Student Version of the FLLD Majors Program Policy on Academic Integrity

學生版外文系課程學術誠信規範

Dear FLLD student:

The FLLD Majors Program has a policy about academic integrity. A copy of the complete policy can be found at the FLLD website (http://www2.thu.edu.tw/~flld). The following is the relevant section for students.

Please note: <u>You are responsible for understanding this policy; if you are involved in a case of academic dishonesty, you CANNOT plead ignorance of this policy.</u>

The FLLD Majors Program Faculty Council
Fall 2006

親愛的外文系學生：

外文系課程制定了學術誠信規範，全文見外文系網站（<u>http://www2.thu.edu.tw/~flld</u>）。
以下規範為與學生相關部分。

請注意：<u>你有責任了解本規範，一旦涉及學術造假，你不能以不知道為托辭。</u>

外文系課程教員會
2006 年秋

1. Introduction　前言

1.1 The following policy aims to encourage academic integrity in the Majors Program among both students and teachers. The Center for Academic Integrity has defined academic integrity as "a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action." (Center for Academic Integrity 4) Thus, while this policy document goes into detail about dealing with academic dishonesty by students, students and faculty should recognize that the term "academic integrity" covers far more than the mere policing of academic dishonesty; it refers, in its fullest sense, to a positive ethical stance that guides all aspects of academic work, including not only student assignments but also teaching, research, and service.

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1.1 以下規範旨在鼓勵外文系師生間的學術誠信。學術誠信中心將學術誠信定義為「一種即便面臨困境，仍恪守誠實、信任、公平、尊重、責任五種價值之承諾。」由此價值觀中衍生出行為準則，以期能使學術團體化理念為行動（美國學術誠信中心 4）。因此，在本規範詳列處理如學生抄襲、剽竊、作弊學術造假的同時，師生應明白「學術誠信」一詞涵蓋的不僅於督察學術造假的行為；廣義而言，它是種指導各種學術工作的積極倫理規章，包括的不僅是學生課業，而且是老師教學研究和服務。

（….條文 2 省略）

3. General guidelines for students　學生守則

3.1 Students must understand that academic integrity is an important ideal that is to be upheld and pursued. Academic dishonesty is never justified and will be punished when discovered and prosecuted (see section 4, below). Students are responsible for understanding this policy; ignorance of the policy is not an acceptable reason for committing academic dishonesty.

3.1 學生必須了解學術誠信是必須恪守及追求之重大理想。抄襲、剽竊、作弊等學術造假的欺瞞行為，無論如何都不正當，一旦被發現調查，將遭懲處（見下列條文 4）。學生有責任了解本規範，對本規範無知，並非犯下學術造假的藉口。

3.2 Students can expect to be taught ways of properly attributing sources in several Major Program required classes, e.g., the Composition-Oral Practice series and Research Methods.

3.2 學生可在外文系必修課程中學到各種恰當徵引資料來源的方法，例如英文作文/口語訓練、研究方法。

3.3 If students ever have any doubts or questions about possible academic dishonesty in their own work for a course, they should ask the course teacher for help. This not only prevents incidents of academic dishonesty, but also builds trust between the teacher and students.

3.3 若學生對某一科目之作業有任何可能涉及學術欺瞞的疑慮，應該尋求該科教師的協助。這不僅能避免學術造假事件，亦可建立師生之間的互信。

4. Procedures for dealing with academic dishonesty in student work
   處理學生課業學術造假的程序

4.1 It is the policy of the Majors Program that work submitted for a grade be:
   a. created by the student whose name and student number appear on the work;
   b. created specifically for the assignment for which it is submitted (i.e., a student cannot submit for a grade a work that has been submitted for a grade in another course, without both teachers' permission);
   c. free of plagiarism.
Violations of any of these three attributes will be punished according to the guidelines set out in 4.4.

4.1 依據本規範，學生遞交為評分用之習作：
   a. 應由學生本人撰寫；
   b. 呈交之作業應為特定之作業（也就是說未經雙方老師同意，學生不可以繳交某科作業做為另一科作業評分之用）；
   c. 沒有剽竊。

   違反以上任一規條，將依條文 4.4 懲處。

4.2 This policy uses the following definition of plagiarism, from the Council of Writing Program Administrators: "in an instructional setting, plagiarism occurs when a writer deliberately uses someone else's language [wording], ideas, or other original (not common-knowledge) material without acknowledging its source." While it is recognized that plagiarism, particularly of ideas, can be a complex issue, the above definition should provide enough clarity for most situations encountered by Majors Program faculty.

