

Regulations of the Ethical Review Board of the Korean Association of Anatomists

Chapter 1 General Provisions

Article 1 (Name)

This Board is called the Ethical Review Board (ERB) of the Korean Association of Anatomists (hereafter “the ERB”).

Article 2 (Purpose)

The purpose of these regulations is to ensure compliance with research ethics and prevent research misconduct in advance during research, experimentation, and academic activities of members related to the publication of papers in the academic journal (*Anatomy & Cell Biology*) of this association. The aim is to contribute to the development of the medical field by stipulating matters related to the establishment and operation of the ERB for fair and systematic verification in the event of research fraud.

Chapter 2 Board

Article 3 (Composition)

① The ERB shall have one chairperson; shall include the Editor-in-Chief, General Affairs Director, and Academic Director as ex officio members; and shall consist of no more than 15 members, including a few editorial board members.

Article 4 (Election of the Chairperson and Members)

① The chairperson is appointed by the KAA president from among the members of the Korean Association of Anatomists.

② The ERB members are appointed by the KAA president from among the members of the Korean Association of Anatomists on the recommendation of the chairperson.

③ The administrative secretary is appointed by the chairperson from among the members.

Article 5 (Term of Office of the Chairperson and Members)

① The term of office of the chairperson and members is two years, and they may be reappointed.

② In the event of the absence of the chairperson or members, the term of office of by-elected members shall be the remaining term.

Article 6 (Duties of Members)

① The chairperson represents the ERB and oversees all affairs of the ERB.

② The administrative secretary assists the chairperson, is in charge of the affairs of the ERB, and prepares and keeps the meeting minutes.

Article 7 (Functions of the ERB)

The ERB shall deliberate on or resolve the following:

① Matters concerning research ethics related to papers in the academic journal *Anatomy & Cell Biology*

② Other matters related to research ethics referred by the chairperson.

Article 8 (Operation of the ERB)

- ① The ERB is convened by the ERB chairperson at the request of the KAA president or when the chairperson deems it necessary.
- ② The ERB is established with the attendance of a majority of the members present, and resolutions are made with the consent of at least two-thirds of the members present. However, if a power of attorney is submitted, attendance is recognized by the establishment of the ERB, but voting rights are not granted.
- ③ Participation in meetings and communication through online media such as telephone, email, and video conferencing is also recognized as attending meetings.
- ④ Members who have relationships to research that is subject to the ERB's deliberation are not allowed to participate in the research-related deliberation but may be included in the requirements for the establishment of the ERB.
- ⑤ If necessary for deliberation, the chairperson may request the research director or researcher to submit or report data.
- ⑥ In case of a tie, a proposal is deemed to be rejected.

Article 9 (Processing of Matters for Deliberation)

- ① If a violation of research ethics related to the association is recognized, the ERB shall investigate and deal with it appropriately without delay.
- ② Investigations into violations of research ethics must be kept confidential.
- ③ The minutes of the ERB meetings are kept on record and verified by the chairperson with his/her signature or seal.
- ④ The ERB's deliberations and resolutions must be reported to the permanent board of directors.
- ⑤ Records of investigations on deliberation matters are kept in the association for three years from the time the processing is completed.

Article 10 (Effect of Decisions)

- ① Decisions on sanctions over violations of the Research Ethics Guidelines shall take effect upon the approval of the permanent board.

Article 11 (Non-disclosure of Meetings)

- ① Meetings are not open to the public. However, if deemed necessary, they may be disclosed by the resolution of the ERB.
- ② The chairperson and members shall not divulge the facts they know in connection with their work without justifiable reasons.

Chapter 3 Disciplinary Review

Article 12 (Grounds for Disciplinary Actions)

The ERB may take disciplinary actions against any cases that fall under the following subparagraphs:

- ① Breach of the Research Ethics Regulations
- ② Breach of the Research Ethics Guidelines

Article 13 (Disciplinary Actions)

Disciplinary actions related to violations of the research ethics regulations are as follows.

- ① Deletion of the paper or list of papers from the academic journal;
- ② Prohibition on submitting papers by the corresponding author and first author to the official journal of the association for a certain time period;
- ③ Notification of the violation to the institution to which the author of the relevant paper belongs;
- ④ Notification of the violation to related organizations such as the National Research Foundation of Korea;
- ⑤ Recovery of the research funds in the case of research funds from the Korean Association of Anatomists.

Article 14 (Notification of Fact of Deliberation)

- ① The ERB shall notify the person subject to deliberation, in writing or by email, of the fact of deliberation, the schedules of hearing procedures, and the submission of other evidence at least seven days prior to the convocation of the meeting.

Article 15 (Hearing Procedures)

- ① In the case of disciplinary matters, the ERB must go through a hearing procedure for the person subject to deliberation. However, an exception is made when the person subject to deliberation does not comply with the hearing procedure.
- ② Specific hearing procedures shall be determined by the ERB.
- ③ The ERB may request the person subject to deliberation or other interested parties to submit the necessary data.
- ④ A person subject to deliberation may submit evidence such as reference materials and the statements of persons for reference and appraisal to the ERB.
- ⑤ The ERB shall immediately provide written notification of its decision to the person subject to deliberation.

Article 16 (Request for Retrial)

- ① If a disciplinary decision made by the ERB is deemed unreasonable, a written request for a retrial may be filed within 10 days from the date of notification.
- ② When a person subject to deliberation requests a retrial, he/she shall submit the reason(s) for the retrial request and related materials to the ERB.
- ③ If there is a request for a retrial, the chairperson must convene the ERB within 30 days from the date of receipt of the request for deliberation and decide on the disciplinary action(s) within 60 days. However, if there are unavoidable reasons, the decision on the disciplinary action(s) may be extended for 30 days.
- ④ Decisions related to a retrial must be reported to the KAA president and shall take effect upon the approval of the permanent board of directors.
- ⑤ The execution of the disciplinary action(s) is suspended during the period of request for a retrial.

Supplementary Provisions

1. These regulations shall take effect in June 2008 when Volume 41: Issue 2 of the journal of the Korean Association of Anatomists is published.

2. These regulations shall come into force from the date of approval of the regular general meeting of the Korean Association of Anatomists on October 16, 2021.
3. Matters not specified in these regulations shall be governed by the Guidelines for Securing Research Ethics in the Ministry of Science and Technology Directive No. 236.