

Academic Misconduct

Academic misconduct in semester-end examinations, in-class exams and short tests, writing assignments, and similar assignments is a serious violation of regulations and is behavior that is unbecoming of a student. Such actions will result in a failing grade, and may have even further, more serious consequences.

The following are considered academic misconduct in semester-end examinations and in-class examinations (short tests).

- Cheating
- Taking a test in place of another person
- Bringing home answer sheets
- Intentionally disobeying the exam proctor's instructions
- Bringing in smartphones and wristwatch devices

When taking examinations, you must avoid any behavior that could be misinterpreted as academic misconduct.

For reports and other writing assignments, it is considered academic misconduct to work together with another person in writing any paper to be submitted for grading, except when the instructor has given special directions to do so (such as for group work or collaborative research). Specifically, this includes the following actions.

- Writing an assignment with the help of another person
- Copying another person's assignment even in part, or conversely allowing another person to copy your assignment
- Rewording someone else's paper and passing it off as your own
- Having someone else write a paper on your behalf
- Writing a paper for another person.
- Copying another person's past assignment even in part, or conversely providing another person access to your past assignment.

In addition to the above academic misconduct, actions that may also be considered as misconduct in papers and other writing assignments include the following.

- Plagiarism: Use of another person's texts or materials published in print, on the Internet, or other media format as is without citing the source. Also, the use of your own texts or materials made for a different occasion without indicating the source
 - *Use of one's own past writings or published research results without indicating the source is called self-plagiarism. It is considered academic misconduct if you use your own past report, seminar publication, or other work for another class's assignment without citing it as a source. Of course, submitting the same paper for multiple classes at the same time is also an academic misconduct.
- Falsification: Deliberately rewriting materials and data that form the basis for one's claims
- Fabrication: Making up materials or data that do not exist and treating them as if they did
- Other similar actions

Plagiarism in reports and papers is an act of misconduct. Unwarranted use of another person's opinion or text, even if unintentional, is considered plagiarism, and is subject to disciplinary action as a form of misconduct at the same level as, or greater than, misconduct in semester-end and in-class examinations.

On Using ChatGPT and Other Generative AI

For each class you take, should your undergraduate faculty, graduate school, or professors encourage or permit the use of generative AI content, make sure that you follow the guidelines and instructions given by the relevant faculty members at that time. If any reports or essays are created using generative AI, you must indicate so clearly on the assignment.

In other words, using generative AI is essentially the same as relying on another person for that generated content. Students will not be allowed to use generative AI or similar tools for class assignments or exams when these tasks require students to work independently.

Precautions for writing assignments and theses

Along with the semester-end examinations and in-class examinations, written assignments (including graduation theses) are important proof of your accomplishments at university.

Any references made from particular sources must be clearly distinguished from your own viewpoints and properly cited. It will be deemed an act of plagiarism if you ignore this.

The most important points with regard to writing papers are as follows:

Clearly distinguish your own opinions from that of others.

Clearly indicate the references for quotations or when referring to or citing works of others (failure to indicate a reference is considered to be an act of plagiarism).

For quotations, write every single word including typographical errors.

Follow the rules for citations (refer to the literature below).

When referring to information from the Internet, clearly indicate the URL, the title of the web page, and the date when you accessed the page.

Please try to learn the generally accepted methods for using citations from the following reference books, tutorials, etc. Hacker, D., Sommers, N. (2012). A pocket style manual (6th ed.). Boston, MA: Bedford / St. Martin's.

Godfrey, J., (2013). How to use your reading in your essays (2nd ed.). Houndmills, England. "KITIE" Web tutorial system

<https://www2.lib.keio.ac.jp/project/kitie/en/>