4.2 本規範引用 the Council of Writing Program Administrators 為剽竊下的定義：「在教習的情況下，『剽竊』指的是作者刻意引用他人語言〔用字〕、想法或原始資料（非常識）而未註明出處。」儘管剽竊，尤其是想法之剽竊可能是複雜的議題，但以上定義應可釐清外文系教師遇到的大多數狀況。

4.3 A differentiation should be made between plagiarism on one hand and incorrect citation/attribution, in which a student may mention the source but not follow conventions such as use of quotation marks or parenthetical citation, on the other. The former involves deliberate deceit by the student and an attempt to pass off someone else's words or ideas as the student's own. The latter, while perhaps awkward or even bordering on plagiarism (as in the case of using a source's exact words without accompanying quotation marks), at least shows some effort on the part of the student to highlight that the words or sources are not totally his or her own. The former is clearly much more serious than the latter, and therefore deserves more severe consequences.

4.3 「剽竊」與「不正確徵引資料來源」有別。前者涉及學生刻意欺瞞或蓄意將他人文字、想法據為己有。後者指學生提及資料出處，但未遵照格式規範，例如未使用引號或括弧。此舉看似彆扭，甚至在剽竊邊緣（例如直接引用原文卻無引用符號），但至少顯

示學生企圖標示文字資料非原著之努力。前者明顯比後者嚴重,因此應承受比較嚴厲的後果。

4.4 The following course of action is required if a teacher suspects that a violation of 4.1a, b, or c has occurred and wishes to prosecute.

4.4 若老師懷疑學生違反條文 4.1a、b 或 c 並意圖懲罰,需採取以下行動。

4.4.1 The teacher must gather evidence to support the charge; for example, if a teacher thinks a student has plagiarized sections of an assignment from a website article, he/she should copy the relevant section and URL.

4.4.1 老師必須收集證據以支持指控。例如教師認為學生之部分習作抄襲自某網頁文章時,必須複製抄錄相關段落和網址。

4.4.2 The teacher should make this evidence available to the student, in spoken and/or written form.

4.4.2 老師應以口頭或書面形式,讓學生明白這些剽竊證據。

4.4.3 The teacher must mete out punishment for the violation. The major program's default policy is 1) for the teacher to give a grade of zero for the assignment; 2) for the teacher to put a letter (with accompanying documentation) on file with the department chair; and 3) for the teacher to ask the advisor to assign a major demerit (大過 [1]da-guo).However, a teacher can be more lenient (but not harsher) if he or she so wishes. Other options include but are not limited to requiring a re-doing of the assignment, giving a failing grade above zero, or giving a zero on the assignment without putting the incident on file.

4.4.3 教師必須對違反學術誠信規範之行為作出懲處。外文系之一貫政策為1)該項作業以零分計算;2)教師將說明信及相關資料留檔寄給系主任存檔;3)要求導師記剽竊之學生大過一支。然而,教師也可作出較寬大(但不是更嚴厲)的處置,例如要求學生重寫作業,該項作業不及格,或該作業零分,但不留檔存查。

4.4.4 The teacher must keep a copy of the assignment and evidence from 4.4.1, in case the matter is investigated in the future.

4.4.4 教師必須保留該作業之複本及 4.4.1 之條文所列之證據,以備未來調查所需。

4.5 If a student is found to have committed academic dishonesty a second time, he/she will receive a zero for the course in which the dishonesty occurred, in addition to the other punishments in 4.4.3. A third incident will lead to the student's case being referred to the Dean of Academic Affairs and possible expulsion from the university.

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[1] 大過 is a serious demerit or offense. According to university regulations, three 大過 will result in expulsion from the university.

4.5 學生一旦被發現再有學術造假行為，除了接受條文 4.4.3 所列之懲處外，該科成績以零分計算。第三次再犯時，將呈報教務長，並可能遭受退學處分。

4.6 If a student wishes to appeal an alleged incident of academic dishonesty, he/she should first communicate with the teacher involved. If, after discussion, the student still wishes to appeal, he/she should contact the Majors Program administrative assistant, who will in turn ask the chair to form an ad hoc committee of three members to investigate the matter. The committee may decide to either a) let the punishment given by the teacher stand (the committee cannot change the punishment given by the teacher in 4.4.3, as long as it does not go beyond the default Majors Program policy); or b) dismiss the allegation, thus repealing the punishment. In such a case, the assignment in question may need to be re-graded by another teacher who is familiar with the course and its requirements.

4.6 若學生希望對被指控之學術造假事件提出申訴，他應先與該科教師溝通。會談過後，若仍希望提出申訴，應先聯絡外文系行政助理，由其轉告系主任，再由系主任召集三人組成之臨時特設委員會進行調查。委員會可決定 a）維持教師已作之懲處（只要不逾越外文系的一貫政策，委員會不能改變教師依 4.4.3 條文所作的懲處）；或 b）撤銷指控並撤回懲處。在此情況下，該件有剽竊嫌疑之習作，應由另一位熟悉此課程與要求之教師重新評分。

Works Cited
書目

Center for Academic Integrity. <u>The Fundamental Values of Academic Integrity</u>. Des Plaines, Illinois: Oakton Community College, 1999.

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