

Guidelines on the Application for Using the Platform of Information of Institutional Research of Chung Yuan Christian University

Resolved at the 951st Administrative Meeting on April 13, 2017

- I. These Guidelines are hereby formulated by the University to improve the value-added application of information on institutional research, conduct research on institutional operation and development issues, provide quality improvement of institutional affairs or a reference for school administrative affairs supervisors for making decisions, and for the purpose of implementing personal data protection.
- II. Full-time faculty members of the University shall have accounts for using the Platform during their employment period.
Other applicants who meet the following qualifications may apply for an account of the Platform:
 - (I) Full-time contract administrative staff, project-based assistants or part-time assistants hired by the University.
 - (II) Part-time lecturers engaged in institutional research at the University.Inter-university cooperation or institutional research projects to be conducted by non-faculty personnel shall be approved separately.
Applicants of the above two Paragraphs shall fill out the application form and confidentiality consent form for the Institutional Research Platform, which shall be submitted to the Center of Institutional Research and Accreditation for review and approval to open the accounts.
- III. Applicants who meet the following qualifications may download the information of the Platform:
 - (I) Full-time faculty of the University.
 - (II) Full-time contract administrative staff, project-based assistants or part-time assistants hired by the University.
 - (III) Part-time lecturers engaged in institutional research at the University.
 - (IV) Inter-university cooperation or non-faculty personnel approved separately.Applicants shall fill out the application form and confidentiality consent form for the Institutional Research Platform, which shall be submitted to the Center of Institutional Research and Accreditation for review and approval to obtain the information.
- IV. The information of the Platform for the purpose of protection of personal data does not allow access-free downloading, and the information provided will be de-identified.
- V. Applicants shall comply with the following obligations:

- (I) Applicants shall use the information in a manner which complies with the Personal Data Protection Act and no re-identification processing of the information shall be conducted.
 - (II) When using information of the Platform or publishing research results, the applicants shall be responsible for confidentiality and shall not arbitrarily publish the original information externally or use them for any other purposes.
 - (III) The information may not be copied in any manner or made available for use by anyone other than those involved in the works or research.
 - (IV) All data and information content shall be subject to the version of the Platform. The applicants shall be solely bearing any responsibilities related to tampering or concealing such data and information.
 - (V) Applicants' failure to comply with the provisions herein will be regarded as a reference for the approval of subsequent application for the information.
- VI. The distribution and application regulations of institutional research results are as follows:
- (I) When using the data of the Platform to conduct academic research, an analysis report shall be submitted, and the research results shall be sent to the Center of Institutional Research and Accreditation for reference to serve as the reference and application for the administrative execution of each unit and the development of institutional affairs.
 - (II) The use of information of the Platform for thesis research and public publication shall be limited to information that does not involve sensitive issues related to institutional affairs, and shall be submitted to the Center of Institutional Research and Accreditation for review and approval.
 - (III) Any research results published using the information of the Platform shall clearly state the source of the data, and the applicant shall provide a hard copy (or photocopy) or electronic file of the research results to the Center of Institutional Research and Accreditation for review within one month after publication.
- VII. Any matters not covered herein shall be handled in accordance with the University rules and relevant laws and regulations.
- VIII. These Guidelines are approved by the Administrative Meeting and submitted to the President for promulgation. The same applies to amendments.