

# 國立成功大學學生學術倫理案件審議辦法

## NCKU Regulations for the Review of Student Academic Ethics Violation Cases

109.05.27. 108 學年度第 2 次教務會議通過

Approved at the 2<sup>nd</sup> meeting of the Academic Affairs Council in the 2019-20 academic year on May 27, 2020

第一條 國立成功大學(以下簡稱本校)為維護高等教育品質與學術倫理，處理本校在學及已畢業學生於在學期間涉及學術倫理情事，特依據教育部「專科以上學校學術倫理案件處理原則」及「學位授予法」訂定本辦法。

Article 1 In maintaining higher education quality and academic ethics, these Regulations are established by National Cheng Kung University (NCKU) to administer the review of academic ethics violations committed by its current students or graduates during their study at NCKU in accordance with MOE Handling Principles for Academic Ethics Incidents at College Level and Above and Degree Conferral Act.

第二條 本辦法所稱違反學術倫理，指本校學生(含在學及已畢業生)於學位授予要求之學位論文、創作、展演或在學期間公開發表之論文有下列情形之一者：

- 一、造假：虛構不存在之申請資料、研究資料或研究成果。
- 二、變造：不實變更申請資料、研究資料或研究成果。
- 三、抄襲：援用他人之申請資料、研究資料或研究成果未註明出處。  
註明出處不當，情節重大者，以抄襲論。
- 四、由他人代寫。
- 五、未經註明而重複發表或出版公開發行。
- 六、大幅引用自己已發表之著作，未適當引註。
- 七、以翻譯代替論著，並未適當註明。
- 八、其他違反學術倫理情事。

Article 2 An academic ethics violation defined herein refers to an academic work produced by an NCKU student or graduate, including a thesis, dissertation, creative work, or performance in fulfilment of a degree requirement, or a paper published during their years of study, involving any of the following violations:

1. Fabrication: Creating nonexistent application documents, research

- materials, or research results.
2. Falsification: Falsifying application documents, research materials, or research results.
  3. Plagiarism: Use of another individual's application documents, research materials, or research results of without proper attribution. Improper attribution, if found to be grave, should be treated as plagiarism.
  4. Ghost authorship, or text written by another in your name.
  5. Double or duplicate publication without acknowledgement.
  6. Substantial citation of one's own previously published work without proper citations.
  7. Publishing a translation as an original publication without acknowledgement.
  8. Other acts in violation of academic ethics.

第三條 本校學生違反學術倫理案件(以下簡稱學倫案件)處理程序如下：

- 一、案件受理：學術誠信推動辦公室(以下簡稱學誠辦公室)依據本校「學術倫理與研究誠信實施辦法」召開會議審查是否受理。
- 二、案件調查：由被檢舉人所屬或相關學系(所、專班、學程)，籌組調查小組負責案件之審理、查證及處置建議事宜。
- 三、審議決定：由被檢舉人所屬學院或相關學院，籌組院審議委員會，負責審議及決定處置。

Article 3 An academic ethics violation committed by NCKU students (hereafter a violation case) shall be administered in the following procedures:

1. Receipt of a violation case: The Office of Academic Integrity, NCKU (the AI Office) shall convene a meeting to decide whether to accept and process the case according to NCKU Implementation Regulations for Safeguarding Academic Ethics and Research Integrity.
2. Investigation: An investigation panel shall be formed by the related department (institute, program) to adjudicate, verify evidence and make proposals on the case.
3. Resolution: A review committee shall be formed by the related college to review and resolve the case based on the results of the investigation.

