

OSAKA UNIVERSITY
Osaka University Human Sciences International Undergraduate Degree Program

Code of Academic Conduct

This Code of Academic Conduct exists to support high standards of behavior and to ensure fair evaluation of student learning. Student conduct is taken seriously at the **Osaka University Human Sciences International Undergraduate Degree Program**. Unless specifically authorized, misconduct includes, but is not limited to the following:

Cheating on exams or other coursework

- Copying or attempting to copy from another student, or allowing another student to copy.
- Displaying or using any unauthorized material such as notes, cheat-sheets, or electronic devices, including mobile phones.
- Looking at another student's exam.
- Talking, texting or communicating during an exam..
- Altering graded assignments or exams for re-grading purposes.
- Bringing pre-written answers to an exam.
- Having another person take an exam for you, or taking an exam for another student.
- Continuing to work on an exam after the instructor has announced that all students must stop working.
- Stealing another student's work.

Plagiarism

- Taking credit for any work created by another person. Work includes, but is not limited to books, articles, experimental methodology or results, compositions, images, lectures, computer programs, internet postings.
- Copying any work belonging to another person without indicating that the information is copied and properly citing the source of the work.
- Copying assigned coursework from another student, or allowing another student to copy
- If not directly copied, using another person's presentation of ideas without putting it in your own words or form and not giving proper citation.
- Creating false citations that do not correspond to the information you have used.
- Self-plagiarism.

Unauthorized collaboration (working on your own is expected unless you are informed that working together is allowed)

- Working with another student on graded coursework without permission of the instructor.
- Working with another student beyond the limits set by the instructor.

Misuse of an instructor's course materials or the materials of others, including but not limited to:

- Posting or sharing any course materials of an instructor without the explicit written permission of that instructor.
- Purchasing or copying assignments or solutions, to complete any portion of graded work.

Lying or fraud

- Giving false excuses to obtain exceptions, such as the postponement of an exam or assignment due date, assignment of incomplete grades, or late drops.
- Forging signatures or submitting documents containing false information.

Submitting the same work in multiple classes without the permission of the instructor

- Submitting the same work in two or more different classes without the permission of all relevant instructors.
- Submitting work completed at a previous institution

Social Media

- Students are personally responsible for what they communicate through social media and they must adhere to the standards of behavior set out in this policy and any related Osaka University policies.
- Students should be aware of their association with and responsibilities to the University, and ensure that their profiles, updates and related content are consistent with:
 - The University's policies, including but not limited to, treatment of others, data protection, dignity, electronic mail usage and information security;
 - Student's Account Registration Agreement with the University;
 - How they would wish to present themselves – including to future employers.
- Communications on social media must be respectful at all times and in accordance with this policy. Use of social media must not infringe on the rights or privacy of other students or staff, and students must not make ill-considered comments or judgments about other students, staff or third parties.
- Students must be aware of the potential impact and permanence of anything which students post online. Therefore, they should avoid posting anything online that they would not wish to be in the public domain or that they would not be willing to say personally to the face of another individual.
- The following non-exhaustive list may, according to the circumstances, be considered to be of an unacceptable nature and should never be posted:
 - confidential information (which may include research not yet in the public domain, information about fellow students or staff or personnel matters, non-public or not yet approved documents or information);
 - details of complaints and/or legal proceedings/potential legal proceedings involving the University;
 - personal information about another individual, including contact information, without their express permission;
 - comments posted using fake accounts or using another person's name or image without their consent;
 - material, including images, that is threatening, harassing, discriminatory, illegal, obscene, indecent, defamatory, or hostile towards any individual or entity;
 - any posting that constitutes a criminal offence;
 - anything which may bring the University into disrepute or compromise the safety or reputation of colleagues, former colleagues, students, staff and those connected with the University
- Where social media is used as a teaching and learning tool, all students must agree to the terms of use of the social media website and the University's terms and conditions relating to the use of social media in this context before accessing and posting content on social media in a teaching and learning context.

Cyber Bullying via social media sites

- The University will not accept any form of bullying or harassment by or of members of University staff or students.
- The following examples illustrate the types of behavior, displayed through social media communications, which the University considers to be forms of cyber bullying:
 - spreading rumours, lies or gossip;
 - posting private information;
 - intimidating or aggressive behavior;
 - offensive or threatening comments or content;
 - posting comments/photos etc. deliberately mocking an individual with the intent to harass or humiliate them.
- Cyber bullying may also take place via other means of electronic communication such as email, text or instant messaging.
- Any student who is experiencing cyber bullying by another student or a member of University staff, will have to report immediately to their cohort advisor who will follow the procedures set by Osaka University concerning the case.

