

國立中山大學在學學生學術倫理規範 暨違反學術倫理案件處理要點

Guidelines on Students' Academic Ethics and Handling the Violation of Academic Ethics

100.10.17 第 129 次教務會議通過

Approved at the 129th Academic Affairs Council meeting on October 17th, 2011

102.06.10 第 136 次教務會議修正通過

Amended and approved at the 136th Academic Affairs Council meeting on June 10th, 2013

- 一、 為維護學術倫理、建立學生正確的學術價值觀及行為準則，特訂定本規範暨違反學術倫理時之處理要點。
- I. These guidelines are formulated to maintain academic ethics and establish correct proper academic values and codes of conduct for students, and the handling of violations thereof.
- 二、 學生應恪遵本校學則、考試規則及系所修業相關規定以嚴謹的態度探求學問、以誠信的原則發表學術論著、撰寫報告，並遵守下列規範：
- II. Students shall abide by the University's *Academic Regulations* as well as the examination and study regulations formulated by their affiliated departments or institutes. They shall pursue knowledge rigorously, publish academic papers and compose reports in good faith, and also comply with the following provisions:
- (一) 尊重智慧財產權，不得非法影印教科書及任意拷貝、散播非經合法授權之軟體。
- (1) They shall respect the intellectual property rights; neither copy textbooks nor pirate or distribute unlicensed software.
- (二) 應妥善紀錄與保存自己研究過程之相關物證，以提供做為相關查核及驗證之用。不得捏造資料或偽造研究數據。
- (2) They shall record and keep the complete research process and related materials for future inspection and verification; they shall not fabricate or forge research data.
- (三) 公開發表之各項學術著作及報告必須親自完成並具名負責，不得有抄襲、剽竊、代寫等舞弊行為。
- (3) They shall be responsible for their published academic works and reports, which should be written by themselves; no plagiarism, ghostwriting, or other fraudulence is allowed.
- (四) 若引用他人著作或資料，應詳細註明出處。不得抄襲或翻譯國內外文獻，據為己用。引用自己的著作亦應註明出處，避免形成自我抄襲。

- (4) They shall indicate clearly the source of all references. No pirating or translating any domestic or overseas publications is allowed; citing one's own work shall also indicate the source to avoid self-plagiarism;
- (五) 學術論著不得有一稿多投或小幅度修改重複投稿的情形發生。
- (5) They shall neither submit the same academic paper for multiple publications nor repeatedly submit it with only minor revisions.
- (六) 不得將二人以上之共同研究成果據為己有。
- (6) They shall not take any joint research results of two or more as the work of oneself.
- (七) 不得未經他人同意即將他人姓名列為共同作者。
- (7) They shall not list the names of others as co-authors without their consent.
- (八) 學術論著發表時，應與共同作者或指導老師，對姓名之標示、著作權之歸屬及未來之授權使用等，事先協議並達成共識。
- (8) They shall reach a consensus with co-authors or supervising professors on the attribution of authorship, copyright ownership, and future authorization before publishing papers.

三、 學生在學期間學術論文著作發表後，違反學術倫理案件之處理要點：

III. Guidelines on handling cases of violation of academic ethics after students publish academic papers during the term of studies:

(一) 受理程序如下：

(1) The handling procedure is as follows:

本校各單位知悉或接獲檢舉本校學生疑有違反學術倫理情事時，應檢附具體違反情形及相關資料，送交教務處受理；對於具名並提出具體事證之檢舉者，經教務處向檢舉人查證確認其檢舉意願後，即受理處理。

When any unit is aware of or receives a report of the said matter, proofs of violation and related documentation shall be submitted to the OAA. If an identified informant makes the report with concrete evidence, the OAA shall start the investigation after verifying the informant's willingness.

前項檢舉案件以匿名檢舉，非有具體對象及充分事證者，不予受理。檢舉案未經證實成立之前，參與調查或審議程序之人員，就所接觸之資訊有予以保密之必要者，應以保密方式為之。

Any anonymous reporting without a specific target or sufficient evidence shall not be processed. All personnel involved in the

investigation or deliberation procedure shall keep confidentiality before the reporting is validated and the case formally established.

檢舉案經證實之後，對檢舉人之身分亦應予嚴格保密。

The identity of the informant shall be strictly kept confidential after the reporting is validated.

(二) 審議程序如下：

(2) The deliberation procedure is as follows:

1. 教務處於受理檢舉案後一週內，應即通知被檢舉人所屬學院及學系（所、學位學程），並將檢舉相關文件以密件送達被檢舉人所屬學院處理。學院應於收件後一個月內召開學術倫理委員會，本公平、公正、客觀、明快之原則審議決議。

i. The OAA shall promptly notify the affiliated department/institute/degree program and college of the accused within one (1) week after establishing the case. Related documents with confidentiality shall be delivered to the said college to in turn convene the Academic Ethics Committee meeting within one (1) month upon receiving the documents. The deliberation shall be completed in a fair, impartial, objective, and decisive manner.

前項審議期間必要時得展延一個月，展延以一次為限。

The duration for deliberation may be further extended once for another month, if necessary.

2. 各學院學術倫理委員會置委員五至七人，由被檢舉人所屬學院院長、學系（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組成之，並由被檢舉人所屬學院簽請校長遴聘之。

ii. The said committee of each college consists of five to seven members, including the dean of the accused's affiliated college, the chair of affiliated department/institute/degree program, one or two faculty representatives from the affiliated college, and one or two faculty representatives from other colleges. The college shall submit the list of selected members to the President for approval.

