

致理科技大學碩士學位論文違反學術倫理案件處理要點
Guidelines for Handling Cases of Academic Ethics Violations in
Master's Theses at Chihlee University of Technology

104.10.22 104 學年度第 2 次教務會議通過

107.11.15 107 學年度第 1 次教務會議修正

109.04.30 108 學年度第 3 次教務會議修正

一、為維護高等教育品質與學術倫理，防範本校碩士學位論文有違反學術倫理等情事發生，並本於公平、公正及客觀原則處理相關事宜，特依據學位授予法及專科以上學校學術倫理案件處理原則之規定，訂定本要點。

1. To uphold the quality of higher education and academic ethics, prevent violations of academic integrity in master's theses at the university, and handle related matters based on the principles of fairness, justice, and objectivity, these guidelines are established in accordance with the Degree Conferral Act and the Principles for Handling Academic Ethics Cases in Postsecondary Institutions.

二、本要點所稱碩士學位論文，指本校依學位授予法所授予碩士學位之論文、技術報告或專業實務報告。

2. The "master's thesis" referred to in these guidelines includes theses, technical reports, or professional practice reports submitted for the conferment of a master's degree by the university under the Degree Conferral Act.

三、本校碩士論文有下列情形之一者，屬違反學術倫理情事：

3. A master's thesis at the university will be considered to involve a violation of academic ethics if it falls under any of the following circumstances:

(一) 造假：虛構不存在之申請資料、研究資料或研究成果。

Falsification: Fabricating non-existent application materials, research data, or research findings.

(二) 變造：不實變更申請資料、研究資料或研究成果。

Alteration: Falsely modifying application materials, research data, or research findings.

(三) 抄襲：援用他人申請資料、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。

Plagiarism: Using someone else's application materials, research data, or research findings without proper citation. If the citation is improper and the situation is significant, it will be regarded as plagiarism.

(四) 由他人代寫。

Having someone else write the work on one's behalf.

(五) 大幅引用自己已發表之著作，未適當引註。

Making extensive use of one's own previously published work without proper citation.

(六) 以翻譯代替論著，並未適當註明。

Substituting translation for original work without proper citation.

(七) 其他違反學術倫理行為。

Other violations of academic ethics.

四、 本校碩士學位論文涉及違反學術倫理之檢舉，檢舉人應以書面載明具體事實，檢附證據，並具署真實姓名、聯絡電話、地址，經查證確為檢舉情事，應即進入處理程序，對檢舉人之身分應予嚴格保密。

對於匿名檢舉之案件，除有具體指陳對象、違反學術倫理內容有充分舉證者外，本校不予受理。

4. Allegations of academic ethics violations in a master's thesis at the university must be submitted in writing, clearly stating specific facts and including supporting evidence. The complainant must provide their real name, contact number, and address. Once the allegations are verified as valid, the case shall proceed to the handling process. The identity of the complainant must be kept strictly confidential. Anonymous allegations will not be accepted by the university unless they include specific identification of the subject, detailed content of the alleged academic ethics violation, and sufficient supporting evidence.

五、 為調查、審議及認定本校碩士學位論文有無違反學術倫理情事，相關系應組成碩士學位論文學術倫理調查小組(以下簡稱調查小組)，學院應組成碩士學位論文學術倫理審定委員會(以下簡稱審定委員會)。

5. To investigate, review, and determine whether a master's thesis at the university involves violations of academic ethics, the relevant department shall establish a Master's Thesis Academic Ethics Investigation Committee (hereinafter referred to as the "Investigation Committee"). Additionally, the college shall establish a Master's Thesis Academic Ethics Review Committee (hereinafter referred to as the "Review Committee").

六、 依本要點所進行之程序應以秘密方式為之，避免檢舉人與被檢舉人之身分曝光。

6. Procedures conducted under these guidelines shall be carried out confidentially to prevent the disclosure of the identities of the complainant and the respondent.

