

National Chengchi University Guidelines for the Human Research Ethics Review Committee

Approved by the 649th Administrative Meeting on November 6, 2013
Revisions of Article 1 approved at the 656th Administrative Meeting on December 31, 2014
Revisions of Article 3 approved at the 664th Administrative Meeting on March 9, 2016

Article 1 To properly conduct human research, protect the rights and interests of research participants, and review the related ethics of research, National Chengchi University (hereinafter "the University") has established these guidelines in accordance with Article 4 of the University's Guidelines for the Human Research Ethics Governance framework.

Article 2 The responsibilities of the Human Research Ethics Review Committee (hereinafter "the Committee") are as follows:

- 1) Formulate the types and scopes of research to ethical review.
- 2) Establish principles and standards for research ethics review.
- 3) Conduct research ethics reviews, responses, and periodic audits.
- 4) Develop measures for the protection and appeal of research participants' rights.
- 5) Administer other matters related to academic ethics at the University.

Article 3 The composition of the Committee is as follows:

- 1) The Committee shall consist of at least seven but no more than twenty-one members, who serve without remuneration. However, review fees and other necessary expenses may be provided as per regulation.
- 2) The Committee shall have one Chairperson and one to two Vice-Chairpersons. The Chairperson shall be recommended by the Vice President for Research and Development from among full-time faculty members at the University with relevant expertise and appointed by the President. The Vice-Chairpersons and other members shall be nominated by the Chairperson and appointed by the President, with approval from the competent authority.
- 3) The Chairperson must meet one of the following qualifications:
 - a) Have served as a member of a review committee approved by central competent authorities, or relevant review committee for more than two years.
 - b) Hold a professional certification in research ethics from an international research ethics organization.
 - c) Have academic or practical experience in research ethics.
- 4) The Committee members shall include scholars in humanities and social sciences, as well as legal experts, social workers, counselors, or

other individuals representing social justice. At least two-fifths of the members shall be external to the University, and no single gender shall comprise less than one-third of the members.

Article 4 The term of committee members is two years, with the possibility of re-appointment as appropriate necessary by the Chairperson and President. However, the number of reappointed committee members shall not exceed half of the total number of committee members each term.

Article 5 The qualifications and necessary conditions for the appointment of Committee members shall be defined and published by the University's Office of Research and Development. After appointment, members must sign a confidentiality agreement and undergo research ethics training. The University and relevant authorities may publish the names, occupations, and relationships of committee members with the University.

Article 6 Committee members may be dismissed by the University for any of the following reasons:

- 1) Unexcused absence from three consecutive meetings or from more than one-third of the total meetings within the term.
- 2) Delay in meetings due to accountable reasons for more than three times while responsible for reviewing cases.
- 3) Severe violation of confidentiality or conflict of interest principles.

Article 7 The Committee may call monthly meetings and, if necessary, the Chairperson may call interim meetings. If the Chairperson is unable to preside over a meeting, the Vice-Chairperson shall act on behalf of the Chairperson. Meetings require the attendance of more than half of the members, and decisions must be approved by more than half of the attending members.

Article 8 Guidelines not covered in this document shall be governed by other relevant laws and regulations as necessary.

Article 9 These guidelines shall be implemented after approval by the administrative meeting of the University and shall be revised in the same manner hereafter.