

# **Guidelines on the Administrative Systems Management at I-Shou University**

Ratified and promulgated by the President on December 21, 2012

- I. The *Guidelines on the Administrative Systems Management at I-Shou University* (hereinafter referred to as the “Guidelines”) is hereby established to ensure the efficiency of the administrative systems management.
- II. The Guidelines is applicable to all administrative units at I-Shou University.
- III. The Office of Library and Information Services (hereinafter referred to as “OLIS”) is responsible for maintaining the administrative information systems designed and developed by OLIS, as well as providing relevant evaluation, suggestions and necessary assistance.
- IV. The administrative unit that requires administrative systems services from OLIS shall fill out the Application Form for Administrative System (hereinafter referred to as the “Service Form”) specifying the needs and relevant procedures. The Service Form shall be submitted to OLIS after being ratified by the head of the unit and countersigned by other relevant units.
- V. OLIS shall evaluate the feasibility and schedule required according to the Service Form submitted by the administrative unit. After an evaluation on the application, OLIS will provide suggestions and return the Service Form to the applying unit if the requirement can be solved by adopting other methods. If a further measure is required, OLIS will appoint relevant staff and discuss with the applying unit what is relevant to the application. OLIS will inform the applying unit after completion of the request, and the Service Form will be archived after the request is verified by the applying unit.
- VI. The Guidelines becomes effective on the third day of promulgation upon the adoption by the Office Affairs Council of the Library and Information Services and ratified by the President.

*Note: In the event of any dispute or misunderstanding as to the interpretation of the language or terms of the Guidelines, the Chinese language version shall prevail.*