

Guidelines for the Implementation of Academic Ethics Education Course for Faculty and Researchers at National Chengchi University

Approved by the 65th Research and Development Meeting on March 22, 2018
Approved by the 675th Administrative Meeting on May 2, 2018

1. The guidelines are established by National Chengchi University (hereinafter referred to as NCCU) to enhance the academic ethics and research integrity among faculty and researchers.
2. The guidelines apply to NCCU faculty and researchers, including contracted lecturers and contracted researcher fellows, postdoctoral researchers, and project assistants.
3. Faculty and researchers at NCCU may learn about academic ethics through relevant university activities or other online courses. For project participants, educational training courses on academic ethics must be completed according to the regulations of the commissioning or funding agencies.
4. Project Principal Investigator must ensure that all participants in the research project meet the required training hours for academic ethics education as stipulated by the commissioning or funding agencies. Specific regulations are as follows:
 1. When applying for projects, NCCU faculty and researchers must attach proof of completion of the required academic ethics courses and submit it to the Research and Development Office for verification by the commissioning or funding agencies.
 2. Project Principal Investigators must urge assistants to provide relevant certification documents and upload them to NCCU employment registration system for verification by the commissioning or funding agencies.
5. Faculty and researchers can complete academic ethics courses through the following means:
 1. Participating in academic ethics workshops, seminars, forums, or workshops organized by the University's Office of Academic Ethics and Research Integrity, the Research and Development Office, the Library, or various departments.
 2. Completing online courses provided by the Center for Taiwan Academic Research Ethics Education.
 3. Attending academic ethics workshops, seminars, forums, or workshops organized by domestic or international higher education institutions or academic organizations.
 4. Participating in other relevant academic ethics courses or activities.

Participants must proactively provide proof of participation or certification issued by the organizing unit including hours of training.
6. Courses on academic ethics include the following categories:
 1. Academic Ethics Norms and Regulations (including research integrity, academic ethics, the definition and scope of research ethics, professional norms and personal responsibilities, relevant government regulations, and policies).
 2. Improper Research Conduct (including identifying and classifying improper research conduct, fabrication and falsification of data, plagiarism, self-plagiarism, etc.).
 3. Academic Writing Norms (including citation, paraphrasing, summarizing, proper attribution, principles of authorship, etc.).

4. Other topics related to academic ethics and research integrity (including basic concepts of copyright, privacy rights, personal data protection laws, principles and practices of protecting subjects, conflicts of interest in research, appropriate use of research funds, discussions on originality comparison of academic papers, case studies, etc.).
7. If there are any disputes or uncertainties regarding Articles 5 and 6, refer to the Office of Academic Ethics and Research Integrity for assistance in determination.
8. These guidelines shall be promulgated and implemented following approval by the Research and Development Conference and the Administrative Meeting. The same procedure applies to any amendments.