

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 were established in accordance with Article 7-2 of the "Degree Conferral Act" as well as Article 6-2 and Article 15 of the university's "Implementation Bylaws for Ph.D. and Master Degree Examination" to maintain teaching quality and academic ethics, prevent plagiarism, ghostwriting or cheating in the writing of Master's theses or doctoral dissertations, and establish a mechanism for fair treatment.
- Article 2. The procedure for dealing with National Sun Yat-sen University (NSYSU) Master's theses or doctoral dissertations suspected of plagiarism or other academic misconduct is as follows:
When any university unit becomes aware of or receives an accusation of plagiarism or other academic misconduct regarding Master's theses or doctoral dissertations at NSYSU, the nature of the misconduct and related information shall be forwarded to the Office of Academic Affairs; if the accusation is signed and concrete proof is included, once the Office of Academic Affairs has verified the accusation with the accuser then it is immediately accepted for further action.
Anonymous accusations will not be accepted unless the alleged offender is clearly identified and there is sufficient material evidence.
Unless the accusation has been verified, all personnel involved in the investigation or review procedure must maintain the confidentiality of all confidential information they come into contact with.
The identity of the accuser must be kept strictly confidential after the accusation is proved.
- Article 3. The procedure of the review committee is as follows:
1. The Office of Academic Affairs notifies the college and department (institute, degree program) to which the accused belongs within three working days of accepting the accusation and delivers the related documents to the college. The college must form a Review Committee within 10 days of the documents being received and complete the review in a fair, equitable, objective and decisive manner within four months. The aforementioned review period may be extended by up to two months if necessary. Only one extension is allowed.
 2. The Review Committee shall consist of 5 to 7 members including the dean of the college, head of the department (institute, degree program), 1 to 2 representatives from the college faculty, 1 to 2 representatives from related college faculties, and 1 legal adviser appointed by the college of the accused and retained with the sanction of the University President. The Review Committee should invite the Office of Academic Affairs to send a representative to review meetings. The accused's current or past supervising professor, examination committee members, relatives within the third degree by blood or marriage, related through academic collaboration or other stakeholders may not serve on the Review Committee.
 3. The dean of the college serves as the convener and chairperson of the Review Committee. If the dean must avoid a conflict of interest due to being the supervising professor or on the examination committee of the accused, the vice president of academic affairs should serve as the convener and chairperson; if the dean and vice president of academic affairs must both avoid a conflict of interest, then the vice president (administration) shall serve as the convener and chairperson.

4. When the Review Committee meets, at least a majority of members must be present and a majority of the present members are necessary to pass a resolution. The Review Committee members must attend the meeting in person and may not designate a representative to attend or vote at the meeting on their behalf.
5. The Review Committee should recommend at least three external and impartial scholars as the reviewers. Those with an interest in the accused may not be appointed a reviewer. Reviewers should complete the review within one month and submit a review report. The identity of the reviewers must be kept confidential.
6. The review decision of the Review Committee should respect the professional judgment of the reviewers.
7. The Review Committee may invite the supervising professor and examination committee members of the accused to attend the meeting and give their explanation.

- Article 4. The Review Committee should notify the accused or their stakeholders to give their statements in writing within the specified timeframe or in person at the meeting. Failure to give any statements in writing or in person within the specified timeframe will be deemed to have waived the right to make such a statement.
- Article 5. The Review Committee shall issue its decision as follows:
If the accusation is deemed by the Review Committee to be invalid then the review report and the meeting minutes should be forwarded to the Office of Academic Affairs and retained for reference once approved by the University President. The Office of Academic Affairs will also notify the accuser and the accused in writing;
If the accusation is deemed valid then the review report and meeting minutes should be forwarded to the Academic Affairs Council for a decision. Unless the Academic Affairs Council can provide sufficient justification on professional and academic grounds that are sufficient to bring the reliability and correctness of the Review Committee's review into question then it should respect the judgment of the Review Committee.
After the University President approves the resolution of the Academic Affairs Council to revoke the academic degree and take related actions, the Office of Academic Affairs will notify the accuser, the accused and the department (institute, degree program) of the accused in writing of the results. If the accused wishes to dispute the decision, an appeal in writing with concrete proof and reasons must be submitted to the Office of Academic Affairs or the Student Appeal Review Committee within 15 days of receiving the notice.
Appeals to the Office of Academic Affairs shall be reviewed in writing by the original Review Committee. If the original Review Committee finds merit in the appeal, a review meeting may be re-convened. This may only take place once. Appeals to the Student Appeal Review Committee go to the Office of Student Affairs and handled in accordance with the relevant student appeal regulations.
If an appeal was rejected as being without merit then no further appeals regarding the same matter will be accepted.
- Article 6. If the Review Committee finds that the thesis or dissertation (including students whose degrees were obtained through creative works, exhibition or performance, written or technical reports) of the accused is guilty of plagiarism, ghostwriting or cheating, the Academic Affairs Council shall pass a resolution for the graduation qualifications and degree of the accused to be revoked by the Office of Academic Affairs. The revocation will be posted on the University website and the accused notified in writing to return the granted degree certificate.
In the event of the above, the National Library and the University Library should be notified in writing to withdraw the paper and electronic files of the accused's thesis or dissertation. The revocation will also be communicated to other universities and related agencies (organizations).
A student whose graduate qualifications and degree were cancelled shall be deemed to have been expelled. They will not be allowed to return to the University continue their studies even if they have not completed their full study period.
- Article 7. If an accusation has been reviewed and found to be unsupported then the same case will not be reviewed again in the absence of new facts or evidence.
- Article 8. Any matters not covered by the Guidelines are governed by the relevant Ministry of Education and University guidelines.
- Article 9. The Guidelines were approved by the Academic Affairs Council and sanctioned by the University President prior to implementation. Modifications shall follow the same procedure.