

Akita International University: Rules for Student Disciplinary Measures

April 1, 2008
Determined by the Chair of the Board
Regulations No. 67

Article 1. Purpose

1-1 The present Rules set forth the procedures and other necessary matters regarding the disciplinary measures provided in Article 57 of the Code of Akita International University (hereinafter referred to as "the Code of the University") and in Article 39 of the Code of Akita International University Graduate School (hereinafter referred to as "the Code of the Graduate School").

Article 2. Definition

2-1 "Students" herein referred to shall include undergraduates, graduate students, research students, non-degree-seeking students (including special non-degree-seeking students and short-term international students), auditors, and special auditors.

Article 3. Principle of disciplinary measures

3-1 Discipline of students shall be determined by the President subsequent to judgments made by the Student Disciplinary Measures Judicial Committee (hereinafter referred to as "the Committee").

3-2 Matters necessary for establishing the Committee shall be separately set forth.

Article 4. Subject of disciplinary measures

4-1 Acts that fall under the subject of disciplinary measures shall be as follows:

- (1) Criminal acts
- (2) Acts which violate human rights
- (3) Acts in violation of information ethics
- (4) Acts in violation of the Rules and Regulations of the University
- (5) Acts, which by exercising improper means such as violence, intimidation or fraud, obstruct the teaching and/or business activities of faculty and staff members of the University and/or the study, research and proper activities of students.
- (6) Acts that damage the honor of the University
- (7) Harassment (Inappropriate actions by a person or persons which cause disadvantages and/or damage, including psychological damage, to an individual

- or individuals, and/or deteriorate the environment for study and work.)
- (8) Academic Misconduct (Any acts such as cheating and plagiarism which violate the academic code of ethics.)
 - (9) Acts amounting to the possession, use, cultivation, trade or distribution of any drug or stimulant in any form which, though not strictly illegal, may lead to a similar state of mind as that caused by the use of illegal drugs or stimulants. AIU reserves the right to determine which drugs or stimulants fall into this category.
 - (10) Acts/behavior that threaten safety and order on campus

Article 5. Types of disciplinary measures

5-1 The contents of admonitory warning, suspension from the University and dismissal from the University set forth in Item 2 of Article 57 of the Code of the University and Item 2 of Article 39 of the Code of the Graduate School shall be as follows:

- (1) Dismissal from the University: A student who is dismissed will be forced to leave the University. In principle, readmission shall not be allowed.
- (2) Suspension from the University: A student may be suspended from the University for a period of up to one year, during which time neither class registration nor participation of University activities shall be allowed.
- (3) Admonitory warning: This represents the University's intent to engage in disciplinary measures. Warning shall be given to the student by written notice.

5-2 Determination of disciplinary measures shall be made pursuant to the disciplinary measure standards separately set forth by the Committee.

Article 6. Commencement of procedures

6-1 If an act that falls under Paragraphs 1 to 6 of Article 4 arises or is deemed likely to arise, the President shall, based on the report from the Dean of Students, refer judgment to the Committee without delay.

6-2 If an act that falls under Paragraph 7 of Article 4 arises or is deemed likely to arise, the President shall, based on the report from the Harassment Prevention / Measures Committee, refer judgment to the Committee without delay.

6-3 If an act that falls under Paragraph 8 of Article 4 arises, action shall be taken in accordance with Article 16 of AIU Academic Standards and Regulations for Registration or AIU Graduate School Academic Standards and Regulations for Registration. In the case the acts are more serious, the President shall, based on the report from the Vice President / Academic Affairs, refer judgment to the committee without delay.

Article 7. Notice of exculpatory opportunity

7-1 The Committee shall provide to the student, as the subject of judgment, a document specifying the following matters, and provide the student with an opportunity for appeal to be exploited either verbally or in writing.

- (1) Name of the student as the subject of judgment
- (2) Report of the act for which disciplinary action is advised
- (3) Content of the proposed disciplinary measures
- (4) Date / time and place of the verbal appeal or the submission deadline of the written appeal

7-2. If the document referred to in the preceding Item cannot be provided to the student directly, the written notice shall be sent to the registered address of the student in question, and the same shall be deemed to have been delivered on the second day following the date of dispatch.

