

National Taiwan Normal University Information Technology Center Guidelines for the Management of VPN Connection Services

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Article 1

These guidelines were formulated for the management of the virtual private network (VPN) connection service (hereinafter referred to as the Service) provided by the Information Technology Center (hereinafter referred to as the ITC).

Article 2

The service is for the purpose of obtaining campus IP addresses for off-campus users so they may use university services such as the university's affair administrative system, software licensed to the university (e.g., SPSS), and authentication (for Windows systems, Office software, and anti-virus software).

Article 3

Anyone who meets the qualifications listed below may access the Service by means provided by the ITC:

- Current registered faculty, staff, and adjunct teachers (hereinafter referred to as Faculty/Staff) in the NTNU personnel system.
- Current students and students on suspension of study who are registered at the Office of Academic Affairs
- International visiting scholars who are invited to NTNU for research
- Graduated alumni from 2010 to 2019
- Contracted suppliers of departments of NTNU
- Anyone who needs to access university resources for academic purposes and has received special authorization from the **Executive Director of the ITC**

Article 4

Recognition of international visiting scholars shall refer to the definition in the “National Taiwan

Normal University Implementation Guidelines for the Services and Fee Collection for International Visiting Scholars” of the Office of International Affairs. The VPN service provided to the visiting scholars can only be accessed off-campus through the NTNU Library resources during the visiting period, and the inviting department may submit the application on behalf of the visiting scholars based on their needs.

Article 5

Graduated alumni from 2010 to 2019 shall only be entitled to use Microsoft software activated when they were students at the university through the Service, and may not use other VPN services.

Article 6

Contracted suppliers of departments of NTNU may have their contact persons apply for business use VPN accounts for them so they may fulfill their contracts by remote connection. The access period is based on the requirements of the contract, and the usage period of the account is based on the validity period of the contract, up to a maximum of one year.

Article 7

Those who intend to apply with special authorization must apply through an NTNU unit. In addition to relevant documented proof (such as hiring documents or photocopies of contracts), applicants must state the purpose and the usage duration so the ITC may use the statement as the basis to open an exclusive VPN account, thus giving applicants access to specific servers or websites. The accounts are valid for up to one year.

Article 8

The username and password are for the exclusive use of the user. The user must not reveal, lend, or transfer their username and password to others. Users shall comply with the current law, the “Taiwan Academic Network Management and Norms”, and the “National Taiwan Normal University Guideline for the Use and Management of University Network”. Individuals and departments who assist with the application must inform the user to comply with relevant rules and are jointly liable for the safekeeping of their username and password. The ITC may suspend or terminate the account in the event of violation of the law and violation of rules as mentioned above. The ITC may also report the violation to the relevant management authorities of NTNU based on the seriousness of the violation.

Article 9

These guidelines have been implemented after being approved in the Information Technology Center Team Leader Meeting. The same shall apply to all subsequent amendments.