

## [Graduate School of Social Sciences, University of Hyogo] Policy on Examination Dishonesty

The following actions constitute Examination Dishonesty in the Graduate School of Social Sciences, University of Hyogo). If an exam proctor observes dishonesty during the examination, the proctor will immediately order the applicant to stop the examination and leave the room. The applicant will not be permitted to continue the examination. The candidate will be disqualified in all subjects taken. No refunds or partial refunds will be issued for any examination fees or other fees already paid.

Furthermore, the applicant will be barred from taking any future entrance examinations administered by University of Hyogo.

Please note that depending on the circumstances, measures such as filing a police report regarding the misconduct may be taken.

### [Prohibited Conduct]

#### 1. General Examination Misconduct

① Providing false information on application documents. For example, attaching a photo of someone other than the applicant to the admission ticket or photo form is considered misconduct. Additionally, listing non-existent papers or publications in the research proposal, falsifying the list of research achievements, or providing other false or misleading information is considered misconduct.

② Having another person take the examination in place of the applicant.

③ Providing false information on the answer sheet. For example, writing a name or examination number that does not belong to the applicant will result in disqualification

④ Using electronic devices such as mobile phones, smartphones, wearable devices, tablet devices, electronic dictionaries, IC recorders, earphones, or music players during the examination is grounds for disqualification. Failure to follow the proctor's instructions and leaving these items in a bag or similar container constitutes misconduct.

If you wish to use a hearing aid or similar device due to illness, injury, or disability, this qualifies as a special accommodation for the examination, and you must submit a request in advance (within the designated period).

⑤ Failure to follow the instructions of the proctor or other staff.

#### 2. Written Examination

① Opening the test booklet or beginning to answer questions before the instruction to start the examination is given is misconduct.

② Using items other than the permitted writing instruments during the examination may be considered with misconduct. If you wish to use items such as handkerchiefs, eye drops, or tissues (with the contents removed from the bag or box), please inform the proctor before the exam begins.

- ③ Cheating during the exam (including placing notes related to the exam subject on the desk or picking them up to look at them, consulting textbooks or reference books, looking at other applicants' answer sheets, receiving answers from others, or using prohibited electronic devices during the exam) is academic misconduct.
- ④ Providing answers to other applicants or assisting them in cheating during the exam is misconduct.
- ⑤ Removing the exam booklet from the exam room during the exam is misconduct.
- ⑥ Removing the answer sheet from the exam room, whether during the exam or after it has ended is also misconduct.
- ⑦ Failing to follow the instructions at the end the exam, such as continuing to hold writing utensils or continuing to write answers is also academic misconduct.

### 3. Oral Examination

- ① Communicating with others during the examination (even while waiting in the waiting room) is misconduct.
- ② Recording video or audio during the examination (even while waiting in the waiting room) is misconduct.
- ③ Posting the information described in item ② above on the internet, even after the examination has ended will result in disqualification.
- ④ Disclosing the content of the oral examination to other applicants who are waiting after the examination has ended will result in disqualification.

In addition to the acts described above, the following actions by applicants may also constitute cheating. The same procedures apply if an applicant fails to follow the instructions of the proctor or other staff and is found to have committed cheating.

### [Acts That May Constitute Cheating]

#### 1. General Examination Guidelines

- ① Wearing clothing or other items printed with English letters or similar characters.
- ② Conversing with other applicants after the proctor has entered the room.
- ③ Making false statements intended to benefit oneself or other applicants.
- ④ Interfering with the progress of the examination, such as allowing sounds from mobile phones, watches, etc. (ring tones, alarms, vibration sounds, etc.) to sound for an extended period during the examination.
- ⑤ Engaging in behavior that causes a nuisance to other applicants.
- ⑥ Engaging in any other behavior that may compromise the fairness of the examination.