Article 8. Exculpation of the student as the subject of judgment

8-1 The student as the subject of judgment may appeal either verbally or in writing on the date and/or at the place notified in preceding Article.

8-2 When no appeal is made, it shall be deemed that there is no objection to the proposed disciplinary measures and the judgment procedures shall be concluded.

8-3 If the student in question appeals the findings or the conclusion, the Committee shall conduct a hearing from the student and, if necessary, other parties involved without delay and may request them to submit relevant documents and other materials.

8-4 When considered necessary as a result of questioning, as specified in the preceding Item, the Committee shall conduct a reexamination.

8-5 When the student in question, although given an opportunity for appeal, neither attends the Committee meeting without due reasons, nor submits the requested materials, the student shall be deemed to have abandoned the right to appeal.

Article 9. Notice of disciplinary measures

9-1 The President shall, taking into consideration the committee's proposed disciplinary measures under Articles 6 to 8, make a final determination.

9-2 Disciplinary measures shall be enforced once the notice of disciplinary measures specifying the content of the disciplinary measures (hereinafter referred to as "the Notice") has been delivered to the student in question.

9-3 In case the Notice of the preceding Item cannot be delivered in person, the Notice

shall be sent by registered mail to the registered address of the student in question, and the same shall be deemed to have been delivered on the second day following the date of dispatch.

9-4 When the Notice of the preceding Item has been sent, a copy of the Notice shall be, in principle, sent to the guarantor (In the case of a non-degree-seeking international student, the Notice shall be sent to his/her home institution.)

9-5 The President shall be required to report all disciplinary measures to the Academic Affairs Executive Committee and the University Management Committee.

9-6 When the disciplinary action was suspension or dismissal from the University, the academic adviser and the class instructors of the student in question shall be notified about the student's name and disciplinary action.

Article 10. Measures to be taken prior to the determination of disciplinary measures

10-1 Prior to the determination of the disciplinary measures in Item 1 of the preceding Article, when it is deemed inappropriate for the student, as the subject of judgment, to engage in activities on campus, the Committee may ask the student to leave campus for a period of time.

Article 11. Public notice of disciplinary measures

11-1 Once a disciplinary action was taken, a report of the act, without reference to the student's name, and the content of the disciplinary measures shall be, in principle, displayed publicly on campus for two weeks from the date in which disciplinary measures were determined.

Article 12. Exception to the procedures

12-1 Only when it is objectively obvious that a student's act is subject to any of the items under Article 4 and it is necessary to implement disciplinary measures urgently, the President may implement disciplinary measures without following the Committee's judgment procedures.

12-2 When having implemented disciplinary measures pursuant to the provisions of the preceding Item, the President shall be required to report all decisions on disciplinary action to the Committee without delay.

Article 13. Shortening of the period of suspension from the University

13-1 Once a student has served half of the required suspension period, the Dean of

Students may recommend that the President shorten the period of suspension if the student is considered to have fully reflected on his/her actions.

13-2 The President, once receiving the recommendation referred to in the preceding Item, shall refer the judgment thereof to the Committee without delay and, based on the Committee's judgment, may shorten the student's suspension period.

13-3 The change in disciplinary measures of the preceding Item shall be enforced once the notice of change in suspension from the University specifying the content of the change (hereinafter referred to as "the Notice of Change") has been delivered to the student in question.

13-4 If the Notice of Change cannot be delivered to the student directly, the Notice shall be sent by registered mail to the registered address of the student in question, and the same shall be deemed to have been delivered on the second day following the date of dispatch

13-5 The President shall be required to report the changes in disciplinary measures to the Academic Affairs Executive Committee and the University Management Committee without delay.

Article 14. Miscellaneous provision

14-1 In addition to those defined in the present Rules, matters necessary for the procedures of disciplinary measures shall be separately set forth by the President.

Supplementary provision

The present Rules shall take effect from April 1, 2008.

Supplementary provision

The present Rules shall take effect from February 1, 2013.

Supplementary provision

The present Rules shall take effect from October 1, 2013.

Supplementary provision

The present Rules shall take effect from April 1, 2017.