

國立中山大學資訊公開辦法

Regulations for the Disclosure of NSYSU Information

96.01.05 本校 95 學年度第 2 次行政會議通

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第一章 總則

Chapter 1 General Principles

第一條 為建立本校資訊公開制度，保障人民知的權利，並促進民主參與，特依據政府資訊公開法訂定本辦法。

I. These regulations are formulated in accordance with *The Freedom of Government Information Law* to establish the University information disclosure system, safeguard the public's right to know, and promote participatory democracy.

第二條 本辦法所稱之本校資訊，指本校各單位於職權範圍內作成或取得而存在於文書、圖畫、磁碟、磁帶、光碟片、微縮片、積體電路晶片等媒介物及其他得以讀、看、聽或以技術、輔助方法理解之任何紀錄內之訊息。

II. The University information mentioned herein refers to that created or obtained by individual units under their authority, which is recorded on media such as documents, images, disks, tapes, CDs, microfilms, integrated circuits, or exists in any other forms that can be read, viewed, listened to, or understood through technical or auxiliary methods.

第三條 本校資訊應依本辦法主動公開或應人民申請提供之。

III. The University information shall be proactively disclosed or made accessible upon request in accordance with these regulations.

第二章 本校資訊之主動公開

Chapter 2 Proactive Disclosure of the University Information

第四條 下列本校資訊，除依第十三條之規定限制公開或不予提供者外，應主動公開：

IV. The following University information shall be proactively disclosed, except for information restricted or withheld in accordance with Article 13:

一、本校為協助所屬單位統一解釋法令、認定事實、及行使裁量權，而訂頒之解釋性規定及裁量基準。

1. interpretive rules and discretionary criteria formulated by the

University to assist internal units in uniformly interpreting laws, determining facts, and exercising discretionary authority

二、本校各單位之組織、職掌、地址、電話、傳真、網址及電子郵件信箱帳號。

2. organization charts, responsibilities, addresses, telephone numbers, fax numbers, websites, and email addresses of individual units

三、行政指導有關文書。

3. documents related to administrative guidance

四、校務施行計畫、業務統計及研究報告。

4. implementation plans, operational statistics, and research reports related to the University affairs

五、預算及決算書。

5. budget and final account plans

六、請願之處理結果及訴願之決定。

6. results of handling petition and appeals

七、書面之公共工程及採購契約。

7. written contracts of public construction and procurement

八、支付或接收之補助。

8. payments and receipts of subsidies

九、合議制機關之會議紀錄。

9. meeting minutes of various decision-making bodies

前項第四款所稱之研究報告，指由政府機關編列預算委託專家、學者進行之報告或派赴國外從事考察、進修、研究或實習人員所提出之報告。

Research reports stipulated in Subparagraph 4 of the preceding Paragraph refer to those written by scholars or experts who are commissioned and funded by the government, as well as those written by individuals engaged in official visit, further studies, research, or practicum activities.

第一項第九款所稱合議制機關之會議紀錄，指由依法獨立行使職權之成員組成之決策性機關，其所審議議案之案由、議程、決議內容及出席會議成員名單。

Meeting minutes stipulated in Subparagraph 9 of Paragraph 1 refer to the motions, agenda, resolutions, and the list of attending members of the meetings deliberated by a decision-making body which consists of members who exercise independent authority in accordance with regulations.

第五條 本校資訊之主動公開，除法律另有規定外，應斟酌公開技術之可行性，選擇其適當之下列方式行之：

V. Unless otherwise stipulated by other applicable laws, the University information shall be proactively disclosed by choosing the following appropriate methods, subject to the feasibility of technologies:

一、 利用電信網路傳送或其他方式供公眾線上查詢。

1. providing the public with online access through telecommunication, network, or other methods

二、 提供公開閱覽、抄錄、影印、錄音、錄影或攝影。

2. providing the public with access through viewing, transcribing, photocopying, audio or video recording, and photographing

三、 舉行記者會或說明會。

3. holding press conferences or public hearings

四、 其他足以使公眾得知之方式。

4. other methods which make the information accessible to the public

第三章 申請提供本校資訊

Chapter 3 Application for Access to the University Information

第六條 具有中華民國國籍並在中華民國設籍之國民及其所設立之本國法人、團體，得依本辦法規定申請本校提供本校資訊。持有中華民國護照僑居國外之國民，亦同。

VI. ROC nationals with household registration in Taiwan, legal entities or organizations established by the said nationals, as well as overseas Chinese who hold the ROC passport may apply for access to the University information in accordance with these regulations.

