

# Ming Chuan University Procedures for Managing Academic Ethics

Passed at the Administrative Council Meeting on November 6, 2017

Revised and Passed at the Administrative Council Meeting on April 26, 2021

- Article 1 In order to maintain academic dignity, implement academic self-discipline policy and equitably handle relevant cases, these procedures were established in accordance with “Academic Ethics Guidelines for Researchers by the Ministry of Science and Technology,” “Guidelines of Handling and Review of Academic Ethics Cases by the Ministry of Science and Technology,” “Statement on Academic Ethics by the Ministry of Science and Technology,” and the Ministry of Education’s “Provisions for Handling Academic Ethics Cases at Higher Education Institutions.”
- Article 2 Faculty referred to in these procedures are full-time and special program faculty members; Research personnel referred to are full- and part-time research assistants, as well as temporary workers who participate in projects.
- Article 3 When taking academic ethics courses, faculty and research personnel should comply with relevant regulations stated in “Ming Chuan University Procedures for Academic Research Ethics Education Course Conducted for Faculty Members and Research Fellows” while students should comply with regulations stated in “Ming Chuan University Guidelines for Taking Academic Ethics Education Course.”
- Article 4 Violation of academic ethics referred to in these procedures includes any of the following :
1. Fabrication: Fabricate non-existing data for an application, research data or research outcome.
  2. Falsification: Forges data for an application, research data or research outcome.
  3. Plagiarism: Use others’ data on the application, research data or research outcomes without citing sources. Serious improper citation is deemed as plagiarism.
  4. Conceal the fact that part of the content is an already published outcome or is part of a publication.
  5. Repeat publication or presentation without stating this or duplication in calculation of research outcomes.
  6. Numerous citations of one’s own publications in a research project or thesis or failure to properly cite sources.
  7. Influence thesis review with illegal or inappropriate measures.
  8. Violate relevant laws.

9. Other act that violates academic ethics.

When reporting violations, person(s) making reports should provide their real name and attach evidence. Anonymous accusations will be handled only when there is a specific target and sufficient evidence.

Article 5 The person being accused of violating academic ethics should be informed to submit a written defense responding to the content of the report within two weeks. Human Resources Division handles faculty cases in accordance with “Ming Chuan University Guidelines for Dealing with Plagiarism and Teacher Qualification Screening Violations by Faculty Members,” while Research and Development Division handles cases of research personnel by sending the case to the original unit of the person being accused for preliminary review and then to a Hearing Subcommittee established by University Faculty Review and Evaluation Committee for investigation and verification, and final resolution. For confirmed cases of violating academic ethics, the violation type should be stated and detailed evidence attached, along with a concrete suggestion for punishment.

Article 6 The Hearing Subcommittee established by the University shall consist of five or more members. The Executive Director of the University Faculty Review and Evaluation Committee, the Executive Director of Research and Development Division, and Dean of the respective School are ex-officio members, while other members will be nominated and chosen by the University Faculty Review and Evaluation Committee. Members should include an academician specializing in law; scholars from off campus may be contracted when necessary.

A Hearing Subcommittee meeting may only be held when two thirds of committee members are present, and resolutions will only be valid when two thirds or more of the attending members agree. Resolutions are reached through anonymous voting. Should the need arise, the person who is accused or the administrator of his or her unit may be invited to attend the meeting to provide explanation.

Article 7 The case review report should be completed within three months of the day the case was received. The review period can be extended for up to two months when necessary.

Article 8 The person who reported the case shall be notified in writing about the processing result and reasons. When a violation of academic ethics is proved, relevant units should also be informed of further punishment :

1. When the person being accused is a faculty member, the results should be sent to University Faculty Hiring and Promotion Committee for punishment discussion.

2. When the person being accused is a staff member, the results should be sent to Employee Review Committee for punishment discussion.
3. When the person being accused is a student, the results should be sent to Student Awards and Punishment Committee for punishment discussion based on **“Ming Chuan University Regulations for Dealing with Cases of Doctoral Dissertation or Master’s Thesis Violating Academic Ethics.”**

Article 9 Personnel involved in the procedures of accepting cases, conducting investigation or review and discussion should maintain confidentiality of any information acquired during the investigation process. Exceptions will only be made when the case relates to public interest and requires proper explanation from the university.

Article 10 If a member of the Hearing Subcommittee and the person being accused are in any of following relationships, he or she should refrain from becoming involved with the review.

1. Meet any of the conditions stated in Article 32 of Administrative Procedure Act.
2. Serve in the same department, graduate school, program or unit during investigation.
3. Student-instructor relationship for doctoral, master’s thesis within the recent three years.
4. Co-author relationship for thesis or research outcome within recent two years.
5. Conducting the same research project during review and investigation.
6. Others as specified in related regulations
7. Others with conflict of interest as recognized by the Hearing Subcommittee.

Article 11 Faculty, research personnel and students who have been proven to be in violation of academic ethics according to these procedures and cause claims from organizations that provide subsidies or other third parties or damages to the University are liable to pay compensation.

Article 12 Matters not covered in these procedures will be dealt with in accordance with relevant laws and relevant regulations of the University.

Article 13 Upon being passed at the Administrative Council Meeting and approved by the president, this organizational charter was 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.\*\****