

## **National Taipei University of Technology Implementation Guidelines for Academic Research Ethics Education of Graduate Students**

Amended and reinstated in the Academic Affairs Meeting of Spring Semester on January 3, 2019

1. National Taipei University of Technology (hereinafter referred to as “Taipei Tech”) has established these Implementation Guidelines in order to improve the literacy of master’s/doctoral students in academic ethics, and help the graduate students of Taipei Tech build the correct knowledge of ethics and attitudes required for research.
2. As of Academic Year 2019, each freshman of the master’s/doctoral programs shall complete one of the following courses in academic research ethics education:
  - (1) The student may choose to complete at least six hours of courses on Center for Taiwan Academic Research Ethics Education (hereinafter referred to as the “Learning Platform”), and shall pass the final exam of the courses to obtain the certificate of course completion.
  - (2) The student may also choose to complete more than six hours, in aggregate, of courses related to academic research ethics education for graduate students on the Learning Platform before the semester starts, and shall submit the certificate of course completion after passing the final exam of the courses.
  - (3) Enroll in and complete more than six hours, in aggregate, of courses related to academic research ethics education offered by the school or outside institutes, and obtain the certificate of passing.
  - (4) Attend seminars related to academic research ethics for more than six hours, in aggregate, and submit relevant information and proof of hours.

Under subparagraph (1) of the foregoing paragraph, the office of academic affairs will transmit each student’s data to the Learning Platform after the registration of freshmen in each semester to create the learning accounts for the students.

Under subparagraphs (2)-(4) of the foregoing paragraph each student shall submit the information and certificates of academic research ethics education courses and proof of hours to his or her department (institute/college/program) to apply for the exemption from academic research ethics education courses. The courses and hours completed will be recognized upon the approval of the department (institute/college/program).
3. Each student of the master’s/doctoral program in Taipei Tech shall complete the academic research ethics education courses by the end of the first year following the registration. Any student unable to complete the courses before the deadline shall meet the requirements no later than applying for the degree examination. Any student who fails to complete the academic research ethics education courses as required will not be eligible for taking the degree examination.
4. These Guidelines and any amendment thereafter shall be enforced upon the resolution of the academic affairs meeting.

## National Taipei University of Technology Application for Exemption of Academic Research Ethics Education Courses for Graduate Students

Application Date: mm dd, yyyy

Name	Student ID	School System/Class	Contact Number/Mobile
		<input type="checkbox"/> Master's program <input type="checkbox"/> In-service master's program <input type="checkbox"/> Doctoral program Department of _____ Year _____	
<b>Application Type</b> (To be indicated by the student)		<b>Required Materials</b>	
<input type="checkbox"/> Completed more than six hours, in aggregate, of courses related to academic research ethics education for graduate students on the Learning Platform before the school starts, and shall submit the certificate of course completion after passing the final exam of the courses.		★ Certificate of course completion issued by Center for Taiwan Academic Research Ethics Education	
<input type="checkbox"/> Completed more than six hours, in aggregate, of courses related to academic research ethics education offered by the school or outside institutes, and obtain the certificate of passing		★ Course scores and the certificate of passing	
<input type="checkbox"/> Attended the seminars related to academic research ethics for more than six hours, in aggregate, and submit relevant information and proof of hours		★ Information of the seminars and proof of hours	

To be filled out by the reviewer	Review Result	Signature/Stamp of Staff Member of Department (Institute/College/Program)	Signature/Stamp of Supervisor of Department (Institute/College/Program)
	<input type="checkbox"/> Exemption granted <input type="checkbox"/> Exemption rejected		

◆ Application Process and Description:

- (1) According to the “Taipei Tech Implementation Guidelines for Academic Research Ethics Education of Graduate Students”, any graduate student who wishes to apply for exemption from the Academic Research Ethics Education Courses shall pass the courses required by the end of the first year following the registration. Any student unable to complete the courses before the deadline shall meet the requirements no later than applying for the degree exam. Any student who fails to complete the academic research ethics education courses as required will not be eligible for taking the degree examination.
- (2) Any graduate student who wishes to apply for the exemption from the “Academic Research Ethics Education Courses” shall fill out this form, and submit to the supervisor of the department (institute/college/program) along with relevant information and certificates for approval. The completion of courses will be recognized after the department/institute finishes the recordation of course exemption.
- (3) The original form and relevant information/certificates will be kept by the department (institute/college/program).