

# 義守大學校務研究分析服務作業施行準則

## Principles for Institutional Research and Analysis at I-Shou University

106 年 9 月 1 日校長核定公告全文

Ratified and promulgated by the President on September 1, 2017

第一條 義守大學(以下簡稱本校)校務研究處(以下簡稱本處)為使本處校務研究資料之使用及對外發表有所準則，並提升校務資料加值應用，特訂定「義守大學校務研究分析服務作業施行準則」(以下簡稱本準則)。

I. The Principles for Institutional Research and Analysis at I-Shou University (hereinafter referred to as “the Principles”) are established by the Office of Institutional Research (hereinafter referred to as “the Office”) at I-Shou University (hereinafter referred to as “the University”) to standardize the utilization and publication of institutional research data and to promote value-added services of institutional research data.

第二條 本準則所稱之校務研究資料，係指以校內教職員工生及其關係人為對象之相關資料、施測結果及串接之外部資料，且經由本處去識別化後，已無法辨別特定個人者，其型式包含數位化或非數位化之文字、圖片、影片、聲音等。

凡由本處所分析之校務研究資料，由本處進行維護管理、建議及處理。

II. The institutional research data mentioned herein include a) the information about faculty members, staffers, and students of the University as well as their related parties, b) survey results, and c) connected external data. All the information, results and data mentioned above may be presented in any form, including but not limited to digital and non-digital texts, images, videos, and audios, after being de-identified by the Office.

The institutional research data analyzed by the Office shall be maintained, managed, suggested and processed by the Office.

第三條 校務研究資料申請資格為本校各行政與教學單位之主管及職員。

III. Only the heads and staffers of administrative and academic units are eligible to apply for institutional research data.

第四條 校務研究雲端資訊平台帳號使用權限如下：

一、校長、副校長：可檢視全校性相關校務研究資料。

二、一、二級主管：可檢視主責單位及所提供之原始資料的相關校務研究資料。

IV. The access to the Institutional Research Cloud Platform is granted to:

1. the President and vice presidents for checking all institutional research data of the University; and
2. first and second-level administrative heads for checking the institutional research data derived from the information provided by his/her unit.

第五條 各行政與教學單位如有校務研究議題分析、校務研究結果檢視等需求，應填寫校務研究服務申請單(以下簡稱申請單)，詳列議題定義、需求說明、資料規格、用途、使用方式、對象、時程、公開或發表與否，並簽具保密切結書，經單位主管簽核後，送本處申請與審查。

V. In case of needs for institutional research and analysis or a review of institutional analysis results, an administrative or academic unit shall submit a completed Application Form for Institutional Research Analysis (hereinafter referred to as “the application form”), specifying the subject, requirements, data specifications, purpose, usage, target, schedule, and the intention of publication, and a signed non-disclosure agreement to the Office after being approved by the head of the unit.

第六條 本處將依申請單描述狀況，審查其適當性、可行性、效益性及優先性作為通過與否之依據。對於通過審查之申請案如涉及機密性、敏感性或個人化之資料，將透過資料去除或轉換方式處理後始提供。

VI. The Office will approve or reject an application after fully reviewing and assessing

its appropriateness, feasibility, effectiveness, and priority. For successful applications, the data will not be provided until all the confidential, sensitive, and personal information is removed or changed.

第七條 所有申請相關資料將於分析後，由本處進行檔案留存或銷毀，不予退還。

VII. The data provided by an applicant will be stored or destroyed by the Office after being analyzed.

第八條 依本準則分析之結果，如從事公開發表，應簽請校長或其指定之主管同意，並以無涉校務敏感議題之資料為限。

VIII. The analysis results made pursuant to the Principles shall not be published until prior consent has been obtained from the President or the administrative head appointed by the President, and only those bearing no relation to sensitive issues of university affairs may be published.

第九條 使用校務研究資料與校務研究雲端資訊平台應遵守以下規定：

- 一、本處提供之機密或非機密之任何資料、訊息、圖表、分析報告、電子檔案及其傳輸資料與作業機密之相關文書等，使用者應善盡保密義務。除必要會議決策使用之外，不得洩漏、幫助、告知、交付、複製、節錄或以其他任何方式移轉予第三人。若中途去職，亦不得洩露相關內容。
- 二、校務研究雲端資訊平台帳號僅限本人使用，不得公開傳輸或以其他方式提供其他第三人使用。
- 三、若發現有可辨識之資訊，應立即通知本處且不得公開所有相關資料。

IX. Users shall adhere to the following rules when using institutional research data and the Institutional Research Cloud Platform:

1. Users shall fulfill the obligation of confidentiality when using the information, messages, charts, analysis reports, soft copies, and relevant documents provided by the Office, whether confidential or non-confidential. Except for

the purpose of decision-making at certain meetings, users shall not transfer the materials mentioned above to a third party in any form, including but not limited to disclosure, giving assistance, telling, delivery, reproduction, and extraction. Users shall not reveal any information even after he/she no longer holds the position.

2. Users shall login in to the Institutional Research Cloud Platform with their own account ID and password, and they shall not provide the account ID and password to any third party via public transmission or other means.
3. Users shall notify the Office immediately and shall not publish all relevant data when finding any identifiable information.

第十條 校務研究雲端資訊平台權限由本處分析研究組開立，基於遵守資訊安全管理為前提，上述提及使用者之使用帳號期限同其職務任期；使用期限到期，本處將停止提供其帳號使用權。

- X. The access to the Institutional Research Cloud Platform is granted by the Analysis and Research Section of the Office. For the sake of information security management, a user's right to access the Institutional Research Cloud Platform will be abolished by the Office on the last day of his/her term of office.

第十一條 本準則經行政會議審議通過，陳請校長核定後自公告日實施。

- XI. The Principles become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

*Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Principles, the Chinese language version shall prevail.*