

National Kaohsiung University of Hospitality and Tourism
Guidelines for the Handling of Plagiarism, Ghostwriting, or Academic
Misconduct in Degree Theses
學位論文抄襲、代寫或舞弊處理要點

104年5月28日103學年度第2學期教務會議審議通過
Amended and approved by academic affairs meeting on May 28, 2015(2nd semester of school year 2014-15)

一、為維護教育品質與學術倫理，防範研究生學位論文抄襲、代寫或舞弊等情事發生，並建立公正處理之機制，特依據「學位授予法」訂定本要點。

1. To uphold educational quality and academic integrity, prevent incidents of plagiarism, ghostwriting, or other forms of academic misconduct in graduate students' degree theses, and establish a fair mechanism for handling such matters, these Guidelines are hereby formulated in accordance with the *Degree Conferral Act*.

二、對於具名或具體指陳論文抄襲、代寫或舞弊事項之檢舉，應即送請被檢舉人所屬學院依本處理要點辦理。由教育部發函轉知本校之查處案，亦依本要點辦理。

2. Reports that specifically identify and allege plagiarism, ghostwriting, or academic misconduct in a thesis shall be promptly forwarded to the college to which the respondent belongs for handling in accordance with these Guidelines. Cases referred to the University by the Ministry of Education for investigation shall likewise be handled pursuant to these Guidelines.

未具名之檢舉一概不予處理。

Anonymous reports shall not be processed.

檢舉案未經證實成立之前，應以保密方式為之，避免檢舉人與被檢舉人曝光。檢舉案經證實之後，對檢舉人之身分應予嚴格保密。

Prior to verification of the allegations, all reports shall be handled in a confidential manner to avoid disclosure of the identities of both the complainant and the respondent. After the allegations are substantiated, the identity of the complainant shall remain strictly confidential.

三、本校處理學位論文抄襲、代寫或舞弊案件程序如下：

3. Procedures for Handling Cases of Plagiarism, Ghostwriting, or Academic **Misconduct** in Degree Theses **at** the University

(一) 本校各單位接獲檢舉本校學位論文有抄襲、代寫或其他舞弊情事時，應檢附具體違反情形及相關資料，送交被檢舉人所屬學院依本處理要點辦理，各學院應於收件後十日內成立審定委員會，於三個月內完成審定。

(1) When any unit of the University receives a report alleging plagiarism, ghostwriting, or other forms of academic misconduct in a degree thesis, the report shall be accompanied by specific descriptions of the alleged violations and relevant

supporting materials and shall be submitted to the college to which the respondent belongs for handling in accordance with these Guidelines. Each college shall, within ten (10) days of receipt, establish a Review Committee and shall complete the review within three (3) months.

- (二) 審定委員會置委員五至七人，由被檢舉人所屬學院院長、系（所、學位學程）主管、所屬學院教師代表一至二名、相關學院教師代表一至二名及法律專家一名組成，並由被檢舉人所屬學院簽請校長遴聘之。被檢舉者之指導教授、口試委員、三親等內血親或姻親、學術合作或其他利害關係者不得受聘為審定委員。開會前，審定委員會委員身分應予保密，會議須以秘密進行。
- (2) The Review Committee shall consist of five (5) to seven (7) members, including the dean of the college to which the respondent belongs, the chair/director of the relevant department (institute or degree program), one to two faculty representatives from the respondent's college, one to two faculty representatives from related colleges, and one legal expert. Committee members shall be appointed by the President upon nomination by the respondent's college. The respondent's thesis advisor, oral examination committee members, blood relatives or relatives by marriage within the third degree, as well as individuals with academic collaborations or other conflicts of interest, shall not be appointed as Review Committee members. Prior to convening meetings, the identities of Review Committee members shall be kept confidential, and all meetings shall be conducted in closed sessions.
- (三) 審定委員會由院長擔任主任委員並為會議主席。若院長為被檢舉人之指導教授或口試委員必須迴避時，則改由教務長擔任；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。
- (3) The Review Committee shall be chaired by the Dean of the college as the Chief Committee Member and meeting Chair. If the Dean must recuse themselves due to being the respondent's thesis advisor or oral examination committee member, the Provost shall serve as Chair. If both the Dean and the Provost must recuse, the President shall designate a Vice President to serve as Chair.
- (四) 審定委員會應推薦校外專業領域公正學者三人審查（檢覈實驗數據之真實性、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），並於一個月內完成審查並提出審查報告書，以為審定委員會審定之依據。被檢舉人之利害關係人不得擔任審查人。審查人身分應予保密。抄襲、代寫或舞弊之審定，應尊重該專業領域審查報告書之判斷。
- (4) The Review Committee shall recommend three external, impartial experts in the relevant professional field to conduct a review, including verification of the authenticity of experimental data, confirmation of whether the thesis was ghostwritten, comparison of citations, and assessment of the originality and contribution of the thesis. The external review shall be completed within one (1)

month, and a written review report shall be submitted to serve as the basis for the Committee's deliberation. Individuals with a conflict of interest with the respondent shall not serve as reviewers. The identities of the reviewers shall remain confidential. Determinations of plagiarism, ghostwriting, or academic misconduct shall respect the findings of the expert review report.

