

National Changhua University of Education Guidelines for Handling Violations of Academic Ethics Pertaining to Doctoral Dissertations or Master's Theses

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- I. National Changhua University of Education (hereinafter referred to as the "University") established these Guidelines to set forth procedures for impartially handling violations of academic ethics pertaining to doctoral dissertations and master's theses in accordance with the Ministry of Education's "Degree Conferral Act" and "Principles for Processing Academic Ethics Incidents at Junior Colleges and Institutions of Higher Education."
- II. Violation of academic ethics mentioned in these Guidelines shall refer to actions in the following subparagraphs:
 - (I) Fabrication: Creating non-existent information in an application, research data, or research results.
 - (II) Falsification: False altering of information in an application, research data, or research results.
 - (III) 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.
 - (IV) Presenting work that has been written by someone other than the student him or herself.
 - (V) Duplicating and releasing a publication without noting it as a duplication.
 - (VI) Substantial citations of one's own publications in a research project or thesis without proper citation thereof.
 - (VII) Publishing a translation as an original publication without noting it as a translation.
 - (VIII) Personally or request others to plead, peddle influence, bribe, threaten, or take other actions to interfere with the review or review procedures, or use illegal or improper means to influence the review of the thesis/dissertation.
 - (IX) Any other violation of academic ethics and integrity determined by the competent authority of the University.

The determination of the above violations of academic ethics must be reviewed and approved by the University's Review Committee.

- III. **The whistleblower must sign his or her real name, contact number and address, and specifically report the subject and contents of the violation of academic ethics. The handling unit must complete the review of formal criteria within five working days.**

After verifying that the report was made by the whistleblower and meets the criteria, the report should be immediately sent to the department (institute, degree program) of the accused person to handle the case according to these Guidelines. **A report that does not meet the formal criteria and is not accepted shall be closed after notifying the whistleblower in writing.**

Reports shall be handled in a confidential manner before it is verified and a case is opened, in order to avoid exposure of the whistleblower and the person being accused.

- IV. A Review Committee must be established within two weeks after receiving a report, and shall complete the review of violation of academic ethics based on the principles of impartiality, objectivity, clarity, and promptness within three months. The review period may be extended by two months with the approval of the president.

The Review Committee shall be formed by five to seven members, including the dean of the college and the director of the department (institute, degree program) of the accused person, as well as the representatives they nominate. The dean of the college shall serve as the convener and chairman of the meeting, and request approval from the president. However, the accused person's advisor or relative by blood or by marriage within the third degree of kinship may not be appointed as a committee member.

- V. When reviewing suspected violations of academic ethics, the judgment of the professional field should be respected. The review method should check the authenticity of the experimental data, verify whether it was written by others, compare the literature citations, and review the originality and contribution of the dissertation/thesis. The handling procedures are as follows: Within two weeks after the department (institute, degree program) receives a report, the Review Committee should send a letter to notify the accused person to submit a written reply to the report within a time limit, or give a statement in front of the Review Committee in person. The accused person shall be deemed to have abandoned the opportunity to give a statement if he/she fails to submit a written statement or give a statement in front of the Review Committee in person within the prescribed time. The Review Committee shall recommend at least three impartial scholars in the professional field for mutual verification, and at least one-third of them must be from outside the University. After the review, the reviewers shall submit a review report to provide a basis for handling. The identities of Review Committee members must be kept confidential. Where necessary, statements may be obtained from the accused person's advisor and oral examination committee members.
- VI. After a report is reviewed by the Committee, it shall make a specific decision and submit meeting minutes of the documentary review to the president for approval. The Committee shall issue a **confidential documents** to notify the whistleblower and the accused person of the handling results and reasons.

The notice in the preceding paragraph shall specify the review results, type of penalty, reasons, and the remedial unit and time limit if the accused person is dissatisfied.

If a case is found to have the following circumstances, related documents and investigation results of the case should be transferred to the Ministry of Education.

- I. Used advertising, dictation, publicity or other means to induce ghostwriting (production) of theses/dissertations, works, certificates of achievement, written reports, technical reports, or professional practice reports.
- II. Having personally engaged in ghostwriting (production) of theses/dissertations, works, certificates of achievement, written reports, technical reports, or professional practice reports, or aided acts of plagiarism through means such as dictation or images.

VII. **If the doctoral dissertation or master's thesis is found to be in serious violation of academic ethics, the degree shall be revoked, the University shall announce the cancellation of the previously conferred degree, notify the student involved to return his/her degree certificate, and inform other colleges, universities, and relevant agencies (organizations) of such revocation and cancellation;** any violations of other laws and regulations will be handled in accordance with relevant laws and regulations.

If the review finds fault that does not reach the level in the preceding paragraph, but still violates academic ethics, the Review Committee may prescribe a time limit for the accused person to revise or correct the thesis/dissertation involved in the case, and re-submit the revised thesis/dissertation to the University and the National Central Library for preservation.

If a student's graduation qualifications are canceled and degree is revoked, the student will be deemed to have been withdrawn from school, and will not be allowed to return to continue studies, even if the period of study has not been exceeded.

- VIII. Advisors should pay attention to students' learning situation and thesis/dissertation quality, and implement academic self-discipline. If the thesis/dissertation of a student they advised is found in violation of academic ethics, the advisor shall be responsible for inadequate supervision, and will be handled in accordance with Article 11 of the University's employment contract for full-time faculty members.
- IX. Any matters that are not addressed in the Guidelines shall be processed in accordance with the relevant regulations of the Ministry of Education and the University.
- X. These Guidelines shall take effect after being approved in the Academic Affairs Meeting and submitted to the president for approval. The same shall apply to subsequent amendments.