

Guidelines on the Online Approval Process of e-Documents at I-Shou University

Adopted by the University Administration Council
on October 22, 2018 and promulgated with the
consent from the President dated on October 23,
2018

- I. The Guidelines on the Online Approval Process of e-Documents at I-Shou University (hereinafter referred to as "the Guidelines") are made by I-Shou University (hereinafter referred to as "the University") for faculty members and staffers to follow when they use the e-Documents System (hereinafter referred to as "the System,") which is helpful in enhancing administrative efficiency and saving energy and paper.
- II. The Guidelines are applicable to faculty members and staffers of the University, including full-time faculty members, project faculty members, administrative staffers, technical workers, custodians, and other project staffers, while research assistants and project coaches are not included. Notwithstanding the foregoing, exceptions may be permitted if special consent from the President has been obtained.
- III. Faculty members and staffers shall log in to the System with their ISU webmail account and password.
- IV. The System may be used to:
 1. receive e-documents or printed official documents from external units;
 2. draft official documents;
 3. draft meeting notices and internal announcements; and
 4. draft other kinds of official documents developed by the System.
- V. In principle, all official documents shall be subject to online approval. Notwithstanding the foregoing, the approval process in writing may be applicable to the following documents due to actual needs and special requirements:
 1. confidential documents or documents that should not be disclosed during the approval process;
 2. documents with attachments that exceed 2MB in size;
 3. documents with attachments that shall be stamped or signed;
 4. documents with attachments that cannot be scanned; and

5. documents with the consent from the head of the unit-in-charge due to special reasons.

VI. The System is co-managed by:

1. the Documentation Section of the Office of General Affairs (hereinafter referred to as "the Section") (responsible for the management of e-documents) and;
2. the Office of Library and Information Services (responsible for technical support).

VII. Selecting a substitute: When a faculty member or staffer takes leave or goes on a business trip, he/she may select a substitute, who shall be responsible for countersigning documents for him/her during his/her away-from-office period, on the General Affairs System.

VIII. Receiving e-documents:

1. When the Section receives e-documents, or printed documents are converted to electronic format, the Section will add a reference number and distribute them to dispatchers of units-in-charge.
2. In principle, the Section will not add a reference number to documents that are addressed to a certain recipient. Notwithstanding the foregoing, the Section will still add a reference number to the document if the recipient takes official leave, or if the superior of the recipient shall be aware of the document.
3. The dispatcher of the unit-in-charge may return a document before or after he/she dispatches it if his/her unit thinks that the document is distributed incorrectly. If there is any dispute after the document is re-distributed, the Section may request the Secretary-General to settle the dispute and distribute the document accordingly.
4. The approved document shall be submitted to the Section on the System for conclusion. If the unit-in-charge needs to change the final approver, it shall complete the Application Form for e-Documents Services and submit it to the Section for further processing after the form is signed by the final approver.

IX. Issuing e-documents:

1. The unit-in-charge shall not issue the approved e-document directly; instead, it shall deliver the e-document to the Section for issuance. If the unit-in-charge needs to alter the content or change the final approver, it shall complete the Application Form for e-Documents Services and submit it to the Section for further processing after the form is signed by the final approver.
2. Any printed documents that need to be issued before the end of office hours shall be delivered to the Section by 3:30 p.m. Late submission or submission with an

incomplete process will not be accepted until the following working day or the process has been completed. Notwithstanding the foregoing, the aforesaid rule does not apply to urgent printed and electronic documents that need to be issued before the end of office hours.

3. Documents addressed to external units shall not be issued by the Section until they are approved by the competent vice president or the President.

Notwithstanding the foregoing, the aforesaid rule does not apply to documents that can be issued with the approval of the first-level unit head authorized by the President.

4. If the approval process of an approved document needs to be changed due to incorrect content and one of the following errors, the staffer-in-charge may alter the process directly after receiving a notification from the head of the Section without submitting the Application Form for e-Documents Services; however, the staffer-in-charge shall sign or stamp on the archived document.
 - a. Typo;
 - b. Inappropriate terminology;
 - c. Using an incomplete or old name of the recipient;
 - d. An inappropriate figure format;
 - e. An incorrect bulleted or numbered list; or
 - f. An apparently incorrect date.

X. Reminder:

1. The System will send an email as a reminder to the dispatcher if he/she fails to dispatch a document before the following day of receiving the document and to the staffer-in-charge after the dispatcher dispatches the document.
2. When the staffer-in-charge receives a high-priority or priority document from the dispatcher, he/she shall countersign the document within one day. When the staffer-in-charge receives a standard document from the dispatcher, he/she shall countersign the document within three days. If the staffer-in-charge fails to countersign the document within the given time, the System will send an email as a reminder automatically to the staffer-in-charge and his/her superior.
3. If the staffer-in-charge fails to deliver the approved document to the Section for conclusion before the following day of approval, the System will send an email as a reminder every day.

XI. Right to view documents:

1. Every staffer-in-charge may view all documents he/she has drafted on the System;

however, he/she cannot view documents that he/she has countersigned. The head of the unit may view all documents drafted by the staffers at his/her unit.

2. If a new staffer needs to view the documents drafted by his/her predecessor, he/she shall complete the Application Form for e-Documents Services and submit it to the Section after his/her first-level administrative head has signed on it.

XII. Matters not mentioned herein, if any, shall be subject to the documentation processing manual and the rules for the computerization of documents and file management published by the Executive Yuan as well as the applicable regulations and rules of the University.

XIII. The Guidelines become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

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