

Yuan Ze University Regulations for Institutional Research Incentives

February 12, 2025. Approved by the 10th Executive Council Meeting of the 2024 Academic Year

Article 1 To establish the distinctive features of institutional research at the University, encourage faculty and staff to participate in institutional research, enhance the professional management capabilities of various administrative units, and recognize and reward faculty and staff for their dedication and contributions to institutional research, these "Regulations for Institutional Research Incentives" (hereinafter referred to as "These Regulations") are formulated.

Article 2 Eligibility:

Faculty and staff who participated in institutional research projects in the preceding year and completed all required data and report submissions in accordance with the Institutional Research Center's guidelines are eligible to apply for this incentive.

Article 3 Application Procedures:

Applicants shall submit the application form and relevant documents to the Institutional Research Center under the Secretariat Office after obtaining approval from their unit supervisor. The Institutional Research Center may also proactively recommend units or faculty members for application based on project execution.

Article 4 Evaluation Criteria:

1. Research Design (40%)

(1) Significance and Innovation of the Research Topic:

The research topic and content must align with the operational needs of the unit, the University's development plan, or the Ministry of Education's competitive grant programs. The research should also reflect educational trends, demonstrate forward-thinking perspectives, and contribute to advancing Institutional Research, University development, and competitiveness.

(2) Research Framework and Empirical Validity:

The appropriateness of the research subjects and methodology, the scientific rigor of data collection and sampling methods, the robustness of the theoretical foundation, and the suitability of empirical analysis methods.

2. Research Outcomes (60%)

(1) Feasibility of Research Recommendations:

The recommendations must be specific, practical, and valuable, addressing current academic or administrative challenges while considering potential execution difficulties and limitations.

(2) Contribution of Research Implementation:

The practical application value of the research findings, contributions to resolving related issues, the effectiveness of proposed solutions, and the long-term benefits and continuous improvement potential after implementation.

Article 5 An "Institutional Research Incentive Review Committee" shall be established, comprising five committee members of the Institutional Research Advisory Committee appointed by the Principal for the current academic year and the Director of the Institutional Research Center.

Article 6 Review Procedures:

Based on the application materials and final reports, a document review process will be conducted. If necessary, applicants may be invited for an oral presentation. If no applications meet the required standards, the award will be withheld.

Article 7 Incentive Awards:

1. **Outstanding Award:** A prize of NT\$30,000 and a certificate of merit.
 2. **Excellence Award:** A prize of NT\$20,000 and a certificate of merit.
 3. **Honorable Mention Award:** A prize of NT\$10,000 and a certificate of merit.
- All awards are subject to tax deductions in accordance with government tax regulations.

Article 8 Obligations:

Faculty members receiving Institutional Research incentives shall serve as exemplary figures in Institutional Research and support institutional development initiatives. They will be given priority invitations to present or share their findings at internal and external institutional research conferences.

Article 9 Funding Source:

The Ministry of Education's Higher Education Sprout Project will fund these incentives. Any matters not covered herein will be handled in accordance with the relevant regulations of the Ministry of Education and the University.

Article 10 These regulations take effect upon approval by the Administrative Meeting. The same procedure applies to any amendments.

In case of any discrepancy between the Chinese and English versions, the Chinese version shall prevail.

