

# Guidelines for Tutors to have their Extension used as a Mobile Phone

## 文藻外語大學 導師撥打行動電話管理辦法

民國 103 年 11 月 17 日主管會議通過

Approved at the Executive meeting on Nov. 17, 2014

民國 104 年 01 月 06 日行政會議通過

Approved at the Executive Committee on Jan. 6, 2015

1. The Guidelines are enacted to let tutors use their extension as a mobile phone in their research offices to achieve better communication with students and parents.
2. The list of tutors (Day Div.) should be provided by the Office of Student Affairs and the Division of Continuing Education at the beginning of each semester. The installation of the telecommunication switchboard will be dealt with by the Construction and Maintenance Section, Office of General Affairs. If tutors are no longer tutors in the next semester, the extension will cease functioning as a mobile phone.
3. The time length and mobile phone fee will be calculated by the Documentation Section, Office of General Affairs each month; if the fee of a single call is higher than 50NTD or monthly accumulation reaches 500NTD, an email announcement will be sent to the tutor and the chairperson of his/her department/graduate institute and the staff in charge of tutors in the Office of Student Affairs. The purpose is to control the entire cost.
4. If the tutor spent more than the amount described in Article 3 more than three times continually, with no specific explanation, the function of his/her mobile phone extension will be cancelled.
5. These Guidelines become effective after approval by Executive Committee and ratification by the President. Amendments should follow the same procedure.