

Ritsumeikan Asia Pacific University Regulations on Punitive Measures for Students

(Purpose) Article 1.

1 These regulations stipulate procedures concerning the punitive measures prescribed in Article 32-3 of the Ritsumeikan Asia Pacific University Regulations (hereinafter the “University Regulations”).

(Applicability of punitive measures) Article 2.

The punitive measures in these regulations shall apply to undergraduate students, graduate students, and non-regular students stipulated in Article 38 of the University Regulations

(Approach to punitive measures) Article 3.

1. Punitive measures shall be applied in accordance with educational considerations and a comprehensive review of the nature, manner, maliciousness, and outcomes of the conduct that is subject to punitive measures as stipulated in Article 32-3 of the University Regulations.

2. Disadvantages incurred by students as a result of punitive measures must be kept to the minimum necessary in order to accomplish the purpose of the action.

(Period for application of punitive measures) Article 4.

1. Punitive measures may be applied to students as long as they hold status as a student of the University after admission.

(Conduct subject to punitive measures) Article 5.

Conduct subject to punitive measures is stipulated in Article 32-3 of the University Regulations.

(Types of punitive measures and standards for their application) Article 6.

1. Punitive measures stipulated in paragraph 3, Article 32-3 of the University Regulations shall be as follows:

- (1) Disciplinary withdrawal: Status as a student is revoked.
 - (2) Suspension: Student's participation in the university's educational programs and extracurricular activities is suspended for a specified period.
 - (3) Warning: Student's responsibility for his/her conduct is confirmed and a warning regarding future conduct is issued in writing.
2. Standards for application of punitive measures shall be stipulated in the Student Handbook.

(Period of suspension) Article 7.

A period of Suspension shall be indefinite or for a fixed term of between one and six months.

(Reprimand) Article 8.

1. The Dean of Student Affairs may issue a Reprimand to a student for conduct that does not warrant a Warning.
2. A Reprimand shall make the student aware of the problems with his/her conduct and encourage them to reflect on it.

(Investigation) Article 9.

1. When conduct subject to punitive measures or suspicion thereof occurs, the Dean of Student Affairs shall without delay conduct questioning and other forms of investigation to establish the facts of the case. However, if the student does not cooperate with an interview without a justifiable reason, or does not attempt to justify their actions by submitting evidence that would be in their favor, the student may be deemed as having abandoned the opportunity to do so.
2. The Dean of Student Affairs must give the student under investigation under the preceding article verbal or written notice of the nature of said investigation and furnish an opportunity for the student to account for the situation.
3. The stipulation of the preceding paragraph shall not apply in the event of special circumstances such as where the conduct is manifestly evident and amounts to a serious crime.
4. A person assisting the student (including a lawyer) may be permitted to be present at the interview with the student under investigation if the student makes such a request. However, this does not apply if it interferes with the investigation.

(Punitive procedures) Article 10.

1. In the event that pursuant to an investigation under the preceding article the Dean of Student Affairs

- judges that punitive measures are appropriate, he/she shall produce a proposal for punitive measures and submit it for approval by the President following deliberation by the Student Affairs Committee.
2. The Dean of Student Affairs may, if necessary, consult with the Dean of Academic Affairs when preparing a proposal for punitive measures.

(Effective date of punitive measures) Article 11.

1. Punitive measures shall be determined by the President following the procedures stipulated in the preceding article and will be relayed to the student in a written notice outlining the punitive measures.
2. Punitive measures shall take effect on the day that the student is issued with the written notice outlining the punitive measures.

(Notice of punitive measures) Article 12.

1. The President shall provide students with a written notice of the punitive measures.
2. Notice shall be deemed sufficient upon issuance.

(Announcement) Article 13.

1. After taking punitive measures, the President shall publish an announcement thereof without delay.
2. The announcement shall include the College or Graduate School with which the student is affiliated, the student's year level, the type of punitive measure taken, and the grounds therefor.
3. The announcement shall be published for a period of one month.
4. In the event of special circumstances and following deliberation by the Student Affairs Committee, some or all details may be withheld from the announcement.

(Termination of indefinite suspension) Article 14.

