

National Chengchi University Guidelines for Review of Violations of Academic Ethics

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Zheng-Jiao-Zi No. 1060038759

- Article 1 This policy has been established by National Chengchi University (NCCU) to process violations of academic ethics involving current or graduated students which occurred during their study at NCCU in accordance with Degree Conferral Law, Enforcement Rules of Degree Conferral Law, Ministry of Education Principles for Processing Academic Ethics Incidents at the College Level and Above, NCCU University Regulations, Guidelines for Graduate Degree Examinations, and Student Reward and Punishment Policy.
- Article 2 A violation of academic ethics refers to any of the following situations that presents in the academic work of an NCCU student:
- A. Fabrication: Creating non-existent information in an application, research data, or research results.
 - B. Falsification: False altering of information in an application, research data, or research results.
 - C. Plagiarism: Using, without proper citation, the information of others in an application, research data, or research results. Improper citation, when deemed serious, will be considered plagiarism.
 - D. Presenting work that has been written by someone other than the student him or herself.
 - E. Releasing a duplicated publication without noting it as a duplication.
 - F. Substantial citations of one's own publications in a research project or thesis without proper citation thereof.
 - G. Publishing a translation as an original publication without noting it as a translation.
 - H. Other actions in violation of academic ethics.
- Article 3 If coursework, a report, or a journal publication submitted by an NCCU student entails any of the conduct described in the Subparagraphs of Article 2 herein, the instructor or the violating student's department may, depending on the severity of violation and the judgment of the actual facts, and according to a professional decision, decide to deduct points from the violating student's grade; or recommend disciplinary action in accordance with the NCCU Student Reward and Punishment Policy.
- If a thesis, dissertation, work of art, performance, written report, or technical report submitted by an NCCU student required by the degree conferral standards of Articles 6 and 7 of the Degree Conferral Law is found upon investigation by an investigation committee formed by a meeting of the corresponding college (hereinafter referred to as

the Committee) to have been involved in any of the conduct described in the Subparagraphs of Article 2 herein, that student will have his or her degree revoked by the university and will be recorded as suspended from the university.

Article 4 A report involving Paragraph 2 of Article 3 should be submitted under the real name and contact information of the informant, along with an actual subject, contents, and evidence. The report will be processed after the information is verified. NCCU maintains the absolute confidentiality of informants.

If the identification information provided by the informant is false, the report will be regarded as an anonymous report.

If a report is filed in the manner of the preceding Paragraph, where an anonymous informant accuses a subject, provides details of the violation, and there is sufficient evidence thereof, the report will be processed according to Paragraph 1.

Article 5 Cases reported according to the procedure in Paragraph 2 of Article 3 will be processed by the Office of Academic Affairs.

After a report is received by the Office of Academic Affairs, the dean of academic affairs will invite 2 to 3 instructors recommended by the dean of the relevant college as experts in the field to complete a formal examination of the facts within two weeks' time and determine whether the report will be further processed. A case which does not meet the formal criteria and is not accepted will be closed after notifying the informant in writing. Accepted cases will be transferred to the college of the accused, which shall immediately call a college meeting to form a Committee within 10 days of the transfer. The relevant investigation procedures will be conducted confidentially and completed within 3 months.

The investigation period in the preceding Paragraph may be extended when deemed necessary.

Article 6 The formation, meeting, and resolution of the Committee must adhere to the following:

- A. The Committee consists of 7 to 11 members, and is convened by the dean of the college of the accused. The department head is an ex-officio member, while the other members are university and external professional scholars selected by the dean. The number of the members from the department of the accused may not exceed one third of the Committee members. The list of the Committee members must remain confidential.
- B. The dean of the college will act as the chairperson of the Committee. If the dean must recuse him or herself from the meeting, a member of the Committee will be elected to chair the meeting in the dean's absence.
- C. Meetings must be held with the attendance of at least two-thirds of its members; resolutions must have the agreement of at least two-thirds of the attending members.

