

## Warning on Examinations and Misconduct

When submitting written exams and reports (includes short reports and minute papers that effect student grades) for General Education subjects, never engage in misconduct as described below. Also, please comply with all of the following Notes on Written Examinations.

If any misconduct is detected in written examinations or reports, those involved will be subject to severe disciplinary measures. When taking exams, please be aware that misconduct is a violation of your duties as a student and will greatly disadvantage you.

### Notes on Written Examinations

1. Follow the exam proctor's instructions and refrain from any misconduct.
2. Please fill seats in the exam room starting from the front row.
3. Place your student ID card on your desk during the examination.
4. Except for writing utensils, place all personal items (especially mobile devices such as smartphones) in your bag. Do not leave them on your desk or keep them on your person. You may use a dictionary etc. only if permitted to do so.
5. Writing mats may be used only if permitted by the proctor.

### Definition of Misconduct

#### Written Examinations

- (1) Taking an exam in place of another person, or having another person take an exam in your place.
- (2) Using unauthorized textbooks, dictionaries, reference materials, notes, memos, etc. during the examination.
- (3) Looking at other people's answers, showing others your answers, receiving answers from others, etc.
- (4) Exchanging answers with others.
- (5) Keeping items such as smartphones, mobile devices, notes, etc. on your desk or on your person instead of placing them in your bag etc. as instructed.
- (6) Behavior that is contrary to the proctor's instructions and/or disrupts the fair administration of the examination.
- (7) Any other behavior that is deemed to be equivalent to the above.

#### Reports etc. (including short reports and minute papers that effect student grades)

- (1) Plagiarism: Ex. quoting your own or another author's copyrighted work or websites without citing a source, using content from another student's report
- (2) Fabrication: Ex. creating nonexistent test results and data, quoting nonexistent (fictitious) sources
- (3) Alteration: Ex. deliberately altering data and processes, manufacturing inauthentic results
- (4) Any other activities forbidden by the class instructor for the reason that they would prevent accurate evaluation of learning achievements.  
Ex. Using generative AI without the instructor's permission and submitting its output as your own work, or providing the content of reports to other students etc.

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Education and Student Support Department,  
Educational Affairs Division

# CHEATING ON CLASS QUIZZES AND ASSIGNMENTS IS ALSO STRICTLY PROHIBITED !

Please do not commit any of the following acts of academic dishonesty, which have already been made known to you in “Warning on Examinations and Misconduct”, even in class quizzes, quiz reports, minute papers, or other assignments.

If any misconducts is detected, those involved will be subject to  
serve disciplinary measures.

## Definition of Misconduct

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