

CYCU Code of Ethics for Faculty

Passed at 1st University Affairs Committee Meeting at 2nd semester of the school year of 2013 on April 30, 2014

Authorized by the Board of Directors letter under Yuan-Dong-Fa-Zi No. 1030000027 dated May 15, 2014

Article 1. Chung Yuan Christian University (hereinafter referred to as “CYCU”) hereby establishes the Code in accordance with the University Act and Faculties’ Act, as well as CYCU’s educational purpose and philosophy, in order to maintain the dignity of academic research, upgrade educational service quality, adhere to and practice the school spirit, and achieve the holistic educational target.

Article 2. The Code is applicable to any university faculties’ professional self-discipline behaviors or activities involved by CYCU’s full-time faculties (hereinafter referred to as the “faculties”), unless otherwise provided in laws and regulations. The part-time faculties may also apply the Code *mutatis mutandis*.

I. Counseling

Article 3. The faculties shall comply with the teaching hours requirement and avoid missing classes, lateness, early leave or private class. Where the faculties need to transfer a class, they shall advise students in advance and notify the relevant education administrative unit, and make up the class as soon as possible.

Article 4. The faculties shall properly prepare teaching materials, update the curriculum and improve course teaching materials in a timely manner to prevent subjective positions from affecting the objectivity and integrity of courses. In order to protect students’ rights to education, they shall adopt two-way communication to care for students’ learning interest and results from time to time.

Article 5. The faculties shall keep bettering themselves and participate in related professional activities adequately. In order to upgrade teaching knowledge, the faculties shall value teaching evaluation and evaluation results, and improve teaching objectives and methods in a timely manner.

Article 6. The faculties shall assess students’ performance fairly and avoid raising unreasonable requirements unrelated to the courses to students. In order to ensure the teaching quality and concern students’ learning response, the faculties shall identify students’ difficulty in learning, and provide appropriate counseling mechanism and extracurricular consultation service hours.

Article 7. The faculties shall make themselves an example and concern themselves with the balanced development of students' sound character and complete personalities. In order to fulfill a holistic education, the faculties shall provide precise counseling service to students about the students' psychology, morality, life, words and deeds, give students the systematic guidance, teach students in accordance with their aptitude, and deal with the students' problems fairly. If necessary, the faculties shall seek assistance from experts and scholars in the relevant fields and the school's counseling units.

II. Academic research

Article 8. The faculties shall be dedicated to pursuing academic achievements and upgrading their academic standards. In order to maintain the academic freedom, the faculties shall publish their research results in good faith and honestly, bear the liability for their statement and text, and remain unaffected by any personal, political, economic interest or other external factors.

Article 9. The faculties shall adhere to rigorous academic attitude to process academic materials and research results, and be prohibited from fabricating, tampering or improperly cite another person's materials, or imitating or plagiarizing another person's results or engaging in academic activities in the name of another person. In order to respect another person's intellectual property and moral rights, the faculties shall identify the source of any work, results or materials used by them in accordance with the relevant requirements and, if necessary, acquire the valid consent or license in advance.

Article 10. The faculties shall participate in or accept academic review affairs in an objective and fair manner, and avoid unfair contact with the persons who have the conflict of interest with the review affairs. In order to ensure the procedural justice, they shall comply with the confidentiality obligations and avoidance of conflict of interest required by laws and regulations.

Article 11. The faculties shall be listed or ranked in the priority of authors subject to their actual contribution. The faculties shall not take the chance of the method, convenience or opportunity by abusing their powers to expand, depreciate or ignore the author's credit and performance in the research results. In order to maintain consistency and integrity, the faculties shall avoid deliberately separating, repeatedly presenting, or concealing research results, in whole or in part.

