

Criteria and Procedures for Identification of Academic Misconduct

ACO [2025] No. 00012

Chapter I General Provisions

Article 1 Formulation Purpose

To implement the *Several Opinions on Further Strengthening the Construction of Scientific Research Integrity* and the *Measures for the Prevention and Handling of Academic Misconduct*, benchmark against international norms such as the *European Code of Conduct for Research Integrity* and the *U.S. Office of Research Integrity (ORI) Guidelines*, construct a "zero-tolerance" academic governance system, and maintain the academic authority and higher education credibility of our university, these criteria and procedures are formulated.

Article 2 Basic Principles

1. **Scientific Rigor:** Based on facts, refining identification criteria in combination with disciplinary characteristics;
2. **International Equivalence:** Referencing international consensuses such as the *Singapore Statement of the World Conference on Research Integrity* to ensure global mutual recognition of identification results;
3. **Procedural Justice:** Guaranteeing the rights of the parties to state, defend, and appeal, and establishing avoidance and confidentiality mechanisms;
4. **Equal Emphasis on Education and Discipline:** Creating a clean academic ecology through institutional constraints and integrity education.

Article 3 Scope of Application

These regulations apply to the identification and handling of academic misconduct by in-school teachers, researchers, full-time and part-time students (including undergraduates, junior college students, and graduate students) in activities such as teaching, scientific research, and degree application, covering the entire chain of paper publication, project application, and achievement transformation.

Chapter II Criteria for Identification of Academic Misconduct

Article 4 Core Identification Categories

(1) Research Data and Achievement Fraud (Serious Misconduct)

1. Fabricating experimental data, fictionalizing survey samples, or tampering with key conclusions (including PS of images, modification of data curves, etc.);
2. Purchasing or commissioning papers, or forging peer review opinions;

3. Plagiarizing others' unpublished achievements (such as experimental designs, research ideas, unpublished data);
4. Multiple submissions of the same manuscript causing waste of journal resources (the same content is simultaneously/sequentially published in 2 or more journals).

(2) Improper Use of Academic Achievements (General Misconduct)

1. Failing to standardize the annotation of others' achievements (including opinions, charts, formulas, etc.), with more than 20% of the full text not indicating the source;
2. Unauthorizedly labeling scientific research projects, fund numbers, or honorary titles not participated in by others;
3. Using tutors'/teams' unpublished achievements without authorization (including experimental records, preliminary conclusions, etc.).

(3) Academic Procedure Violations (Minor Misconduct)

1. 30%-50% of the content in degree theses/coursework is copy-pasted (excluding reference parts);
2. Forging tutors' signatures, tampering with transcripts, or scientific research progress reports;
3. Maliciously obstructing others' academic research (such as deliberately damaging experimental equipment, leaking review information).

(4) Academic Ethical Violations (Special Circumstances)

1. Carrying out human/animal experiments in violation of research ethics (such as without approval from the Academic Ethics and Morals Review Committee, tampering with experimental ethics reports);
2. Suppressing peers and monopolizing academic resources by taking advantage of positions such as maliciously giving bad reviews to fund projects, manipulating academic reviews);
3. Excessive occupation of achievements in student cultivation (tutors are listed as first authors without substantial participation, or students unauthorizedly label tutors' names).

Article 5 Graded Identification Criteria

Grade	Judgment Basis	Impact Level	Typical Behavior Examples
Serious	Violating laws/international norms, causing damage to the academic system	Affecting disciplinary reputation, misleading research direction	Paper trading, data fraud, achievement plagiarism
General	Violating academic norms, damaging	Interfering with academic evaluation,	Improper authorship, multiple submissions,

	fairness	occupying resources	citation violations
Minor	Violating academic discipline, causing no substantial damage	Damaging academic integrity awareness	Homework plagiarism, procedural fraud (non-core links)

Chapter III Handling Procedures and Authorities

Article 6 Reporting and Acceptance

- 1. Reporting Channels:** Establish an academic integrity office at the faculty (campus) level, launch an online reporting platform (including anonymous reporting function). Reporting materials must include specific facts, evidence lists, and clear information about the reported person;
- 2. Acceptance Time Limit:** Decide whether to file a case within 10 working days after receiving the report, and complex cases may be extended to 20 working days;
- 3. Avoidance System:** Members of the investigation team who have interest-related connections such as teacher-student relationships or cooperative projects with the reported person shall take the initiative to avoid.

