

Yuan Ze University Regulations for Handling Violations of Academic Ethics

Passed by the 6th Academic Affairs Meeting of the 2014 School Year, July 1, 2015
Amended by the 3rd Academic Affairs Meeting of the 2017 School Year, January 10, 2018
Amended by the 4th Academic Affairs Meeting of the 2021 School Year, March 2, 2022

Article 1 Yuan Ze University (hereafter, ‘the University’) hereby formulates these regulations in accordance with Article 7, Paragraph 2 of the “Degree Conferral Act” and Article 13 of “Yuan Ze University Regulations for Master and Doctoral Degree Qualifying Examination” to deal with students’ (current students and graduates included) violations of academic ethics.

Article 2 A violation of academic ethics means any of the following situations that happen during a student’s period of study:

1. Forgery: A student forged nonexistent application information, research data, or research results.
2. Falsification: A student used false application information, research data, or research results.
3. Plagiarism: A student used other people’s application information, research data, or research results without citing the sources. If a student fails to cite sources properly and the outcome is deemed unacceptable , the failure will be considered plagiarism.
4. Self-plagiarism: A student used the text from his or her own publications in the research project or thesis/dissertation without notation.
5. Duplicated without notation: A student repeatedly presented the same academic research result or publication without any proper indication.
6. Ghostwriting: Thesis/dissertation, application of a project, or research results were written by someone not involved.
7. Improperly influence the review of a thesis/dissertation by illegal or improper means.
8. Any other matter constitutes a violation of academic ethics.

Article 3 The type of conduct that constitutes plagiarism, forgery, fraud, or other unethical behaviors shall be investigated, reviewed, and determined by an investigation team made up of members appointed by the college involved.

Article 4 Reporting and filing complaints regarding violations of academic ethics,

whether through educational authorities forwarding public grievances or by other means, shall specifically identify the violator of the report, provide detailed facts, attach evidence, and submit to the Office of Academic Affairs with the informant's real name and contact address. After confirming with the informant that the reported matter indeed corresponds to the submitted complaint, then the case shall be immediately accepted for further action. Reports or complaints will not be accepted unless the violator is clearly identified and there are concrete facts with sufficient evidence. The identity of the informant and violator shall be kept strictly confidential.

Article 5 After receiving reports regarding violations of academic ethics, the Office of Academic Affairs shall determine whether to activate the case or not based on its conformance to the formal requirements of a report within three workdays of receipt. If the report in question does not conform to the formal requirements stipulated herein, the Academic Dean may close the case by notifying the informant in writing. As to the case whose formal requirements are deemed valid, the Academic Dean shall require the college with which the violator is affiliated to form an investigation team within ten days, conduct the review process in secrecy, and issue a resolution within two months. The aforementioned review period may be extended by up to one month if necessary.

Article 6 The investigation team shall be formed by the college with which the violator is affiliated, with the College Dean to be the convener; members of the team shall be appointed by the college and approved by the President. The investigation team shall consist of five to seven members including the College Dean, full-time faculty of the college, and impartial scholars or experts in law or a relevant professional field from within or outside of the University; scholars or experts outside of the University shall not be less than one-fourth of all the members. In the event of a conflict of interest between the College Dean and the violator, the Academic Dean shall serve as the convener instead. If a conflict of interest exists for both the College Dean and Academic Dean, the President of the University shall appoint a dean of another college to serve as the convener.

Article 7 Members of the investigation team shall recuse themselves from the process if they are involved with the violator in any of the following situations:

1. Being within the third degree of kinship by blood.

2. Being spouses, or within the third degree of kinship by marriage, or having had such a relationship.
3. Having had a dissertation/thesis advisor advisee relationship.
4. Being related through academic collaboration.
5. Being interested party.
6. Being those whose avoidance is required in accordance with other regulations.
7. Being individuals for recusal as proposed by the violator (not more than two).

Article 8 The violator shall be notified by the investigation team in writing to provide a written statement by the stipulated deadline or attend the team meeting to provide a statement in person. Failure to respond within the stipulated period or attend the meeting in person shall be deemed a voluntary forfeiture of their right to a statement.

In the event of degree conferral, the investigation team may require the presence of the violator's advisor during a meeting if necessary.

Article 9 Every meeting the investigation team convenes shall be attended by at least half of all members to review a case. A concrete resolution shall be issued by the investigation team following the review process; the determining that the student violated academic ethics can be passed only with at least two-thirds of the members attending and at least two-thirds of those attending concurring in their opinions. The review report and meeting minutes shall be submitted to the Office of Academic Affairs and the President for approval, after which both the informant and the violator shall be notified of the results. If a violator has any objection after receiving the notification of the review results, he or she may present a statement in written form stating all concrete facts and file a reapplication to the Office of Academic Affairs within thirty days. The reapplication can be filed only once. When dealing with a reapplication, the original resolution can be altered only with at least two-thirds of the members attending and at least two-thirds of those attending concurring in their opinions.

Article 10 Punishment and guidance for violations of academic ethics:

1. If enrolled students of the University are determined, through the review process, to have violated the academic ethics stipulated in Article 2 of these regulations, the department (college, institute, degree program)

shall submit the results and minutes of the review meetings to the Office of Student Affairs. The Office of Student Affairs shall then administer appropriate disciplinary actions in accordance with the student disciplinary regulations of the University.

2. If enrolled students or graduates of the University are determined to have violated the academic ethics stipulated in Article 2 of these regulations, and the violation is deemed severe by the investigation team, the violator's degree shall be revoked and the invalidation of the violator's diploma shall be publicly announced. After making the public announcement, the University shall notify the violator to return the degree diploma and shall inform other junior colleges, universities, and relevant institutions (agencies) of the circumstances of the revocation and invalidation. The University shall also send an official letter to National Central Library and the University's library to notify them that the digital and hard copies of the violator's dissertation/thesis shall be removed from the library collection. If the violation has not reached the level of degree revocation, the investigation team may implement appropriate measures for the violator. The advising professor may refer the case to the relevant college, department affairs meeting or Teacher Evaluation Committee for further deliberation.
3. If enrolled students of the University are determined to have violated the academic ethics stipulated in Article 2 of these regulations, they will be required to enroll in at least twenty units of relevant academic research ethics courses on the Center for Taiwan Academic Research Ethics Education (AREE) online teaching platform, starting from the date of the meeting with an issued resolution. They must obtain proof of course completion before being eligible to submit their graduation applications. The course completion certificate cannot be used for applying for degree examinations.

Article 11 After the investigation team determines that the case cannot be established, if the informant reports the same violator again, the complaint will not be accepted unless there is new evidence. When new evidence is confirmed, the case may be reviewed by the original investigation team.

Article 12 Matters not specified herein shall be governed by other relevant provisions of the Ministry of Education and of the University.

Article 13 These regulations will be adopted by Academic Affairs Meeting before ratification and implementation, as shall amendments when they are made.

The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese version shall prevail.