

National Chung Hsing University

Academic Research Ethics Guidelines

November 22, 2017 Approved in the 411th Administrative Meeting

January 10, 2018 Revisions (Articles 2, 3, and 5) approved in the 412th Administrative Meeting

August 31, 2022 Revisions (Articles 1 and 6) approved in the 450th Administrative Meeting

- Article 1 The *Academic Research Ethics Guidelines* (hereinafter, “the Guidelines”) have been formulated by National Chung Hsing University (NCHU or “the University”) in accordance with the Ministry of Education’s *Principles for Handling Academic Ethics Violations in Junior Colleges and Institutions of Higher Education* and the National Science and Technology Council’s *Academic Ethics Guidelines* to uphold academic integrity and avoid disputes arising from breaches of academic research ethics.
- Article 2 The teaching and research personnel who are subject to the Guidelines and the NCHU units responsible for handling the related academic ethics cases are as follows:
1. Personnel Department: Full-time NCHU faculty members (including research personnel), full-time visiting lecturers, full-time project lecturers (including research personnel), and part-time lecturers
 2. Office of Research and Development: Full-time and part-time NCHU project research personnel (including postdoctoral researchers, full-time assistants, and part-time assistants) and other personnel and contracting parties participating in the University’s research projects or academic collaborations.
 3. Office of Student Affairs, Office of Academic Affairs: Undergraduate students, Master’s students, and doctoral students (including students enrolled in in-service programs or other programs)
- Cases that involve faculty members, students, and project personnel shall be handled as a group case by the Personnel Department in accordance with the University’s *Directives for the Handling of Violations Against Teacher Accreditation Regulations and Academic Ethics*.
- Article 3 Teaching and research personnel shall be responsible for maintaining accountability, professionalism, objectivity, precision, and impartiality in their research process (including but not limited to research planning and execution and the presentation of research outcomes), and shall disclose any information that may undermine the integrity of their project or the credibility of reviewers in order to avoid conflicts of interest. Academic research shall be carried out with the following principles in mind:
1. Teaching and research personnel shall be impartial when collecting and analyzing research data and information and may not fabricate or falsify data and information. Cherry-picking shall also be avoided.
 2. Studies shall be reproducible and verifiable. Research data and methodology shall be unambiguous, precise, impartial, and complete, with the original data retained for a specified period of time.
 3. After establishing the priority of research outcomes, the research data and results shall be disclosed as soon as possible. Information collected with national research funds shall be made available for use by the academic community.
 4. Research projects with living subjects shall be conducted in compliance with the *Human Subjects Research Act*, the *Animal Protection Act*, and the University’s *Regulations for Human Research Ethics Reviews*. Teaching and research

personnel shall obtain proof of research authorization before proceeding with research activities and shall treat human and animal subjects with respect.

Article 4

Research misconduct covers a wide range of actions. The Guidelines mainly focus on violations of core academic ethics: fabrication, falsification, plagiarism, self-plagiarism, insufficient citations, illegal or inappropriate influence on the peer review process, inappropriate author order, etc. The following rules shall be complied with to avoid research misconduct.

1. Sources must be cited and intellectual property rights respected when quoting the data or claims of other studies to prevent others' research outcomes from being misconstrued as original ideas or contributions. Failure to cite the sources for significant amounts of quoted text will be deemed plagiarism if the lack of citations is considered misleading.
2. Self-plagiarism of research projects or academic papers shall be avoided. Previously published research outcomes shall not be presented as new research in another project and the publication of said research outcomes shall not be concealed to mislead reviewers and inflate the innovativeness and contributions of the project. The severity of self-plagiarism is determined by whether the plagiarized contents are the core innovations of the paper and whether the plagiarized contents are misleading or exaggerate the original contributions of the paper.
3. Multiple submissions cause waste of review resources and redundancy and should be avoided. Multiple grant applications for the same research project shall also be avoided. If applying for different research grants for the same research project, the multiple applications shall be noted in the project proposal. When multiple grants are approved for the same project, the project shall only be eligible for one grant. Differences between similar projects shall be explicitly specified.
4. Project personnel must make significant academic contributions to a paper (e.g., research conception and design, data acquisition, data analysis and interpretation, and paper writing) in order to be listed as co-authors. To promote both recognition and accountability, once a researcher is listed as a co-author, they shall be held accountable for their contributions to the paper within a reasonable scope.
5. Researchers may not exert an illegal or inappropriate influence on the peer review process. Researchers who are conducting peer review shall maintain confidentiality, give timely, unbiased, rigorous assessments, and avoid conflicts of interest. Research data obtained in the review process shall not be disclosed or used in the reviewers' research without consent.

Article 5

Teaching and research personnel are obligated to report any suspected fabrication, falsification, or plagiarism of research or other violations against academic ethics to the competent authorities.

Research misconduct and violations against academic ethics shall be handled through investigation, deliberation, and disciplinary action in accordance with the University's *Procedures for Handling Academic Ethics Violations*.

If a purported violation against academic ethics is found to be true, the employing unit of the violator shall establish a guidance and intervention mechanism and enforce disciplinary action.

Article 6

Matters not addressed herein shall be handled in accordance with the Ministry of Education's *Principles for Handling Academic Ethics Violations in Junior Colleges and Institutions of Higher Education*, the National Science and Technology Council's

Academic Ethics Guidelines, and other applicable rules stipulated by government agencies.

Article 7 The Guidelines shall take effect upon approval by the Administrative Meeting. The same shall hold true when amendments are made.