

National Taiwan Normal University Research Ethics Office Foundation Policy

2012.10.3 Passed during the 337th Administrative Meeting

2013.11.27 Amendments passed during the 342nd Administrative Meeting

2014.11.26 Amendments passed during the 346th Administrative Meeting

2015.3.18 Amendments passed during the 347th Administrative Meeting

2015.11.25 Amendments passed during the 350th Administrative Meeting

2018.11.28 Amendments passed during the 362nd Administrative Meeting

Article 1 National Taiwan Normal University (NTNU) established the NTNU Research Ethics Office (hereinafter referred to as the " Office ") and this Policy in accordance with the Human Subjects Research Act, in order to properly conduct research activities involving human subjects, ensure protection of participants' rights, and supervise conformity with research ethics and laws.

Article 2 In this Policy, "human body research" refers to research involving obtaining, investigating, analyzing, or using human specimens or an individual person's biological behavior, physiological, psychological, genetic or medical information. "Human research" shall refer to the use of methodologies such as observation, intervention, or interaction with individual persons or groups, or systematic surveys or exploration of knowledge on individual persons or groups using unidentifiable information. The participants mentioned in this policy shall refer to any person recruited by the project host or executor to become the subject of an experiment, survey, observation or analysis, for which the person has provided personal information.

Article 3 NTNU may establish a Research Ethics Office under its Office of Research and Development to perform duties such as implementing resolutions made by the Research Ethics Advisory Committee, protecting research participants, and performing administrative work for the Research Ethics Review Committee mentioned in the preceding Article. Operating guidelines of such a Office shall be established by the Office of Research and Development.

Article 4 The tasks of the Office are listed as follows:

- I. Assist in the ethic review of research projects.
- II. Coordinate policy-making, provide counsel on ethical issues, and conduct training.
- III. Follow up on, manage, and investigate research projects.
- IV. Other administrative duties.

Article 5 The Office shall be headed by an NTNU full-time instructor graded assistant

professor or above to handle the Office's affairs. The candidate will be recommended by the Vice President of the Office of Research and Development for the President's approval. In principle, the term of the Office's director shall be the same as the Vice President of the Office of Research and Development. The Office may hire research and administrative staff as needed. The hired staff must be trained and asked to sign confidentiality agreements as required by law, and the recruitment, performance evaluation, reward and discipline of the hired staff shall comply with NTNU policies.

Article 6 Projects that violate research ethics shall be handled according to NTNU procedures and policies.

Article 7 The Office's budgets shall be funded by the NTNU Academic Fund.

Article 8 The Policy has been implemented with approval sought from an Administrative Meeting. The same applies to all subsequent amendments.