

Shih Chien University Guidelines Governing the Handling of Academic Ethics Violations in Dissertations and Master's Theses

Approved at the 1st session of the First Semester Academic Affairs meeting of the Academic Year
2015/2016 on September 22, 2015

1. Shih Chien University (hereinafter referred to as “This University”) has formulated these Guidelines Governing the Handling of Academic Ethics Violations in Dissertations and Master’s Theses (hereinafter referred to as “These Guidelines”) pursuant to the provisions set forth in Article 7-2 of the Degree Conferral Act and Article 7 of the Graduate Degree Exam Regulations of this University to create fair and objective procedures for the handling of academic ethics violations in Master’s theses and dissertations submitted to this University.
2. The term “Master’s theses and dissertations” as used in these Guidelines shall refer to theses/dissertations, written reports, technical reports, creative works, or performances for which PhD or Master’s degrees are conferred pursuant to the Degree Conferral Act.
3. The term “academic ethics violations” as used in these Guidelines shall refer to one of the following conditions in theses/dissertation, written reports, technical reports, creative works, or performances for which PhD or Master’s degrees have been conferred by this University:
 - (A) Fabrication: Non-existing research data or results have been fabricated.
 - (B) Falsification: Research data or results have been falsely altered or concealed.
 - (C) Plagiarism: Serious instances of using the research data or results of others without **citing** the source or with improper **citation** of the source.
 - (D) Ghostwriting.
 - (E) Extensive use of the **author**’s own published works without proper citation.
 - (F) Other serious academic ethics violations as verified by competent units of this University. The aforementioned academic ethics violations shall be reviewed and confirmed by a Review Committee for Academic Ethics Violations in Theses/Dissertations (hereinafter referred to as “This Review Committee”) formed by relevant colleges of this University.
4. Where academic ethics violations specified in Item 3, Paragraph 1 are detected by this University, they shall be handled proactively. Reports on violations shall be submitted to the academic affairs unit. The informant shall specify relevant

facts, attach relevant evidence, and provide his/her name and contact information (phone number and address) in writing.

When the academic affairs unit receives written reports on academic ethics violations in dissertations and Master's theses with the name of the informant, attached evidence, and contact methods, it shall hand over relevant information to the home college of the informant which shall form a review committee for investigation within three days. The review and verification process shall be completed within two months. This period may be extended by one month for complex cases or when investigations are conducted during summer/winter vacations. The informant and the accused shall be notified as required.

Reviews shall be conducted in a confidential manner prior to the verification and confirmation of reported cases. After verification and confirmation, the identity of the informant shall be kept strictly confidential.

5. The review committee shall be comprised of five to seven members including the dean of the home college, the chair of the home department (institute, degree program) of the accused, one or two faculty representatives of the home college, and impartial external and internal scholars and experts in relevant professional fields. The college dean shall recommend committee members and formally request their appointment by the President. The list of committee members shall also be kept strictly confidential.

Current or former thesis advisors, oral exam committee members, relatives within the third degree of kinship, and relatives by marriage of the accused as well as individuals who collaborate academically with the accused and or other interested parties shall not be eligible to serve as review committee members. The home college dean shall serve as the convener and meeting chair for the review committee. Where the college dean must recuse himself/herself in accordance with the aforementioned regulations, the President shall designate another person to serve as convener and meeting chair.

When the review committee convenes for a meeting, it shall notify the accused or related parties to provide explanations in writing within a prescribed time limit or state opinions during the meeting. Failure of the accused or related parties to comply with this request shall be construed as relinquishment of the opportunity to make a statement.

Review committee resolutions shall require a quorum of two-thirds of the committee members and approval by two-thirds of the members in attendance.

6. Where the review committee determines by resolution that the case of academic ethics violations specified in Item 3, Paragraph 1 is not established, its review report and meeting minutes shall be submitted to the academic affairs unit for

future reference subject to approval by the President. The academic affairs unit shall notify the informant and the accused in writing of the review results.

Where the review committee determines by resolution that the case of academic ethics violations specified in Item 3, Paragraph 1 is established, its review report and meeting minutes shall be submitted to the academic affairs unit for resolution subject to approval by the President. The academic affairs unit shall notify the informant, the accused, and the home department (institute, degree program) in writing of the review results.

7. Where it is confirmed by the review committee upon review and verification that one of the academic ethics violations specified in Item 3, Paragraph 1 exists in a thesis/dissertation, written report, technical report, creative work, or performance for which a PhD or Master's degree has been conferred and a resolution to revoke said degree has been adopted, the degree of the accused shall be revoked by the academic affairs unit upon ratification of said resolution by the Academic Affairs Committee (by adopted resolution) and approval **by** the President. The revocation of the already awarded diploma shall be publicly announced and the student shall be notified to return his/her diploma. Other colleges, universities, and tertiary institutions and relevant authorities shall also be notified. Violations of other laws and regulations including the following shall be handled pursuant to applicable laws and regulations.
8. Where it is concluded that the case of academic ethics violations specified in Item 3, Paragraph 1 is not established, the same case shall not be admitted again unless new facts or evidence are produced.
9. Upon verification of a reported case, the department (institute, degree program) shall restrict the number of supervised students of the thesis advisor involved in said case.
10. Matters not specifically covered in these Guidelines shall be handled pursuant to relevant regulations of the Ministry of Education and this University.
11. These Regulations and all amendments hereto shall be promulgated and put into effect upon ratification by the Academic Affairs Committee and approval by the President.