

NTUB Guidelines for Handling Faculty Violations of Teacher Qualification Review Rules and Academic Ethics

Reviewed and approved after amendment at the 2nd University Affairs Meeting of the 1st Semester, Academic Year 2017, on December 21, 2017

Reviewed and approved at the 1st University Affairs Meeting of the 1st Semester, Academic Year 2022, on December 15, 2022

- Article 1 National Taipei University of Business (hereinafter “the University”) has established these Directions in accordance with the Ministry of Education’s Principles for Handling Academic Ethics Cases in Tertiary Institutions and Principles for Handling Violations of Teacher Qualification Review Regulations in Tertiary Institutions to address faculty violations of such regulations and academic ethics.
- Article 2 “Violations of teacher qualification review regulations and academic ethics” as stated herein refer to the following behaviors by faculty members:
1. Fabrication: Forging or inventing non-existent research data, procedures, or results.
 2. Falsification: Unauthorized alteration of research data, procedures, or results.
 3. Plagiarism: Using others’ research data, works, or results without proper citation. Improper or severely deficient citation is also considered plagiarism.
 4. Fraud: Obtaining or presenting research data or results through deceptive or unethical means.
 5. Ghostwriting: Submitting theses, project proposals, or research reports written by individuals not involved in the research.
 6. Duplicate publication without acknowledgment: Republishing identical or substantially similar academic works in multiple journals or books without permission or citation.
 7. Self-plagiarism without citation: Using previously published content or results without appropriate reference or listing in citations.
 8. Improper citation: Failing to follow academic norms or conventions when citing others’ work, even if the uncited portion is not central to the originality.
 9. False information in CVs for qualification reviews: Particularly regarding materials relevant to the review, excluding obvious clerical errors.
 10. False co-author attestations.
 11. Failure to disclose co-authorship or submit co-author attestations for representative works.
 12. Other violations of academic ethics.
 13. Forgery or alteration of academic credentials, certificates of experience, or evidence of accepted publications/co-authorship.
 14. Interference in the review process: Through lobbying, inducement, threats, or other means, either personally or through others, deemed serious in nature.
 15. Illegally or improperly influencing thesis or work evaluations: Apart from the situations in the previous clause.
- Article 3 Violations of these Directions shall be handled by a review committee established by the University or respective colleges in accordance with the nature of the case. The investigation and disciplinary process shall follow fair, objective, and confidential procedures, ensuring that the rights and interests of all parties are protected.
- Article 4 Violations confirmed upon investigation shall result in appropriate sanctions, which may include warnings, suspensions, disqualification from teacher qualification reviews, or termination of employment, depending on the severity of the misconduct. The University shall also report the case to relevant external agencies if required by law or regulations.
- Article 5 These Directions, and any amendments thereto, shall take effect upon approval by the University Affairs Meeting and ratification by the President.
- Article 6 If a teacher is found to have violated the regulations governing teacher qualification reviews or academic ethics, the relevant department (institute, program) shall submit the case to the respective college-level teacher review committee or academic ethics review committee, which shall form an investigation panel in accordance with regulations. The panel shall complete its investigation and submit a written report within three months; an extension of up to one month may be granted when necessary.
- Article 7 The composition of the investigation panel shall be fair and impartial. Members shall recuse

- themselves in the event of a conflict of interest, such as being a co-author, advisor, or having a close personal relationship with the respondent. The panel must include scholars with relevant expertise, and when necessary, may include external experts.
- Article 8 The investigation panel shall give the respondent an opportunity to submit a written or verbal defense. The panel shall examine relevant materials and, if necessary, invite involved parties or experts to assist in the investigation.
- Article 9 The final investigation report shall include findings, the rationale, and recommended actions or sanctions. It shall be submitted to the competent review committee (such as the college-level or university-level teacher review committee), which will determine appropriate sanctions based on the severity of the violation.
- Article 10 Confirmed violations may result in the following actions:
1. A written warning or reprimand.
 2. Suspension from applying for teacher qualification review for a specific period.
 3. Disqualification of the submitted teacher qualification materials.
 4. Dismissal or termination of employment, in severe cases.
 5. Other appropriate disciplinary measures in accordance with university personnel regulations.
- Article 11 Cases involving suspected violations of the law shall be referred to judicial authorities in accordance with relevant legal procedures.
- Article 12 These Directions, and any amendments thereto, shall take effect upon approval by the University Affairs Meeting and ratification by the President.
- Article 13 For verified cases of misconduct, the investigation panel shall submit its investigation report and proposed disciplinary actions to the relevant Teacher Evaluation Committee for deliberation. In addition to handling the case in accordance with the Principles for Handling Academic Ethics Cases in Tertiary Institutions and the Regulations on Faculty Qualification Review for Tertiary Institutions, disciplinary actions may be imposed based on the severity of the violation, including:
1. Written reprimand.
 2. Mandatory participation in academic ethics courses for a designated period and submission of completion certification.
 3. Suspension from salary increases, sabbatical leave, overseas teaching or research leave with pay, promotions, secondment, or taking concurrent posts or teaching assignments outside the university for a designated period.
 4. Ineligibility for sabbatical research leave, extended service, or appointment as members of internal Teacher Evaluation Committees or academic administrative positions for a designated period.
 5. Dismissal, non-renewal, or suspension of employment in accordance with the Teachers' Act.
 6. Other penalties based on relevant regulations of competent authorities.
- Article 14 For the formal review, investigation panel meetings and Teacher Evaluation Committee deliberations shall require attendance by at least two-thirds of all members. Any resolution must be approved by at least two-thirds of attending members.
- Members who are required to recuse themselves shall not be counted toward the quorum.
- Article 15 If the deliberation confirms a violation as described in Article 2, the university shall report the review process and the outcome to the Ministry of Education for reference.
- Article 16 Once a case has entered deliberation, its execution shall not be suspended due to appeals or administrative litigation initiated by the respondent.
- Article 17 If a case is concluded with no violation found, and the whistleblower later submits a new report, they must present specific new evidence for the case to be accepted again. Without such new evidence, the university may reply to the whistleblower citing the previous decision. If the whistleblower is a university employee and is found to have submitted frivolous or malicious reports that affect campus harmony, the case may be referred to the appropriate unit for disciplinary action depending on the circumstances.
- Article 18 For penalties that involve ineligibility for teacher qualification review for more than five years and are reported to the Ministry of Education for reference, the university shall also notify all higher education institutions. Such execution shall not be suspended due to appeals or administrative litigation by the respondent.

- Article 19 Matters not covered in these Directions shall be handled in accordance with the Ministry of Education's Regulations on Faculty Qualification Review for Tertiary Institutions, Principles for Handling Violations of Teacher Qualification Review Regulations in Tertiary Institutions, and Principles for Handling Academic Ethics Cases in Tertiary Institutions. These Directions shall also apply mutatis mutandis to university researchers, technical professionals, contract teaching personnel, and adjunct faculty.
- Article 20 These Directions shall be implemented following approval by the Administrative Council, the University Teacher Evaluation Committee, and the University Affairs Meeting, and ratification by the University President. The same procedure shall apply to any amendments.