

Guidelines for National Taiwan Normal University Public Disclosure of Institutional Information

中華民國95年12月6日本校第315次行政會議通過
Passed during the 362nd Administrative Council on November 28, 2018

- I. National Taiwan Normal University (hereinafter referred to as NTNU) has formulated the Guidelines in accordance with Article 39 of the Freedom of Government Information Law, Article 39 of the University Act, and Article 27 of the Enforcement Rules of the University Act for the purpose of complying with the government policy of public disclosure of information to ensure people's rights to know.
- II. Other than the information limited or not disclosed to the public in accordance with Article 18 of the Freedom of Government Information Law, the NTNU information disclosed to the public are as follows:
 1. NTNU regulations.
 2. The organizational structure, responsibilities and duties, addresses, phone numbers, fax numbers, websites, and email addresses of NTNU departments.
 3. Institutional development plans, service statistics, and research reports.
 4. Budget and financial statements.
 5. Handling results of petitions and appeals.
 6. Written contracts of public constructions and procurement.
 7. Subsidies paid or accepted.
 8. Minutes of University Council meetings and Administrative Council meetings.
- III. The NTNU information is published in the following ways:
 1. The university magazine, university newsletter, or relevant publications.
 2. Online search via the Internet.
 3. Information is made available for public browsing, transcribing, photocopying, recording, videotaping, or photographing.
 4. Press conferences or hearing.
 5. Any other possible ways of which the public can be made aware.
- IV. Any of the following persons may file an application to NTNU for access to institutional information:
 1. Republic of China nationals who have registered residency in the Republic of

The English version is provided for reference only.

The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.

- China, as well as domestic incorporation or groups established by said nationals.
2. Nationals living overseas with passports issued by the Republic of China.
 3. A foreigner from a country whose laws do not restrict Republic of China nationals from applying for information from its government.
- V. Applicants for NTNU information should fill out the application form and state the following information:
1. Basic information of the applicant, including name, date of birth, national ID number, correspondence or permanent address, and contact number.
 2. If the applicant is an incorporation or a group, its name, business registration number, and the location of its office or business establishment should be stated.
 3. If the applicant is a foreigner, foreign incorporation, or foreign group, the nationality, passport number, and relevant identification documentations of the applicant should be stated.
 4. If the applicant has a legal representative, the name, date of birth, correspondence address, and contact number of the representative should be stated.
 5. The contents, copies, purposes, and application date of the applied institutional information.
- The applications specified in the previous Paragraph may be submitted in writing or electronically.
- The format of the application form is stipulated by the Office of Institutional Research of NTNU.
- VI. If the application method or included information are incomplete, NTNU shall notify the applicant and ask for the missing information to be supplemented within 7 days. The application may be rejected if supplementary documents are not provided by then.
- NTNU shall approve or reject the application within 15 days after acceptance. The assessment time may be extended by a maximum of 15 days when deemed necessary.
- VII. If the institutional information provided by NTNU involves the rights of a specific individual, incorporation, or group, a written notification should be sent to the specific individual, incorporation, or group to request consent within 10 days. This does not apply if the specific individual, incorporation, or group has already given

The English version is provided for reference only.

The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.

consent to the public disclosure of information.

If the whereabouts of the previously mentioned specific individual, incorporation, or group is unknown, NTNU shall make a public announcement of the contents of the notification.

If the individual, incorporation, or group stipulated in Paragraph 1 does not reply within 10 days, NTNU may then approve or reject the application.

VIII. Unless the applicant pays the application fee and collects information on the spot, NTNU should notify the applicant in writing of the delivery method, delivery time, fees and payment methods, or the result of the application after having all supplementary documents submitted for the missing information.

If the application is rejected or additional supplementary information is required, NTNU shall state the reasons in writing and notify the applicant.

If the applicant has already stated his/her email address when applying electronically, the notification of approval specified in Paragraph 1 may be sent electronically.

IX. NTNU may restrict the access of institutional information applied by the applicant if the contents of such information are within the scope of Article 18 of the Freedom of Government Information Law.

X. Where the content of the institutional information about an individual, incorporation or group is wrong or incomplete, the individual, incorporation or group may request the government agency to rectify or supplement the information in accordance with Articles 14 and 16 of the Freedom of Government Information Law.

XI. When NTNU discloses its institutional information to applicants in accordance with the law, fees may be collected. The fee standards are determined in accordance with the Fee-charging Standards on the Access to Government Information by the Ministry of Education and its Affiliated Institutions and Schools, or by the Office of Institutional Research of NTNU.

XII. Matters not stipulated in the Guidelines shall be handled in accordance with the Freedom of Government Information Law and other NTNU regulations deemed relevant.

XIII. The Guidelines and any amendment thereto shall be approved by the Administrative Council prior to its implementation.

The English version is provided for reference only.

The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.