

Yuan Ze University Regulations for Official Telephone Management

August 29, 1994, Passed by the 5th Executive Council Meeting of the 1994 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. Faculty and staff are responsible for managing telephones under their custody during working hours. In cases where abnormal telephone usage is recorded, and the individual in charge cannot identify the user, they shall remain accountable. After working hours, units with on-duty personnel (e.g., student assistants or work-study students) must inform them to comply with these regulations.

Article 4. To enforce these regulations effectively, the General Affairs Office shall issue monthly reports of abnormal telephone usage to each unit for explanation. For non-official use, the responsible individual must reimburse the associated costs. Depending on the severity of the situation, the Personnel Office may take further action in accordance with relevant regulations.

Article 5. Connecting extensions or dedicated lines without prior approval from the General Affairs Office is prohibited. Violations will be handled in accordance with University regulations.

Article 6. These regulations shall take effect upon approval by the Executive Council Meeting and subsequent ratification by the President. Amendments shall follow the same procedure.

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