

# **Notices of Handling the Mail of Teachers, Students & Employees at I-Shou University**

1. Purposes: To promote the efficiency of dispatching the mail and improve the service quality when providing the postal services, the Notices of Handling the Mail of Teachers, Students & Employees at I-Shou University are hereby set up.
2. Basis: The Notices are set up according to the Regulations for Handling Documentation at I-Shou University and practical needs of the University.
3. More Information:
  - (1) General Principals:
    - A. Classification of Mail:
      - (A) Ordinary Mail: Prints, post card, and ordinary letters, etc.
      - (B) Registered Mail: Ordinary registered mail/ parcels, prompt delivery mail, and speed post, etc.
    - B. Receiving Mail:
      - (A) The information, such as the address of the University (No. 1, Sec. 1, Syuecheng Rd., Dashu District, Kaohsiung City, Taiwan, R.O.C.), the name of the receiver's unit/ department/ institute, and the zip code (840) of the University must be noted on the mail.
      - (B) The information, such as the name of the department/ institute, grade/ class and the dormitory room number, shall be written down clearly on the mail for the students at the University.
      - (C) The delivery time is from 11:00 a.m. on the working days, and from 10:30 a.m. on the weekends and national holidays.
      - (D) Registering on the registers of faculty members/ employees, boarders and non-boarders is required when receiving the registered mail.
      - (E) The mail, which is not for the faculty members, students or employees of the University, shall be rejected.
    - C. Methods of Dispatching Mail:
      - (A) Ordinary Mail: The mail for the faculty members, employees, and non-boarders shall be dispatched to the mail box of each unit/ department/ institute, and be received by the administrative assistants. The mail for the boarders shall be dispatched to the dormitory management office, which shall dispatch the mail to the mail box of each student.
      - (B) Registered Mail: The mail for the faculty members/ staff and non-boarders

shall be received after being notified by the Documentation Section, and the one for the boarders shall be received after being notified by the dormitory management office.

D. Methods of Receiving Mail:

- (A) The time for receiving mail each day is from 8:20-11:40 a.m. to 13:20-16:40 p.m.
- (B) Anyone who receives the registered mail shall present his/ her identification cards and sign on the register of registered mail. The person who is authorized to receive mail shall present his/ her and receiver's identification cards for receiving the mail.
- (C) Please do not receive the mail on the next morning of the consecutive holidays unless the mail is for urgent incidents.
- (D) The Documentation Section shall notify the receivers to receive the mail by the arrival notices. The receivers shall be notified again if they have not received the mail within seven days after being informed. However, the mail will be returned to the senders if the receivers have not received after being informed for the second time.

E.

- (A) Faculty members, students or staff of the University shall write down the receiver's unit/ department/ institute and name, and choose the mailing method by checking "V" on the envelopes of official business. In this case, the Documentation Section can stamp and register more efficiently. If the mail is not for official business, the mailers shall stick on the stamps by their own.
- (B) The mail which is handed over to the Documentation Section before 15:30 shall be mailed on the same day. The mail which is handed over to the Documentation Section after 15:30 shall be mailed on the next day. However, the rule shall be not applicable if the mail which must be mailed immediately due to emergency.
- (C) The bulk registered mail shall be sent to the Documentation Section before 14:00. In this case, the Section can have enough time to fill out the detailed information on the lists when receiving the bulk registered mail.

(2) Notices:

- 1. The "Letter in Reply" may be applied by the administrative units based on their practical needs, or by the teachers who are in need when they are researching or investigating. However, the teachers shall pay for all of the fees by themselves after

they are sure to leave office.

2. To dispatch the English mail more efficiently, the new teachers and employees shall provide their English name when they report in for duty at the University.
3. The Documentation Section shall calculate how much money each unit spends on the postage on the statement of postage, and print it out for everyone to read before the 5<sup>th</sup> day of each month.

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