

致理科技大學校務研究倫理委員會設置要點

Regulations on the Establishment of the Institutional Research Ethics

Committee of Chihlee University of Technology

106.10.05 106 學年度第 3 次行政會議通過

110.08.19 110 學年度第 1 次行政會議修正

112.02.23 111 學年度第 6 次行政會議修正

113.05.30 112 學年度第 7 次行政會議修正

1、致理科技大學（以下簡稱本校）為有效推動校務研究，促進校務完善發展，特參考個人資料保護法及遵循校務研究倫理等相關規範，訂定本校校務研究倫理委員會設置要點(以下簡稱本要點)。

1. Chihlee University of Technology (hereinafter referred to as "the University") has established these Regulations on the Establishment of the Institutional Research Ethics Committee (hereinafter referred to as "these Regulations") to effectively promote institutional research, facilitate sound research ethics, and comply with relevant regulations such as the Personal Data Protection Act and the ethical standards for Institutional research.

2、本校校務研究倫理委員會（以下簡稱本委員會）任務如下：

2. The tasks of the Institutional Research Ethics Committee (hereinafter referred to as "the Committee") are as follows:

(1) 研擬及修正本委員會相關業務規章與準則。

1) Formulate and revise the relevant regulations and guidelines for the Committee's work.

(2) 審查本校校務研究資料庫資料申請計畫，以確保校務研究參與者權益。

2) To review the application plans for the Institutional Research Database to ensure the rights and interests of participants in institutional research.

(3) 校務研究倫理諮詢事項。

3) To provide consultation on institutional research ethics.

(4) 其他有關研究倫理事項。

4) To handle other matters related to research ethics.

3、本委員會置委員 7 至 9 人，聘期二年，期滿得續聘之。組成人員包含校務永續發展處處長、教務長、學務長、研發長、職發長、圖資長、人事室主任，必要時得邀請校外具校務研究與校務研究倫理之學者專家至多各 1 人。

3. The Committee consists of 7 to 9 members, with a term of two years, which may be renewed. The members include the Director of the Office of Institutional Sustainability, the Vice President for Academic Affairs, the Vice President for Student Affairs, the Vice President for Research and Development, the Director of

the Career Services Office, the Director of the Information Technology Center, and the Director of the Human Resources Office. If necessary, the Committee may invite up to one external scholar or expert in Institutional research and ethics.

- 4、 本委員會由本校校務永續發展處處長擔任召集人，並由該處負責相關行政及審查作業。
4. The committee is chaired by the Office of Institutional Sustainability Director, who is responsible for administrative tasks and review operations related to the Committee.
- 5、 本委員會受理申請之校務研究資料庫資料審查案件，每案由兩位校內委員審查為原則，審查完成後送至本委員會備查。
5. The Committee reviews applications for Institutional research database data in each case, with two internal members responsible for the review. Once the review is complete, the case will be submitted for the Committee's reference.
- 6、 本委員會視實際需求召開會議，開會時得邀請有關人員列席。
6. The Committee meets as needed and may invite relevant personnel to attend the meetings
- 7、 本委員會委員為無給職，惟校外學者專家得依據相關規定支給出席費及交通費；執行本要點相關事項所需經費，由校務研究相關計畫經費支應。
7. Committee members serve on an unpaid basis, but external scholars and experts may receive allowances for attendance and travel expenses according to relevant regulations. The institutional research project budget will fund the costs required to carry out the tasks of these regulations.
- 8、 本要點未盡事宜，悉依本校相關規定辦理。
8. Matters not covered by these Regulations will be handled in accordance with the University's relevant regulations.
- 9、 本要點經行政會議通過，陳請校長核定後公告實施，修正時亦同。
9. These Regulations are effective after being approved by the Administrative Council and then submitted for the President's approval and announcement. The same procedure applies when amendments are made.