

Outline to Establish IR-IRB of Asia University, Taiwan

August 17, 2016 Issued through the 1st administrative council in 2016

September 28, 2016 Issued by No. 1050012241 Announcement of Asia University Secretariat

1. For efficiently promoting the institutional research, improving the energy of academic research and promoting the institutional improvement and development, Asia University (Taiwan) (hereinafter referred to as “the university”) makes the Outline to Establish the Committee of IR-IRB of Asia University, Taiwan (hereinafter referred to as “the outline”), Taiwan, referring to *Personal Information Protection Act* and related regulations of IR-IRB.

2. The tasks of Committee of IR-IRB of Asia University are as following:

- (1) Make and revise related rules and criteria of the committee.
- (2) Review the institutional research applications of the university.
- (3) Review and protect the rights and interests of research participators.
- (4) Counseling matters about IR-IRB.
- (5) Other related matters about IRB.

3. The number of members in the committee is 7 to 9 and the employment term is two years, as following:

- (1) Ex-officio members: The director of Center of Institutional Research and Development (IR), the director of Academic Affairs Division, the director of Student’s Affairs Division, the head of Office of Information and Community Tecnology (OICT), the head of Office of Research and Development, the director of Career Center of Aisa University Office of Student Affairs and the director of Personnel Office.
- (2) Members out of university: At least one scholar/expert for institutional research and institutional ethics out of the university.

4. For the committee, the IR director of the university takes charge to convene members and the center takes charge of related operations of administration and censorship.
5. For the cases accepted by the committee, each of them shall be taken by two ex-officio members in university and one member out of university to review online. If it's necessary, the paper review shall be processed.
6. The committee shall convoke one meeting every semester. If it's necessary, the interim meeting shall be held and related personnel shall be invited to attend.
7. The members in the committee will not receive additional salary for the positions, but members out of university shall be paid for the attendance fees and travelling expenses based on related regulations. The expenditure for operating related affairs in the outline shall be paid from the expenditure of Plan of University Promoting the Professional Management Capacity for Insitutions or related plans of institutional research.
8. The unaccomplished matters in the outline shall be handled by related decrees and regulations.
9. The outline shall be implemented or revised with the approval of executive council and the authorization of the President.