Chung Yuan Christian University Direction for Handling the Plagiarism in the Works of the Faculty

*2008.04.26 96 Academic Year 2nd Semester University Council Amended*

1. In order to maintain academic esteem, prevent plagiarism and righteously handle plagiarism-related cases, the university has specifically stipulated the “Chung Yuan Christian University Direction for Handling the Plagiarism in the Works of the Faculty (hereinafter referred to as the direction) in accordance with the “Principle for Handling the Faculty at Junior Colleges or Above Who Violate the Provisions of the Application for Reviewing Teacher Qualifications” promulgated by the Ministry of Education and Article 13 of the "Chung Yuan Christian University Regulation on the Establishment of the Teachers’ Review Committee.

2. When faculty of the university involve in plagiarism, an allegation submitted by a named complainant to the personnel director in which the plagiarized objects and contents have been explicitly described, and it is verified that the complainant has made the allegation in person, or if there is probable evidence and assigned by the president, a process for handling plagiarism has immediately been initiated.

Unless there are severe difficulties or causes of *force majeure* in the handling process, the deadline for concluding the case shall be six months.

Pseudonymous or anonymous allegations will overall not be accepted.

3. After an alleged plagiarism case has entered into the plagiarism handling process, the personnel director will notify the alleged faculty of the contents of the allegations and to submit a written answer within two weeks as well, and at the same time forward the case and request to the teachers’ review committee of the university (hereinafter referred to as the university review committee) to discuss and resolve and compose of an *ad hoc* plagiarism investigation panel (hereinafter referred to as the panel) for dealing with the case.

4. The members of the *ad hoc* panel shall be seven to nine, the provost, dean of the relevant college or school, and the personnel director shall be ex-officio members, the provost shall also be the convener and chairman of the panel, and the remaining members shall be elected by the university review committee; members shall include one legal expert, one of the members of the teacher’s grievance review committee (hereinafter referred to as the grievance committee), and if in needed, one or two relevant experts who may be additionally appointed based on the nature of the case.

5. When the *ad hoc* panel or the university review committee convenes relevant meetings, two-thirds of the members or committee members must be present before the meeting can commence, a resolution can only be passed if two-thirds of the members or committee members present agree. Voting shall be by the manner of secret ballot. If necessary, it may invite the parties concerned or the supervisors of their affiliated units to attend the meeting and give explanations.

6. The *ad hoc* panel shall send the contents of the allegation, together with the written answer of the alleged faculty, to three external experts in the related-professional fields to conduct the review as reviewers. If the plagiarism case involves publications or works for promotion, the composition of the reviewers shall include the original two external review committee members, and the *ad hoc* panel shall in addition send one more relevant expert for review so as to facilitate a cross verification.

The proposed reviewer who has teacher-student, third or less degree blood or marriage relative, or academic-cooperation relationships with the alleged faculty shall be recused.

7. The *ad hoc* panel shall collect the opinions of the reviewers and prepare an investigation report for deliberation, and after that it shall be sent to the university review committee for confirmation. If the university review committee confirms that the works involved shall be as plagiarism, it may determine an appropriate manner of punishment against the alleged faculty according to the seriousness of the case, and report it to the president for approval.

8. If the punishment for a plagiarism case resolved by the university review committee involves denial of renewal of appointment, suspension of appointment, or dismissal of appointment, the resolution shall be reported through an official letter to the Ministry of Education and made a public notice after being approved by the president.

9. If the plagiarism allegation has been determined unfounded after review, unless the complainant has new evidence and re-submitted it to the university review committee and the *ad hoc* panel in which the original allegation case has been concluded for further investigation and review, the university will straightforward conclude the case and reply to the complainant. If the complainant is dissatisfied, it may be resolved through judicial procedures, unless decided by a judicial judgment, the university will no longer deal with the case.

10. The result of punishment for an alleged plagiarism approved by the president shall notify by a confidential official letter to the complainant and the alleged faculty respectively, if the party to be punished is dissatisfied the result of punishment, he or she may apply to the grievance committee for a complaint within two weeks after the reception of the letter.

11. If the allegation has been found to be a deliberately false one, a proportional punishment shall be made against the complainant. If the said person is one of the faculty, staff, or the workers of the university, the personnel office will forward a request to the relevant committee to resolve a punishment and then send it to the president for approval. If the said person is not one of the personnel of the university, the university will make a public announcement, or notify his or her serving unit by an official letter suggesting to make an appropriate punishment.

12. Suspected plagiarism cases shall be handled in confidential manners until confirmed to be true by sufficient evidence.

The identities of the complainants and the reviewers shall be kept confidential indeed. Unless being proven to have plagiarized without doubt, it shall also be responsible to the alleged faculty for keeping their identities confidential.

13. Matters not covered in this direction may be handled in accordance with relevant regulations.

14. This direction has been confirmed by the university review committee and passed by the university council, and reported to the president for promulgation and implementation, and the same shall also apply to amendments.

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