Article 14. Deleted

#### Article 15. Records Regarding Disciplinary Action

The Dean shall record the facts of the disciplinary action in the university register.

#### Article 16. Appeals

1. A Student on whom disciplinary action is imposed may appeal against the disciplinary action within thirty (30) days from the date such disciplinary action is effective. However, if an appeal cannot be filed within the specified period for any justifiable reason, the Student may file an appeal within thirty (30) days from the date on which such a reason ceases to exist.
2. A Student who intends to file an appeal shall submit an appeal form to the President.

#### Article 17. Appeals Screening Committee

1. The President shall convene an Appeals Screening Committee ("Committee") based on the appeal stated in the preceding paragraph.
2. The Committee shall comprise five (5) persons including (i) a Vice President and (ii) deans or associate deans of faculties or deans or associate deans of graduate schools to which the Student who filed the appeal does not belong.
3. The Committee may request for attendance of experts including attorneys if it is deemed necessary.

4. The Committee shall conduct an examination based on the appeal filed by the Student.
5. The Student who has filed the appeal may state his/her case in writing and present relevant material.
6. If the Committee concludes that the details of the disciplinary action are appropriate, the Committee shall recommend that the President dismiss the appeal.
7. If the Committee concludes that the details of the disciplinary action are inappropriate, the Committee shall recommend that the President rescind or modify the disciplinary action.
8. Upon receipt of either recommendation in the preceding two paragraphs, the President shall notify the Student who filed the appeal of the result.

#### Article 18. Re-deliberations

1. Upon receipt of any recommendation as stated in Paragraph 7 of the preceding article, the President shall request the relevant Dean to conduct re-deliberations.
2. In the case of the preceding paragraph, the Dean shall conduct re-deliberations at the Faculty Council.

#### Article 19. Limitation of Withdrawal

The Dean shall not accept any request for withdrawal from the Student Concerned during disciplinary action procedures.

#### Article 20. Guidance during Suspension Period

1. When a suspension from the university is imposed, the Dean shall provide educational guidance to the Student Subject to Disciplinary Action during the suspension period.
2. The Dean may permit the Student Subject to Disciplinary Action to use facilities and participate in regular classes when such activities are deemed necessary in terms of educational guidance.

#### Article 20-2. Lifting of Indefinite Suspension

1. An indefinite suspension may be lifted at least six (6) months after the day on which it began if the Student Subject to Disciplinary Action is deemed likely to make behavioral improvements.
2. An indefinite suspension shall be lifted by the President after seeking the Student Affairs Conference's opinion and holding deliberations at the meeting of the Faculty Council or the Departmental Committee.
3. An indefinite suspension shall be lifted by sending a written notice to the Student Subject to Disciplinary Action. If such a written notice cannot be sent, the provisions from Paragraphs 2 through 4 of Article 11 shall apply mutatis mutandis.
4. Notice to the guarantor shall be subject to the provisions of Article 12 mutatis mutandis.

#### Article 21. Enforcement Procedures

All matters necessary to enforce these regulations shall be stated in enforcement procedures by the Dean of Student Affairs.

Article 22. Revision or Abolishment

Revision or abolishment of these regulations shall be made by the University Senate after deliberations at a meeting of the Faculty Council and the Departmental Committee.

Supplementary Provision

These regulations shall come into effect on April 1, 2010.

Supplementary Provision (March 24, 2017: Partial revision for clarification of disciplinary procedures)

These regulations shall come into effect on April 1, 2017 and shall be applicable to cases that may arise on or after April 1, 2017.