第四條 調查小組組成及調查程序如下：

- 一、違反學術倫理案件之檢舉，檢舉人應具真實姓名及聯絡方式，並

具體指陳對象、內容及檢附證據資料，向學誠辦公室提出。檢舉案件未具真實姓名或無提出具體事證者，不予受理；檢舉人提供之身分資料有不實情事者，以未具名檢舉論。檢舉人及被檢舉人身分，應予嚴格保密。

- 二、被檢舉人所屬或相關學系(所、專班、學程)應於收到學誠辦公室通知後二十日內成立調查小組，調查小組由被檢舉人所屬學系(所、專班、學程)主管推薦學系(所)教師及校內外專業領域之公正學者專家三至五人，簽請院長遴聘，並以該學系(所、專班、學程)主管為召集人。若學系(所、專班、學程)主管須迴避時，召集人由院長就所屬或相關學系(所、專班、學程)之教師指定一人擔任。調查小組委員身分應予保密。
- 三、調查小組應於組成後二個月內完成調查，並提出調查報告。必要時，得延長一個月。
- 四、調查小組於進行調查時，應以書面通知被檢舉人在期限內提出書面說明或到場陳述意見。未於通知期限內提出說明書或到場陳述意見者，視為放棄陳述之機會。
- 五、調查小組必要時，得邀請相關人員列席說明。
- 六、調查小組完成調查後，應將調查報告提交院審議委員會審議。

Article 4 An investigation panel shall be established to administer the investigation of a violation case in the following procedures:

1. A report of a violation case should specify the accused person, contents, and evidence under the name and contact information of the informant, and shall be submitted to the AI Office. A report without the name of the informant or specific evidence will not be processed. If the identification information provided by the informant is false, a report will be regarded as an anonymous report. The informant and the accused person should be kept completely confidential.
2. Within 20 days upon receipt of the notice from the AI Office, the related department (institute, specialized program, degree program) shall form an investigation panel. The panel shall consist of three to five members elected from among department (institute, specialized program, degree program) faculty members, and scholars and experts specializing in the case-related discipline within or outside of NCKU, recommended by the department chair, institute or program director, and appointed by the college dean. The department chair, institute or program director shall serve as the convener of the panel. Should the panel convener recuse

himself/herself from the case, the college dean shall appoint a faculty member from the related department (institute, specialized program, degree program) as a new convener. The identities of panel members shall be kept confidential.

3. The panel shall complete the investigation of a violation case and submit an investigative report within two months after its establishment. The investigation may be extended for another month should the need arise.
4. During the investigation process, the panel shall notify in writing the accused party to submit a written report by the designated deadline or to make a statement in person in a scheduled meeting. The accused party who fails to respond accordingly shall be considered to have waived the opportunity to make a statement.
5. The panel may invite related personnel to provide information in their meeting should the need arise.
6. Upon completion of its investigation, the panel shall submit a written report of the results to the college review committee for review.

第五條 院審議委員會組成及審議程序如下：

- 一、審議委員會由被檢舉人所屬學院院長、院內教師及校內外專業領域之公正學者專家，共五至七人組成，由院長推薦簽請校長遴聘之。審議委員會委員身分應予保密。
- 二、審議委員會由院長擔任召集人及會議主席。若院長須迴避時，召集人由教務長擔任；若院長及教務長均須迴避時，則由校長指定副校長一人擔任。
- 三、審議委員會開會時，應有三分之二以上委員出席，出席委員三分之二以上同意，方得決議。
- 四、審議委員會開會時，應以書面通知被檢舉人提出說明或到場陳述意見。未於通知期限內提出說明書或到場陳述意見者，視為放棄陳述之機會。
- 五、審議委員會必要時，得邀請相關人員列席說明。

Article 5 A college review committee shall be established to administer the review of a violation case in the following procedures:

1. A college review committee shall consist of five to seven members, including the college dean and those elected from among college faculty members, and scholars and experts specializing in the case-related discipline within and outside of NCKU, recommended by the college

dean and appointed by the President. The identities of committee members shall be kept confidential.

2. The college dean shall serve as the convener of the committee and the chair of a committee meeting. Should the college dean recuse himself/herself from the case, the Vice President for Academic Affairs shall serve as the convener. Should both of them recuse themselves from the case, the President shall designate a vice president as a convener.
3. A meeting shall be convened with a quorum of more than two-thirds of committee members in attendance. A meeting shall not reach any resolution that fails to pass with a quorum of more than two-thirds of attending members.
4. The committee shall notify in writing the accused party to submit a written report by the designated deadline or to make a statement in person in a scheduled meeting. The accused party who fails to respond accordingly shall be considered to have waived the opportunity to make a statement.
5. The committee may invite related personnel to provide information in their meeting should the need arise.

