

Yuan Ze University Implementation Guidelines for Institutional Research

Approved by the 1st Executive Council Meeting of the 2022 Academic Year on August 3, 2022.

- Article 1** In response to the long-term development of the university and to establish a professional management framework for university operations, the university actively promotes institutional research. The goal is to provide decision-making support for university administration through empirical analysis results, thereby enhancing the overall quality of teaching and research and improving institutional governance effectiveness. To this end, these "Implementation Guidelines for Institutional Research " (hereinafter referred to as "these Guidelines") are formulated.
- Article 2** To promote institutional research, the university establishes the Institutional Research Center, which is responsible for planning, coordinating, and managing the institutional research data platform. The center's director, appointed by the university president, oversees the center's operations. An "Institutional Research Advisory Committee" has been established to guide matters related to promoting institutional research.
- Article 3** The Institutional Research Advisory Committee is convened by the Vice President as the chairperson. The Executive Secretary of the committee is the Director of the Institutional Research Center. The following individuals serve as ex officio members: Deans of Academic Affairs, Student Affairs, General Affairs, Research and Development, Library and Information Services, Dean of Global Affairs Office, Deans of each college, Secretary General, the Directors of College of General Studies, School of Lifelong Education, the General Accounting Office, Personnel Office, and Environmental Protection and Occupational Safety and Health Center. Additionally, the University President shall appoint 2 to 5 full-time faculty members within the university to join the committee, whose term is one year, with the possibility of reappointment or renewal.
- Article 4** The Institutional Research Advisory Committee is convened at least once per semester. Ad hoc meetings may be convened as necessary, and relevant university personnel may be invited to attend as needed. The main responsibilities of the committee are as follows:
1. To formulate University's policies and management guidelines related to institutional research.
 2. To promote institutional research on major issues and review internal applications for funding related to institutional research projects.
 3. To review the results of institutional research, compile recommendations for institutional improvement, and provide decision-making support for university administration, including teaching, guidance, and resource allocation. The committee will also monitor the application of these recommendations.
 4. To provide consultation and guidance on institutional research matters.
 5. To address any other matters related to institutional research.

Article 5 Institutional research proposals are categorized into three types based on their nature: "University-wide Planning Proposals," "Unit-Self-Proposed Proposals," and "Task-Driven Proposals."

1. University-wide Planning Proposals: These are research projects executed by university-wide administrative and academic units, planned in accordance with the university's medium- to long-term development plans, Ministry of Education competitive research programs, and other related initiatives. These proposals are developed in collaboration with the responsible executing units.
2. Unit-Self-Proposed Proposals: To encourage participation in institutional research, the university publicly invites faculty, staff, and units to propose research topics each academic year. Faculty or units select their research topics for study.
3. Task-Driven Proposals: These are research projects developed in response to school policies or the urgent needs of individual units. These proposals are not subject to a fixed submission schedule and may be proposed and applied for at any time.

Article 6 Target Participants

1. All administrative and academic units within the university are required to propose and participate in institutional research each academic year.
2. All faculty and staff members of the university may freely propose and participate in research based on the open call for "Unit-Self-Proposed Proposals."

Article 7 All institutional research proposals for each academic year must be approved by the Institutional Research Advisory Committee. The approved proposals will receive research funding based on the available budget for the year, and the funds will be utilized in accordance with relevant financial regulations.

Article 8 Evaluation Methods and Results

1. During the implementation of each research topic, the responsible units must participate in the Institutional Research Working Group. The effectiveness of each research topic must be reported in both mid-term and final reports. These reports will serve as references for improving the research and will be incorporated into the university's administrative self-assessment process.
2. Each year, the Institutional Research Advisory Committee, appointed by the university president, will conduct a preliminary evaluation of the institutional research topics completed in the previous academic year. The evaluation will be based on the design and research outcomes of each topic. After the preliminary evaluation, the proposals will be ranked according to their scores and recommended as the university's "Highlight Research Projects" for that year. These recommendations will be presented for further review at the Institutional Research Advisory Committee meeting.
3. The team members responsible for the selected "Highlight Research Projects" will be nominated for awards by the Secretariat Office and may be supported to present their research at relevant domestic and international conferences.

Article 9 Follow-up on Research Outcomes

Each academic year, follow-up will be conducted on the topics completed in the previous academic year, as well as on those topics that have not yet been concluded after previous follow-up. This is to assess the implementation and application of institutional research results in the policy adjustments of various units. The follow-up results will be submitted to the Institutional Research Advisory Committee for review and approval.

Article 10 These guidelines 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.