

**National Sun Yat-Sen University**  
**Guidelines for Student's Academic Ethics and Handling of Cases in Violation of**  
**the Academic Ethics**

Approved at the 129<sup>th</sup> meeting of academic affairs in the 100<sup>th</sup> academic year, October 17, 2011

- Article 1 The Guidelines are established to maintain the academic ethics, ensure correct academic values among students, create a correct behavior criteria for students and provide a basis for dealing with violations of academic ethics.
- Article 2 Students must observe the Academic Policies and examination rules of the university as well as the regulations that the department or institute establishes to study in a conscientious and careful manner, publish theses and prepare papers based on the principle of good faith, and abide by the following regulations:
- (1) It is not allowed to infringe upon the intellectual property rights of other people, or copy textbooks or other materials illegally, or spread software that is not authorized legally.
  - (2) The evidence related to the study or research must be recorded and preserved carefully for future checking and verification. No fabrication of materials or forgery of data is allowed.
  - (3) All published academic works and reports must be finished personally with the name of the author, and no plagiarism, ghostwriting, or cheating is allowed.
  - (4) The source of the works or reference materials cited must be marked clearly, and no plagiarism or translation of domestic or foreign literature for direct use is allowed. The source of the works of which the referring person is the author must be marked clearly to avoid self-plagiarism.
  - (5) It is not allowed to contribute an academic writing or the same academic writing with insubstantially modified contents repeatedly.
  - (6) It is not allowed to glom onto the result of a study that two or more than two students obtain commonly.
  - (7) It is not allowed to list the name of another person as the co-author without his/her prior consent.
  - (8) An agreement must be made with the co-author or advisor before publication of the academic writing on the indication of the name, attribution of the copyright and authorization of the right.
- Article 3 After the academic writing has been published during the schooling, the accusation of violating the academic ethics, if any, against the student will be dealt with as follows:
- (1) If any plagiarism, ghostwriting, or cheating is identified by the teacher or by any person who makes accusations thereof against the writing or report of a student published during the schooling, the student shall explain to the teacher within 3 days after receiving the notice of the teacher. If the plagiarism, ghostwriting or

cheating is deemed by the teacher, based on its professional academic judgment, as true, the teacher may reduce the grade of the course concerned depending on the severity of the violation and report to the Office of Student Affairs for further handling according to the “Student Awarding and Punishment Guidelines” of the university.

(2) If any person makes an accusation of plagiarism, ghostwriting or cheating against the writing or report of a student published beyond school, the following regulations shall apply:

1. For an accusation that is affixed with the name of the accuser and concretely states the violation of the academic ethics, the Office of Academic Affairs will notify the department (institute, degree program) to which the accused belongs within one week after accepting the accusation, and send related documents confidentially to the college to which the accused belongs. The college will convene a meeting of the Academic Ethics Committee within one month after receiving the documents. The resolution must be made fairly, justly, objectively and decidedly at the meeting.
2. The Academic Ethics Committee of each college must at least have 5 members. The dean of the college to which the accused belongs and the head of each department of the college are ex-officio members with the dean as the convener. At least one representative will be recommended from among the teacher and student of the college and department, and experts or scholars in the specialty concerned must be invited to the committee. If necessary, legal advisors or the representatives of related internal units may be invited to attend the meeting.

The meeting can be convened at least by 1/2 of the committee members. No representative is allowed to attend the meeting on behalf of the member who cannot be present at the meeting for whatever reasons.

3. The accuser must use his/her real name and address in the accusation of violation of academic ethics and present a properly signed accusation form. An accusation without the name of the accuser or other required information, or without indication of or evidence against the accused will not be accepted.
4. The accusation must be kept confidential before it is finally confirmed. The accuser and accused must be protected from exposure to the public.
5. For an accusation that has been confirmed, punishment must be imposed appropriately and the accusation must be announced to prevent recurrence of improper behavior. The identity of the accuser must be kept strictly confidential in all circumstances.
6. The Academic Ethics Committee must give a written notice to the accused or stakeholder to make statements in writing within the specified timeframe or at the meeting of the Academic Ethics Committee 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.

7. If the accusation is deemed by the Academic Ethics Committee as inappropriate, the college to which the accused belongs will send the resolution to the Office of Academic Affairs and forward it to the president for approval. The Office of Academic Affairs will, after the resolution is approved by the president, notify the accuser, the accused and the college and department (institute, degree program) to which the accused belongs in writing about the result of the resolution.
8. If the accusation is deemed by the Academic Ethics Committee as appropriate, it will be sent to the meeting of college affairs for resolution. The college to which the accused belongs will send to resolution to the Office of Academic Affairs for review and to the president for approval. The Office of Academic Affairs will, after the resolution is approved by the president, notify the accuser, the accused and the college and department (institute, degree program) to which the accused belongs in writing about the result of the resolution.
9. The department (institute, degree program) to which the accused belongs acts according to the “Student Awarding and Punishment Guidelines” of the university. If the academic writing of the accused is the one required by the department (institution) for the study, the approval of the academic writing shall be revoked.
10. The party may appeal to the Office of Academic Affairs or Student Appeal Review Committee in writing with concrete reasons within 15 days after receiving the notice.
11. An accusation that has been deemed as inappropriate will not be accepted again unless new evidence or facts are identified.

Article 4 Matters that are not covered by the Guidelines are subject to related regulations of the university and the Ministry of Education.

Article 5 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.)