

東京医科歯科大学における学生の懲戒に関する申合せ

※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.

Tokyo Medical and Dental University Arrangements on the Disciplining of Students

Established on February 8, 2008

Article 1 Aims

These arrangements aim to set forth a general approach, processes, standards, and other necessary matters pertaining to the disciplining of students under Article 58 of the TMDU Rules (the “**University Rules**”).

Article 2 General Approach

- 2.1 Disciplinary action against a student means the imposition of sanctions against that student on the condition that certain circumstances have arisen, in order to maintain the discipline and order of the university and achieve its educational aims.
- 2.2 Disciplinary action shall be taken on the basis of a wholistic assessment of the manifestation, consequences, and ramifications, etc., of disciplinable conduct, in addition to consideration of educational aspects.
- 2.3 Whether or not criminal action has been instigated is not an absolute basis for a decision to take disciplinary action.

Article 3 Types of Disciplinary Action

Disciplinary action consists of expulsions, suspensions, and warnings.

3.1 Expulsion

Expulsion means the forfeiture of one’s status as a student.

3.2 Suspension

- (i) Suspension means the prohibition of attending university for a prescribed period of time.
- (ii) Suspension may be indefinite or for a fixed term.
- (iii) Fixed-term suspensions shall have a term of less than 6 months.
- (iv) Terms of suspension shall count toward total years enrolled but not count toward the time requisite for degree completion, except for short terms of suspension (of one month or less), which can be counted toward the time limit for degree completion.
- (v) An indefinite suspension can generally only be lifted after a period of at least 6 months.

3.3 Warning

A warning is a caution issued in relation to disciplinable conduct, cautioning the offender never to engage in the conduct again.

Article 4 Preliminary Suspension

If the student’s conduct clearly constitutes disciplinable conduct and is certain to be punished with suspension, or more serious disciplinary action, the Dean in Charge (refers to the Dean of the Faculty of

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Medicine, or the Faculty of Dentistry, or the College of Liberal Arts and Sciences) can impose an order of preliminary suspension on the student before disciplinary action has been determined. In these cases, no time period is assigned to the preliminary suspension per se, but the student is prohibited from attending university during this time.

Article 5 Measures Available During Periods of Suspension

- 5.1 The Faculty or School in question can provide guidance aimed at rehabilitating students who have been suspended by way of interviews and the like.
- 5.2 Assistance can be obtained from counsellors or other specialists when conducting the interviews and the like stipulated in the preceding paragraph.
- 5.3 Requests for leaves of absence will not be accepted from students who are suspended.

Article 6 Disciplinary Process

6.1 Establishment of Investigative Committee

- (i) Upon learning of conduct by a student that appears to constitute disciplinable conduct (hereinafter referred to as an “**Incident**”), the dean of the faculty shall immediately report to the President and establish an investigative committee comprised of members of the faculty meeting for the faculty in which the student is enrolled, subject to a meeting of the faculty meeting of that faculty. Depending on the Incident, persons who are not members of the faculty meeting for the faculty in question can also join the investigative committee.
- (ii) The investigative committee shall perform an investigation of, and ascertain the facts of, the Incident, and prepare a disciplinary report (Form 1) of its assessment of the facts.

6.2 Questioning

- (i) In the investigation, the investigative committee shall question the student; it is provided, however, that if the student has a physical or psychological impairment, or is in custody, or circumstances otherwise exist that prevent the student from undergoing questioning, the investigative committee can conduct questioning by, inter alia, using written questions or referring to records instead.
- (ii) The investigative committee shall grant the student the opportunity to defend him or herself either verbally or in writing.

6.3 Reporting the Outcomes of Investigations

The investigating committee shall submit its disciplinary report of its assessment of the facts to the Dean of the faculty.

6.4 Deliberation by Faculty Meeting

On the basis of the investigative committee’s report, the dean of the faculty shall deliberate whether disciplinary action is necessary and the type and extent of any disciplinary action at a meeting of the faculty meeting of the faculty, and report the conclusions to the President.

6.5 Determination of Disciplinary Action

- (i) The President shall determine whether disciplinary action is necessary and the type and extent of any disciplinary action on the basis of the report from the Dean in Charge.
- (ii) If the President deems it especially necessary regarding the decision in Item (i) above the Student Disciplinary Committee is established, may confirm the facts and consult the disposal quantification.

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(iii) The Student Disciplinary Committee regarding Item (ii) apply to Article 2 of the Regulations of the Disciplinary Committee of National University Corporation, Tokyo Medical and Dental University.

6.6 Issue of Notice of Disciplinary Action

The President shall issue the student with a notice of disciplinary action (Form 2), by way of a Presidential order.

6.7 Notification and Announcement of Disciplinary Action

If the President decides to impose disciplinary action, the President shall notify the student and the student's guarantor by issuing a notice, report to the Education and Research Council, and publicly announce the student's affiliation, the type of disciplinary action imposed, and the circumstances.

6.8 Record of Disciplinary Action

Disciplinary action taken shall be recorded in the "Notes" section of the student's record of enrollment.

