

# Ming Chuan University Regulations for Dealing with Cases of Doctoral Dissertation or Master's Thesis Violating Academic Ethics

Passed at the Academic Affairs Committee Meeting on December 23, 2010  
Passed at the Academic Affairs Committee Meeting on May 14, 2020  
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- Article 1 As to deal with cases of doctoral dissertation or master's thesis violating academic ethics in a fair procedure, the Ming Chuan University Regulations for Dealing with Cases of Doctoral Dissertation or Master's Thesis Violating Academic Ethics (herein referred to as these regulations) is established in accordance with Article 17 of Degree Conferral Law and Ming Chuan University Procedures for Managing Academic Ethics.
- Article 2 The doctoral dissertations and master's theses referred to in these regulations include substitutionary works, proof of achievement and written, technical, or practical reports.
- Article 3 The violations of academic ethics in doctoral dissertations and master's theses referred to in these regulations are as follows:
1. Forged: fabricated or counterfeit non-existing data or ghostwriting of the dissertation/thesis
  2. Altered: falsely changed data
  3. Plagiarism: use of other's data from their application, research, or research results without citing the original source(s). Inappropriate citations and serious circumstances are considered as plagiarism.
  4. Illegal or improper means to influence the review of the dissertation/thesis
  5. Other situations violating academic ethics
- Article 4 To report a violation of academic ethics in a doctoral dissertation or master's thesis, an informer must provide his/her actual name, contact information, current address, and clearly state the actual target and provide ample evidence; the informer will be verified before the case will be processed. The informer's personal information will be kept absolutely confidential by the university.
- If the informer's personal information is false, then the violation case will be reported as anonymous.
- In such cases as mentioned above, if the informer did not provide his/her actual name, yet clearly stated the actual target and provided ample evidence, the case will be dealt with according to the first item of this article.

- Article 5 An Academic Examination Committee (herein referred to as the Committee) shall be established to examine cases of dissertation/thesis violating academic ethics based on principles of fairness and objectivity. The Committee is composed of the chair and two to three faculty members of the department/ school to which the student belongs; the dean of the school or a director appointed by the president shall serve as Committee convener. When necessary, external specialists will be invited as committee members. Neither the student's advisor, oral examination committee members, nor third-degree relatives can serve as Committee members. Any of those should excuse themselves from the discussion to avoid conflict of interest.
- Article 6 The evaluation of dissertation or thesis violating academic ethics should follow the following principles:
1. Respect the decision reached by professionals in this field
  2. Send a written notice to the graduate student reported for their dissertation/ thesis violating academic ethics within one week of the case being accepted; the student should provide a written explanation by the deadline set.
  3. The written notice from the informer of a violation and the response of the one being reported should be evaluated by at least two impartial scholars in this field, who should prepare a written report of their findings. The identity of the evaluators should be kept confidential.
  4. As long as the result from a case of violating academic ethics is pending, all procedures should be kept confidential.
- Article 7 When the Committee has completed the examination, a concrete decision should be made. When necessary, a hearing is to be held. An official notice is to be sent to the student being reported, requesting the student to provide an oral or written statement. After the hearing, a written notice is sent comprised of the resulting decision and reasons, stating the appeal deadline. If the case of violating academic ethics is one referred from the Ministry of Education and, upon investigation, is found to already include concrete evidence, the case does not need to be evaluated by impartial scholars; the decision is made directly by the Committee.
- Article 8 When a case of violating academic ethics in a dissertation or thesis is found to be a fact which is borne out by a subsequent investigation by the Committee, and is a serious violation, the degree conferred will be revoked, and notice will be made that any diploma(s) issued is voided. Violation of any other regulations will be dealt with in accordance with relevant regulations.

Any graduate student found guilty of the above behavior, upon their graduation qualification and degree being revoked, is not eligible to request continuing study, even if they have not reached the maximum number of study years; they must withdraw from the university.

For any case not fitting the serious criteria described above, but still found to have carelessly violated academic ethics, the student must correct the violation within the deadline set by the Committee and make a public apology or accept punishment in proportion to the violation.

If a student's dissertation or thesis does not correspond with the profession or is a case of violating academic ethics, the advisor will be responsible for the oversight and the affiliated school will reduce or suspend this faculty member advising newly enrolled students for one to three years and enhance educational training in academic ethics.

Article 9 Matters not covered above will be dealt with other relevant regulations or procedures.

Article 10 Upon being passed by the Academic Affairs Committee and approved by the president, these regulations were announced and implemented. Any revision must follow the same procedure.

**\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\***

Note: The title of Ming Chuan University Regulations for Dealing with Doctoral Dissertation and Master's Thesis Plagiarism was revised to Ming Chuan University Regulations for Dealing with Cases of Doctoral Dissertation or Master's Thesis Violating Academic Ethics, as passed at the Academic Affairs Committee Meeting on May 14, 2020.