

NATIONAL TAIWAN UNIVERSITY
Computer and Information Networking Center
Regulations for the Management of Alumni Email Services

November 16, 2011 Passed by the Administrative Meeting of the Computer and Information Networking Center

- Article 1 The National Taiwan University (NTU or “the University”) Computer and Information Networking Center (“the Center”) formulates the *Regulations for the Management of Alumni Email Services* (“the Regulations”) in accordance with the Center’s *Regulations for the Management of Network Service Accounts* to strengthen the ties between NTU alumni and their alma mater, foster alumni solidarity, and provide alumni with continued email services (“the Service”).
- Article 2 Use of the Service shall comply with the University’s *Campus Network Usage Regulations*, the Ministry of Education’s *Taiwan Academic Network Management and Norms*, and other laws and regulations of Taiwan.
- Article 3 The determination of alumni status shall be based on the records maintained by the Office of Academic Affairs.
- Article 4 To ensure fairness, each alumnus/alumna may only maintain one email account.
- Article 5 Applying for an account:
1. Upon graduation, a student’s original account will automatically be converted to an alumni account, and the username shall be their original student ID number.
 2. Alumni who wish to apply for a username based on their name or initials shall submit an application online. The student ID number-based account will be deleted one month after the new account is created.
- Article 6 The following documents must be submitted in order to request services involving personal privacy, including account inquiries, modifications, and deletions: Personal identification document such as national ID card, passport, certificate of graduation, or alumni ID card. Applications must first be submitted to the Center for review and approval before being processed.
- Article 7 Email accounts that have not been accessed for more than six months will automatically be deactivated. If restoration is not requested within six months, deactivated accounts will automatically be deleted.
- Article 8 The Regulations shall be passed by the Center’s Administrative Meeting and then implemented on the date of promulgation.