

Tips for Successful Studies at GRIPS

Preparing for Lectures

- Be sure to read each of the readings assigned for a lecture before the lecture in order to gain the most from the class and be able to ask good questions.
- Always review your lecture notes after each class to make sure that you understood everything.

Preparing for Examinations

- It is acceptable to ask: what course material is most important for the exam; what is the format of the exam; and whether any practice exams are available.
- Using your lecture notes, problem sets, and readings, try to predict what the exam questions will be, and develop answers for those questions.
- Try explaining difficult topics to your friends. It will help you to evaluate your understanding.
- As you prepare for an exam, if you still have questions about a topic, ask the professor about it during office hours or in a review session.
- Be sure to get enough sleep and eat healthy foods.

During Examinations

- During the exam, make sure to allocate your time appropriately: you do not want to get stuck spending a lot of time on a question that is not worth many points while neglecting to answer other questions which are worth considerably more points.
- Follow the exam directions carefully; make sure that you have answered each part of the question.
- Take care to write legibly.
- If you have time, review your answers before submitting your exam.

Allocating Your Time During Term

- The end of the term is usually a very busy time, with many examinations and papers due in a short period. Avoid procrastinating. Begin writing your papers as soon as you can, and study the course materials throughout the term so that the end of the term will not be so hectic.

Cheating and Plagiarism

GRIPS View of Cheating and Plagiarism

Cheating and plagiarism are viewed as serious offenses at GRIPS. They directly affect the morale of the other students and lower the reputation of the school. In that light, cheating and plagiarism will not be tolerated and may result in serious penalties, including suspension or expulsion from GRIPS. All staff and students have a responsibility to prevent, discourage, and report cheating. For more information about penalties, see 2-3 *Disciplinary Policy Regarding Student Misconduct*.

Definition of Cheating

Cheating is fraudulent conduct in university coursework and examinations. Cheating includes passing off work done by someone else as your own work, or otherwise trying to gain unfair advantage in coursework and exams.

Examples of Cheating

Examples of cheating include, but are not limited to:

- Impersonating someone else in a test or examination, or abetting such impersonation;
- Copying from another student during a test or examination;
- Referring to notebooks, papers, or any other materials during a closed-book exam;
- Submitting work for which credit has already been received in another course without the express consent of the current instructor;

- Helping others to cheat in the above ways;
- Falsifying data, i.e. manipulating research materials or processes, or changing or omitting data or results, such that the research is not accurately represented in the research record. While there is considerable leeway in the interpretation of data, the data itself must not be manipulated or distorted.

Definition of Plagiarism

Plagiarism is the copying of ideas, wording, or anything else from another source without appropriate reference, so that it appears to be one's own work. This includes published and unpublished work, Internet content, and the work of other students and staff.

Examples of Plagiarism

Examples of plagiarism include, but are not limited to:

- The submission of a work, either in part or in whole, completed by another;
- Failure to give credit for ideas, statements, facts, or conclusions which rightfully belong to another;
- Paraphrasing the ideas, interpretation, or expressions of another without giving credit;
- In written work, failure to use quotation marks when quoting directly from another, whether the quoted material be a paragraph, a sentence, or even a part thereof;
- Using another writer's entire paper (or a substantial part of it), even with a citation.

Disciplinary Policy Regarding Student Misconduct

Misconduct in Academic Activities

'Misconduct during an examination' refers to any behavior considered improper for a graduate student under instruction at GRIPS, such as using materials prohibited at a test site, including cheat notes constructed by the student; prohibited devices; or the answer sheets of another.

Misconduct in the context of a research paper refers to plagiarism (the unattributed use of a source of information when that information is not considered common knowledge); intentional falsification of analytical results and/or research data; and other such unethical behaviors.

Misconduct in Non-Academic Activities

'Misconduct in non-academic activities' refers to any conduct that would disrupt the good order of the university, or any behavior unsuitable for a student under instruction.

Penalties

In accordance with Article 56 of the School Regulations, disciplinary action taken with regard to students found guilty of misconduct may include a reprimand, or suspension or expulsion from the university. Suspension may be of two types, either for a period of one week to three months, or for a period of six months. The date on which the disciplinary action goes into effect shall in principle be the same date on which the notice of said action is issued.

Treatment of Academic Misconduct

1. In the event of a reprimand, the student's enrollment in the relevant course shall be annulled.
2. In the event of a suspension, the student's enrollment in the relevant course shall be annulled, and, depending on the severity of the case, the student's enrollment in all courses in the term in which the misconduct occurred, or in the relevant school year, may also be annulled.

3. During the period of suspension, the student shall not be allowed to register for courses, attend classes, or take exams.

Treatment of Non-academic Misconduct

This shall be decided on a case-by-case basis.

