

# **CYCU Guidelines for Handling Academic Ethics Violations in Master's and Ph.D. Thesis**

June/3rd, 2015. Passed by the 2nd Standing Committee, fall semester, Academic Year 2014-2015

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March/5th, 2018. Revise by the 1st Academic Affairs Meeting, fall semester, Academic Year 2018-2019

- Artical 1 In order to ensure fair and impartial handling of violations of academic ethics in a master's or PhD thesis, in accordance with the Ministry of Education's Degree Conferral Act prescribed these Guidelines.
- Artical 2 A master's or PhD thesis as mentioned in these Guidelines refers to a degree-conferring master's or PhD thesis of CYCU given in accordance with the Degree Conferral Act.
- Artical 3 A violation of academic ethics as mentioned herein refers to one of the following behaviors:
- 1) Plagiarism: Materially use another person's writing without crediting the author or citing sources improperly.
  - 2) Fraud: Refers to those who fabricate or falsify. Fabrication is to make up false data or a third party ghostwrites the thesis; falsification means those who change data dishonestly.
  - 3) Other conduct serious violations of academic ethics.
- The above unethical behaviors that violate academic ethics shall be determined by the relevant college Academic Ethics Reviewed Committee (hereinafter referred to as "Reviewed Committee").
- Artical 4 To report violations of academic ethics in a master's or PhD thesis, informants shall hand in a written explanation that attaches the necessary evidence and indicate their legal name, conduct number, and address. Once the report has been verified as a violation of academic ethics, the case shall be processed immediately thereafter. The identities of informants shall be kept strictly confidential. In the case of anonymous reports, CYCU won't conduct the process.
- Artical 5 CYCU's Office of Academic Affairs shall be the unit that conducts all reports. After receiving a report, CYCU's Office of Academic Affairs shall, within a period of seven (7) days, review the report and determine whether to process the case or not. If the case does not meet the requirements stipulated herein, CYCU's Academic Affairs will dismiss the case and notify the informant in writing. If the case is considered admissible, the college to the one accused is enrolled shall group a review committee within

ten (10) days, and shall be done the process of review in two (2) months. The process of review shall be kept confidential.

Artical 6 The organization, meeting, and determination of the Review Committee shall be conducted in accordance with the following regulations:

- 1) The Review Committee shall consist of five to seven professional scholars in law, relevant professional experts, or professors with legal backgrounds from within or outside of the University appointed by the dean of the college and the chair of the department with which the accused student is enrolled. Members of the department shall not consist of more than one-third of the committee members. The names of the committee members shall be kept confidential.
- 2) The Review Committee shall be convened with at least two-thirds of the members attending. A determination shall require two-thirds or more of the review committee members to be present agreeing. Members shall attend meetings in person, and it is not allowed to entrust another person to attend or vote as a substitute.
- 3) Those who are or were thesis advisors or oral examination committee members of the accused students; those within the third degree of kinship by marriage or by blood; and those who have academic partnerships or are stakeholders with the accused students shall not serve on the Review Committee.
- 4) The dean of the college shall be the convener and the chairperson of the Review Committee. If the dean of the college needs to withdraw from the committee, the convener shall be selected from the other dean of colleges by CYCU's president.

Artical 7 Before the review committee meeting is convened; the accused student shall be notified in writing to provide a written statement in two weeks or attend the review meeting to declare a statement in person. If the accused student fails to meet the requirements mentioned above within the stipulated period, the accused student shall be deemed as volunteering to lose the chance of a statement. The Review Committee may require the accused student's advisor to present during the meeting if necessary.

Artical 8 The review of Academic Ethics Violations in Master's and PhD Thesis shall be abided by the determination of the professional field. After processing the review, the Review Committee shall state the resolution. The reviewed report and meeting record shall be sent to the Office of Academic Affairs. After the president of CYCU approves, the Office of Academic Affairs shall notify the informant and the accused student of the results, reasons, and

remedy methods.

- Artical 9 If a student whose thesis is determined to have violated academic ethics in a serious manner, his/her degree shall be revoked. Besides, they shall be announced that their diplomas will be invalidated. The University shall notify the student to return their diplomas and inform other tertiary educational institutions and relevant agencies (organizations) of the revocation and invalidation. If a student is found to violate other laws and regulations shall be processed in accordance with the provisions therein. A student found to have violated academic ethics, but not up to the level described in the preceding paragraph, shall be required within the stipulated period to revise their thesis, apologize in public, or take other action as appropriate ways by the Review Committee.
- Artical 10 If students who have been conferred a master's or PhD in ways of a thesis, work, proof of achievement, written report, technical report or professional practice report, etc., and are suspected of involving in violating the academic ethics shall be processed in accordance with these guidelines.
- Artical 11 Matters not addressed in these Guidelines shall be subjected in accordance with the relevant regulations of the Ministry of Education and CYCU.
- Artical 12 The Policy will be published and enforced upon approval at the Academic Affairs Meeting and after reported to the president, as well as the amendment.