被檢舉人之現有或曾有之指導教授、三親等內血親或姻親、學術合作關係或其他利害關係者皆不得擔任委員會委員。

The accused's current or past thesis/dissertation supervisor, relatives by blood or marriage within the third degree, academic collaborators, or other interested persons shall not serve as committee members.

學術倫理委員會由院長擔任召集人及會議主席，若院長應迴避時，由副院長擔任或由校長指定。

The dean shall serve as the convenor and chairperson of the committee meeting. If the dean shall recuse himself/herself, one of the vice deans shall thus replace the dean as the convenor and chairperson, or otherwise appointed by the President.

3. 學術倫理委員會開會時，應有委員二分之一以上出席，並經出席委員二分之一以上同意始得作成決議。委員因故不能出席會議時，不得委託代理出席。

iii. There shall be at least one-half of the members present for the meeting to convene. The resolution shall only be made with the consent of more than one-half of the attending members. Committee members shall attend the meeting in person, and not entrust any proxy to attend or vote if failing to attend due to unforeseeable reasons.

委員會召開之相關會議，得邀請法律相關專家或校內相關業務單位代表列席。必要時得邀請被檢舉人之指導教授或其他利害關係者列席說明。

The committee meeting shall invite legal experts or on-campus representatives from relevant units as non-voting attendees. When the situation dictates, the committee shall invite the accused's supervisors or degree examiners as non-voting attendees for comment and explanation.

(三) 學術倫理委員會應以書面通知被檢舉人或利害關係人於期限內提出書面說明或到場陳述意見。未於通知期間內提出說明書或到場陳述意見者，視為放棄陳述之機會。

(3) The committee should notify the accused or their interested persons in writing of submitting their explanations either in written form within a specified deadline, or in person at the meeting. Those who fail to do so will be deemed giving up their rights.

(四) 學術倫理委員會審定決議如下：

(4) The Academic Ethics Committee may reach the following resolutions:

1. 檢舉案經學術倫理委員會會議決議不成立，其審定報告書及會議紀錄應送教務處經校長核定後備查，並由教務處以書面通知檢舉人、被檢舉人及副知被檢舉人所屬學院及學系（所、學位學程）。

i. When the reporting is found unsubstantiated after deliberation, the

report and meeting minutes shall be compiled by the OAA for the President's approval. The OAA shall then notify the informant and the accused, and make a copy to the affiliated department/institute/degree program.

2. 檢舉案經學術倫理委員會會議決議成立，應將其審定報告書及會議紀錄送交所屬學院院務會議決議。院務會議除能提出具有專業學術依據之具體理由，足以動搖審定決議外，應尊重其判斷。
- ii. When the case is verified and formally established, the report and meeting minutes shall be forwarded to the accused's affiliated college council for further processing. The council shall honor the judgment and resolution by the committee unless it can provide concrete reasons based on professional academic standards.

所屬學院應將審議決議送教務處提報教務會議核備，經校長核定後，由教務處以書面通知檢舉人、被檢舉人及副知被檢舉人所屬學院及學系（所、學位學程）。

The college council shall forward the resolution to the Academic Affairs Council through the OAA for reference. After the approval by the President, the OAA shall then notify both the informant and the accused of the resolution in writing, and make a copy to the affiliated department/institute/degree program.

3. 當事人若有異議，得於收受通知後 15 日內以書面列舉具體事實及理由向教務處或學生申訴評議委員會提出申訴。
- iii. The accused objecting to the resolution may file a grievance in writing to the OAA or Students Appeal Handling Committee (SAHC) with specific facts and reasons within fifteen (15) days starting from the day of receiving the notification of the review resolution.

向教務處申訴者，由原學術倫理委員會進行書面審理。原委員會認為申訴有理由者，應重新開會進行審理。向學生申訴評議委員會申訴者，由學務處受理，並依學生申訴相關法規辦理。

The grievance filed to the OAA shall be handled and reviewed in written form by the same committee. If the committee decides there exist grounds for the filing, another meeting shall be reconvened. The appeal filed to the SAHC shall be handled and reviewed by the Office of Student Affairs (OSA) in accordance with relevant regulations for handling student appeals.

申訴經無理由駁回者，不得就同一事件再行申訴。

Dismissed grievance shall not be filed again for the same instance.

(五) 檢舉案確立違反學術倫理情事，經完成前項行政程序後，被檢舉人所屬學系（所、學位學程）按情節輕重，應依本校「學生獎懲辦法」對當事人給予處分，並應副知教務處。

(5) When the reporting is validated and carried out with the said administrative procedure stipulated in the preceding Paragraph, the accused's affiliated department/institute/degree program shall impose disciplinary action on the accused in accordance with the University's *Regulations for Student Rewards and Disciplines* depending on the severity of the offense, and notify the OAA.

若被檢舉人論文著作原已認定為系所修業規定之一者，則應撤銷該論文著作之採認。

If the accused's academic papers were already recognized as a part of study requirements by the affiliated department/institute, the recognition should be revoked.

- 四、 本規範暨處理要點如有其他未盡事宜，依教育部及本校相關規定辦理。
- IV. Matters not covered herein shall be handled by the MOE's and the University's relevant regulations.
- 五、 本規範暨處理要點經教務會議通過，陳請校長核定後實施，修正時亦同。
- V. These guidelines are approved by the Academic Affairs Council and by the President before implementation. Amendments to these guidelines shall follow the same procedure.