6.9 Requests for Withdrawal

The Dean of the faculty shall not accept any request to voluntarily withdraw from the university submitted by any student against whom disciplinary proceedings are pending.

6.10 Other

If an Incident arises that relates to two or more Faculties or Schools, The Deans in Charge shall contact each other and discuss the matter.

Article 7 Appeal Process

7.1 If a student who is subject to disciplinary action objects to the action on the grounds of factual errors or the discovery of new facts, or objects to the type or content of the disciplinary action, he or she can appeal to the President in writing within 14 days of the day following the day on which he or she received the notification of disciplinary action; it is provided, however, that filing an appeal will not cause the effect of the disciplinary action to be suspended.

7.2 If a student subject to disciplinary action files an appeal, the President can require the Dean of the faculty to re-deliberate the matter.

7.3 The Dean in Charge can have an Investigation Committee composed of new members perform another investigation or the like, after he or she has informed the faculty meeting of the relevant faculty accordingly.

7.4 The President must inform the student in question of the disciplinary action that is decided upon based on the outcome of the new investigation.

Article 8 Lifting of Indefinite Suspensions

8.1 If, having consulted with professors who instruct a student who has been suspended indefinitely, and having made a holistic assessment of the student's degree of remorse and desire to study, the Dean in Charge judges that it would be appropriate to lift the action, the Dean in Charge shall make a request to the President after a meeting of the Association of professors from the relevant faculty.

8.2 The President shall make a decision in regard to the indefinite suspension on the basis of the request from the Dean in Charge.

8.3 The President shall issue the student with a notice of lifting of disciplinary action (Form 3), by way of a Presidential order.

Article 9 Annulment of Exams

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9.1 Annulment of Exams

If a student cheats in an exam, the student's exam for the course in question will be annulled.

9.2 Sitting of Exams and Enrolling in Courses while Suspended

Students are not allowed to sit exams while suspended, although they are able to enrol in courses.

Article 10

Disciplinary standards are set forth in the appendix.

Article 11 Disciplining of Non Matriculated Students

These arrangements are applied *mutatis mutandis* to the disciplinary action against non-matriculated students, audit students, special audit students, and graduate school research students as stipulated in Chapters 10 and 12 of the University rules.

Article 12 Disciplining of Graduate School Students

These arrangements are applied *mutatis mutandis* to the disciplining of graduate school students. In such cases, the terms below are deemed to be replaced with other terms, as follows.

- 12.1 “Faculty meeting of the faculty” is deemed to be replaced with “graduate course steering committee”
- 12.2 “Dean of the faculty”, “Dean in Charge (refers to the Dean of the Faculty of Medicine, or the Faculty of Dentistry, or the College of Liberal Arts and Sciences)” and “Dean in Charge” are deemed to be replaced with “Dean of Graduate School Course”.
- 12.3 “Exam” is deemed to be replaced with “Exam (regular exam conducted with the aim of awarding credits)”.
- 12.4 “Article 58 of the TDMU Rules” in Form 2 is deemed to be replaced with “Article 58 of the TDMU Rules as applied *mutatis mutandis* under the provisions of Article 60 of the TDMU Graduate School Rules”.

“Graduate school students” referred to in this arrangement shall include audit students, special audit students, and non-matriculated students as stipulated in Chapters 12 through 14 of the University Rules.

Article 13 Obligation of Confidentiality

Employees involved in matters pertaining to the disciplining of students must not divulge any information learned thereby; this obligation persists beyond leaving the employ of the University.

Article 14

Any amendment and abolition of these arrangements shall be carried out by the Student Support and Health Administration Organization.

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Supplemental Regulation

These arrangements will take effect on February 8, 2008.

Supplemental Regulation (created on February 24, 2012)

1. These arrangements will take effect on April 1, 2012.
2. Persons already enrolled in the university as seminar students on the date on which these arrangements take effect shall be governed by the previously prevailing regulations until September 30, 2012.

Supplemental Regulation (created on October 21, 2016)

These arrangements will take effect on October 21, 2016.

Supplemental Regulation (created on February 20, 2018)

These arrangements will take effect on April 1, 2018.

Supplemental Regulation (created on December 13, 2018)

These arrangements will take effect on December 13, 2018 and apply from November 30, 2018.

Supplemental Regulation (created on May 11, 2023)

These arrangements will take effect on May 11, 2023.

