國立中興大學校務研究資料運用及處理作業要點

National Chung Hsing University Guidelines for the Utilization and Handling of Institutional Research Data

107 年 9 月 12 日第 418 次行政會議訂定

Approved at the 418th Administrative Meeting on September 12, 2018

一、國立中興大學(以下簡稱本校)為提升校務專業管理效益,妥善處理校務研究資料,同時保障校務研究資料安全,以符合個人資料保護法相關規定,特訂定本校「校務研究資料運用及處理作業要點」(以下簡稱本要點)。

I. To enhance the efficiency of professional management of institutional affairs, properly handle institutional research data, and ensure the security of such data in compliance with the Personal Data Protection Act, National Chung Hsing University (hereinafter referred to as the "University") has established the "National Chung Hsing University Guidelines for the Utilization and Handling of Institutional Research Data" (hereinafter referred to as the "Guidelines").

二、本要點所稱校務研究資料,係指本校各單位業務相關資料、教職員工生相關資料等。資料涉及特定個人隱私的部分,經本校計算機及資訊網路中心處理後,予以去識別化。

II. The term "institutional research data" as mentioned in the Guidelines refers to data related to the operations of various units of the University, as well as data related to faculty, staff, and students. Data involving the privacy of people's personal data shall be anonymized by the Computer and Information Network Center of the University before use.

三、校務研究資料申請使用資格以參與本校校務研究相關計畫之專任教師及研究員為限(以下簡稱申請人)。

III. Eligibility to apply for the use of institutional research data is limited to full-time teachers and researchers participating in the institutional research projects of the University (hereinafter referred to as "applicants").

四、校務研究資料申請使用流程如下：

  (一)申請人應填寫校務研究資料使用申請表(如附件)和員工個人資料保密
    同意書，送至研究發展處校務發展中心(以下簡稱本中心)審核。

  (二)確認申請資料的定義範圍，待本中心取得申請資料後，始得使用。

IV. The application process for the use of institutional research data is as follows:

  (I) Applicants must complete the "National Chung Hsing University Institutional Research Data
    Usage Application Form" (as attached) and the "Employee Personal Data Confidentiality
    Agreement," and submit them to the Institutional Research Center of the Office of Research and
    Development (hereinafter referred to as the "Center") for review.

  (II) Upon confirmation of the scope of the requested data, the Center shall obtain the data, which can
    then be used by the applicant.

五、申請人使用校務研究成果進行論文期刊或學術發表時，須無涉及校務敏感
    議題，同時應載明資料來源並附加相關說明：「本研究部分資料來源出自國
    立中興大學校務研究資料，文中任何闡釋或結論並不代表國立中興大學之
    立場。」

V. When using the results of institutional research for journal articles or academic presentations,
    applicants must ensure that the content does not involve sensitive institutional issues. They must also
    indicate the data source and include the following disclaimer: "Part of the data used in this study was
    obtained from the institutional research data of National Chung Hsing University. Any interpretations
    or conclusions made in this article do not represent the views of National Chung Hsing University."

六、申請人進行校務研究成果之出版或發表，須經簽准後實施。在出版或發表
    後一個月內，須提供一份影本和電子檔(含發表刊物名稱、卷期及出版日
    期)，送至本中心存查。

VI. Applicants must obtain approval before publishing or presenting the results of institutional research.
    Within 1 month of publication or presentation, they must provide a hard copy and an electronic file

(including the name of the publication, volume, issue, and publication date) to the Center for record-keeping.

七、申請人未依本要點辦理者，未來不得再次申請使用校務研究相關資料。

VII.   Applicants who fail to comply with the Guidelines shall be disqualified from applying for the use of institutional research data in the future.

八、本要點未盡事宜，悉依相關法令規定辦理。

VIII. Matters not covered by the Guidelines shall be handled in accordance with relevant laws and regulations.

九、本要點經行政會議通過後實施，修訂時亦同。

IX.   The Guidelines and their subsequent amendments shall be implemented after approval at the Administrative Meeting.

國立中興大學校務研究資料使用申請表

National Chung Hsing University Institutional Research Data Usage Application Form

申請單編號(Application Number)：

（由校務發展中心填寫 (To be filled in by the Institutional Research Center)

申請日期 Application Date		申請單位 Applicant's Unit	
姓名 Name		職稱 Position	
聯絡電話 Contact		e-mail	
研究議題 Research Topic			
申請資料 使用時程 Requested Data Usage Period	自審核通過起至　　　年　　　月　　　日止 From the date of approval to _____ (MMDDYYYY). （時程期滿請銷毀資料） (Data must be destroyed upon expiration of the usage period)		
申請資料 定義範圍 Definition of Requested Data	（請詳述所需之欄位名稱和資料範圍，例如「104-106 學年度大學部一至四年級學生系所、入學管道、預警名單、二一人數、休退學狀況」） (Please specify the required field names and data scope in detail. For example, "departments and programs, admission channels, early warning lists, number of students who failed to obtain half or more of credits from the courses they took in the current semester and were subsequently expelled, and dropout statuses for undergraduate students from the academic years 2015–2017")		

	申請人簽章 Applicant's Signature	主管簽章 Supervisor's Signature
申請單位 Applicant's Unit		（申請人為教師個人者免填） (Applicants who are teachers and are applying for their own research instead of for their department are exempt from completing this field)
	承辦人簽章 Handler's Signature	主管簽章 Supervisor's Signature
會辦單位 Countersignature Unit		
	承辦人簽章 Handler's Signature	主管簽章 Supervisor's Signature
校務發展中心 Institutional Research Center		