Article 7 Investigation and Identification

- 1. Establishment of Investigation Team:** A 5-7-member expert group dispatched by the Academic Ethics and Morals Review Committee, including 2 off-campus peer experts (referencing the *COPE Guidelines for Journal Editors*), and representatives from the graduate education management department must be included for cases involving degree theses;
- 2. Investigation Procedures:**
 1. Complete evidence verification within 30 working days (including plagiarism detection, experimental reproduction, witness interviews, etc.);
 2. Convene a hearing to listen to the parties' statements (must notify the time and place 7 days in advance, allowing 1-2 agents to be entrusted);
 3. Form the *Investigation Report on Academic Misconduct*, signed and confirmed by all members.

Article 8 Handling and Implementation

(1) Handling Measures for Students

Grade	Academic Handling	Disciplinary Sanction	Other Restrictions
Serious	Canceling degree	Expulsion from school	Recorded in the

	application qualification, expulsion		academic integrity file, prohibited from applying for postgraduate studies for 3 years and circulated online
General	Suspending degree conferral for 1-2 years	Probation within the school	Scientific research achievements cleared, excellence evaluation qualifications canceled
Minor	Ordering the modification of theses/homework	Warning/serious warning	Participating in 40 hours of academic integrity training

(2) Handling for Teachers and Researchers

- 1. Serious Misconduct:** Revoking professional titles/positions, prohibiting project application and serving as tutors for 5 years, and including in the scientific research integrity "blacklist";
- 2. General Misconduct:** Suspending enrollment qualification for 1-3 years, deducting the annual performance, and circulating a notice of criticism throughout the school;
- 3. Minor Misconduct:** Ordering a written review, canceling the annual excellence evaluation qualification, and receiving special training on academic norms.

(3) Handling of Special Circumstances

For academic misconduct involving international cooperation projects, the cooperating institutions and overseas universities must be simultaneously notified, and coordinated handling shall be carried out in accordance with the *Cross-border Academic Cooperation Integrity Convention*; those suspected of illegal crimes shall be transferred to judicial organs for handling.

Article 9 Appeal and Review

- The parties may submit a written appeal to the university academic arbitration committee within 15 days of receiving the handling decision (attached with new evidence);
- The arbitration committee must complete the review within 30 working days, and the review result is the final decision;
- The handling results must be entered into the "Academic Integrity Management System" and publicized to the society in accordance with the *University Information Disclosure Measures* (with personal privacy information redacted).

Chapter IV Guarantee Mechanisms and Social Responsibilities

Article 10 Integrity Education System

1. **Freshman Compulsory Course:** Incorporate *Scientific Research Integrity and Academic Norms* into the first-year general education, counting 1 credit (including international academic ethics case teaching);
2. **Tutor Accountability System:** Graduate tutors must sign the *Academic Integrity Commitment Letter* every year. If the students they guide have serious misconduct, the tutors shall bear joint management responsibilities;
3. **International Exchange Warning:** Add an "Overseas Academic Norms" module to the pre-study education for publicly funded students, docking with the *Code of Conduct of the International Center for Academic Integrity (ICAI)*.

Article 11 Intercollegiate Coordination Mechanism

1. Establish an intercollegiate academic integrity information sharing platform to achieve mutual recognition of cross-college misconduct records;
2. For students expelled due to academic misconduct, their credits and completed course grades may be converted according to international general standards (subject to evaluation by a third-party institution).

Article 12 Supervision and Evaluation

1. The Academic Committee entrusts the Academic Ethics and Morals Review Committee to issue the *Academic Integrity Development Report* every year, introducing international evaluation tools such as the ESI disciplinary integrity index;
2. The handling of academic misconduct must be separately disclosed in the *Quality Annual Report* to accept social supervision.

Chapter V Supplementary Provisions

Article 13 Entry into Force and Interpretation

These regulations shall come into force on September 1, 2025, and shall be interpreted by the Academic Committee.

Article 14 Implementation Rules

Each faculty (campus) shall formulate implementation rules in combination with disciplinary characteristics and report them to the Academic Committee for filing. The handling of international students must also comply with the relevant provisions of the *Measures for the Admission and Cultivation of International Students*.

Annexes:

1. Report Application Form for Academic Misconduct (including bilingual templates for international reports)
2. Investigation Flowchart (including special processing nodes for international cooperation projects)
3. Comparison Table of Domestic and Foreign Academic Integrity Norms

Academic Committee

June 11, 2025