第六條 院審議委員會作成決議後，應將調查報告書、會議紀錄及懲處結果送交學誠辦公室，並副知懲處項目執行單位。學誠辦公室應以書面通知檢舉人、被檢舉人調查審議結果。

Article 6 Upon reaching a resolution, the college review committee shall submit a report, meeting minutes, and a disciplinary decision to the AI office, with a notice to the unit responsible for disciplinary actions. The AI office shall notify in writing the informant and the accused person of the results of the investigation and the resolution.

第七條 院審議委員會認定有違反學術倫理者，得視違反情節輕重，作成下列單款或數款處置，送請教務處或學務處依相關規定執行：

- 一、書面告誡。
- 二、參加一定時間之學術倫理相關課程，並取得證明。
- 三、申誡、小過、大過、定期察看。
- 四、退學、開除學籍。

已畢業學生之學位論文違反學術倫理，情節重大者，應簽請校長核定後通知教務處，由教務處撤銷其學位、公告註銷並追繳已發之學位證

書，並函請國家圖書館及本校圖書館撤下其論文紙本及電子檔案；未達註銷學位程度者，審議委員會得限期命其修正或採取其他適當之處置。

學校依第二項規定撤銷學位後，應將撤銷及註銷事項，通知其他專科學校、大學及相關機關（構）。

Article 7 Based on the severity of a violation case, the college review committee may resolve to discipline the violator with one or more penalties below, which shall be administered by the Office of Academic Affairs or the Office of Student Affairs in accordance with the relevant regulations of NCKU:

1. A written admonition.
2. Completing an academic ethics course of certain length with a certificate.
3. A record of reprimand, minor demerit or major demerit, or placed under regular surveillance.
4. Dismissal or expulsion.

Should a degree thesis or dissertation submitted by an NCKU graduate involve a severe violation of academic integrity, the Office of Academic Affairs, upon approval by the President, shall revoke the degree, publish a notice of the invalidation, and recall the degree diploma. Meanwhile, the office shall notify in writing National Central Library and NCKU Library to remove the printed copies and electronic files of the thesis/dissertation. In a less severe case short of a degree revocation, the college review committee may require the person involved to make corrections or adopt appropriate measures to improve the thesis/dissertation.

As a result of a degree revocation in accordance with the provisions of Paragraph 2, NCKU shall inform other junior colleges, universities, and relevant institutions (agencies) of the circumstances of the revocation and invalidation.

第八條 為維護調查、審議之客觀性與公平性，與被檢舉人現有或曾有論文指導師生關係、口試委員、四親等內之血親、三親等內之姻親、學術合作關係或其他利害關係者，皆不得擔任調查小組與審議委員會之委員。

Article 8 To maintain impartiality and objectivity throughout the investigation and review process, those who are related to the accused person, including a former or current thesis/dissertation advisor, degree examination committee members, a fourth-or-closer degree relative by blood, a third-or-closer

degree relative by marriage, a partner in an academic cooperation, or a party in interest shall not be appointed as a member of the investigation panel or the college review committee.

第九條 本校在學學生因課程繳交之作業、報告、創作及展演等，有第二條各款所列情形者，任課教師或學生所屬學系（所、學程）得審酌事實及情節輕重，依本校學生獎懲辦法規定提報懲處建議。

Article 9 Should an assignment, report, creative work, or performance produced by an NCKU student for a course involve a violation defined in Article 2, the instructor or the related department (institute, program) shall recommend disciplinary actions based on the severity of the violation in accordance with the NCKU Directions for Student Rewards and Penalties.

第十條 本辦法如有未盡事宜，悉依教育部及本校相關規定辦理。

Article 10 Matters that are not regulated in these Regulations shall be administered in accordance with the relevant regulations of the Ministry of Education and NCKU.

第十一條 本辦法經教務會議通過後施行，修正時亦同。

Article 11 These regulations shall be approved by the Academic Affairs Council before taking effect. Amendments shall be processed accordingly.

本辦法以中文訂定，據以譯成英文。如有疑義必須解釋時，應以中文為主。

These regulations were translated from the original Chinese. In the event of discrepancies between the two versions, the Chinese always takes precedence.