

National Chung Hsing University
Administrative Guidelines for the Academic Research Ethics
Education of Faculty Members and Research Personnel

2017.6.14 Passed in the 408th Administrative Meeting

2020.5.13 Revisions (Article 2) passed in the 432nd Administrative Meeting

2022.8.31 Revisions (Article 1) passed in the 450th Administrative Meeting

Article 1 *The Administrative Guidelines for the Academic Research Ethics Education of Faculty Members and Research Personnel* (hereinafter, “the Guidelines”) have been formulated by National Chung Hsing University (hereinafter, NCHU or “the University”) in accordance with the Ministry of Education’s *Principles for the Handling of Academic Ethics Cases at Junior Colleges and Institutions of Higher Education* and the *National Science and Technology Council Guidelines for Research Project Sponsorships* to uphold the academic ethics of NCHU faculty members and research personnel and boost the quality of academic research.

Article 2 These Guidelines apply to personnel in the following three categories:

1. The University’s full-time and project faculty members and researchers shall complete at least six hours of academic ethics training during their appointment. Newly appointed personnel must complete six hours of academic ethics training within their first year of appointment.
2. The University’s part-time faculty members and full-time and part-time researchers (including postdoctoral researchers and full- and part-time assistants) must present a certificate of completion of at least six hours of academic ethics training to be eligible for appointment. These Guidelines do not apply to individuals who only serve in an academic or administrative capacity and who do not participate in research projects, internship courses, the use of research space or equipment, or student thesis advising.
3. Other NCHU research project personnel must present a certificate of completion of at least six hours of academic ethics training by the starting date of their appointment or project execution.

Each semester, the Research and Development Office shall prepare a report listing the training status of personnel in NCHU college-level units (colleges, offices, centers, and degree programs) who fall under the category set forth in Paragraph 1, Subparagraph 1 for submission to the respective college-level unit for future reference. NCHU units shall publicize academic ethics laws and regulations.

The principal investigator or the head of the appointing unit shall oversee the training of their personnel who fall under the categories set forth in Paragraph I, Subparagraphs II and III, and shall retain the related records for future reference.

If the above regulations regarding personnel who fall under the categories set forth in Paragraph 1 conflict with the regulations stipulated by government agencies or the appointing NCHU unit, the more stringent regulations shall apply.

Article 3 The academic ethics training courses referred to in the Guidelines shall include the following courses:

1. Courses offered by the Center for Taiwan Academic Research Ethics Education (<https://ethics.nctu.edu.tw/>)
2. Academic ethics courses offered by the University's primary and secondary units
3. Academic ethics courses (orientation sessions not included) offered by regional teaching resource centers
4. Online academic ethics courses offered internationally
5. Other academic ethics courses

For courses listed in Subparagraphs 2 to 5 of the preceding paragraph, the organizing unit shall issue the certificate for completion of training. Personnel who participate in these courses shall present their certificate to the Research and Development Office for verification and recording of training hours.

Article 4 Personnel who fail to complete training by the deadline set forth in their appointment contract and who are found to be in violation of academic ethics shall be handled in accordance with the applicable NCHU regulations and may be subject to severe penalties after deliberation.

Article 5 These Guidelines shall be implemented after passage by the Administrative Meeting. The same shall apply to all subsequent revisions.