

NATIONAL SUN YAT-SEN UNIVERSITY

Regulations of Email Usage Management

Approved by the Divisional Heads Meeting of the Office of Library and Information Services on March 19, 2009.

Amended by the Divisional Heads Meeting of the Office of Library and Information Services on March 27, 2015.

- I. This set of regulations is specifically issued to specify user's rights and obligations of email accounts provided by National Sun Yat-Sen University (NSYSU) (hereafter referred to as "Email(s)") faculty members, staff, and students to use for public affairs or academic research.
- II. Personnel of the following identities are eligible for applications via the Office of Library and Information Services (OLIS). Applications are processed in accordance with the rules stated on the application form.
 - A. Formal units of level II or above (defined by NSYSU's organizational regulations) and international conferences (as defined by directors of organizing departments).
 - B. Faculty members (defined by the Office of Personnel Services): Each person may apply for one Email account that may remain active during retirement. The OLIS reserves the rights to terminate the Email accounts after faculty members resign.
 - C. Staff (defined by the Office of Personnel Services): Each staff member may apply for one Email account. The OLIS reserves the rights to terminate the Email accounts after staff members resign.
 - D. Students (defined by the Office of Academic Affairs): Each student may apply for one Email account. In principle, the accounts remain active after graduation to enable alumni's access. However, as specified in Article VIII, received mails must be redirected to personal email addresses.
- III. Email accounts are suspended, reinstated, or terminated in the following circumstances with considerations of information safety and efficient resource utilization:
 - A. Suspension: No activity for an extended period of time (one full year).
 - B. Reinstatement: Users with suspended accounts may apply for reinstatements prior to terminations.
 - C. Termination: The accounts may be immediately terminated following users' requests, be terminated three months after resignations or withdrawal, or be terminated following three months of Email account suspensions. Contents of Email accounts will not be retained after terminations. In principle, terminated accounts may not be restored.
 - D. In principle, the NSYSU OLIS will provide notification via email 1 month prior to auctioning the previously mentioned suspension cancellation tasks.

- IV. The OLIS shall be notified as soon as possible following changes to users' personal information.
- V. The hard drive space provided for Email accounts are for temporary data storage only; NSYSU is not responsible for data storage.
- VI. Email users must comply with the following regulations. Violations to rules will result in one to three-month suspensions, and NSYSU's relevant units may be notified for management according to severity of the violations.
 - A. NSYSU Regulations for Use of On-Campus Internet
 - B. NSYSU Regulations for Information Safety Management
 - C. NSYSU Regulations of Information Ethics
 - D. Regulations and measurements announced by OLIS
 - E. Respect to the Intellectual Property Rights and refrain from participating in conducts that infringe the Intellectual Property Rights.
 - F. NSYSU strictly prohibits illegal behaviors or behaviors that are detrimental to NSYSU's reputation.
 - G. Personal may not utilize other's or the system's resources, or in any ways affect the normal system operations.
 - H. Email accounts may not be used by personnel other than account users.
- VII. Email accounts that are suspended by Article VI are reinstated by the OLIS after stated suspension periods are over.
- VIII. Graduated students shall complete mail-forwarding settings prior to leaving the campus. Receiving emails will be forwarded to personal email addresses and NSYSU no longer keeps copies of mails under such university email addresses. However, NSYSU will still maintain activities of the Emails. NSYSU routinely checks for Email accounts that belong to graduated students who have not completed the forwarding settings. These accounts will be locked and mails will be regularly deleted. Graduated students with locked accounts may apply for unlocks.
- IX. NSYSU reserves the rights to refuse services for users with poor records.
- X. To comply with system maintenance and operational demands, NSYSU has the rights to examine relevant information in university Email accounts or implement emergency measures.
- XI. This set of regulations shall be implemented following approvals of the divisional heads meetings of the OLIS. The same procedure shall be carried out when amendments are to be made.