

Taipei Medical University Guidelines for Reporting Management Incidents Related to Academic Ethical Breaches

Promulgated in the administration meeting on June 13, 2003
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Article 1 Taipei Medical University (TMU) specifically formulated the Guidelines for Reporting Management Incidents Related to Academic Ethical Breaches (hereafter referred to as the Guidelines) to manage incidents related to academic ethical breaches.

Article 2 The Guidelines apply to students and faculty members suspected of breaching academic ethics. Said conduct shall be managed as per Ministry of Science and Technology Academic Ethics Management and Deliberation Guidelines as well as the Ministry of Education Academic Ethics Management Principles for Higher Education Institutions. Explanations of academic ethical breaches are as follows:

1. Falsification: falsifying application materials, research data, or results that do not exist;
2. Distortion: distorting application materials, research data, or results;
3. Plagiarism: referring to the application materials, research data, or results of others without properly citing their sources;
4. Ghostwriting;
5. Repeatedly publishing one's work without indication;
6. Substantially citing one's published works without properly indicating their sources;
7. Substituting translations of written material without proper indication;
8. Submitting fraudulent registrations of teacher qualification resumes and co-author statements; submitting works without properly

listing co-authors; not submitting co-author statements;

9. Submitters or relevant personnel interfering with reviewers or the review process by requesting, interceding, luring, threatening, or other misconduct; submitters influencing dissertation review through improper or unlawful conduct;

10. Other academic ethical breaches.

Article 3 Only those making substantial contributions to a published work shall be listed as authors. A student shall be listed as the author when part or all of a dissertation is published. All authors must confirm their responsibility for the content of their published work. Relevant personnel must assume the following responsibilities when academic ethical breaches are confirmed in works or dissertations:

1. Listed authors must assume full responsibility for they parts they contributed. 2. Listed authors who do not meet domestic or foreign standards must assume corresponding responsibilities when benefiting from authorship in published works despite not being involved in or affirmed to be involved in academic ethical breaches.

3. Main authors and academic administrative supervisors or main authors and principal investigators shall be responsible for the improper supervision of published works; advisors shall assume responsibility for the improper supervision of students' published dissertations.

Article 4 Those who report academic ethical breaches shall submit reports with evidence by using their actual names and addresses. TMU disregards cases reported using pseudonyms or those without specific reported parties or sufficient proof.

Article 5 The TMU Office of Research and Development Research Promotion Center receives reports of academic ethical breaches. After receiving a report, the head of the office shall jointly verify the validity of the reporter and the reported content with the Dean of Academic Affairs and the dean of the college of the reported party. Those preliminarily determined to have violated academic ethics shall be referred to the academic ethics review board, and a meeting shall be convened by the chairperson within 10 days after the report was received. During this

review process, the academic ethics review board shall maintain the anonymity of the true name, address, and other information that would reveal the identity of the reporter; uphold the principles of fairness, objectivity, and explicitness; and manage the case confidentially.

- Article 6 To investigate reported cases, the academic ethics review board shall notify the reported party to submit a written reply within a specified time limit, investigate the reported content and the submitted written reply, and provide suggestions on whether to open a case and its corresponding penalties. During the investigation, the reported party shall be allowed to submit an oral reply when necessary.
- Article 7 The reported party and their supervisor may be called upon for attendance in the meeting convened by the academic ethics review board.
- Article 8 The committee members of the academic ethics review board shall comply with the confidentiality and avoidance principle to maintain the objectivity and fairness of the investigation. Committee members with a teacher–student relationship, blood or marital relationship up to the third degree, or academic partnership with the reported party shall abstain from the investigation on their own initiative.
- Article 9 The academic ethics review board shall reach a specific conclusion within four months after the date the report was filed. The case shall be investigated by the academic affairs council, student affairs council, human resources arbitration committee, or the teacher evaluation committee (hereafter referred to as relevant committees) according to the identity of the reported party to determine whether a case shall be opened. If relevant committees determine the case to be invalid, the academic ethics review board shall send written notification to both the reporter and reported party, and a carbon copy shall be sent to the supervision unit of the reported party to close the case. If a case is opened and confirmed with serious breaches, penalties involving dismissal, suspension, nonrenewal of employment, or degree cancelation shall be reviewed by relevant committees; reported parties with less serious circumstances shall receive penalties determined

directly by relevant committees. Relevant committees shall send written notification to both the reporter and reported party to inform them of the investigation results with their reasons as well as the determined penalties with their reasons. The relevant committees shall also specify the appeal deadline and receiving units within 21 days after resolution.

For those with a teacher certification who are confirmed to have breached academic ethics, TMU shall notify the Ministry of Education of the process, results, and circumstances of the case after the teacher evaluation committee reaches a conclusion. For cases of academic ethical breaches regarding dissertations, the advisor shall assume corresponding joint responsibilities. For cases in which complicated circumstances or difficulties hinder the investigation, the investigation period may be extended by 2 months. The investigation period and relevant schedules shall be postponed during winter and summer vacations, and the reporter and reported party shall be notified when such circumstances occur.

Article 10 The reported party shall receive the following penalties in accordance with the severity of the circumstances when a breach of academic ethics breach is confirmed:

1. Penalties for TMU faculty members are as follows and may be implemented in combination: (1) Written warnings;
- (2) Participating in academic ethical courses for a specified period of time and obtaining a certificate;
- (3) Cancellation of approved subsidies for the violating case; reclamation of all or part of the allocated subsidies;
- (4) Termination of flexible salary increases for those who receive such payments; reclamation of overall flexible salary increases paid during the violation period if applicable in cases of academic ethical breaches;
- (5) Cancellation of pay increases, temporary transfers to other positions, permission to work or teach part time, permission for sabbatical leave, extension of services, service as on-campus committee members, and applications for extralegal grants and

subsidy programs.

(6) Termination of applications for all rewards and research grants for 1 to 10 years or permanently;

(7) Dismissal;

(8) For those who possess teaching certification, dismissal, suspension, and nonrenewal of employment shall be managed as per Article 14 of the Teachers' Act; cases involving an application for qualification shall be managed as per Article 43 of the Ministry of Education Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education;

(9) Other appropriate penalties.

2. Penalties for TMU students are as follows and may be implemented in combination:

(1) Participating in academic ethical courses for a specified period of time and obtaining a certificate;

(2) Cancellation of approved subsidies for the violating case; reclamation of all or part of the allocated subsidies;

(3) Termination of applications for degrees, all types of rewards, scholarships, and research grants for a specified number of years;

(4) Expulsion;

(5) Degree revocation;

(6) Other appropriate penalties managed in accordance with the TMU Student Reward and Punishment Measures.

Article 11 The reported party may file a complaint in accordance with the regulations announced by TMU when dissatisfied with the imposed administrative penalties. Alumni may file a petition for remedy with the Ministry of Education

Article 12 After a case is concluded and determined to be invalid, it shall be reinvestigated if the reporter submits report again with an announced resolution and new evidence. Otherwise, the reporter shall accept the announced conclusion. The case shall not be otherwise managed unless the reporter is dissatisfied with the conclusion, files a lawsuit against it, and receives confirmation through judgements. If the reporter files

false reports recklessly and further influences campus harmony, the academic affairs council, student affairs council, human resources arbitration committee, or the teacher evaluation committee shall impose penalties in accordance with the severity of the circumstances.

Article 13 The Guidelines and amendments thereto shall be implemented under a resolution of an administration meeting.