七、 本校碩士學位論文疑涉有違反學術倫理情事時，調查程序如下：

7. When a master's thesis at the university is suspected of involving a violation of academic ethics, the investigation procedures are as follows:

(一)本校各單位知悉或接獲檢舉本校碩士學位論文有違反學術倫理情事時，應轉教務處（日間部）或進修部（在職專班）受理，並依本要點第四點完成形式要件審查。形式要件不符者不予受理，並以書面通知檢舉人後結案；確認受理之檢舉案件，應於五日內移請被檢舉人所屬之系別。

(1) When any unit within the university becomes aware of or receives a report regarding a master's thesis suspected of violating academic ethics, the matter should be forwarded to the Office of Academic Affairs (for the day division) or the Continuing Education Division (for the in-service program) for processing. The report must undergo a formal review in accordance with Section 4 of these guidelines. If the formal requirements are not met, the report will not be accepted, and the complainant will be notified in writing, with the case closed. If the report is accepted, it should be forwarded to the department of the respondent within five days

(二)被檢舉人所屬系應於接獲移送之案件後七日內成立調查小組，調查小組由被檢舉人所屬系主任推薦系教師及校內、外專業領域之公正學者專家三至五人，簽請院長遴聘之，其中校外學者專家至少須佔三分之一以上，並以該系主任為召集人。若系主任須迴避時，召集人由院長就所屬或相關系之教師指定一人擔任。開會前，調查小組委員身分應予保密。

(2) The department to which the respondent belongs shall establish an investigation committee within seven days of receiving the transferred case. The investigation committee will be composed of department faculty members recommended by the department chair and three to five impartial scholars and experts from within or outside the university, appointed by the dean. At least one-third of the members must be external scholars or experts. The department chair will serve as the convener of the committee. If the department chair must recuse themselves, the dean will designate a faculty member from the department or a related department to serve as the convener. The identities of the investigation committee members should remain confidential prior to the meeting.

(三)調查小組進行調查時應就檢舉內容作實質審查，並調查被檢舉人之碩士學位論文，包括論文內容及結果之真實性、確認是否由他人代寫、比對文獻引用情形及審查論文原創性、貢獻度等。

(3) During the investigation, the investigation committee should conduct a substantive review of the allegations, including an examination of the respondent's master's thesis. This examination should focus on the authenticity of the thesis content and results, verify whether the thesis was ghostwritten, compare the citation of references, and review the originality and contribution of the thesis.

(四)調查小組於進行調查時，得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。

(4) During the investigation, the investigation committee may notify the respondent in writing, requesting them to submit a written statement or appear in person to present their views within a specified time frame. If the respondent fails to submit the statement or appear within the designated period, it will be considered as a waiver of their opportunity to present their views.

(五)調查小組必要時得邀請被檢舉人之指導教授列席說明。

(5) The investigation committee may, if necessary, invite the respondent's thesis advisor to attend and provide a statement.

(六)調查小組應於組成後二個月內完成調查、提出調查報告並檢附相關會議紀錄交審定委員會審議。必要時，得延長一個月

(6) The investigation committee should complete the investigation, submit the investigation report, and provide the relevant meeting records to the Review Committee for review within two months of its formation. If necessary, an extension of one month may be granted.

八、審定委員會審議程序如下：

8. The review procedures for the Review Committee are as follows:

(一)審定委員會之成員由調查小組委員以外之校內、外學者、專家所組成；由被檢舉人所屬學院院長、學院內教師及校內、外專業領域之公正學者專家，共五至七人組成，其中公正學者專家至少三人，且校外人士須達總數三分之一以上，由所屬學院院長推薦簽請校長遴聘之。開會前，審定委員會委員身分應予保密。

(1) The members of the Review Committee are composed of scholars and experts from both inside and outside the university, excluding the members of the Investigation Committee. The committee is made up of five to seven members, including the dean of the respondent's college, faculty members from the college, and impartial scholars and experts from relevant professional fields, both within and outside the university. At least three members must be impartial scholars and experts, and external members must constitute at least one-third of the total. The members are recommended by the dean of the relevant college and appointed by the university president. The identities of the Review Committee members must remain confidential prior to the meeting.

