

National Sun Yat-Sen University
Guidelines for Dealing with Plagiarism, Ghostwriting and Cheating in Writing
Master Theses or Doctoral Dissertations

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Article 1 The Guidelines are established according to Article 7-2 of the “Degree Conferral Law” and Article 6, Section 2 and Article 15 of the “Implementation Bylaws for Ph. D. and Master Degree Examination” to maintain the teaching quality and academic ethics, prevent plagiarism, ghostwriting or cheating in writing Master’s theses or doctoral dissertations and establish a fair treatment mechanism.

Article 2 For the written accusation that is affixed with the name of the accuser and indicates the victim and contents of the plagiarism or ghostwriting, the Office of Academic Affairs shall accept the accusation after confirming the willingness to accept the accusation of the accuser, and, within three days after accepting the case, ask the college and department (institute, degree program) to which the accused belongs to take action according to the Guidelines.

The accusation without the name of the accuser is not acceptable.

The accusation shall be kept confidential before the alleged accusation is proved. Actions must be taken to protect the accuser and the accused from being exposed to the public. The identity of the accused must be kept strictly confidential after the accusation is proved.

Article 3 The procedure to review the accusation of plagiarism, ghostwriting or cheating is described below:

(1) The Office of Academic Affairs notifies the college and department (institute, degree program) to which the accused belongs within three working days after accepting the accusation, and delivers the related documents to the college. The college forms a Review Committee within 10 days after receiving the documents and carries out the review fairly, justly, objectively and decidedly within four months.

The period of the review can be extended by two months, if necessary, and only one extension is allowed.

(2) The Review Committee shall have 5 to 7 members, including the dean of the college, chairman of the department, 1 or 2 representatives of the teachers of the college, 1 or 2 representatives of the teachers of related colleges and 1 legal adviser. The dean of the college to which the accused belongs shall report to the president to appoint the committee members.

The Review Committee may invite the representative of the Office of Academic

Affairs to attend the review meeting.

The advisor of the accused, examination committee members, kinsmen of the third degree or relatives by affinity are not allowed to be the member of the Review Committee.

- (3) The dean of the college acts as the chairman of the Review Committee and presides at the reviewing meeting. If the dean is the advisor of the accused or the examination committee member and must avoid the review, the academic vice president will act as the chairman of the Review Committee and preside at the reviewing meeting. If both the dean and academic vice president are the advisor of the accused or the examination committee members and must avoid the review, the administrative vice president will act as the chairman of the Review Committee and preside at the reviewing meeting.

- (4) The Review Committee shall recommend at least three external fair scholars in the specialty concerned as the reviewers. The person who has a common interest with the accused shall not act as the reviewer.

The reviewers must carry out the review within one month and submit a review report.

The identity of the reviewers must be kept in confidential.

- (5) When making the decision, the Review Committee shall respect the reviewers regarding their judgment in their professional area.
- (6) If necessary, the Review Committee may invite the advisor of the accused to attend the meeting and give explanation.
- (7) The review meeting can be convened at least by 1/2 of the committee members, and the resolution of the meeting can be made only by 1/2 of the committee members present at the meeting.

The Review Committee members must attend the meeting personally, and shall not designate any representatives to attend the meeting on their behalf.

Article 4 The Review Committee must give a written notice to the accused or stakeholder to make statements in writing within the specified timeframe or at the review meeting personally. If no statements are made within the timeframe or at the meeting as notified, the right to make the statement will be deemed as waived.

Article 5 If the accusation is deemed by the Review Committee as inappropriate, the review report and the minutes of the review meeting will be sent to the Office of Academic Affairs and forwarded to the president for approval. They will be returned to the Office of Academic Affairs for reference after approved by the president. The Office of Academic Affairs shall notify the accused in writing about the result of the review.

If the accusation is deemed by the Review Committee as appropriate, the review report and the minutes of the review meeting will be sent to the meeting of academic affairs for resolution. The Review Committee shall be respected with regard to its judgment unless concrete professional and academic reasons that are persuasive enough to affect

the reliability and correctness of the result of the review are raised at the meeting of academic affairs.

After the president approves the resolution of the academic affair meeting to revoke the academic degree and take related actions, the Office of Academic Affairs will give a notice of the result to the accuser, accused and the department (institute, degree program) to which the accused belongs. Any party who wants to make objections must appeal to the Office of Academic Affairs or Student Appeal Review Committee in writing with concrete reasons within 15 days after receiving the notice.

For the appeal to the Office of Academic Affairs, the original Review Committee will conduct a written review of the appeal. If the appeal is deemed as appropriate, the Review Committee must convene the review meeting to review the accusation again. For the appeal to the Student Appeal Review Committee, the Office of Student Affairs shall take over the review and act according to appeal-related regulations.

Article 6 If the thesis or dissertation with which a student obtains the academic degree (including a student who obtains the degree with his/her creative works, exhibition or performance, written or technical reports) is involved in plagiarism, ghostwriting or cheating and the accusation is deemed by the Review Committee and the Office of Academic Affairs as true, the graduate qualification and academic degree of the student will be revoked. The revocation will be posted on the website of the university and a written notice will be given to the accused to retrieve the degree certificate that has been granted to him/her. The national library and the library of the university will be notified by letter to withdraw the paper and electronic files of the thesis or dissertation.

The student whose graduate qualification and academic degree has been revoked will be deemed as discontinuation of schooling. No continuation of schooling is allowed even if the student has not finished his/her study within the specified study period.

Article 7 The accusation that has been deemed as inappropriate will not be accepted again unless new evidence or facts are identified.

Article 8 The matters that are not covered by the Guidelines are subject to related regulations of the university and the Ministry of Education.

Article 9 The Guidelines are passed at the meeting of academic affairs and implemented after being approved by the president. The same procedure is applicable to the amendment of the Guidelines.

(These guidelines are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.)