

Dharma Drum Institute of Liberal Arts
Directions for Handling Cases of Academic Ethics Violations in Master's
Thesis and Doctoral Dissertation

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1. To uphold the quality of higher education and academic ethics and to prevent plagiarism and misconduct in master's theses and doctoral dissertations, the Dharma Drum Institute of Liberal Arts (hereinafter referred to as "the Institute") has established these Directions based on the principles of fairness, impartiality, and objectivity, in accordance with the Degree Conferral Act and its Enforcement Rules.

2. The term "master's theses and doctoral dissertations" in these Directions refers to the master's theses and doctoral dissertations awarded by the Institute in accordance with the Degree Conferral Act.

3. Definitions of Plagiarism and Misconduct are as follows:

(1) Plagiarism: refers to the use of other people's information without indicating the source. If the source is inappropriate and the circumstances are significant, it will be plagiarized. The use of others' materials without proper citation. Improper citation of sources that constitutes a major offense will also be regarded as plagiarism.

(2) Fraud refers to misconducts of fabrication or alteration. Fabrication refers to the creation of non-existent or forged data or ghostwriting. Alteration refers to the falsification of data.

If there is any other behavior that violates academic principles, it can be handled in accordance with the provisions of these Directions after approved by the competent authority of the Institute.

4. When a master's thesis and doctoral dissertation is suspected of plagiarism or misconduct, the following procedures shall apply for the investigations:

(1) Upon discovering or receiving a report of suspected plagiarism or misconduct, relevant departments or degree courses at the Institute must attach specific evidence and submit the case to the department or degree course affiliated with the accused.

(2) Within 20 days of receiving the case, the affiliated department or degree course shall establish an investigation panel composed of 3 to 5 impartial scholars and experts from within and outside the Institute. These members shall be recommended by the head of department or degree course and appointed by the Head of Academic Affairs Section, with the department or program head serving as

the convener. If the head must recuse themselves, the Head of Academic Affairs Section will appoint another faculty member as convener. The identities of committee members shall remain confidential before the investigation.

(3) The panel must complete the investigation and submit a report within one month following formation. If necessary, the timeline may be extended by one month.

(4) During the investigation, the panel may request a written statement or in-person explanation from the accused within a specified deadline. Failure to comply will be considered a forfeiture of the right to provide a statement.

(5) The panel may invite the accused's advisor to attend and provide explanations if necessary.

(6) After completing the investigation, the panel shall submit its report to a Review Committee for approval. When the doctoral and master's degree dissertations of the Institute are suspected of plagiarism or other fraud, the investigation procedures are as follows:

5. The composition and deliberation procedures of the Review Committee are as follows:

(1) The Review Committee shall consist of five to seven impartial scholars and experts in relevant fields, recommended by the Head of Teaching and Research and formally appointed by the President. At least one-third of the members must be external scholars or experts. The department/degree course head, and the Head of Academic Affairs Section affiliated with the accused individual shall serve as ex officio members. The identities of the Review Committee members must be kept confidential.

(2) The Head of Teaching and Research shall convene the Review Committee, serve as one of its members, and chair its meetings. In the event that the Head of Teaching and Research is to recuse himself, the President shall appoint a member to serve as the convener.

(3) A meeting of the Review Committee requires the attendance of at least two-thirds of its members. Decisions are made with the approval of more than half of the attendees.

(4) The Review Committee's deliberations shall primarily focus on the investigation procedures and report provided by the investigation panel. If there are doubts about the investigation results, the Committee may return the case to the investigation panel for clarification, corrections, or reinvestigation.

(5) When necessary, the Review Committee may notify the accused individual or their advisor to submit a written explanation or present their opinions in person. Failure to provide a written explanation or attend the meeting within the specified timeframe will be deemed a waiver of the right to explain.

(6) If the Review Committee determines that the advisor of the accused individual has committed significant misconduct in thesis supervision, the case may be referred to the Institute-level Faculty Evaluation Committee for review.

6. The deliberation and decision of the Review Committee shall be handled in accordance with the following procedures:

(1) If the Review Committee concludes that the accused has not committed plagiarism, fraud, or other breaches of academic integrity, the Committee shall notify both the whistleblower and the accused in writing.

(2) If the Review Committee confirms that the accused has committed plagiarism, fraud, or other breaches of academic integrity, the Committee's decision shall be submitted to the President for approval. Following approval, the Academic Affairs Section shall revoke the accused's degree, publicly announce the revocation, and recover the issued degree certificate. Notices shall be sent to the National Central Library and the Library and Information Center of the Institute to remove the physical and electronic copies of the individual's thesis.

7. To ensure objectivity and fairness in investigations and reviews, individuals with the following relationships to the accused are prohibited from serving on the investigation panel or Review Committee.

- Current or past thesis advisor-student relationships,
- Oral defense committee members,
- Blood relatives within the third degree or relatives by marriage within the fourth degree,
- Academic collaborators,
- Any other relationships involving a conflict of interest.

8. Cases of plagiarism and fraud in master's theses and doctoral dissertations shall be announced after being established and revoked, and the identity of the whistleblower shall be kept strictly confidential.

9. For those who have obtained a doctoral or master's degree through creation, performance, written report or technical report, etc., and those who are involved in plagiarism or other fraud, these Directions shall apply mutatis mutandis.

10. Any matter unspecified in these Directions shall follow the relevant regulations of MOE and the Institute.

11. The Directions of this treatment shall be approved by the Institute Affairs Meeting and shall be submitted to the President for approval and promulgated for implementation; the same shall apply to any amendment thereto.