

# **National Taipei University of Education Guidelines for Cases of In-service Master's Student Violation of Academic Ethics**

Approved by the 32<sup>st</sup> Continuing and Extension Education Meeting on March 7, 2019  
Revised and approved by the 42<sup>st</sup> Continuing and Extension Education Meeting on March 2, 2023

Article 1 These guidelines have been drafted by the National Taipei University of Education to address and resolve any cases of academic ethical violations committed by in-service master's student (including matriculated students and graduates) during their stay at the university.

Article 2 The academic ethical violations in these guidelines may belong to one of the following instances:

1. Degree theses, dissertations, created works, proofs of achievement, written reports, professional practice reports, or technical reports required for conferring of academic degrees that may have been plagiarized, misrepresented, written by someone else, or contain fraudulent contents.
2. Other matters that violate academic ethics

Article 3 When Subparagraph 1 of Article 2 applies to a university student, his or her degree examination will be given a score of “failed” upon confirmation by the Master’s examination committee of the case. The results shall be forwarded to the Office of Student Affairs, upon which the student will be punished according to the Guidelines for Student Reward and Punishment.

When Subparagraph 1 of Article 2 applies to a student who has already graduated, his or her conferred degree will be withdrawn, the diploma will be rendered void, and the student will be asked to return his or her diploma. All other colleges, universities, and relevant organizations (institutions) will then be informed of this degree withdrawal and a formal letter from the university will be sent to the National Central Library as well as the university library to remove print and digital copies of the reported person’s thesis or dissertation. Violators of other regulations will be dealt with according to the relevant laws. When Subparagraph 2 of Article 2 applies to a university student, the matter shall be reported to the Office of Student Affairs after confirmation of the matter based on the guidelines and handled in accordance with the Guidelines for Student Reward and Punishment. If it involves taking courses, the course instructor will be notified and scores will be deducted accordingly. The procedure is not covered by the relevant regulations governing score revision of the Guidelines for Student Scores.

Article 4 Reporting and notice of academic ethical violations should include specific individuals, concrete facts, and attached evidence presented to the office of Continuing and Extension Education. Upon confirmation of the matter with the reporting individual, the issue should be handled according to procedure. Cases where real names are not used and specific facts or evidence are absent will not be accepted. The identities of both the reporting individual and the reported person should be kept confidential at all times.

Article 5 When the Office of Continuing and Extension Education receives a reported case, it should complete a review of the formal requirements within ten working days and confirm whether a case has been established or not. For cases which do not meet the requirements and therefore have not been established, the reporting individual will be notified of the matter in writing and the case will be closed, upon approval of the dean of the Office of Continuing and Extension Education. For cases which have been established, except in instances when the reported person is undergoing degree examinations, in which the degree examination committee will be responsible for the investigation, the rest of these cases will be handled by a student academic ethics investigation committee (hereinafter referred to as “investigation committee”) which shall be formed by the college the reported person belongs to. The investigation should be completed within three months; a one-month extension will be granted if it becomes necessary and the procedure shall be carried out in confidentiality.

Article 6 The investigation committee shall be convened by the dean of the college or relevant college the reported person belongs to; the committee members shall be recommended by the college and forwarded to the university president for approval. The committee shall be composed of five to seven people, made up of the college dean, full-time college instructors, and impartial professionals of the field from inside and outside of the university. Committee members from outside of the university should account for at least one-fourth of the total number of committee members. If the college dean is required to sit out of the committee, the list of candidates submitted by the college to the university president for approval will not include the college dean; the committee convener shall be chosen by the committee members from among their ranks.

Article 7 Members of the investigation committee and the reported person must not have the following relationships:

1. Three degrees or less of blood relationship
2. Spouse or less than three degrees of relationship by marriage, including individuals who have formerly had such a relationship
3. Thesis or dissertation adviser
4. Those related through academic cooperation or with conflicts of interest
5. Those who should not be present due to relevant regulations

6. Maximum of two people regarded by the reporting individual as those who should not be involved in the case

Article 8 The investigation committee should notify the person reported in writing to present a written explanation or to come in person to present his or her side of the case. Failure to provide a written explanation or make a statement before the committee shall be considered as forfeiting the right to plead the case.

For cases which involved awarding of academic degrees, the investigation committee may invite the thesis or dissertation adviser to attend the meeting and provide explanations. The investigation committee will also recommend three professional scholars from outside of the university to serve as investigators, who shall provide the investigation report as basis for the review.

Article 9 The investigation committee needs to make a concrete decision after it completes its investigation. Validation of academic integrity violation requires the presence of more than two-thirds of the committee members, and approval of more than two-thirds of the committee members present. The validation report as well as the minutes of the meeting shall be forwarded to the university president for approval before notifying the Office of Continuing and Extension Education, who shall in turn inform the reported person and the individual who reported the violation, in writing, of the validation results. Should the reported person have any objections to the validation results, he or she needs to put in writing specific facts on his or her behalf and submit a request for review to the Office of Continuing and Extension Education within 30 days of receiving the notification of the validation results. Review of the case is only permitted once. During the review, the presence of more than two-thirds of the committee members, and approval of more than two-thirds of the committee members present is required to overturn the original decision.

Article 10 For reported cases which have been deemed invalid, the reporting individual may submit another report if he or she obtains any new information or evidence. After the Office of Continuing and Extension Education has ascertained that there is indeed new evidence supporting the case, the original investigation committee will take over the handling of the case.

Article 11 Any issue not covered by the Guidelines shall be handled and resolved by the relevant rules and regulations of the Ministry of Education and the university.

Article 12 These Guidelines shall be implemented after being approved by the Continuing and Extension Education meeting, as will all ensuing revisions.