

Report Examination for the Fall 2023 Semester

Reports should be submitted online via e-class, DUET, E-Mail, Microsoft Forms, etc. When submitting your report, you must comply with the following:

1. **Information about Report examination for the Fall Semester (due between January 16th, 2024 and February 17th, 2024) will be available on Tuesday, December 26th in DUET or on "Exam and Report Information (DUET)" page of the University website.**

(Home > Current Students > Exam and Report Information).

Please note that information about general reports and in-class evaluations outside of this designated period will be sent to you individually by your instructor or posted on the bulletin board.

(For your reference)

- DUET

<https://duet.doshisha.ac.jp/>

- Exam and Report Information

<https://duet.doshisha.ac.jp/kokai/html/fi/fi010/FI01001G.html>

2. Please follow the directions given by your instructor regarding where and how you should submit reports and the file format (PDF, Word, Excel, etc.).

For information on how to convert files to PDF format and report submission procedures, please refer to the "Exam and Report Information (DUET)". (Japanese Only)

3. In accordance with the directions given by your instructor, you may be required to submit reports using the University's prescribed format. In this case, please download and use the format from the link below.

https://webdisk.doshisha.ac.jp/public/yfbkgApNIYcAMQYBQCJ8mw_-ObccNq4lCM5qrZEq844S



*Some courses use a format created by instructors or the department instead of the format above. There will be

separate guidance for such courses, so please check "Exam and Report Information", "DUET message" from your instructor, and the original website of the affiliated department carefully, and submit it in the appropriate format for each course as instructed.

*In the case of courses that require students to submit reports using the University's prescribed format, please be sure to fill in all the fields on the first page and submit it along with the body of the report to the designated address, even if "Cover sheet" field in the report information is marked "Not necessary".

4. When using a shared PC, the sign-in information of the previous user may be retained. **Please make sure that you are logged in with your own user ID** when submitting reports via e-class, DUET, E-Mail, Microsoft Forms, etc. **If the ID is different from your user ID, you will not be able to be properly evaluated.**

5. When submitting a report, please be sure to check that you have sent the correct content and file beforehand.

6. **No late essays or reports will be accepted.**

When you submit reports on the web (e-class, DUET, E-Mail, Microsoft Forms, etc.), there is a possibility that you may not be able to submit by the deadline due to delays in operation and email delivery caused by system failure or access congestion. Please allow ample time to submit your reports.

7. The following acts will be considered as suspected plagiarism. If you are confirmed by the faculty council to have plagiarized submitted course work, you will fail (students enrolled in or after 2004) or receive 0 points (students enrolled in or before 2003) for all of the courses that you have registered for in the semester concerned, and the decision will also be publicly announced (Certain courses as designated by the faculty council are excluded from this measure.).

- a. Using the writing of another individual, or information from the Internet as your own without citing the source.
- b. Submitting another individual's report or article as your own.
- c. Submitting a report or an article which you have asked another individual to compose for you or generated by

- electronic tools, software, etc.
- d. Composing a report or an article for submission as another student's work.
 - e. Obtaining another individual's report or article for the purpose of copying or providing another individual with your own report or article for the purpose of copying.
 - f. Other activities that damage the fairness of the evaluation of a report or an article.

In all essay and report examinations at Doshisha University we prohibit you from submitting work generated by Generative Artificial Intelligence (ChatGPT, Bard, BingAI, etc.) as your own. If you violate this rule, it will be considered an act of cheating and dealt with strictly. Details are available on the university website (see URL below).

<https://www.doshisha.ac.jp/en/news/2023/0615/news-detail-1371.html>

8. If you are confirmed by the faculty council to have plagiarized submitted course work, you will no longer meet the academic requirements and you may be disqualified from receiving financial aid.