

# National Chung Hsing University Principles for Dealing with Cases Violating Academic Ethics

Enacted in the Temporary Academic Affairs Meeting on May 5<sup>th</sup>, 2014  
Amended (Articles 4, 5& 7) in the 71<sup>st</sup> Academic Affairs Meeting on Mar. 29<sup>th</sup>, 2016  
Amended (Articles 1-12) in the 79<sup>th</sup> Academic Affairs Meeting on May. 5<sup>th</sup>, 2020

I . For the purpose of maintaining the quality and academic ethics of higher education and preventing the violation of academic ethics when writing master theses or doctoral dissertations for the University, these Guidelines are established with the principles of fairness, impartiality and objectivity in accordance with the Degree Conferral Law.

II . Violation of academic ethics referred to in this principle includes:

- (1) Forgery: Fictitious application material, research material, or research results
- (2) Alteration: Untruthful alteration of application material, research material, or research results
- (3) Plagiarism: Use of application material, research material, or research results without citing sources. Inappropriate source citing, if found to be serious, should be treated as plagiarism.
- (4) Written by a third party.
- (5) Repetitive publication without appropriate declaration
- (6) Citing one's own published works in large amounts without appropriate citing
- (7) Adopting translation works as publication without appropriate declaration
- (8) Other acts that violate academic ethics.

III . If a thesis conferred with a degree by the school (including degrees attained by creation, performance, works, achievements, written report, technical report or practical report) is found to be a forgery, alteration, plagiarism or be written by others or have any corruption, once proven true after investigation, the degree granted shall be revoked and publicly nullified. The student shall be notified to return the diploma subsequently. Other Universities and relevant institutes shall be informed of the revocation and nullification.

If the conduct mentioned in the preceding paragraph violates other laws and regulations, it shall be handled according to relevant laws.

Students whose graduate qualification and degree are revoked are considered expelled from the University.

IV . For cases reporting the name of the accused violator and clearly violating academic ethics, staff who are informed of the case shall immediately make a confidential report to the college of the accused student. The college shall hold meetings to finish reviewing the formal essentials within 10 days of receiving the report. If the case does not meet the requirements and rejected, the college shall

notify the accused student with a written notice and close the case. Cases that are established shall be handled by the Review Committee of the Office of Academic Affairs.

V. A review committee shall be established in 20 days upon receiving the report of academic ethics violation, and complete the review in accordance with the principles of fairness, impartiality and objectivity within 3 months and will be extended for 2 more months if necessary.

VI. The Review Committee shall consist of 5-7 members. The dean of academic affairs shall act as the convener and chairperson of the meeting. The convener and Dean of the affiliated college recommend members in accordance with the following rules. The Office of Academic Affairs will submit the list to the President to select members:

(1) Representatives of the college: 2-3 faculty, with the chair of the accused student's affiliated department, institute or academic degree program being the ex-officio member. If the chair of the accused student's affiliated department, institute or academic degree program have interest conflicts, the dean will designate one teacher from the accused student's affiliated department, institute or academic degree program as the ex-officio member. For the rest of the members, the dean shall recommend at least 3 times as many teachers as the representatives.

(2) Representatives of relevant fields outside the college: 2-3 faculty. The dean shall recommend at least 3 times as many teachers as the representatives.

The hearing of charges of academic ethics violation shall respect the judgments of professionals. The Review Committee shall ask the external impartial scholars in the related fields of the accused student's college as reviewers. There shall be at least 3 reviewers for each case (the recommended reviewers shall be at least three times as many as the reviewers. The reviewers of each case shall complete the review within 1 month and submit a review report as the judging basis for the Review Committee. The identity of the reviewers shall be kept confidential. The advisor of the accused, examination committee members, relatives within the third degree or relatives by affinity are not allowed to be members of the Review Committee. If necessary, the Review Committee may invite the advisor of the accused or the examination committee member(s) to attend the meeting and give an explanation.

VII. The Review Committee shall give a written notice to the accused or relevant personnel to provide written explanation within the specified time limit or make statement at the Review Meeting in person. Students who do not submit a written explanation or make statement within the specified time shall be deemed to be a

waiver of the opportunity to make statement.

- VIII. The Review Committee shall make the judgment according to the review report and respectively submit a written Review Meeting record to the Office of Academic Affairs and to the accused's affiliated department (institute or academic degree program) for record and as the basis for subsequent processing.
- IX. The Review Committee shall inform the complainant and the accused about the review result with a written notice after making a concrete decision, and clearly state the deadline for accepting appeals. If the accused's conduct violates other laws and regulations, the Office of Academic Affairs shall inform the relevant offices.
- X. Cases that have been deemed as inappropriate shall not be accepted again unless new evidence or facts are identified.
- XI. Any matters that are not provided by the Guidelines shall be implemented in accordance with the related rules of the Ministry of Education and the University.
- XII. These Guidelines shall be enforced upon approval of the Meeting of Academic Affairs. The same shall apply when these Guidelines are amended.