

Yuan Ze University Institutional Research Implementation Regulations

August 3, 2022, Approved by the 1st Executive Council Meeting of the 2022 Academic Year
December 3, 2026, Amended and Approved by the 9th Executive Council Meeting of the 2025 Academic Year

- Article 1** To support the long-term development of the institutional initiative, establish a professional management framework for institutional research, and actively promote institutional research, these "Yuan Ze University Institutional Research Implementation Regulations" (hereinafter referred to as "These Regulations") are formulated. The goal is to provide "evidence-based" analyses to support university decision-making, enhance the overall quality of teaching and research, and improve the effectiveness of institutional governance.
- Article 2** To facilitate institutional research, the University shall establish an Institutional Research Center, which is responsible for planning, coordinating, and managing the Institutional Research Data Platform. The President shall appoint a Director of the Center to oversee center affairs. Additionally, an Institutional Research Advisory Committee shall be established to provide guidance on institutional research-related affairs.
- Article 3** The Institutional Research Advisory Committee shall be chaired by the Vice President, who will serve as the Chairperson. The Executive Secretary of the committee is the Director of the Institutional Research Center. The following individuals serve as ex officio members, including Deans of Academic Affairs, Student Affairs, General Affairs, Research and Development, Library and Information Services and Global Affairs, and Deans of Colleges, Director of College of General Studies, Director of School of Lifelong Education, Chief Secretary, Director of General Accounting Office, Director of Personnel Office, and Director of the Environmental Protection and Occupational Safety & Health Center. Additionally, the President shall appoint 2 to 5 full-time faculty members to serve as committee members. The term of appointment shall be one year, with eligibility for reappointment.
- Article 4** The Institutional Research Advisory Committee is convened at least once per semester. Ad hoc meetings may be convened when necessary, and relevant university personnel may be invited to attend. The committee's primary responsibilities include:
1. Formulating policies and management regulations related to institutional research.
 2. Promoting major institutional research projects and reviewing funding applications for university-level institutional research initiatives.
 3. Evaluating institutional research outcomes, compiling recommendations, and providing decision-making support for teaching, academic counseling, and resource allocation. The committee will also monitor the implementation progress of these recommendations.
 4. Providing consultation and guidance on institutional research matters.

5. Handling other institutional research-related affairs.

Article 5 Institutional research projects shall be classified into three categories:

1. **University-Level Strategic Projects:** These are conducted by administrative and academic units to align with the University's mid-to-long-term development plans, the Ministry of Education's competitive grant programs, and other institutional initiatives. The proposals are developed in collaboration with the respective executing units.
2. **Unit-Initiated Projects:** To encourage institutional research participation, faculties, staff members, and units are invited to propose institutional research projects independently through an annual open call.
3. **Task-Oriented Projects:** These projects address specific policy needs or urgent administrative requirements of the University. Unlike the other two categories, applications for task-oriented projects may be submitted at any time without being subject to a fixed solicitation period.

Article 6 Target Participants

1. All administrative and academic units-of the University.
2. All faculty and staff members of the University.

Article 7 The institutional research proposals must be reviewed and approved by the Institutional Research Advisory Committee. Approved projects will be granted research funding based on the University's annual budget availability, and expenditures shall comply with relevant financial regulations.

Article 8 Evaluation and Review of Research Outcomes:

1. During the implementation of each research topic, the responsible units must participate in the Institutional Research Working Group. The effectiveness of each research topic must be reported in both mid-term and final reports.
2. In accordance with the University's Regulations for Institutional Research Incentives, outstanding institutional research projects shall be selected annually for awards and recognition. The review results shall be submitted to the President for approval and announced thereafter.
3. Faculty and staff members who participate in institutional research and demonstrate outstanding performance shall be nominated by the Secretariat Office for commendation.

Article 9 Tracking of Research Outcomes:

The Center shall track and review the implementation status of institutional research projects completed in the previous academic year and any ongoing projects from prior review cycles. The purpose is to assess how research findings have influenced institutional policies, resource allocation, and administrative decisions. The tracking results shall be reported to the Institutional Research Advisory Committee for review and approval.

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

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