1. Suspension for an indefinite period cannot be terminated until at least six months have elapsed after the date on which it took effect.
2. The Dean of Student Affairs may propose that a Suspension for an indefinite period be terminated if considered appropriate after six months have elapsed.
3. Termination of a Suspension for an indefinite period shall be determined by the President following deliberation by the Student Affairs Committee.
4. Notice to a student of termination of his/her Suspension for an indefinite period shall be furnished in writing.

(Record of punitive measures) Article 15.

The Student Affairs Committee shall make a record of each punitive measure in the student register.

(Appeals) Article 16.

1. A student subject to punitive measures may lodge an appeal within seven days counting from the day on which notice of the punitive action was issued. However, if the student is deemed unable to lodge an appeal within the said period for a legitimate reason, the student may lodge an appeal within seven

days counting from the day on which that reason ceased to exist.

2.A student wishing to lodge an appeal must submit an appeal form to the President within the appeal period in the preceding paragraph.

(Student Disciplinary Review Board) Article 17.

1.The President shall establish a Student Disciplinary Review Board in accordance with an appeal lodged under the preceding article.

2.The Student Disciplinary Review Board shall be composed of

- (1) one Vice President who is not a member of the Student Affairs Committee
- (2) the Dean of a College or Graduate School to which the appealing student is not affiliated
- (3) the Dean of Academic Affairs
- (4) the Director-General of University Administration and Student Services

3.The Student Disciplinary Review Board shall be chaired by the Vice President. The Vice President may request the Dean of Student Affairs to attend.

4.A quorum of a meeting of Student Disciplinary Review Board shall be reached upon attendance of a majority of its members.

5.The attendance of attorneys and other experts may be requested if considered necessary by the Chair.

6.The Student Disciplinary Review Board shall conduct a review in accordance with the appeal form submitted by the student.

7.The student lodging the appeal may state his/her opinions in writing and submit materials to the Student Disciplinary Review Board. In such cases, the Student Disciplinary Review Board may conduct interviews and investigate the student and other related parties if deemed necessary.

8.In the event that the Student Disciplinary Review Board judges the punitive measures to be appropriate, it shall recommend to the President that the appeal be dismissed.

9.In the event that the Student Disciplinary Review Board judges the punitive measures to be inappropriate, it shall recommend to the President that the punitive measures be cancelled or altered.

10.The President shall upon receiving a recommendation under the preceding two paragraphs notify the appealing student of the content of the review by the Student Disciplinary Review Board.

(Second review) Article 18

1.Upon receiving a recommendation under paragraph 9 of the preceding article, the President shall require the Dean of Student Affairs to undertake a second review.

2.When required under the preceding paragraph, the Dean of Student Affairs shall undertake a second review in the Student Affairs Committee

(Handling of request for withdrawal by student subject to punitive measures) Article 19.

1.In the event that a student subject to questioning and other forms of investigation under Article 9 requests to be withdrawn prior to the determination of punitive measures, consideration of such request shall not commence until the punitive measures are determined.

(Guidance during period of Suspension) Article 20.

1. In the event that the President judges educational guidance to be necessary, a student subject to Suspension may be permitted to use facilities and/or participate in extracurricular activities during the period of Suspension, however, no credit will be given.

(Additional provisions) Article 21.

1. Matters necessary for the implementation of these regulations shall be stipulated separately in addition to the provisions of these regulations.

(Amendment and abolition) Article 22.

1. These regulations shall be revised or abolished by the President following deliberation by the Student Affairs Committee and University Senate.

【Important Information from APU 】

At APU, in accordance with the Regulations on Punitive Measures for Students, punitive measures including expulsion and suspension will be taken against students who violate Japanese laws and/or the regulations of the University or who engage in actions that contravene their duties as students.

Misconduct on examinations etc. may result in the conferral of an F grade for the subject in question.

Students subject to disciplinary action may have their scholarships revoked.

Examples

1. Misconduct examinations etc.
2. Underage drinking and smoking and disruptive acts arising from underage drinking and smoking
3. Assault and harassment
4. Driving without a license, drunk driving, illegal parking or other violations of the Road Traffic Act
5. Usage, possession, smuggling, and sale of cannabis or other drugs considered illegal by the Japanese government