Social Media: Intellectual property

- All students must ensure that they have permission to share any third party materials, including all images, photographs, text and videos, before uploading them to or linking to them via social media and, where sharing is permitted, should ensure that such materials or shared links are credited appropriately.
- In addition, all students must check the terms and conditions of a social media account and/or website before uploading material to it; by posting material to social media accounts and/or websites, you may be releasing ownership rights and control of the content. For this reason, students must exercise caution in sharing all information.
- The University is not responsible for, nor does it hold any ownership, of any content posted by its students, other than content posted by students using University accounts, or in the course of their duties, as a form of professional communication.

Intimidation or disruption includes, but is not limited to the following:

- Exerting undue pressure on an instructor or teaching assistant to regrade work, change a final grade, or obtain an exception such as changing the date of an exam, extending a deadline, or granting an incomplete grade or withdrawal.
- Refusing to leave an office when directed to do so.
- Physically or verbally intimidating or threatening an instructor, teaching assistant, staff person, or student, including yelling at them, invading personal space, or engaging in any form of harassment.
- Repeatedly contacting or following an instructor, teaching assistant, or staff person or a fellow student when directed not to do so.
- Misusing a classroom-shared internet page by posting material unrelated to the course.
- Interfering with an instructor's or teaching assistant's ability to teach a class
- Interfering with other students' participation in a class by interrupting, physically causing a disruption, or excessive talking.

Upholding Academic Conduct at the Osaka University Human Sciences International Undergraduate Degree Program

Students, HUS International Undergraduate Degree Program staff, and the administration all have a role in maintaining an honest and secure learning environment at the, HUS International Undergraduate Degree Program.

The success of our Code of Academic Conduct depends largely on the degree that it is willingly supported by students.

Students:

- Are responsible to know what constitutes cheating. Ignorance is not an excuse.
- Are required to do their own work unless otherwise allowed by the instructor.
- Are expected to help prevent cheating by reminding others about this Code and not helping other students gain an unfair advantage.
- Are strongly encouraged to hold each other accountable by reporting any form of suspected cheating to the University.
- Must respect the copyright privileges of works produced by HUS International Undergraduate Degree Program, the faculty, the University, and other copyright holders.
- Shall not threaten, intimidate or pressure instructors, teaching assistants, or fellow students or interfere with grading any coursework.
- Shall not disrupt classes or interfere with the teaching or learning environment.
- Shall not threaten or intimidate their peers and other students

HUS International Undergraduate Degree Program members and instructors are responsible for teaching courses and evaluating student work, and are governed by Osaka University policies and regulations. HUS International Undergraduate Degree Program members and instructors are encouraged to:

G30 program instructors

- Inform students of course and grading requirements, and of standards of scholarship and conduct to be observed on all coursework, in writing if possible, such as in the course syllabus.
- Monitor students who are recipients of publicly funded scholarships so that they maintain satisfactory academic progress and professional conduct.
- Monitor examinations to help prevent cheating. Report all suspected cases of cheating and other misconduct.

University Administration

- Provide assistance in monitoring students who are recipient of a publicly funded scholarship so that they maintain satisfactory academic progress and professional conduct
- Help to educate HUS International Undergraduate Degree Program members, instructors and students about the Code of Academic Conduct.
- Provides assistance about how to prevent and address cheating.

Procedures regarding misconduct

Instructors and teaching assistants may direct a student to leave a class immediately if the student's behavior is disruptive.

- Instructors, teaching assistants and staff persons should contact police if they feel physically threatened.
- If the student contests a report of cheating or other misconduct, depending on the gravity of the action, the matter may be resolved by a hearing before the Osaka University Committee for the Promotion of International Education (CPIE).
- The policy and procedures to resolve cases of suspected cheating, disruption, threats, or intimidation should conform to Osaka University Student Discipline.
- Should the Committee for the Promotion of International Education find evidence of academic misconduct, appropriate action will be taken that can range from being given a zero grade for the relevant course to zero grades for all classes taken that semester.
- Grade invalidation due to academic misconduct will be replaced with a grade F (GP = 0.0), and will be counted towards the GPA.
- Procedural fairness is basic to the proper enforcement of University policies and campus regulations. The confidence of students and instructors in these procedures must be maintained.