Disciplinary Procedures

Disciplinary action for students suspected of misconduct shall be determined and executed as follows:

1. In the case of misconduct relating to academic activities, the faculty member in charge of the relevant course shall report the details of the misconduct to the Dean of the Graduate School. In the case of misconduct in non-academic activities, the faculty/staff with knowledge of the details of the offense shall report the details to the Dean of the Graduate School.
2. The Dean of the Graduate School shall report the details of the incident to the University President and shall convene an investigative committee composed of the Dean of the Graduate School (committee chair), the Vice-President for Academic Affairs, the Program Director, the instructor of the relevant course, and others as deemed necessary.
3. The investigative committee shall consider the facts relevant to the case, develop a proposal for the penalty, and submit the proposal to the University President.
4. The University President shall receive the aforementioned proposal from the investigative committee, develop a proposal for final disposition, and present it for deliberation at the Academic Council, in the course of which the results shall be finalized.
5. The University President shall notify the relevant student regarding the content of the disciplinary action.
6. In the event that the student files an objection regarding the decision, the University President shall have the investigative committee engage in further

consideration of the matter. The investigative committee shall take into consideration the content of the student's objection, and report the results of its investigation to the University President.

7. In the event of a change in the content of the penalty proposal, the revised proposal shall once again be placed before the Academic Council, and upon deliberation, the

proposal shall be finalized.

8. Disciplinary action in response to student misconduct, including details regarding the misconduct and the penalty, shall be publicized within the University. The publicized information will omit the student's name and school identification number.

Harassment

Harassment debases human dignity and causes deterioration in the research, education, and working environment of GRIPS. GRIPS will never tolerate such behavior and shall work to eradicate all forms of harassment and establish a campus wide environment in which GRIPS members respect each other and each individual can fulfill their individual potential.

Please be aware that GRIPS' students come from diverse backgrounds, and have diverse values and customs. This means that what is acceptable in one person's country or region may not be considered acceptable in other countries or regions. We encourage each of you to reflect on your own behavior so as to contribute to the establishment of a campus environment where every one of us can feel safe and enjoy the cultural diversity of GRIPS.

Definition of Harassment

Harassment means inappropriate verbal or other behavior (pertaining to race, nationality, gender, hometown, religion, political beliefs, age, occupation, physical characteristics, and a broad range of other matters related to a person's individuality) that undermines the dignity of the person and/or makes them feel uncomfortable.

Harassment can take various forms, but common types of harassment that become problematic in a university setting are: sexual harassment; academic harassment; and power harassment. The various forms of harassment do not always occur independently; at times they overlap.

Responsibility of the Institute

The President of the Institute is responsible for implementing all measures and policies for the prevention of harassment, and for creating a plan of countermeasures against harassment. Each Institute member holding a supervisory position is responsible for providing guidance about the prevention of harassment in daily activities, in order to secure a comfortable environment free of harassment, increase awareness of harassment, and create appropriate countermeasures to prevent problems resulting from harassment.

Responsibility of Members

Each member of the Institute (faculty, staff, and students) is responsible for ensuring that he/she does not engage in

harassment that damages the human dignity of another person, and for making efforts to prevent harassment. Members must pay careful attention to the following in order to prevent harassment-related damage to the study or work environment.

- (i) No student, faculty, staff, and other relevant party who raises harassment-related issues shall be regarded as a so-called trouble-maker, and harassment-related issues shall not be dismissed out-of-hand as personal issues between the concerned parties.
- (ii) In order not to create an atmosphere of victimizers and victims in issues related to harassment, all members need to be sensitive to those around them and behave appropriately.

Specifically, members need to pay careful attention to the following points and take appropriate action.

- If a member witnesses harassment, he/she must proactively draw attention to the harassment or take proactive measures before serious damage is caused to the study or work environment.
- Victims of harassment tend to avoid consulting other people regarding harassment because of feelings of embarrassment, not wanting to be labeled a troublemaker, or fear of retribution. To prevent harassment damage from becoming serious, it is important that members seek counseling if they notice any harassment.

What To Do If You Are Being Harassed

To counter harassment, it is necessary to make a clear and unambiguous report of the incident. If it is difficult to make such a report, you should discuss the incident with someone you trust. It is best to make a note of when the harassment occurred and how it occurred, and if possible to obtain the testimony of a third person.

Consultation with Confidentiality

The Institute has established a hotline consultation desk for harassment. There is a link to the Harassment Consultation Desk in the G-way link book.

We guarantee that your privacy will be strictly protected. Please do not hesitate to contact the hotline if you are experiencing or have witnessed harassment. We will deal with hotline reports appropriately to prevent further problems.

Harassment Consultation Desk
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