

UM-Qualtrics Account Upgrade Request Form (For Student ONLY)

1. This request requires endorsement from student's supervisor or course instructor.
2. This form has to be sent to the Library at lib_ref@um.edu.mo by student's supervisor or instructor.

Student Information

Student ID: _____ Name: _____ Faculty/Institute: _____

Purpose of Using UM-Qualtrics

UM-Qualtrics Terms of Use Statement

[UM-Qualtrics 使用規條 \(中文版\)](#)

1. Users should use UM-Qualtrics for UM associated research and projects only.
2. Users have to make sure that all contents he/she distributed through UM-Qualtrics comply with all UM policies (including the [University Privacy Policy](#)), and related [Macau law and legislations](#).
3. Surveys that need to collect personal data must include a “**Personal Data Collection Statement**” at the beginning of the survey. Samples of the Personal Data Collection Statement are available on [GDPD's website](#).
4. As Qualtrics is an online survey platform which is based outside of Macau, the Personal Data Collection Statement should include a term declaring that “*All data collected in this survey will be stored in a non-local online survey platform (Qualtrics).*”
5. While creating an email list for survey distribution, except the email addresses, users should not include any other personal information in the email list. In the meanwhile, users should not send SPAM emails through UM-Qualtrics.
6. Users have to process and secure all collected data in conformity with all UM policies (including the [University Privacy Policy](#)), and related [Macau law and legislations](#).
7. UM reserves the right to close user's UM-Qualtrics account and delete user's surveys and data when user separates or withdraws from UM. Users are responsible to export the surveys and data in their UM-Qualtrics accounts before separating or withdrawing from UM.
8. UM may revoke user's access to UM-Qualtrics for failure to abide by this Terms of Use Statement.
9. UM may at any time disallow, alter, or cease access to UM-Qualtrics or change this Terms of Use Statement at sole discretion.

I hereby declare that I have read and agree to the above Terms of Use Statement.

(Student **MUST AGREE** to the above Statement otherwise the request will be rejected)

For Supervisor/Instructor's Endorsement

Name of Supervisor/Instructor: _____ UM Email: _____

I understand the student's purpose for using UM-Qualtrics and endorse the student's request for UM-Qualtrics account upgrade.