

# 國立中興大學獸醫學院獸醫病理生物學研究所學術研究報告基本倫理約定書

96.5.23 本校第 328 次行政會議訂定通過

一、本校為維護學術尊嚴，建立學術道德素養，凡本系所（中心、學程）師生及參與研究工作之人員皆須遵守下列約定項目，以貫徹學術倫理行為。

二、約定項目：

1. 學術研究報告不應抄襲或造假。
2. 學術研究報告引用資料應註明出處。
3. 學術研究報告不應有不當數據之組合或圖片修改。
4. 學術研究報告必須留存研究記錄簿及底稿等相關資料至少五年。離校時所有記錄及資料必須留在研究室。
5. 研究室負責人對所轄人員之研究成果應負監督責任，公開發表前須查明並確認所有數據、圖表之來源及其真偽。

三、本約定書經簽署人、系所（中心、學程）主管簽章後，由各系所（中心、學程）及研究室負責人留存一份。

簽 署 人 簽 章：\_\_\_\_\_

研究室負責人簽章：\_\_\_\_\_ 單位主管簽章：\_\_\_\_\_

中 華 民 國 年 月 日

【附註：請各單位參考本範本格式設計單位適用之學術研究報告基本倫理約定書】

# Laboratory Notebook

Assigned to : \_\_\_\_\_

Notebook No. : \_\_\_\_\_

Advisor : \_\_\_\_\_

Date : \_\_\_\_\_

## INSTRUCTIONS FOR KEEPING RESEARCH RECORDS

In addition to providing a complete record of your laboratory work which can be understood and repeated by yourself and others, this notebook has been designed to afford maximum patent right protection. Several practices must be followed to give the notebook value as a legal document in possible patent litigation:

1. Enter all data directly into this book; it is permanently bound with numbered pages so that pages can not be substituted or deleted, and all dates, data and signatures are made as work progresses. Do not record data elsewhere for transfer into the book. Write in ink. Never make erasures. Thus, the integrity of the record will not be in question.
  2. Record sufficient information. All procedures, reagents, apparatus, sketches, conditions, references, etc., should be entered into the book as the work is done. The purpose and significance of the experiment as well as the observations, results, and conclusions should be made clear. What may seem trivial at the time may later prove of critical importance. Your entries should be clear and complete enough for someone else who is "skilled in the art" to read and comprehend what has been accomplished. Avoid sweeping negative statement, e.g.: "This procedure is worthless," which could later limit the scope of your claims.
  3. To delete an entry, draw a line through it so that it is still legible. Corrections should be made adjacent to the deleted entry, and they should be signed and dated by you. Always use the current date.
  4. The notebook and its contents are property of the lab and are to be considered confidential and of great value. Exercise every care in preserving them. Report the loss or theft of a research notebook immediately to your supervisor, who reserves the right to inspect the research notebook at any time.
  5. Index the contents and return each book as completed (or when not in use) for filing.
  6. New ideas must be recorded and witnessed as they occur to establish priority of invention. Even ideas which do not pertain to the project at hand can be documented in the book.
- Keep your research records as if each project were to be patented. Even though the work contained in the book may not result in a patent application, observance of these practices will provide a clear record for reports, publication, or future reference.

Instructions READ and UNDERSTOOD by:

Signed : \_\_\_\_\_ Date : \_\_\_\_\_ Signed : \_\_\_\_\_ Date : \_\_\_\_\_

DATE :

PROJECT : \_\_\_\_\_

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