

# NTUB Regulations Governing Breach of Academic Ethics by Students

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- Article 1 National Taipei University of Business (hereinafter “the University”) establishes these Regulations to uphold the quality of education and academic integrity, prevent students from engaging in acts such as plagiarism, ghostwriting, or academic misconduct, and to ensure a fair and objective handling process. These Regulations are formulated in accordance with the Degree Conferral Act and the Principles for Handling Academic Ethics Cases in Tertiary Institutions.
- Article 2 A breach of academic ethics under these Regulations includes but is not limited to the following:
1. Fabrication: Creating false application materials, research data, or research outcomes.
  2. Falsification: Misrepresenting or altering application materials, research data, or research outcomes.
  3. Plagiarism: Using others’ application materials, research data, or outcomes without proper citation. Improper citation that constitutes a serious violation is also considered plagiarism.
  4. Ghostwriting: Submitting work written by another person.
  5. Redundant publication without appropriate acknowledgment.
  6. Self-plagiarism: Substantially quoting one's own published work without proper citation.
  7. Submitting translations without clearly acknowledging the original source.
  8. Attempting to improperly influence the review process through lobbying, inducement, threats, or other interference.
  9. Any other acts that violate academic ethics.
- Determination of such violations shall be made by the Academic Ethics Review Committee (hereinafter “the Committee”) established by the relevant college.
- Article 3 Anyone reporting a suspected case of academic misconduct must submit a written report with specific allegations, supporting evidence, and include their real name, contact number, and address to the Office of Academic Affairs. Upon verification, the Office shall initiate the review process while keeping the identities of the whistleblower and respondent strictly confidential. Reports with false personal information will not be accepted. Anonymous reports or reports lacking specifics or evidence will not be processed unless the Office initiates an investigation ex officio under exceptional circumstances.
- Article 4 All university units that receive specific reports of student academic misconduct must forward them to the Office of Academic Affairs. Upon receipt, the Office shall complete a preliminary review within ten days to determine if the report meets formal requirements and falls within the scope of academic ethics violations. If not accepted, the whistleblower shall be notified in writing. Accepted cases will be transferred to the respondent’s college, which shall form a Committee within two weeks and complete the review within two months (an extension of one month is allowed if necessary). The entire process must be kept confidential.
- Article 5
1. The Committee shall consist of 5 to 7 members appointed by the Dean of the relevant college and approved by the University President. Members may include deans, department chairs, internal or external experts in the relevant field. No more than one-third of members may be from the respondent’s department. The member list must be kept confidential.
  2. Individuals with conflicts of interest, including previous advising relationships, oral exam committee service, marital or blood relations (up to 4th degree), or academic collaborations, shall not serve on the Committee.
  3. The Dean shall serve as Convener and Chair. If the Dean recuses, the Academic Affairs Director shall serve as Convener; if both must recuse, the President shall appoint a Vice President.
  4. The respondent must be notified in writing and given the opportunity to provide a written or verbal statement. Failure to respond shall be considered forfeiture of the right to respond. Advisors or committee members may be invited to clarify the situation or review materials may

be submitted to external experts.

5. Committee meetings require at least two-thirds attendance and decisions must be approved by a majority of those present.

- Article 6 The Committee shall submit a written decision after deliberation. After the decision is reviewed and approved by the Office of Academic Affairs and the University President, the Office shall notify both the whistleblower and respondent in writing. If the respondent objects to the decision, they may file an appeal within 30 days of receiving notification. No repeated investigations are allowed unless new facts or evidence emerge.
- Article 7 If a degree thesis is found to involve a serious violation, the degree shall be revoked and the certificate canceled. The student shall be required to return the certificate, and the revocation shall be reported to other universities and relevant agencies. The National Central Library and NTUB Library shall be notified to withdraw all physical and electronic copies. Students whose degrees are revoked shall be expelled and cannot continue studies even if their study period has not expired. Additional legal action may be taken if other laws were violated.  
If a student is found in violation of academic ethics but not to the extent of degree revocation, the Committee may order corrections, public apology, or other appropriate actions. Violations will also be referred to the Office of Student Affairs for disciplinary action per NTUB's regulations.
- Article 8 If a thesis involves academic misconduct, the advisor shall bear supervisory responsibility. The department or program shall hold a meeting to determine appropriate consequences, such as disqualification from advising student theses for two years or limiting the number of advisees. An improvement plan must also be submitted to the Office of Academic Affairs.
- Article 9 If academic misconduct is found in works such as creative projects, performance portfolios, written or technical reports, these Regulations shall apply *mutatis mutandis*.
- Article 10 Matters not covered in these Regulations shall be handled in accordance with relevant laws and NTUB rules.
- Article 11 These Regulations shall come into effect upon approval by the Academic Affairs Meeting and ratification by the President. Amendments shall follow the same procedure.