

# **Chung Yuan Christian University (CYCU)**

## **Guidelines for Reviewing Master's or PhD Thesis**

June/30, 2021. Passed by the 2nd Academic Affairs Meeting, spring semester, Academic Year 2020-2021

- Artical 1 In order to implement the self-discipline of academic, maintain the quality of higher education, and ensure whether a master's or Ph.D. thesis matches the expertise, CYCU has prescribed the guidelines for reviewing academic ethics in master's and PhD thesis (hereinafter referred to as "guidelines").
- Artical 2 The guidelines for the thesis referred to academic ethics in master's and Ph.D. theses, works, written reports, technical reports professional practice reports, etc., which CYCU has conferred in accordance with the Degree Conferral Act.
- Artical 3 Students shall pass the review of prospectus and thesis defenses by the department (or institute or degree program) before conducting the final examination.
- If a student's thesis deviates from the professional field of the department (or institute or degree program) before the prospectus is conducted, the instructor shall review it again in accordance with the former point.
- Review Committee members of the department (or institute or degree program) should consist of at least three members. All members must be qualified as degree examiners.
- The rules of a master's degree for reviewing a master's thesis shall include the accreditation of the professional field, examination manner, and procedure. The reviewing documents shall be kept for future examination.
- Artical 4 If students have any objections to the results of the examination, they shall provide a written statement and declare a statement to their institutes to apply for reexamination. The institute shall recruit the review committee to reexamine. Number of committee members should be 3 to 5, which must be qualified as degree examiners.
- The dean shall appoint one of the members to be the convener to hold the meeting.
- Artical 5 To report a master's or PhD thesis that didn't meet the requirement of the professional field, informants shall hand in a written explanation which attached the necessary evidence and indicate their legal name, conduct number, and address. Once the report has been verified as a violation of academic ethics, the case shall be processed immediately thereafter. The

identities of informants shall be kept strictly confidential. In the case of anonymous reports, CYCU won't conduct the process.

Artical 6 CYCU's Office of Academic Affairs shall be the unit that conducts all reports. After receiving a report, CYCU's Office of Academic Affairs shall, within a period of seven (7) days, review the report and determine whether to process the case or not. If the case does not meet the requirements stipulated herein, CYCU's Academic Affairs will dismiss the case and notify the informant in writing. If the case is considered admissible, the college in which the one accused is enrolled shall group a review committee within ten (10) days and shall done the process of review in two (2) months. The process of review shall be kept confidential.

Artical 7 The organization, meeting, and determination of the Review Committee shall be conducted in accordance with the following regulations:

- 1) The Review Committee shall consist of five to seven professional scholars in law, relevant professional experts, or professors with legal backgrounds from within or outside of the University appointed by the dean of the college and the chair of the department with which the accused student is enrolled. Members of the department shall not be consisted of more than one-third of the committee members. The names of the committee members shall be kept confidential.
- 2) The Review Committee shall be convened with at least two-thirds of the members attending. A determination shall require two-thirds or more of the review committee members to be present agreeing. Members shall attend meetings in person, and it is not allowed to entrust another person to attend or vote as a substitute.
- 3) Those who are or were thesis advisors or oral examination committee members of the accused students; those within the third degree of kinship by marriage or by blood; and those who have academic partnerships or are stakeholders with the accused students shall not serve on the Review Committee.
- 4) The dean of the college shall be the convener and the chairperson of the Review Committee. If the dean of college needs to withdraw from the committee, the convener shall be selected from the other dean of colleges by CYCU's president.

Artical 8 Before the review committee meeting is convened; the accused student shall be notified in writing to provide a written statement in two weeks or attend the review meeting to declare a statement in person. If the accused

student fails to meet the requirements mentioned above within the stipulated period, the accused student shall be deemed as volunteering to lose the chance of a statement. The Review Committee may require the accused student's advisor to present during the meeting if necessary.

Artical 9 The review of Master's and PhD Thesis that deviated from the professional field shall be abided by the determination of the professional field. After processing the review, the Review Committee shall state the resolution. The reviewed report and meeting record shall be sent to the Office of Academic Affairs. After the president of CYCU approves, the Office of Academic Affairs shall notify the informant and the accused student of the results, reasons, and remedy methods.

Artical 10 If a student whose thesis is determined to have deviated from the professional field in a serious manner, his/her degree shall be revoked. Besides, they shall be announced that their diplomas will be invalidated. The University shall notify the student to return their diplomas and inform other tertiary educational institutions and relevant agencies (organizations) of the revocation and invalidation. If a student is found to violate other laws and regulations shall be processed in accordance with the provisions therein. If students' thesis is not up to the level described in the preceding paragraph, but there is still some part that deviates from the professional field, shall be required within the stipulated period to revise their thesis with the advisor's consent, or take other action as appropriate ways by the Review Committee.

Artical 11 If a student's thesis deviates from the professional field after the examination, the convener shall counsel, admonish the advisor, or restrict the number of students to supervise. The department (institute or degree program) shall be requested to review and adjust the mechanism of prospectus defense.

Artical 12 Matters not addressed in these Guidelines shall be subjected in accordance with the relevant regulations of the Ministry of Education and CYCU.

Artical 13 The Policy will be published and enforced upon approval at the Academic Affairs Meeting and after reported to the president. The same shall apply to all subsequent amendments.