Article 7 A Committee member must recuse him or herself in accordance with the principles of fair, objective, and strict procedure if the following relations or conditions with the

accused are involved:

- A. A current or previous relationship as a spouse or blood relative within the fourth degree of kinship; or relative by marriage within the third degree of kinship.
- B. An advisor-student relationship involving a doctoral or master's degree thesis (including works similar to a degree thesis).
- C. Researcher or co-author involved in collaboration within the last 3 years on the presentation of a paper or research results.
- D. An on-going joint research project during the investigation of said case.
- E. A current or previous agent ad litem or assistant for the accused.

In any of the following circumstances, the accused may request that a Committee member recuse him or herself:

- A. Where the Committee member fails to recuse him or herself in spite of the existence of any of the circumstances specified in the preceding Paragraph.
- B. Where there are concrete facts to sufficiently support the belief that the member is likely to be biased in the exercise of his or her duties.

Where a Committee member entails any of the circumstances specified in Paragraph 1 but fails to recuse himself or herself, or where the Committee member is likely to be biased in the exercise of his or her duties, the Committee shall then invoke the authority of position to demand that Committee member to recuse him or herself.

Article 8 The Committee shall notify the accused to, within 2 weeks of notification, submit a written defense or attend the meeting to present a statement in person in response to the accusations. If the accused fails to do so by the allotted deadline, he or she will be considered to have forfeited the right to submit a defense or present a statement.

Where deemed necessary by the Committee, the investigation panel may obtain statements from the accused person's advising professor.

Article 9 After the investigation, the following resolutions will be made according to the circumstances of the academic ethics violation case:

- A. If the violation is unsubstantiated, then the accused and the Office of Academic Affairs will be notified in writing by the college of the accused.
- B. If a severe violation of academic ethics has been discovered, such as plagiarism or other fraudulent behavior, then the degree of the accused will be revoked.
- C. When the academic ethics violation is less severe than that in the preceding Subparagraph, the violating student will be ordered to rectify the violation, provide a public apology, or be subjected to other proper disciplinary actions. The relevant disciplinary actions will be given specific deadlines.

If an informant re-submits a report to make an accusation which has already been verified to not have violated academic ethics according to Subparagraph 1 of the preceding Paragraph, the relevant college may respond to the informant with the prior resolution without further action, with the exception of when that informant has supplied new substantial facts or new evidence.

For a violation of academic ethics substantiated by Subparagraphs 2 and 3 of the preceding Paragraph, the Committee will submit the investigation report, meeting minutes, and disciplinary action to the Office of Academic Affairs for the president's approval. The Office of Academic Affairs will then notify the informant and the accused in writing.

Article 10 The Office of Academic Affairs will execute the following according to the disciplinary actions approved by the president:

- A. If a student's degree will be revoked as a result of the violation, the revocation of the degree will be announced, and the diploma bestowed on the accused will be retrieved from the accused according to Subparagraph 2, Paragraph 1, Article 9. Other universities will be informed of the revocation and annulment, and letters will be sent to the National Central Library and NCCU library to request the withdrawal of the hard copies and electronic files of the publications of the accused.
- B. If the accused is required to rectify the violation, make a public apology, or receive proper disciplinary actions within a deadline according to Subparagraph 3, Paragraph 1, Article 9, then the accused shall complete the required actions by the deadline and submit relevant proof to the department of the accused. After approval by the advisor and departmental supervisor of the accused, the information will be delivered to the Office of Academic Affairs to be processed. If an accused fails to complete the required actions or if the actions are not approved by the advisor and departmental supervisor, then the degree of the accused will be revoked after the department of the accused reports to the Office of Academic Affairs according to the procedures of the preceding Subparagraph.

Article 11 Any matters that are not addressed in this policy will be governed by the relevant regulations of the Ministry of Education and NCCU.

Article 12 These Guidelines have been announced and are implemented upon the approval of the Administrative Committee meeting. The same procedure will apply to all subsequent amendments thereto.