

Yuan Ze University Regulations for the Application and Use of Institutional Research Data

Approved by the 22nd Executive Council Meeting of the 2016 Academic Year on July 4, 2017.

Article 1 The Institutional Research Center (hereinafter referred to as "the Center") is responsible for collecting and analyzing data related to university operations, as well as enhancing the value-added application of institutional data for decision-making in order to improve academic research capabilities and support the overall development of the university. In response to the need for information transparency and to establish guidelines for the use and external publication of data, these "Regulations on the Application and Use of Institutional Research Data " (hereinafter referred to as "the Regulations") are formulated in accordance with government regulations on information disclosure and Personal Data Protection Act.

Article 2 The "institutional research data" referred to these Regulations primarily refers to data currently stored in the Institutional Research Data Platform at the Center. In principle, data related to the operations of various administrative and academic units within the university may be considered institutional research data and can be requested through the Center. Such data must undergo de-identification processing before being placed on the Institutional Research Data Platform. Access permissions will be granted to relevant personnel for utilization, and the data will be managed under applicable information security regulations.

Article 3 Data Application Procedures

1. Eligibility for Application

Applicants for data must primarily be faculty or staff members of the university who are engaged in institutional research-related topics. They apply data to the Center for their research in accordance with these Regulations.

2. Application Procedure

To apply for the use of data required for institutional research, applicants must fill out "Yuan Ze University Institutional Research Data Usage Application Form" and submit it along with the relevant supporting documents in writing to the Center.

- (1) If the requested data is already available at the Center, the applicant may use the data from the "Institutional Research Data Platform" after receiving approval from the Center within the authorized usage period.
- (2) If the requested data is unavailable at the Center, the Center will obtain consent from the relevant administrative units through the "Yuan Ze University Special Use Application Form for Large-scale Personal Data." Once consent is granted, the applicant will be authorized to use the data.
- (3) The Center reserves the right to review the reasons for the application and the supporting documents provided to approve or deny the application.

Article 4 Obligations of Data Users

- 1.Data users must primarily be faculty or staff members of the university engaged in institutional research-related topics.
- 2.Users are prohibited from modifying, altering, falsifying, or concealing the data. Any such actions are the sole responsibility of the user and will be considered a violation of the regulations. In such cases, the user's access to the data will be terminated, and in severe cases, future access privileges may be revoked.
- 3.Users are prohibited from re-authorizing, transferring, or otherwise allowing third parties to access or use the data. If the data is used in a way that harms the university or the rights of others, the user will be held liable for damages and other legal responsibilities.

Article 5 Dissemination of Research Results

- 1.The primary use of the institutional research database is for institutional research purposes.
- 2.Personnel involved in the handling, processing, applying, or storing institutional research data must comply with the Personal Data Protection Act and relevant regulations and interpretations. Violations will result in civil and criminal liabilities, as well as penalties in accordance with university policies. This applies even after the individual leaves the university. Data for academic research and publication must also adhere to relevant academic and research ethics guidelines.
- 3.When research data users publish their research results, they must acknowledge the source of the data or credit the "Institutional Research Center of Yuan Ze University." The related research reports must be submitted to the Center for archival purposes.

Article 6 If identifiable data is discovered, it must be immediately reported to the Center, and the relevant data must not be publicly disclosed.

Article 7 If any violation of these Regulations occurs, the use of the data shall be suspended, and the matter shall be referred to the Institutional Research Advisory Committee for further action.

Article 8 If the research results derived from the use of the Center's database involve improper use or infringement of personal privacy, in addition to facing administrative penalties in accordance with relevant regulations, the matter shall be referred to the judicial authorities for investigation under the Criminal Code, the Personal Data Protection Act, and other applicable laws.

Article 9 Any matters not addressed in these Regulations shall be handled in accordance with relevant laws and regulations.

Article 10 The Regulations take effect upon approval by the Executive Council Meeting. The same procedure applies to any amendments.

In case of any discrepancy between the Chinese and English versions, the Chinese version shall prevail.

元智大學校務研究資料使用申請表

Yuan Ze University Institutional Research Data Usage Application Form

填表日期 Date：____年(Y)____月(M)____日(D)

申請序號（由校務研究中心填寫）：_____

Application Number (Filled in by the IR Center)

一、申請基本資料 Application Information			
申請單位 Applicant Unit		申請單位 主管核章 Signature of the Supervisor for Applicant Unit	
申請者及 Portal 帳號 Applicant & Portal ID			
申請者分機 Extension number		申請者職稱 Position	
申請目的用途 Purpose of Application (請詳細說明) (Detailed Explanation)			
	<input type="checkbox"/> 同步開啟 IR 平台「Excel 資料表單去識別化」功能，用於資料分析之去識別化，以利資料串接。 <input type="checkbox"/> Enable the 'Excel Data De-identification' function on the IR platform simultaneously, for data analysis de-identification to facilitate data integration.		
編號 No.	申請資料使用期限 Application Data Usage Period	詳列資料項目 (建議參考 IR 平台欄位說明 pdf) The Data Items in Detail (Please refer to the Form Field Descriptions of IR Platform)	
例 Ex.	自 110 / 05 / 20 至 110 / 06 / 20 止 From 2011/05/20 to 2011/06/20	101-106 學年度課程學期總成績 Final Course Grades from 2002 to 2007 Academic years	
1			
2			
3			

