

Information Disclosure Regulations

Passed on January 5, 2007, 2nd Administration Meeting of AY 2006-2007

I. Purpose

Article 1. In order to establish a system for information disclosure, protect people's rights, and promote participative democracy, these regulations are set by National Sun Yat-sen University (hereinafter referred to as "the University"), according to The Freedom of Government Information Law.

Article 2. The University information referred to in these regulations includes all the documents, pictures, disks, magnetic tapes, CD-ROMs, microfiches, integrated circuit chips, and any other information that could be read, viewed, listened to via technical or auxiliary methods, created or obtained within the scope of duties by all units of the University.

Article 3. The University information should be voluntarily disclosed or provided when asked for, according to these regulations.

II. Voluntarily Disclosure of Information by the University

Article 4. The University information listed below, with the exception of those restricted and not provided to the public in accordance with Item 13, shall be voluntarily disclosed.

1. In order for the University to assist all its units in uniform interpretation of bylaws and in understanding the limits of their authority, NSYSU has explicitly drafted these regulations and standards for their implementation.
2. The organization, job description, address, telephone number, fax number, website, and email addresses of all units at the University
3. Relevant documents on administrative guidance.
4. University affairs implementation projects, operational statistics, and research reports.
5. Budgets and final reports.
6. Petitions, their results and final decisions.
7. Public construction and procurement contracts.
8. Accounts payable and receivable.
9. Meeting minutes from collegiate institutions.

The research reports referred to in Item 4 are those where scholars and experts are commissioned and paid for by the government, or those reports made after observation, study, research, or training abroad. The meeting minutes of Item 9 refers to those

meetings held by an independent group of decision-making bodies, and the cases they had motioned, deliberated, decided, and the name list of all who attended.

Article 5. The voluntary disclosure of the University information, besides those otherwise regulated by law, should consider the feasibility of such public disclosure, and select the most appropriate means to disclose as follows:

1. Telecommunication transmission or other means of providing the public with online inquiry.
2. Public means of reading, transcribing, photocopying, recording, taping or filming.
3. Press conferences or public hearings.
4. Other methods to allow the public to obtain information.

III. Applying for the University Information

Article 6. ROC citizens and legal entities or organizations established by a ROC citizen, citizens with ROC passports residing overseas, and foreigners if their countries of origin do not prohibit ROC citizens applying for information from said countries' governments, may apply for the University information according to these regulations.

Article 7. Those applying for the University information must fill out an application form and clearly state the following:

1. Name of applicant, date of birth, ID number, registered address and contact telephone number. If the applicant is a legal entity or an organization, then the name of organization, business registration number, business location and address must be clearly stated. If the applicant is a foreigner, foreign entity, or foreign organization, then the nationality, passport number, and relevant documentation must be provided.
2. If the applicant has a proxy, then the proxy's name, date of birth, address, and contact information must be provided.
3. Clearly indicated content of the University information and the number of copies.
4. Clearly indicated intended usage of the University information.
5. Application date.

The aforementioned application must be processed in paper document form.

Article 8. Application must be processed and approved or rejected within 15 days. An extension of up to 15 days can be granted if necessary.

Article 9. When application for the University information is approved, it must be provided to the applicant in the original format, and can be read, transcribed, or videotaped by the applicant. The information may only be read if its reproduction

should violate intellectual property rights.

Article 10. If any information of the University on a person, legal entity, or organization is inaccurate or incomplete, the subject person, legal entity, or organization may apply to have it rectified or supplemented. An application should be filled out; in addition to clearly stating information relevant to Article 7 Items 1, 2, and 5, the following must also be stated:

1. When applying for correction or supplementation of information, the document title and number, and the mistake or incomplete information shall be stated.
2. Reason for correction or supplement
3. Relevant documentation.

Application referred to in Item 1 must be done in paper form.

Article 11. Application for correction of supplementation must be processed and approved or rejected within 30 days. An extension of up to 30 days can be granted if necessary.

Article 12. If information exceeds the scope of duties of the unit that received the application, and if the updated information pertains to other units, then those units as well as the applicant must be informed.

IV. Restrictions on Information Disclosure

Article 13. When the University information falls under one of the following categories, its disclosure is restricted or prohibited:

1. Information classified by law as national secret, or restricted by confidentiality in any way or form.
2. If disclosure may obstruct any criminal investigation, prosecution, and execution, and may result in the defendant not receiving a fair trial, or may endanger the life, body, liberty, and property of another person.
3. Any information of the University that has yet to be finalized, and is recorded as internal drafts. However, these can be disclosed if necessary for public welfare.
4. In order to fully implement supervision, management, investigation, and enforcement, information on any person subject to the above measures may not be disclosed, as it might create difficulties or obstruct the process.
5. Information on the examination, assessment, or review of specialized knowledge, techniques, or qualifications. The disclosure of such information might influence the fairness and efficiency.
6. Information which might violate personal privacy, job confidentiality, contractual agreement, or the authors' right to publish. However, if it becomes necessary to protect one's life or health, then such information may be disclosed

with the consent of all parties involved.

Article 14. If information restricted by the previous article has since become unrestricted or unnecessary to withhold, it may be subject to disclosure pending application.

V. Appendix

Article 15. When applying for the University information, a fee is charged to the applicant in compliance with the usage of the information. Fees are waived for use of academic research or public welfare.

Fees include the cost for indexing, reviewing, copying, and reproducing the information. Fee standards are set by each unit and approved by the Administration Council Meeting.

Article 16. These regulations have been ratified by the Administration Meeting and implemented upon the approval by the President. Amendments to these regulations shall follow the same proceedings.

Any dispute over interpretations of these regulations shall be resolved in the court of law based on the Chinese version.