

# Asia University Administration Information System Privileges Guidelines

2008.05.14 Approved by the 10<sup>th</sup> Administration Committee of the 2007 Academic Year

2007.06.10 Issued by Asia Mi Tze No. 0970004088

1. To ensure the security of the Administration Information System at Asia University, the guidelines is specified.
2. The functionalities of the Administration Information System are providing the administration, teaching and research services for faculty, employees and students. Once they have typed in personal data and verified, these data cannot be changed unless the client has reported to the corresponding section for change.
3. If the authorized person needs to use the Administration Information System for official business, he cannot change the information once it is verified. He has to apply to the corresponding section for change.
4. After the instructor types in course information, midterm and term grades and verified by himself, the data cannot be altered unless he applies to the Office of Academic Affairs for change.
5. The data in the Administration Information System contains private information and is for official business only. The person in charge is not allowed to release the data and his privilege to others. If violation is found, the corresponding section has to report to the supervised institute for penalty.
6. The privilege classifications of this guideline are shown in the table.
7. The guidelines are approved by the Administration Committee, issued by the president. For the amendment, the process is same.

Position	Privileges	Range of Privileges				
		Inquire	Insert	Modify	Delete	Print
President, Vice President	All data	V	X	X	X	V
First-level Director	Supervised section data and corresponding official business data	V	X	X	X	V
Second-level Director	Supervised section data and corresponding official business data	V	X	X	X	V
Authorized Personnel	Authorized official business data	V	V	V	V	V
Instructor	Course information & grade	V	V	X	X	V

Faculty, Employee and Student	Personal data	V	V	X	X	V
-------------------------------------	---------------	---	---	---	---	---