

Chang Jung Christian University Doctoral & Master's Degree Thesis Plagiarism, Ghostwriting, or Fraud Handling Guideline Draft

12-28-2010 Approved by the 2010 First Semester End Academic Affairs Meeting
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Article 1: This school has established the Chang Jung Christian University (CJCU) Doctoral & Master's degree thesis plagiarism, ghostwriting, or fraud handling mechanism pursuant to the "Degree Conferral Law" promulgated by the Ministry of Education and the "Chang Jung Christian University Graduate Degree Examination Regulation" in order to safeguard the quality of higher education as well as academic dignity and to deal with such cases in a fair manner.

Article 2: The Office of Academic Affairs shall verify the report of named and specific plagiarism, ghostwriting, or fraudulent subjects and contents; investigate the actions claimed by the accuser, and submit the case to the department (institute, class, degree program) of the accused to handle the matter according to this Guideline.

Before the suspected plagiarism is confirmed, the allegation should be secretly held to avoid the exposure of the prosecutor and the accused.

Article 3: The Office of Academic Affairs shall establish an investigation committee within two weeks after receiving a thesis plagiarism, ghostwriting, or fraud case and conclude the investigation within two months based on the principle of fairness, objectivity, and clarity. The case may be extended by two more months if necessary and upon approval by the president.

The investigation committee shall comprise five to seven members including the Dean of Academic Affairs and the representatives from the college or department (institute, class, degree program) of the accused. The members of the committee must be approved by the president. The Dean of Academic Affairs shall serve as the chairperson and chair the committee. The academic advisor, blood relative within the third degree, and relatives by affinity shall not serve as committee members.

Article 4: The thesis plagiarism, ghostwriting, or fraud investigation shall respect professional field judgments. The handling procedures are as follows: Within two weeks after the investigation committee has been established, a letter containing the accusation content shall be issued to the accused to request a written response by a deadline. Failure to make a response or express opinions at the committee meeting by the deadline shall be regarded as having waived the right to express opinions. Subsequently, the

investigation committee shall recommend at least three impartial scholars in the professional field to investigate and confirm each other's results, and a minimum of one-third of these scholars shall be non-CJCU faculty members. Subsequently, the investigators shall complete the investigation within one month and issue an investigation report to serve as the basis to determine the case outcome. The identities of the investigators shall be kept confidential.

Article 5: After the investigation has been completed by the investigation committee and made a specific ruling, the committee shall issue two copies of one investigation result report in writing, with one copy submitted to the Office of Academic Affairs and retain one counterpart in the department (institute, class, degree program) for the record.

Article 6: With the written form of the investigation committee's specific decision, the Office of Academic Affairs shall notify the accused and the accuser of the results in writing, and shall specify the appeal acceptance office and appeal deadline.

Article 7: If a thesis, creation, performance, written report, or technical report of a student who has already obtained a degree from CJCU has been proven to be the result of plagiarism, ghostwriting, fraud, or other such violations of academic ethics, then CJCU shall withdraw the student's degree, make an announcement to invalidate any degree diploma already issued, and notify the national and CJCU's libraries to remove any paper or electronic copies of the student's works. If the student has violated other laws or regulations, the case shall be handled in accordance with the law.

Students with their graduation qualification canceled and degree withdrawn are regarded as dropped out, and shall not be permitted to study in the School even if their study duration deadlines have not expired.

Article 8: Advising professors are required to periodically discuss and provide guidance to students. As a result, if a student's degree thesis, artwork, exhibition/performance or written report, or technical report is confirmed by an investigation committee to have plagiarism, ghostwriting, cheating, or other such violations of academic ethics, said professor shall be liable for negligence in supervision; for a period of three years, the professor shall not act as an advising professor for master's/doctoral theses, nor as a degree examination committee member, and shall pay back any thesis advising fees.

Article 9: This Guideline shall be approved by the Academic Affairs Meeting and approved by the president before execution, and the same shall apply to its

amendments.