

# The Purchase Governing Directives for Whole-Campus Academic Software of Chung Yuan Christian University

Passed by the 2<sup>nd</sup> Information Development Committee ; November 8, 2006

Amended by the 1<sup>st</sup> Information Development Committee ; November 21, 2007

Amended by the 1<sup>st</sup> Information Development Committee ; November 20, 2012

Amended by the 1<sup>st</sup> Information Development Committee ; June 12, 2017

Amended by the 1<sup>st</sup> Information Development Committee ; September 27, 2017

Revised via the official letter Yuan Yen Zih No. 1120002325 ; in accordance with July 4, 2023

## **Part I. Purpose**

In order to allocate resources equitably, share academic software, promote software utilization efficiency and make use of expenditures effectively, the directives are formulated.

## **Part II. Application Procedure**

Full-time and part-time instructor of Chung Yuan Christian University ("CYCU") may make an appointment with computer classrooms which from the Office of Information and Technology ("the OIT"), for the courses they instruct of next academic year. All requirements about academic software should be consolidated by each college, then submitted to the OIT by December 25 each year. For those who didn't submit, it will be deemed to follow the existing software and system configuration of the scheduled computer classrooms.

## **Part III. Reviewing Principles**

### **Article 1:**

The reviewing priorities are as below

1. With two or more departments applicated and the course is taken by over 200 students.
2. The course which is taken by over 100 students.
3. With two or more departments applicated.
4. Other special requirements which were passed by the Information Development Committee.

### **Article 2:**

For the item of previous paragraph, the Information Development Committee shall consider all situations. Especially the ratio of expenditures in total purchasing budget, for those colleges which had purchased other academic software, the courses aren't offered or software aren't used but purchased at the previous year, and the future development evaluation about the software which is used by scheduled course.

## **Part IV. Expenditures Compilation**

The budget for purchasing whole-campus academic software, their priority will be arranged by the OIT under the principles of fair resources allocation. Then be governing by the Information Development Committee, preparing budget after the meeting pass.

## **Part V. Purchase and Install**

The OIT will purchase the academic software according to annual determined budget, then install on the relevant equipment from the OIT.

## **Part VI. Enforcement**

The Directives are passed by the Information Development Committee ; promulgated and implemented by the President, the amendment does as well.