

Yuan Ze University Regulations for Official Telephone Management

August 29, 1994, Passed by the 5th Executive Council Meeting of the 1994 Academic Year

March 12, 2025, Passed by the 12th Executive Council Meeting of the 2024 Academic Year

Article 1. Internal telephones (including fax machines, dedicated lines, and extensions) shall primarily be used for official purposes, and call durations should be minimized.

Article 2. Each unit shall assign personnel to manage fax machines and dedicated telephone lines.

Article 3. General Telephone Management Principles

1. The default calling range for telephone extensions is limited to local calls. If long-distance or international calls are required, approval must be obtained from the unit supervisor, and a request must be sent via email to the General Affairs Office for configuration.
2. If a new extension is required for newly recruited personnel or additional needs, approval must be obtained from the unit supervisor, and a request must be sent via email to the General Affairs Office for installation and extension number assignment.
3. Each unit is allocated a certain number of telephone lines. Unit supervisors should carefully assess their actual needs before submitting additional requests. Telephone expenses shall be distributed among the units in proportion to their usage.

Article 4: Faculty and staff are responsible for the proper management of the telephones under their custody and should explain any unusual usage records when requested.

Article 5: Any illegal use of telephones involving criminal liability shall be the sole responsibility of the user, and the General Affairs Office will provide telephone call records to assist with judicial investigations.

Article 6. If a telephone extension is malfunctioning, please report it to the Construction Maintenance Section of the General Affairs Office for repair. The Construction Maintenance Section will arrange repairs in order. If the telephone line was applied for by the unit through Chunghwa Telecom, please report the issue to Chunghwa Telecom. A technician from Chunghwa Telecom will carry out the necessary repairs on campus, with the General Affairs Office providing assistance as needed.

Article 7. These regulations shall take effect upon approval by the Executive Council Meeting and subsequent promulgation. Amendments shall follow the same procedure.

In case of any discrepancy between the Chinese and English versions, the Chinese version shall prevail.