

Wenzao Ursuline University of Languages Guidelines for Students in Violation of Academic Ethics

Approved at the Academic Affairs Meeting on December 29, 2015

Ratified by the President on February 2, 2016

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Article 1 Wenzao Ursuline University of Languages (hereinafter referred to as “the University”) is committed to upholding the quality of education and academic ethics, and ensuring fair and objective handling of academic ethics violations by students (including current and graduated students). It has established the “Wenzao Ursuline University of Languages Guidelines for Students in Violation of Academic Ethics” (hereinafter referred to as “the Guidelines”) by the Ministry of Education’s “Principles for Handling Academic Ethics Incidents at the College Level and Above” and the “Degree Conferral Act.”

Article 2 The term "academic ethics violations" as referred to in these Guidelines encompasses any of the following:

1. Fabrication: Creating fictitious application materials, research data, or research results that do not exist.
2. Falsification: Altering application materials, research data, or research results deceptively.
3. Plagiarism: Using another person’s application materials, research data, or research results without proper citation. Improper citations that constitute a grave offense shall be treated as plagiarism.
4. Ghostwriting: Submitting work written by another person as one’s own.
5. Duplicate Publication: Re-publishing or publicly releasing previously published work without proper disclosure.
6. Excessive Self-Citation: Substantially citing one’s previously published work without appropriate attribution.
7. Substitution of Original Work with Translation: Submitting a translated work instead of an original composition without proper citation.
8. Undue Influence in Review Process: Engaging in acts such as solicitation, lobbying, bribery, coercion, or other forms of interference—either personally or through others—to influence reviewers or the review process or employing illegal or improper means to affect the review outcome.
9. Other Violations: Any other acts deemed to constitute academic ethics violations, as determined through investigation and deliberation by the University’s respective College-level “Academic Ethics Review Committee” (hereinafter referred to as “Ethics Review Committee”).

Article 3 Whether or not students’ theses are involved in plagiarism, falsification, fabrication, or

other frauds shall be surveyed, reviewed, deliberated, and determined by the Committee of the governing college.

Article 4 The reported cases of violation of academic ethics or the individual complaints made by the public forwarded by education authorities should specify the accused person(s) and detailed facts and be sent to the Office of Academic Affairs with related proof and evidence. When confirmed after a survey, the case or complaint shall enter the review process. Cases without real names, specific facts, or solid proof or evidence shall not be considered. The identity of the complainant and the complained against shall be kept confidential.

Article 5 The Office of Academic Affairs should complete the review of formal requirements and confirm whether or not to accept the case within **10** days after receiving the complaint. For cases that fail to fulfill the formal requirements and are thus not accepted, the Office shall inform the complainant in writing and close the case after obtaining the approval of the Dean of Academic Affairs. For cases accepted, the Office should refer them to the governing college that complained against them after gaining the approval of the Dean of Academic Affairs. After receiving a case, the college should form a review committee within 10 days, complete the survey, and determine the case within two months. An extension of one month is allowed when necessary, and the case should be processed in strict confidentiality.

The Office of Academic Affairs shall actively deal with other complaints according to its powers and duties when necessary.

Article 6 The college dean to which the complained against belongs shall serve as the convener of the Ethics Review Committees, and the list of committee members shall be presented to the President for approval. The Review Committee consists of 5 to 7 members, including the dean, full-time faculty of the college, and impartial professionals on and off campus. In particular, the number of off-campus members should not be less than one fourth of the overall committee members. If the dean of the college must recuse from the meeting, the Dean of Academic Affairs shall serve as the convener. If both must recuse from the meeting, the President shall appoint a dean of another college as the convener. The identity of the committee members should be kept confidential before the meeting is convened.

Article 7 Review Committee members shall recuse themselves from a case if they have any of the following relationships or circumstances with the respondent:

1. A past advisor-student relationship involving the supervision of a degree thesis or dissertation.
2. A current or former relationship a spouse, ex-spouse, blood relative within four degrees, or relative by marriage within three degrees of kinship.
3. An academic collaboration or any other conflict of interest with the respondent.
4. Circumstances requiring recusal as stipulated by other applicable laws or regulations.
5. A recusal request submitted by the respondent.

Article 8 The Review Committee should inform the complained against in writing to submit written statements before the specified deadline or recount his or her statement at the meeting. Those who fail to do so are considered to have forgone the opportunity to make statements on the case.

For cases regarding degree conferral, the Review Committee may invite related scholars and experts, on-campus staff members in charge, or the advisor and oral exam committee members of the complained against to sit in on the meeting for further clarification when necessary.

Article 9 The meeting of the Ethics Review Committee can only start when half or more of the committee members are present. The review process can only begin when two-thirds of the committee members are present, and decisions can only be made when two-thirds or more of the committee members are present. The resolution report and meeting minutes should be presented to the President for approval and then sent to the Office of Academic Affairs and the department of the complained against. The Office of Academic Affairs will inform the complainant and the complained against the resolution in writing. The complained against who wishes to object to the resolution may present specific statements in writing to the Office of Academic Affairs within 30 days of receiving the notice, and only one objection can be made for each case. Reviewing an objection requires the presence of two-thirds of the committee members, and any change to the original resolution can only be made with the approval of two-thirds of the present members.

Article 10 Punishments for violation of academic ethics:

1. Suppose a current student of the University is found to have violated the academic ethics provision outlined in Article 2 of the Guidelines. In that case, the department shall, per the Ethic Review Committee's resolution, prepare meeting minutes and submit the case for disciplinary action in accordance with the Student Reward and Discipline Regulations of Wenzao Ursuline University of Languages.
2. If current students or graduates of the University have been reviewed and confirmed to be in violation of academic ethics as stated in Article 2 of the Guidelines, and if the violation is severe, the students or graduates' degrees should be revoked with a public announcement and the received diplomas be returned. Meanwhile, other colleges, universities, and related organizations or agencies will be notified of the revocation. An official letter will also be mailed to the National Central Library and the University's library to request the removal of the physical and electronic copies of the thesis of the complained against. The committee members will determine and impose proper measures on the complained against if the violation does not necessitate degree revocation.

Article 11 If a case has been reviewed and confirmed as invalid, the complainant may file the complaint again if he/she acquires new evidence or proof. If the evidence or proof is confirmed, the original Ethic Review Committee case will handle the case.

Article 12 Matters not mentioned in the Guidelines shall be determined according to related rules and regulations specified by the Ministry of Education and the University.

Article 13 The regulations shall take effect upon approval by the Academic Affairs Committee and ratification by the President. This also applies to any amendments.