

# Yuan Ze University

## Regulations on Server Management

Approved at the 13<sup>th</sup> Administrative Meeting of the 100<sup>th</sup> Academic Year dated April 30, 2012  
Revised and approved at the 22<sup>nd</sup> Administrative Meeting of the 108<sup>th</sup> academic year dated May 27, 2020

**Article 1** *Yuan Ze University Regulations on Server Management* (hereinafter referred to as **the Regulations**) are enacted to standardize the establishment, management, and security maintenance of servers provided by all units of Yuan Ze University.

**Article 2** **Definition of Server**

Computing devices provide internal services through the intranet network or externally through the internet connection.

**Article 3** **Server Application and Management**

3.1 New installations or modifications of server management require an application by filling out the application form and submission to the Office of Library and Information Services (OLIS) and take effect upon review and approval.

3.2 The usage regulations for servers set up by each unit must comply with *Taiwan Academic Network Management and Norms*, and the *Yuan Ze University Network Usage Management Regulations*, and be consistent with the purposes of academic research and educational administration.

3.3 Eligibility and Obligation

3.3.1 Only current faculty and staff are eligible.

3.3.2 Head of application department shall supervise the server management personnel.

3.3.3 The *Server Management Installation/Modification Application Form* shall be completed whenever any personnel adjustment.

3.3.4 Server administrators shall participate the training programs organized by the OLIS and show certificates as proof.

3.4 Servers set up by each unit must use authorized software and ensure the legality of publicly accessible information. The unauthorized setting up of private VPN and IP masking servers is prohibited. The OLIS has the authority to suspend the application and usage of such servers based on the severity of violations. For any VPN requirement, use the SSL VPN service offered by the OLIS.

3.5 Each unit must submit an Information Security Protection Plan for inspection during the application process and undergo an annual review.

**Article 4** The OLIS conducts regular security scans and generates report for internet

service servers on campus. Server administrators of each unit must address relevant vulnerability patching following the scanning report.

**Article 5** The Regulations are implemented after being passed at the administrative meeting, and the same procedure applies to any future amendments.

Note: If any controversies or disputes occurred regarding clauses of the aforesaid regulations, it shall always refer to its Chinese version.