

1. The National Yang Ming Chiao Tung University Center for Institutional Research and Data Analytics (hereinafter referred to as "the Center") has established the Institutional Database to maximize the value-added application of institutional data. In compliance with relevant regulations, including the University Act, the Human Research Act, the Personal Data Protection Act, and NYCU's Cyber Security & Personal Data Protection Guidelines, among others, the Center has formulated the Guidelines for Application and Usage of the Institutional Database (hereinafter referred to as "the Guidelines").
2. The Institutional Database encompasses student learning data, teacher research and teaching data, administrative data, etc. These data, which include personal information fields, undergo de-identification and non-linkage processes by NYCU's Information Technology Service Center. Following this, our dedicated personnel conduct data quality verification and inspection before importing it into the Institutional Database. These data are subsequently made available for future research.
3. Faculty and staff members who require access to the Institutional Database for academic purposes must complete the application process by submitting an application to the Center. In the case of academic research, applicants must submit their research proposals to the Center for technical and substantive review. These proposals should then be presented to NYCU's Research Ethics Committee or the Institutional Review Board for approval. Upon receiving an approval certificate, applicants are allowed to submit their data release request to the Center.
4. Eligibility: Applicants must be full-time faculty and staff members of administrative or teaching units at NYCU and must also serve as the principal investigator of the research project.
5. Application Procedure:
 - (i) Please submit the "Institutional Database Usage Application Form" and the "Confidentiality Agreement" to the Center when requesting data.
 - (ii) For academic research data requests, please submit the "Brief Research Proposal" to the Center for technical review and substantive assessment. Upon receiving the "Research Approval Certificate" from NYCU's Research Ethics Committee or the Institutional Review Board, proceed to fill out the "Institutional Database Usage Application Form" and the "Confidentiality Agreement," subsequently, apply to the Center for data release. During the technical review stage, applicants are required to provide a brief research proposal, along with details on data user qualifications, application purposes, and the intended usage scope for assessment. Ethical review processes should adhere to the regulations established by NYCU's Research Ethics Committee or the Institutional Review Board.
 - (iii) The "Institutional Database Usage Application Form" should include the names, units, titles, and contact numbers of both the applicant and the data processor. It should also provide information such as the required data items, fields, scope, purposes, start and end dates of use, and a summary of the research project. The application should be submitted after approval by the unit supervisor.
 - (iv) Applicants intending to import data from non-institutional databases (e.g., labor insurance data) must attach supporting documents that demonstrate the legitimate and legal reuse of the obtained data.
6. Data Release:
 - (i) Once the application is approved, the Center's information specialist will verify the data source, permission settings, and methods for data release.

- (ii) Data release method for institutional use: The requested data will be provided to the applicant in an encrypted form, either as a text file (csv) or a spreadsheet.
 - (iii) Data Release Method for Institutional Research: The requested data will be stored in text files (csv) or spreadsheet format within a dedicated account folder in the independent operation area. Applicants can access and utilize the data in accordance with the Center's instructions.
7. Process for Changes Application:
- (i) Changes are required to be applied in the following situations: the addition of data processors due to adjustments in business operations or personnel changes, modifications to the file year or number of fields of the originally applied data file due to specific requirements, and the application of the latest annual data file based on the nature of the data.
 - (ii) For the purpose of institutional use, applicants must complete the "Institutional Database Usage Changes Application Form" and submit it to the Center. For the purpose of institutional research, applicants should submit an application to the NYCU's Research Ethic Committee or the Institutional Review Board, then provide the "Approval for Modification/ Changes Certificate" to the Center for approval.
8. Research Results and Feedback:
- (i) All users should specify that the data source is the "NYCU Center for Institutional Research and Data Analytics (NYCU-CIRDA)."
 - (ii) Reports prepared by applicants using the requested data, such as conference papers, journal articles, theses, or books, do not represent National Yang Ming Chiao Tung University. Applicants must submit an electronic copy of the publication to the Center within one month of its release. Failure to provide publications may result in the rejection of future applications by the Center.
9. When the Guidelines are violated, the Center will terminate the rights for application and use of the related research data. If the actions involve legal responsibilities, individuals should bear the responsibility themselves. In the case of research-related incidents, the Center will report to NYCU's Research Ethics Committee or the Institutional Review Board for review. For other incidents, they will be referred to the relevant units.
10. For matters not addressed in the Guidelines, adhere to the relevant laws and regulations of the Republic of China (ROC) and NYCU.
11. The Guidelines shall be implemented with the approval of the administrative council, and any revisions shall follow the same process.