

# **National Taiwan Normal University Guidelines for Establishing the Research Ethics Advisory Committee**

2013.11.27 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

- Article 1 The following guidelines have been established in accordance with Article 2 of National Taiwan Normal University Guidelines for the Research Ethics Governance Framework for the purpose of assisting in research ethics reviews and protecting the rights of research participants.
- Article 2 To facilitate reviews of research ethics, NTNU shall assemble a Research Ethics Advisory Committee (hereinafter referred to as the "Advisory Committee") to perform the following tasks:
- I. Plan research ethics audits.
  - II. Develop protection measures for research participants.
  - III. Evaluate the appropriateness and effectiveness of training given to personnel whose roles are related to the rights of research participants, and offer directions and suggestions for improvements.
  - IV. Audit the effectiveness of the research ethics governance framework.
  - V. Coordinate the research ethics strategies established by colleges, and offer directions and suggestions for improvements.
  - VI. Communicate any other matters relevant to protecting the rights of research participants.
- Article 3 The Advisory Committee is formed by the Vice President of the Office of Research and Development, the chairperson of the Research Ethics Review Committee, and 5-7 internal and external experts in research ethics. The Vice President of the Office of Research and Development and chairperson of the Research Ethics Review Committee are ex-officio members, and the Vice President of the Office of Research and Development serves as the convener. For the remaining members, the Vice President of the Office of Research and Development and chairperson of the Research Ethics Review Committee shall recommend 6-8 candidates from which the President appoints 3-5 members. The Advisory Committee's main mission is to discuss the implementation policy and review procedures of the Research Ethics Committee. Committee members will serve a term of two years and may be reappointed at the end of the term. Committee members' names, occupations, and associations with NTNU are to be announced according to the rules of the competent authority.

- Article 4 Once appointed, members of the Advisory Committee are required to sign a confidentiality and conflict of interest agreement.
- Article 5 The Advisory Committee shall convene meetings at least once a year and may convene extraordinary meetings at any time deemed necessary. All meetings are to be convened and chaired by the chairperson; where the chairperson is unable to attend, an attending member may be appointed to act on behalf.
- Article 6 The Advisory Committee may invite experts of particular fields of study or representatives from interest groups to participate in meetings.
- Article 7 Resolutions of the Advisory Committee are effected with the presence of more than half of total committee members and with more than half of those present voting in favor.
- Article 8 Any details that are not addressed in these Guidelines shall be governed by the relevant laws.
- Article 9 The Guidelines have been passed in an NTNU Administrative Meeting. The same applies to all subsequent revisions.