(五) 審定委員會應有三分之二以上委員出席，出席委員二分之一以上同意，方得決議，審定委員應親自出席會議，不得委任他人代理出席及表決。

(5) Decisions of the Review Committee shall require the presence of at least two-thirds (2/3) of its members, with approval by at least one-half (1/2) of the attending members. Committee members must personally attend meetings and may not delegate attendance or voting authority to others.

四、審定委員會應以書面通知被檢舉人或相關人於規定期限內以書面陳述意見，或通知親臨審定委員會議陳述意見。未於期間內提出陳述書或未親臨審定委員會議陳述意見者，視為放棄陳述之機會。審定委員會必要時得邀請被檢舉者之指導教授、口試委員列席說明。

4. The Review Committee shall provide written notice to the respondent or other relevant parties, allowing them to submit written statements within a specified period or to appear in person before the Review Committee to present their views. Failure to submit a written statement or to appear before the Committee within the prescribed period shall be deemed a waiver of the opportunity to present a statement. If necessary, the Review Committee may invite the respondent's thesis advisor or oral examination committee members to attend the meeting to provide explanations.

五、審定委員會決議之審查報告書及會議紀錄簽請校長核定後，應送交教務處，由教務處以書面通知檢舉人、被檢舉人及被檢舉人所屬系(所、學位學程)審定結果，被檢舉人若有異議，得於收受通知起三十日內以書面附具體理由向學生申訴評議委員會提出申訴。

5. The review report and meeting minutes resulting from the Review Committee's decision, after being submitted to and approved by the President, shall be forwarded to the Office of Academic Affairs. The Office of Academic Affairs shall notify the complainant, the respondent, and the respondent's department (institute or degree program) of the Committee's decision in writing. If the respondent has objections, they may, within thirty (30) days of receiving the notification, submit a written appeal with specific reasons to the Student Appeals Review Committee

六、被檢舉人學位論文若有抄襲、代寫或舞弊情事，經審定委員會決議屬實者，由教務處撤銷其畢業資格及學位，並公告註銷其已發之學位證書，同時通知被檢舉人繳還學位證書，並將撤銷與註銷事項，通知其他大專校院及相關機關(構)。

6. If a respondent's degree thesis is found by the Review Committee to involve plagiarism, ghostwriting, or other forms of academic misconduct, the Office of Academic Affairs shall revoke the respondent's graduation eligibility and degree, publicly announce the cancellation of the issued degree certificate, and notify the respondent to return the degree certificate. The revocation and cancellation shall also be reported to other higher education institutions and relevant government agencies.

經撤銷畢業資格並撤銷學位之畢業生或有前項行為經調查屬實之在學研究生，視同退學論處，即使未屆滿修業年限，亦不得要求繼續修讀。

Graduates whose graduation eligibility and degree have been revoked, or enrolled graduate students whose misconduct has been confirmed through investigation, shall be treated as dismissed from the University. Even if their prescribed study period has not yet expired, they shall have no right to continue their studies.

- 七、以創作、展演、書面報告或技術報告等取得博、碩士學位者，涉有抄襲、代寫或其他舞弊情事者，適用本要點。
7. These Guidelines shall also apply to cases involving plagiarism, ghostwriting, or other forms of academic misconduct in the attainment of master's or doctoral degrees awarded on the basis of creative works, performances, written reports, or technical reports.
- 八、檢舉案經審結後若確定未成立，除另有新證據外，同一案件不重覆審定。
8. Once a reported case has been concluded and found unsubstantiated, the same case shall not be reviewed again, except if new evidence emerges.
- 九、本要點如有未盡事宜，依教育部及本校相關規定辦理。
9. Matters not specifically addressed in these Guidelines shall be handled in accordance with the relevant regulations of the Ministry of Education and the University.
- 十、本要點經教務會議審議通過，陳請校長核定後實施，修正時亦同。
10. These Guidelines shall take effect upon approval by the Academic Affairs Meeting and subsequent ratification by the President. The same procedure shall apply to any amendments hereto.

本規章負責單位：教務處註冊課務組