外國人，以其本國法令未限制中華民國國民申請提供其政府資訊者為限，亦得依本辦法申請之。

These regulations may also be applied to foreign nationals, provided that their home country's laws do not restrict ROC nationals from applying for access to their government information.

第七條 向本校申請提供本校資訊者，應填具申請書，載明下列事項：

VII. An applicant shall complete a form specifying the following details:

一、申請人姓名、出生年月日、國民身分證統一編號及設籍或通訊地址及聯絡電話；申請人為法人或團體者，其名稱、立案證號、事務所或營業所所在地；申請人為外國人、法人或團體者，並應註明其國籍、護照號碼及相關證明文件。

1. applicant's name, date of birth, national ID number, registered or correspondence address, and contact phone number (If the applicant is a legal entity or organization, its name, registration number, office or business address shall be provided; if the applicant is a foreign national, legal entity, or organization, the nationality, the passport number, and relevant supporting documentation shall be provided.)

二、申請人有法定代理人、代表人者，其姓名、出生年月日及通訊處所。

2. statutory agent's name, date of birth, and correspondence address if a statutory agent is delegated

三、申請之本校資訊內容要旨及件數。

3. subject of requested University information, and the number of copies needed

四、申請本校資訊之用途。

4. purpose of the application

五、申請日期。

5. application date

前項申請，得以書面通訊之方式為之。

The application stipulated in the preceding Paragraph may be submitted via written correspondence.

第八條 本校受理申請單位應於受理申請之日起十五日內，為准駁之決定，並視同本校之決定。必要時，得予延長，延長之期間不得逾十五日。

VIII. Responsible units shall resolve the application within fifteen days from the date of receipt, with the resolution considered made by the University. An extension of up to fifteen days may be granted when necessary.

第九條 本校受理申請單位核准提供本校資訊之申請時，得按本校資訊所在媒介物之型態給予申請人重製或複製品或提供申請人閱覽、抄錄或攝

影。其涉及他人智慧財產權或難於執行者，得僅供閱覽。

IX. Upon approval, the University information may be provided as a duplicate or copy, or made accessible for viewing, transcribing, or photographing. Nevertheless, if intellectual property rights are involved or the said process is unfeasible, the information shall only be made available for viewing.

第十條 本校資訊內容關於個人、法人或團體之資料有錯誤或不完整者，該個人、法人或團體得申請本校依法更正或補充之。

X. If the University information contains incorrect or incomplete details regarding an individual, legal entity, or organization, the involved party may request the University to correct or supplement it in accordance with laws.

前項情形，應填具申請書，除載明第七條第一項第一款、第二款及第五款規定之事項外，並應載明下列事項：

Under the circumstances mentioned in the preceding Paragraph, a request form shall be completed, specifying the details stipulated in Subparagraphs 1, 2, and 5 of Paragraph 1 of Article 7, as well as the following information:

一、 申請更正或補充資訊之件名、件數及記載錯誤或不完整事項。

1. title, quantity, and the incorrect or incomplete details to be corrected or supplemented

二、 更正或補充之理由。

2. reasons for correction or supplementation

三、 相關證明文件。

3. relevant supporting documentation

第一項之申請，亦得以書面通訊方式為之。

Requests stipulated in Paragraph 1 may be submitted via written correspondence.

第十一條 本校受理申請單位應於受理申請更正或補充本校資訊之日起三十日內，為准駁之決定，並視同本校之決定；必要時，得予延長，延長之期間不得逾三十日。

XI. Requests for correction of supplementation shall be resolved within thirty days from the date of receipt. An extension of up to thirty days may be granted if necessary.