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<p>(4) Substance-Related Offences Buying or intermediating the sale of prohibited substances or using prohibited substances oneself, etc.</p> <p>(5) Leaking of Personal Information Divulging personal information relating to lecturers, staff, students or patients learned in classes, practical exercises, training, etc.</p> <p>(i) Wilful divulgence of information</p> <p>(ii) Negligent divulgence of information</p> <p>(6) Misconduct involving computers, etc., illicit use of computer networks, misconduct that exploits the same</p> <p>(7) Illicit acts that interfere with the educational or research activities of the University</p> <p>(i) Inclusion of false information in academic papers or data when preparing research findings</p> <p>(ii) Plagiarism</p> <p>(iii) Conduct that results in the loss of intellectual property, or interferes with intellectual property</p> <p>(iv) Interfering with the study, research, or legitimate activities of students, or the work of professors or staff, through violence, intimidation, or other such wrongful means</p>	<p>Expulsion or suspension</p> <p>Expulsion or suspension</p> <p>Suspension or warning</p> <p>Expulsion, suspension or warning</p> <p>Expulsion, suspension or warning</p> <p>Suspension or warning</p> <p>Expulsion or suspension</p> <p>Expulsion or suspension</p>
<p>3. Disciplinary Action against Repeat Offenders Repeated disciplinable conduct by students who have been disciplined in the past is regarded to be more malicious, and may be punished more severely than these standards stipulate.</p>	

Notes

Conduct not listed amongst the “Standard Examples” might still be disciplinable.

Types of disciplinary action not listed in “Type of Disciplinary Action” may be imposed.

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様式 1
Form1

年 月 日
Year Month Date

懲戒に関する事実認定の報告書 Reporting on Facts Falling under Disciplinary Provisions

1. 対象学生

Target Student

- | | | |
|---------------------------------------|--------------------------|----------------------------------------------|
| ・学部（研究科）
Faculty (Graduate School) | 学科（専攻）
School (Track) | 課程・コース・学籍番号
Program・Course・Student ID No. |
| ・氏名
Name | | 年月日生
Birthday |
| ・入学年月
Admission year | 年月
Year Month | |
| ・現住所
Address | | 電話番号
Phone Number |

2. 事件の経緯・概要 Overview of the Incident

3. 学生の弁明 Student's Statement

4. 審議経緯 Deliberation Process

5. その他参考資料等 Other Reference Materials

記載要領 Description Outline

- 2は、事件の経緯、概要、大学側の対応、事実の確認等について年月日順に記載する。
In section 2, describe the overview of the incident, the summary, the university's response, and the confirmation of the facts in chronological order.
- 3は、当該学生が行った弁明について、日時、場所、証拠、証人、補佐人の有無、内容等を記載する。
In section 3, describe the student's statement including the date, time, place, evidence, witnesses, assistants, and content.
- 5は、その他の必要事項又は参考資料があれば記載又は添付する。
In section 5, other necessary information or references, if any, should be stated or attached.

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様式 2

Form2

懲戒通知書 Disciplinary Notice

学 部 名 学籍番号 氏 名
Faculty (Graduate School) Student ID No. Name

東京医科歯科大学学則第 58 条の規定により、下記のとおり懲戒する。
Under Article 58 of the TMDU Rules (the "University Rules"), we will implement the disciplinary action against you as follows.

記

1. 懲戒の種類
Content of disciplinary action
2. 停学の期間（停学の場合）
Content of disciplinary action
3. 処分理由
Reason of disciplinary action

交付日付 年 月 日
Date of issuance Year Month Date

東京医科歯科大学長
President, Tokyo Medical and Dental University 印
President's seal

この処分についての不服申立ては、東京医科歯科大学における学生の懲戒に関する申合せ 6. により、この説明を受領した日の翌日から起算して 14 日以内に、学長に対し書面をもってすることができる。

An appeal against this disciplinary action may be made in writing to the President within 14 days from the day following the date of receipt of this explanation, in accordance with the provisions of Article 6 of Tokyo Medical and Dental University Arrangements on the Disciplining of Students.

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様式 3

Form3

停学解除通知書 Notice of Suspension Lift

学部名 学籍番号 氏名
Faculty (Graduate School) Student ID No. Name

東京医科歯科大学における学生の懲戒に関する申合せ7の規定により,

年 月 日付けで停学を解除する。

As of , Under Article 7 of Tokyo Medical and Dental University Arrangements on the Disciplining of Students, the suspension is lifted.

年 月 日
Year Month Date

東京医科歯科大学長
President, Tokyo Medical and Dental University

印
President's seal

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様式 4

Form4

告 示

Public Notification

東京医科歯科大学における学生の懲戒に関する申合せに基づき、次のとおり懲戒処分を行った。

The following disciplinary actions were taken under Tokyo Medical and Dental University Arrangements on the Disciplining of Students.

1. 懲戒処分となった学生の学部等

(学部の場合は学科まで記載。大学院の場合は専攻まで記載。)

Faculty, etc. of the student who was disciplined (In the case of an undergraduate school, list up to the school. If the student is a graduate student, even the track is listed.)

2. 処分内容 Content of disciplinary action

(退学の場合)	退学								
In the case of Withdrawal	Withdrawal								
(停学の場合)	停学 (有期停学の場合は期間)								
In the case of Suspension	Suspension	(例: 年 月 日 ~ 年 月 日)							
(訓告の場合)	訓告	Ex.	Year	Month	Date	Year	Month	Date	
In the case of Admonition	Admonition								

3. 処分理由 Reason of disciplinary action

年 月 日
Year Month Date

国立大学法人
東京医科歯科大学長
President, National University Corporation,
Tokyo Medical and Dental University