- (二)審定委員會以院長為召集人並為會議主席。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或主任秘書擔任。
- (2) The Review Committee is convened by the dean, who also serves as the chair of the meeting. If the dean must recuse themselves, the convener will be the vice president for academic affairs. If both the dean and the vice president for academic affairs must recuse themselves, the university president will appoint either a vice president or the director of the president's office to serve as the convene.
- (三)審定委員會開會時，應有三分之二以上委員出席，出席委員三分之二以上同意，始得決議。
- (3) A meeting of the Review Committee requires the attendance of more than two-thirds of its members. A resolution can only be made if more than two-thirds of the attending members agree.
- (四)審定委員會審議內容以調查小組之調查程序及調查報告為主；如認為調查小組調查結果有疑義時，得退回調查小組再釐清補正或重啟調查。
- (4) The Review Committee's deliberation is primarily based on the investigation procedures and report provided by the Investigation Committee. If the Review Committee finds any doubts regarding the investigation results, it may return the case to the Investigation Committee for clarification, correction, or for a re-investigation to be conducted.
- (五)審定委員會必要時得通知被檢舉人提出書面說明或到場陳述意見。被檢舉人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
- (5) If necessary, the Review Committee may notify the respondent to submit a written statement or appear in person to present their views. If the respondent fails to submit the statement or appear within the specified deadline, it will be considered a waiver of their opportunity to present their views.
- (六)審定委員會必要時得邀請被檢舉人之指導教授列席說明。
- (6) If necessary, the Review Committee may invite the respondent's thesis advisor to attend and provide a statement.

九、審定委員會審查決議後，處理程序如下：

9. After the Review Committee makes its decision, the handling procedures are as follows:

- (一)審定委員會應做成是否違反學術倫理之具體決議，並將其決議製成處分書，簽請校長核定後，再由教務處或進修部函送被檢舉人。處分書內容應包含主文、事實、理由及救濟管道。

(1) The Review Committee should make a specific decision regarding whether academic ethics have been violated and prepare a disciplinary decision document. After obtaining the university president's approval, the document will be sent to the respondent by the Office of Academic Affairs or the Continuing Education Division. The disciplinary decision document should include the main text, facts, reasons, and available channels for appeal.

(二) 審定委員會審定被檢舉人學位論文確有違反學術倫理，且未於期限內提起救濟者，由本校撤銷被檢舉人之學位、公告註銷及追繳已發之學位證書，並將撤銷與註銷事項，通知其他大專校院及相關機關。另發函國家圖書館及本校圖書館撤除被檢舉人之論文紙本及電子檔案，其有違反其他法令者，並應依相關法令處理。

(2) If the Review Committee determines that the respondent's thesis has indeed violated academic ethics, and the respondent fails to seek appeal within the designated time, the university will revoke the respondent's degree, publicly announce the revocation, and demand the return of the issued degree certificate. The university will also notify other universities and relevant authorities about the revocation and cancellation. Additionally, the university will send notifications to the National Central Library and the university library to remove both the physical and electronic copies of the respondent's thesis. If other laws have been violated, the case will be handled according to the relevant legal provisions.

(三) 經本校撤銷之學位論文，其指導教授應負指導論文監督不周責任。

(3) If the university revokes a master's thesis, the thesis advisor shall be held responsible for inadequate supervision and oversight of the thesis.

十、為維護調查、審議之客觀與公平性，凡與被檢舉人現有或曾有論文指導師生關係、口試委員、三親等內之血親、四親等內之姻親、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定委員會之委員。

10. To maintain objectivity and fairness in the investigation and review process, individuals who have a current or past thesis advisor-student relationship, serve as oral defense committee members, are within three degrees of consanguinity, within four degrees of affinity, have an academic collaboration, or have any other conflicting interests with the respondent, are not allowed to serve as members of the Investigation Committee or the Review Committee.

十一、對於碩士學位論文違反學術倫理案，經審定成立並作成撤銷處分後應公告之。

11. In cases where a master's thesis is found to violate academic ethics, and a decision has been made to revoke the degree, the revocation should be publicly announced after the decision is finalized.

十二、本校學生在學期間之著作、期刊論文、研究成果及實務專題等，若有違反學術倫理情事且涉及學位資格取得者，得依本要點處理。

12. If a student's work, journal articles, research 成果, or practical projects during their studies violate academic ethics and are related to the acquisition of a degree, the matter may be handled according to the provisions outlined in this policy.

十三、本要點如有未盡事宜，依教育部及本校相關規定辦理。

13. Any matters not covered by these guidelines shall be handled in accordance with the relevant regulations of the Ministry of Education and the university.

十四、本要點經教務會議通過，陳請校長核定後實施，修正時亦同。

14. These guidelines shall be implemented after being approved by the Academic Affairs Meeting and endorsed by the university president. The same procedure applies when making amendments.