III. Promotion of service

- Article 12. In addition to teaching and research work, the faculties shall perform their administrative and campus service obligations toward CYCU, if necessary, and shall maintain appropriate interaction and exchange with CYCU's faculty and students.
- Article 13. The faculties who perform CYCU's administrative duties, and service functions for entities inside/outside CYCU shall perform their duties in accordance with laws, realize the public interest in an open and transparent manner and fulfill the sustainable development. The faculties shall not take the chance of the duty, method, convenience or opportunity by abusing their powers to utilize CYCU students, faculty or administrative resources to see illegal or unjust enrichment for their own or others.
- Article 14. In order to expand academic exchanges and strengthen social services, the faculties may participate in CYCU's plans for promotion of education and various educational cooperation projects, for any purposes other than the purpose of seeking private unjust enrichment.
- Article 15. The faculties who are entrusted by others to engage in various industry-academy cooperation plans shall seek CYCU's prior approval and prohibited from using CYCU's research resources to engage in various jobs under the cooperation projects.
- Article 16. For the educational cooperation projects and industry-academy cooperation projects executed by the faculties, the faculties shall verify the application and reimburse expenditure in accordance with the relevant laws and regulations, CYCU's accounting system and the agreement signed by CYCU and the entrusted institution.
- Article 17. The faculties who serve as part-time faculties or take any concurrent positions outside CYCU shall seek CYCU's prior approval or complete verification by CYCU, and be prohibited from neglecting their obligations toward CYCU.
- Article 18. The faculties shall teamwork and help with each other, accept their supervisors' reasonable and good-faith requirements for the school affairs, and work closely with the administrative colleagues to promote the school affairs.

IV. Campus harmony

- Article 19. The faculties shall act and speak with caution and observe their ethics, paying attention to personal behaviors and the way they treat people and act, and make every endeavor to be students' role model. In order to maintain the entire

harmonious relationship in the campus, they shall not engage in any frivolous, insulting, fighting, offensive or other inappropriate deeds.

Article 20. The faculties shall respect students' reasonable interests and rights, value students' independent personality, and adequately consider the way to get along with students to be in line with the students' needs. In order to fulfill the campus life education, the faculties shall set the example in person and be dedicated to growing and developing faculties and students jointly by example and percept education and by loving and respecting each other mutually.

Article 21. The faculties shall not accept unusual gifts from students or their parents and also decline any unusual feedback of money gift by students or their parents.

V. Bylaw

Article 22. The faculties shall comply with the Code. Where the faculties violate any provision herein and the violation is proven by CYCU, the Office of Human Resources shall work with the faculties' units to submit the related facts and evidence to the investigation taskforce for faculties' ethical incidents designated by the Principal. The investigation will not be open.

Article 23. Where the incidents are proven to be true by the investigation taskforce, the faculties shall be considered and reviewed by the Faculties Ethics Review Committee. Meanwhile, concrete suggestions shall be proposed to CYCU's related business unit to help the unit settle the dispute pursuant to laws, if the case is considered material.

The Faculties Ethics Review Committee referred to in the preceding paragraph shall consist of 13~15 members, including the members of either gender to account for more than one-thirds of the whole members. The Principal, or the Vice Principal designated by the Principal, shall act as the convener. Dean of Academic Affairs, Dean of Student Affairs and Dean of Research and Development shall be the ex officio members. Each college shall elect one faculty representative at its college affairs meeting. The other members shall be selected by the Principal, and the members shall hold the office for one (1) year. The resolution made at the review committing meeting may be adopted only if the meeting is attended by more than two-thirds of the whole members and more than two-thirds of the present members show agreement at the meeting.

Article 24. Where any faculty considers that any resolution made by the Faculties Ethics Review Committee should violate laws or infringe his/her interest and right unfairly, he/she may file an appeal with CYCU's Faculty Grievances Committee

within thirty (30) days as of the day following upon receipt of the resolution, provided that the appeal may be filed for no more than once.

Article 25. Any matters not covered herein shall be implemented in accordance with the relevant laws and regulations.

Article 26. The Code is passed by the school affairs meeting and shall be promulgated and enforced by the Principal, and also reported to the Board of Directors for record. The same shall apply where the Code is amended.