

Experiment Log Guidelines

1. The purpose of this experiment log is to ensure that researchers conduct their work in a professional manner and, in the event of legal action, to serve as an important piece of evidence for the researchers themselves or the University at large. Please read the following instructions carefully and maintain the experiment log accordingly.
2. NCHU employees are required to record all their research tasks, experiments, findings, and inventions, including but not limited to insights, preliminary ideas, recommendations, observations, computations, interviews, thoughts, processes, and results, whether satisfactory or unsatisfactory.
3. For cataloguing purposes, please make a record of your name and NCHU ID, the date of log issuance, and upon the submission of the log, the date of submission.
4. Please use permanent writing utensils such as a ballpoint pen, fountain pen, or permanent marker. Do not use pencils.
5. Do not tear unwanted pages from the log. Please write down the date on top of each page. In the event of an error, please cross it out instead of erasing it or covering it with white-out.
6. Do not jot down records on a loose sheet of paper and then affix it to the log. If you must attach photos, figures, and tables, please affix a signature across the edges and ask a witness to do the same.
7. Please use the pages in order. Do not skip any pages. Cross out any remaining blank space after a page is used. Please use separate pages for different dates. Do not record details of two or more projects on the same page.
8. Please fill out the log with brief explanations and conclusions in a clear and concise manner so that future personnel are able to continue on with the research and help safeguard the University's intellectual property.
9. Upon completion of the record, please ask at least one witness to sign it as confirmation. For breakthrough ideas, conclusions, discoveries, or inventions, please ask at least two witnesses to sign and date the record personally. Co-inventors may not act as witnesses.
10. Personal chops may not be used in lieu of signatures.
11. Experiment logs should be treated as confidential documents and must be stored in a locked cabinet for safekeeping after each use. In the event of a loss, please notify the head of the competent unit immediately and submit a report to the University in writing.
12. Experiment log users must return any logs in their possession to the head of the laboratory when they resign or face termination.
13. NCHU employees are required to comply with these instructions.

This experiment log is the intellectual property of NCHU and must be treated as a confidential document. Unless expressly permitted in writing, users are prohibited from disclosing its contents to any third party.

Experiment log No.: _____

User: _____

Employee ID: _____

Date of issue: _____

Date of submission: _____

NCHU Laboratory (Research Venue) Tour Confidentiality Agreement

WHEREAS, _____ (“Party A”) wishes to participate in a tour of a laboratory (research venue) belonging to the _____ Department/Graduate Institute/Center, National Chung Hsing University (“the University”);
NOW, THEREFORE, Party A agrees to be bound by the following confidentiality terms:

- Article 1 Party A agrees to keep all of the following information or possessions (“confidential information”) acquired from the laboratory (research venue) tour strictly confidential for a period of _____ years, starting from the signing date of this agreement (“Agreement”):
1. Contents of discussions, documents, records, images, manuscripts, software programs, proposals, databases, and other data—whether in the form of text, sound/video recordings, digital copies, or other formats—obtained from the laboratory (research venue) tour
 2. Information regarding which confidentiality is requested by the University, whether verbally or in writing
 3. Information which is intended only for certain audiences, as indicated by the University
 4. Information which is not yet published or which the average person has no legitimate way of knowing about
- Article 2 Unless expressly permitted by the University in writing, Party A may not take any of the following actions regarding the confidential information described in Article 1:
1. Supplying, delivering, disclosing, or otherwise transferring the confidential information to a third party for any reason
 2. Using contents of research without permission or commission by the University
 3. Copying, taking photographs of, or otherwise duplicating the confidential information, whether in part or in full
 4. Supplying, delivering, or disclosing the confidential information to any third party for reference
- Article 3 Party A may be relieved of their confidentiality obligations if the University or the inventor decides to publish the research results or confidential information or designate it as nonconfidential.
- Article 4 Party A may not register any confidential information (including written and non-written information) with the competent authorities to obtain patent rights, copyrights, or any other forms of intellectual property rights.
- Article 5 Party A accepts full legal liability for any violations of this Agreement, and Party A agrees to indemnify the University for any damage to the University resulting from such violations.
- Article 6 The validity and interpretation of this Agreement shall be subject to the applicable laws of the Republic of China.
- Article 7 Both parties hereto agree to resolve any disputes arising from this Agreement in good faith. In the event of litigation, both parties agree that the Taiwan Taichung District Court shall be the court of first instance.
- Article 8 This Agreement shall be executed in triplicate, with Party A, the University, and the University’s Academia-Industry Collaboration Center each holding one original copy, all of which shall have the same legal effect.
- Article 9 Party A shall affix a signature and seal as certification that they have carefully read the terms contained herein and understand them in their entirety:
- Party A: _____ (Signature and seal)
National ID: _____
Job title: _____
Mailing address: _____
Telephone: _____
Date: ____/____/____ (MM/DD/YYYY)