

Guidelines for Establishment of Human Research Ethics Advisory Committee of National Cheng Kung University

Approved by 165th Administrative Meeting on 9 May 2012

1. National Cheng Kung University (hereinafter the “University”) has established the Human Research Ethics Advisory Committee (hereinafter the “Committee”) in accordance with the Provisional Regulations of Governance Framework for Human Research Ethics and these Guidelines for Establishment of Human Research Ethics Advisory Committee of the University (hereinafter these “Guidelines”) in order to ensure that the human research ethics governance framework is consistent with the research requirements of the University and the members of Taiwan Southern Consortium of Universities for Human Research Ethics, to establish and promote research ethics guidelines, to protect the interest of the research participants and to accept recommendations from the relevant research communities.
2. The Committee has the following missions:
 - (1) Provide advice and recommendation about effective implementation of human research ethics governance framework.
 - (2) Provide advice and recommendation about human research ethics policies and norms.
 - (3) Evaluate performance results of the human research ethics governance framework.
 - (4) Evaluate the suitability and results of educational training for research interest related staff and provide improvement directions and recommendations.
 - (5) Other recommendation matters related to the directions and policies of human research ethics.
3. The Committee has one Convenor, to be served by the President of the University, and one Executive Secretary, to be served by the Director of the Research Center for Humanities and Social Sciences. There are several members, serving terms of 2 years, to be composed of the following staff:
 - (1) Ex-officio members: President of the University, Director of the Research Center for Humanities and Social Sciences, Director of the Office of Research and Development, Chair, Deputy Chair and Executive Secretary of the Research Ethics Review Committee of the University.
 - (2) Elected members: Including teacher members and student members, the total number of members shall be the actual number of ex-officio members plus 1 to 2 persons.
 - i. Teacher members inside the University: The Director of the Research Center of Humanities and Social Sciences shall recommend the President of the University to hire the candidates from among teachers of the University who are engaged in human research, focus on research ethics issues and do not serve as administrative staff. The term may be renewed upon expiry.
 - ii. Teacher members outside the University: The Director of the Research Center of Humanities and Social Sciences shall recommend the President of the University to hire the candidates from among teachers of member schools of Taiwan Southern Consortium of Universities for Human Research Ethics who are engaged in human research, focus on research ethics issues and do

not serve as administrative staff. The term may be renewed upon expiry. The number of members shall represent at least 2/5 of all teacher members from inside and outside the University.

- iii. Student members: At the current stage, The Office of Student Affairs shall recommend one master student and one doctoral student from the University. The term may be renewed upon expiry.
4. If any member of the Committee cannot or is unable to perform the members' duties during the term due to any reason, he/she may be replaced by another elected member to serve the remaining term of the replaced member.
5. The Committee shall meet at least once every year and extraordinary meetings may be held as required. Meetings shall be convened and chaired by the Convenor. If the Convenor cannot attend the meeting, he/she may appoint one attending member to act on his/her behalf.
6. During meetings of the Committee, experts of relevant research fields or representatives of research interest related organizations may be invited to attend the meeting as required.
7. Resolutions of the Committee shall be approved by the majority of members attending a meeting that is attended by the majority of all members.
8. There is no remuneration for members of the Committee. However, members who are not staff of the University may be paid attendance fee and transportation fee.
9. These Guidelines, including any amendment hereto, are implemented following approval by the Administrative Meeting.