

In case of any discrepancy between the Mandarin version and the English version,  
the Mandarin version shall prevail.

## **National Formosa University**

### **Guidelines for Academic Ethics and the Establishment of the Academic**

#### **Ethics Committee**

Approved by the 9<sup>th</sup> Administrative Meeting on May 9, 2017

Amendment approved by the 2nd Administrative Meeting on November 7, 2017

- Article 1. The Guidelines for Academic Ethics and the Establishment of the Academic Ethics Committee (hereafter the Guidelines) were established by National Formosa University (hereafter NFU) in accordance with the Operation Guidelines for MOST Research Project Grants and Guidelines for Handling and Investigating Research Misconduct Ministry of Education. The Guidelines are for the protection of NFU's reputation, for the advocacy of academic ethics, and for the enhancement of the academic ethics of academic staff.
- Article 2. The Guidelines are applicable to full-time professors, contracted lecturers, and research fellows, including postdoctoral project researchers and full-time project assistants. Hereafter referred to as faculty members and research fellows.
- Article 3. Faculty members and research fellows of NFU are expected to abide by the following academic ethical standards:
- (1) Dedicated to research work to advance academic knowledge.
  - (2) Conduct research work with integrity and consciousness. The process and the result of research work should not be influenced by political issues and self-interest.
  - (3) Do not alter, fabricate, or incorrectly reference others' research data.
  - (4) Do not plagiarize or steal others' work, including computer programs, art, presentations and work of students, and other forms of ideas or work.
  - (5) The sources of references and citations must be clearly indicated
  - (6) Faculty members and research fellows must be responsible for their published academic papers and results. Properly record and preserve all relative evidence for future review and verification.
  - (7) The orders of the authors of a joint-authored paper should be based on one's dedication to research work.
  - (8) When serving as a reviewer, one should remain independent, fair, and objective. The result of reviewing should not be influenced by prejudice or personal relationships.
  - (9) Must abide by the relative academic ethical regulations of the Ministry of Education Regulations Governing Teacher Qualifications
  - (10) All of the faculty members and research fellows who receive subsidies from the Ministry of Science and Technology should abide by the relative academic ethical regulations of the

Ministry of Science and Technology.

Article 4. NFU's Academic Ethics Committee shall consist of 7 to 11 members for a renewable term of two years. The Senior Vice President is appointed as chairperson. The Vice President for Academic Affairs and the Vice President for the Office of Research and Development are appointed as ex officio members. Other members shall consist of the specialists and scholars that the President nominated. The Academic Ethics Committee holds at least one meeting a year. The temporary meeting will be held when necessary. The Academic Ethics Committee is the supreme supervision establishment of any academic ethics cases. The committee examines the education system of academic ethics, the promotion of academic ethics, the management once faculty members and students are involved in academic ethics violations, and the supervision of related offices to conduct academic ethics affairs. The Office of Development and Research is the regulatory office for the management of academic ethics, and it is in charge of the related affairs regarding The Academic Ethics Committee.

Article 5. Faculty members and research fellows from NFU should complete at least six hours of the lessons on academic ethics. From December 1, 2017, the Principal investigator and research fellow who first apply for the National Science and Technology Council's projects should complete at least six hours of the lessons on academic ethics within the first three years of the official letter being sent to the National Science and Technology Council to apply for research projects. Faculty members and research fellows from NFU should choose one of the below lessons to take:

1. The website of the Center for Taiwan Academic Research Ethics Education (<https://ethics.nctu.edu.tw/login/s/>) The Office of Development and Research is in charge of accounts setting and management.
2. Teaching & Learning Development Center conducts academic ethics courses regarding newly hired instructors.
3. Office of Industry-Academia Cooperation and Service conducts academic ethics courses regarding patents and intellectual property.
4. Every college and department and Center for General Education conducts academic ethics courses.
5. Office of Personnel conducts courses such as violation of academic ethics and regulations.
6. Offices that organize the courses should issue Certificates of Participation. The hours of participating course will be taken into account for faculty evaluation.

Article 6. When any instructor violates academic ethics, the cases should be handled in accordance with Ministry of Education's Guidelines for Academic Ethics Handling Cases, Ministry of Education's Accreditation Regulations Governing Teacher Violated Teacher Qualification at Institutions of Higher Education, NFU's Guidelines for Handling Instructors Violating Academic Ethics and NFU's Instructors Violated Qualification.

Article 7. Office of Academic Affairs may follow the guidelines to establish the students' academic ethics

regulations. Office of Academic Affairs should submit cases to the Academic Ethics Committee for reference annually.

Article 8. Any matter not covered by the Guidelines is governed by the relevant guidelines.

Article 9. The Guidelines are ratified by the administrative meeting and sent to the President for approval and execution. Subsequent amendments to the guidelines shall proceed in the same manner.