第十二條 本校資訊非受理申請之單位於職權範圍內所作成或取得者，該受理單

位應說明其情形外，如確知有其他單位於職權範圍內作成或取得該資訊者，應轉知該單位並通知申請人。

- XII. Units receiving a request but not creating or obtaining the University information shall forward the request to the responsible unit if known and notify those requesting with an explanation.

第四章 本校資訊公開之限制

Chapter 4 Restrictions on the Disclosure of the University Information

第十三條 本校資訊屬於下列各款情形之一者，應限制公開或不予提供之：

- XIII. The University information under one of the following circumstances shall be restricted or withheld from disclosure:

一、經依法核定國家機密或其他法律、法規命令應秘密事項或限制、禁止公開者。

1. Information is classified as national confidentiality in accordance with regulations or designated as a secret, restricted, or prohibited from disclosure under other regulations or orders.

二、公開或提供有礙犯罪之偵查、追訴、執行或足以妨礙刑事被告受公正之裁判或有危害他人生命、身體、自由、財產者。

2. Disclosing or providing such information may impede criminal investigation, prosecution, or enforcement, hinder the fair judgment of a criminal defendant, or endanger the life, body, freedom, or property of others.

三、本校作成意思決定前，內部單位之擬稿或其其他準備作業。但對公益有必要者，得公開或提供之。

3. Information consists of drafts or other preparatory work handled by internal units before a decision is made by the University; nevertheless, such information may be disclosed or provided for the public interest when necessary.

四、本校為實施監督、管理、檢（調）查、取締等業務，而取得或製作監督、管理、檢（調）查、取締對象之相關資料，其公開或提供將對實施目的造成困難或妨礙者。

4. Information is obtained or created by the University in the course of supervision, management, investigation, inspection, or enforcement, and disclosing or providing such information may hinder the purpose of these activities.

五、有關專門知識、技能或資格所為之考試、檢定或鑑定等有關資

料，其公開或提供將影響其公正效率之執行者。

5. Information is related to examinations, certifications, or evaluations of specialized knowledge, skills, or qualifications, and disclosing or providing such information may affect the fairness and efficiency of the process.

六、公開或提供有侵害個人隱私、職業上秘密、契約之約定或著作權人之公開發表權者。但對公益有必要或為保護人民生命、身體、健康有必要或經當事人同意者，不在此限。

6. Disclosing or providing such information may infringe upon personal privacy, professional confidentiality, contractual agreements, or the disclosure right of copyright owners. Nevertheless, the restriction may be lifted if disclosing or providing is necessary for the public interest, the protection of individual life, body, or health or if the involved party consents.

第十四條 前條所定應限制公開或不予提供之本校資訊，因情事變更已無限制公開或拒絕提供之必要者，本校應受理申請提供。

XIV. If the restriction or withholding of University information, as stipulated in the preceding Article, becomes unnecessary due to changes in circumstances, such information may be provided upon request.

第五章 附則

Chapter 5 Supplementary Provisions

第十五條 本校依本辦法公開或提供本校資訊時，得按申請資訊之用途，向申請人收取費用；申請本校資訊供學術研究或公益用途者，其費用得予減免。

XV. The University may charge a fee based on the purpose of using the University information in accordance with these regulations. The fee may be reduced or waived for academic research or public interest.

前項費用，包括本校資訊之檢索、審查、複製及重製所需之成本；其收費標準，由各受理申請單位訂定，並提報行政會議審定之。

The aforementioned fee shall cover the costs associated with retrieving, reviewing, copying, and duplicating the University information. The charge standards shall be formulated by responsible units and submitted to the Executive Meeting for approval.

第十六條 本辦法提報行政會議議決通過，經校長核定後實施，修正時亦同。

XVI. These regulations are approved by the Executive Meeting and the

President before implementation. Amendments to these regulations shall follow the same procedure.