



人文社會科學學院倫理審查工作手冊

Manual on Ethical Review of the Faculty of Humanities and Social Sciences

| | |
|----------------------------------|------------------------|
| 文件編號 Document code: | FHSS.06/202311/201.v01 |
| 審批日期 Approval date: | 06/11/2023 |
| 生效日期 Effective date: | 06/11/2023 |
| 英文版本頁數 Page for English Version: | 3-4 |
| 附件數量 Number of Appendices: | 0 |

第1頁，共5頁

第一條 總則

1. 根據2023年10月院長主任會議，特設立人文社會科學學院學術倫理審查小組，以下簡稱“倫理審查小組”。
2. 倫理審查小組是專責負責審理學院學生提出的倫理審查申請。
3. 倫理審查小組接受院學術委員會之監察與指導。

第二條 議事原則

1. 倫理審查小組的全部審議工作堅持公平、公正的原則，確保相關研究符合倫理原則、專業倫理規範及地區相關法律規定。

第三條 職權

1. 審議學生所提交的學術倫理審查申請。

第四條 成員、通過

1. 成員
 - 1.1 由課程主任推薦一名助理教授或以上職級人員擔任。
 - 1.2 2023-2024學年獲推薦成員包括：王忠教授、徐威副教授、Vera Borges 副教授、王逸雯助理教授、張東航助理教授、沙磊助理教授。
 - 1.3 於每學年末重新推薦成員。
2. 小組
 - 2.1 以兩人為一組。
3. 審查通過
 - 3.1 兩人意見一致方可通過，若一名不通過則審查不通過。

第五條 執行

1. 學生於tronclass系統中的”服務申請”裡提交申請；
2. 學院辦公室於3個工作天內進行初審，文件不齊全則返回給學生，如果齊全的便會通知小組成員進行審查。
3. 小組成員會收到學院辦公室通知需審查的學生名單，其中一名成員代表需於10-20個工作天內於行政辦公系統中的電子表單內通過或退件，若退件需把退回原因及建議於表單內



人文社會科學學院倫理審查工作手冊

Manual on Ethical Review of the Faculty of Humanities and Social Sciences

| | |
|----------------------------------|------------------------|
| 文件編號 Document code: | FHSS.06/202311/201.v01 |
| 審批日期 Approval date: | 06/11/2023 |
| 生效日期 Effective date: | 06/11/2023 |
| 英文版本頁數 Page for English Version: | 3-4 |
| 附件數量 Number of Appendices: | 0 |

第2頁，共5頁

返回給學生作修改。

4. 審查小組通過後，由學院辦公室集合後於每月1號及15號呈院學術委員會審議。
5. 院學術委員會審議後由學院辦公室集合送到科研管理處。
6. 成員選擇：該次審查之成員不能為其學生進行審查；年度審查工作量以平均為原則。

第六條 生效

1. 此議事規則須呈報人文社會科學學院學術委員會並經其核准後方予生效。
2. 廢除或修改此議事規則須經人文社會科學學院學術委員會批准。
3. 人文社會科學學院學術委員會對此議事規則擁有最終解釋權。



人文社會科學學院倫理審查工作手冊

Manual on Ethical Review of the Faculty of Humanities and Social Sciences

| | |
|----------------------------------|------------------------|
| 文件編號 Document code: | FHSS.06/202311/201.v01 |
| 審批日期 Approval date: | 06/11/2023 |
| 生效日期 Effective date: | 06/11/2023 |
| 英文版本頁數 Page for English Version: | 3-4 |
| 附件數量 Number of Appendices: | 0 |

第3頁，共5頁

Article 1 General

1. In accordance with the Directors' meeting in October 2023, the Academic Ethics Review Panel for the Faculty of Humanities and Social Sciences, hereinafter referred to as the "Ethics Review Panel," is hereby established.
2. The Ethics Review Panel is responsible for reviewing ethical review applications submitted by students of the FHSS.
3. The Ethics Review Panel is subject to the supervision and guidance of the Faculty Academic Committee.

Article 2 Principle

1. All revisions within the Ethics Review Panel shall be done according to principles of fairness and justice, ensuring academic and administrative freedom as well as maintaining the reputation of the Faculty.

Article 3 Duties and Voting

1. Inspect academic ethics review applications submitted by students.

Article 4 Member and Voting

1. Membership

1.1 An assistant professor or higher-ranking faculty member shall be recommended by the Program Coordinator.

1.2 The recommended members for the 2023-2024 academic year include Professor Zhong Wang, Associate Professor Wei Xu, Associate Professor Vera Borges, Assistant Professor Yiwen Wang, Assistant Professor Donghang Zhang, and Assistant Professor Lei Sha.

1.3 Members shall be re-recommended at the end of each academic year.

2. Grouping

2.1 The Ethics Review Panel conducts its activities by organizing its members into pairs.

3. Voting

3.1 The review will be deemed successful only if both members of the panel reach a joint



人文社會科學學院倫理審查工作手冊

Manual on Ethical Review of the Faculty of Humanities and Social Sciences

| | |
|----------------------------------|------------------------|
| 文件編號 Document code: | FHSS.06/202311/201.v01 |
| 審批日期 Approval date: | 06/11/2023 |
| 生效日期 Effective date: | 06/11/2023 |
| 英文版本頁數 Page for English Version: | 3-4 |
| 附件數量 Number of Appendices: | 0 |

第4頁，共5頁

agreement. If one member dissents, the review will not be approved.

Article 5 Execution

1. Students must submit their application documents through the “Service Application” of “App Center” in TronClass.
2. The Faculty’s Office shall conduct an initial review within three working days, returning incomplete documents to the students. If the documents are complete, the office notifies the panel members to proceed with the review.
3. The panel members shall receive application documents from students to be reviewed from the Faculty’s Office. One designated member as a representative is required to approve or return the application within ten to twenty working days through the electronic form in the administrative system. If the application is denied, the reasons and suggestions for the denial shall be enclosed in the ethics review application to the student.
4. Upon the approval of the ethics review applications by the Panel, the Faculty’s office shall collect and categorize the materials, and presents them for deliberation at the meetings of the Faculty Academic Committee on the 1st and 15th of each month.
5. The Faculty’s Office shall collectively submit the documents to the University Research Management Office after the Faculty Academic Committee’s deliberation.
6. Member Selection: The members for the ethics review will not be requested to review for their own students; the workload for the annual review should be distributed among members evenly as a principle.

Article 6 Effectiveness

1. These rules of procedure must be submitted to, and approved by, the University Academic Committee before it takes effect.
2. Abolition or Amendment of these rules of procedure should be approved by the University Academic Committee
3. The Faculty Academic Committee is responsible for the final interpretation of these rules of procedure.



人文社會科學學院倫理審查工作手冊

Manual on Ethical Review of the Faculty of Humanities and Social Sciences

| | |
|----------------------------------|------------------------|
| 文件編號 Document code: | FHSS.06/202311/201.v01 |
| 審批日期 Approval date: | 06/11/2023 |
| 生效日期 Effective date: | 06/11/2023 |
| 英文版本頁數 Page for English Version: | 3-4 |
| 附件數量 Number of Appendices: | 0 |

第5頁，共5頁

核准/修訂日誌
Approval/Revision Log

| 日期 Date | 核准人 Approved by | 摘要 Descriptions |
|------------|--|---|
| 06/11/2023 | 學術委員會 University Academic Committee | 1. 通過本工作手冊，版本為v01。 The Manual are adopted, version serial v01. |
| | | |
| | | |
| | | |