

## STATUTES

### The use and management of email in the operation of The Saigon International University

*(Issued along with Decision No. /QD-SIU dated / /2018  
by the Chancellor of The Saigon International University)*

#### Chapter I: GENERAL REGULATIONS

##### Article 1. Scope and subjects of application

1. This statute prescribes the use of e-mail to exchange electronic information in the operation of The Saigon International University.
2. This statute applies to all individuals, units and organizations under the management of The Saigon International University.

##### Article 2. Definition of words

In this statute, the terms below are construed as follows:

a/. *E-mail* is a means of communication and exchange of information through e-mail boxes on the Internet of organizations and individuals; Each mailbox has a name that includes:

***[first-name]@[domain-name].***

b/. *The domain name of a university education establishment* is the registered name of that institution on the Internet. Higher education institutions in Vietnam must have a second-level common domain name of edu.vn. The domain name of the higher education institution (referred to as the domain-name for short), has the following form:

***[Code-name-of-higher-education-institution].edu.vn***

Code-name-of-higher-education-institution is an abbreviated character phrase in Vietnamese or English of the higher education institution.

##### Article 3. General e-mail system requirements

1. Electronic information exchanged in the email system of The Saigon International University complies with Decision No. 72/2002/QD-TTg dated 10/6/2002 of the Prime Minister about the agreement on the use of Vietnamese characters according to TCVN 6909: 2001 standard in data storage and information exchange.

2. Standards on access to information comply with the provisions of Circular 39/2017/TT-BTTTT dated December 15/12/2017 of the Ministry of Information and Communications

promulgating technical standards on information technology application in government agencies.

#### **Article 4. Prohibited acts**

1. Prohibited acts in accordance with the provisions of law and other relevant regulations of the government.
2. Do not intentionally circulate secret documents as prescribed by law.
3. Do not intentionally spread spam, viruses and actions that affect the operation of the system.
4. Absolutely not distribute or forward emails with depraved cultural contents, opposing the government, inciting violence and war, causing division in the unity among peoples and religions, complaints and denunciations, defaming the university, and causing internal division.

## **Chapter II: ORGANIZATION, USE AND MANAGEMENT OF E-MAIL SYSTEMS**

#### **Article 5. The email system of The Saigon International University**

1. The email system of The Saigon International University (referred to as "SIUmail") is built and operated on the information network technical infrastructure of The Saigon International University, and is capable of exchanging information via the Internet;
2. SIUmail provides free services to all individuals and units within The Saigon International University for the purpose of information exchange in work, study, research and teaching;
3. The address of the email box in SIUmail looks like this:

*[user-name]@siu.edu.vn*

#### **Article 6. The process of renewing, reissuing, managing, and revoking email boxes**

1. The new issuance will be applied to individuals working at the University. Individuals and collectives with the consent of the School Board for the issuance of new email boxes have the right to be issued and used.
2. The re-issuance, re-activation, and change of accounts are applied to individuals who have been issued email boxes but for some reasons, such as change of work, change of full name, graduates are retained at the University, locked mailbox due to more than 06 months of non-use, etc.) These individuals make applications for re-issuance.
3. Email boxes that are not retrieved (login) for a period of 06 months will be automatically disabled by the system. Individuals wishing to reuse need to follow Clause 2 of this article.
4. The revocation of email boxes is applied to cases of forced dismissal or violations of prohibited acts regarding the use of SIUmail.
5. All cases relating to renewing, disabled mailboxes, etc., will be notified via individual or collective telephone.

#### **Article 7. Email box name**

Individuals and units in The Saigon International University are allowed to register, manage and use the University's email box; Each mailbox is issued with a unique mailbox address set on the principle of brevity, non-duplication, easy to remember, and easy to find. As follows:

- Address for individuals: *[user-name]@siu.edu.vn*

In which, "user-name" is the full name of the individual who is issued an email box, in case of the same full name, it can be added the abbreviation of the department (workplace) at the back to distinguish, in case if the name is too long, it will be shortened with the first and last name and remove the middle name to distinguish.

- Address for the faculty: *[faculty-name]@siu.edu.vn*

- Address for the remaining units and organizations: *[unit-name]@siu.edu.vn*

In which, "faculty-name" and "unit-name" are abbreviated with initials in the name section.

### **Article 8. Using email in administrative and executive work**

1. Individuals and units in The Saigon International University must use the University's email box (SIUmail) when transacting with organizations and individuals inside and outside the University.

2. The Administration Department is the only unit that issues legally valid administrative and executive documents of the School Board, relevant agencies and organizations via the email system or electronic letters (without paper documents) and has equivalent validity.

3. Types of information and documents that can be used by email to exchange, inform, operate and manage:

- Information on the direction and administration of leaders;

- Work schedule of individuals and units;

- Exchange documents for the work of the unit, learning and research materials, documents for meetings, and thematic reports;

- Documents sent to individuals and units for knowledge, or for processing;

- Invitation letters, dispatches, plans, reports, directions and executive information of leaders and other documents.

- Notification about the download of legally valid documents posted on websites of party and government agencies;

4. Documents transmitted via the email system in accordance with the provisions of law, guaranteed authentication in e-transactions will have the same legal validity as paper documents and the sending agency, unit, or individual may not have to send additional paper documents.

### **Article 9. Using email in learning, teaching and training**

Lecturers, academic staff and units involved in training are responsible for using the email system to send the following types of emails:

1. Information, and notification about learning, teaching, testing and examinations.

2. Types of learning and research materials for relevant lecturers and learners.

3. Exchange of information regarding teaching-learning between lecturers and learners.
4. Surveying and collecting opinions on teachers, learners, training programs and other activities after learners graduate.

#### **Article 10. The unit managing the email system of The Saigon International University**

The Information Technology Department is responsible for:

1. Manage the entire email system of The Saigon International University.
2. Ensure that the email system of The Saigon International University operates stably, continuously (24/24), smoothly and conveniently when using.
3. Ensure the information security of the email system.
4. Manage the issuance, change, and revocation of email boxes.
5. Prevent spam from being sent, or sent to the University's email system (SIUmail).
6. Receive and handle incidents that occur during the use of email by units and individuals throughout the school.
7. Organize backing up, arranging and storing the school's email system in accordance with the provisions of the law. Every six (06) months, plan and implement the maintenance and development of the email system.
8. Plan to organize training classes in order to guide users to exploit and effectively use the email system of The Saigon International University.

#### **Article 11. Responsibilities of E-mail Box Users**

Each individual issued a mailbox or assigned to manage an entity's mailbox is responsible for:

1. Do not commit acts prohibited in Article 4.
2. Check email periodically throughout the day to exchange work, and update contact status;
3. For important emails, the origin of the message must be verified with the sender through other forms of communication.
4. Manage and store email content on the server properly; Periodically delete old emails that are no longer valid to save space and speed up system retrieval.
5. Take responsibility for the content of the information you include or send in the mailbox you manage.
6. Securely manage information about accounts, passwords and contents of email boxes issued, or assigned to manage.
7. Do not access other people's mailboxes, do not let others use your address and email box.
8. Limit the use of the school's mailbox for private matters, as well as use other free email boxes (such as Yahoo, Hotmail, Gmail, ...) to exchange information during business processing.

9. When receiving reactionary, inflammatory letters, with unhealthy content, ... or detecting phenomena of disrupting, causing online information insecurity, it is necessary to promptly notify the Information Technology Department for appropriate handling measures.

### **Article 12. Responsibilities of related units**

1. The head of each unit must popularize this regulation in the unit and assign specific people to be responsible for managing and handling the work when receiving information via the unit's email box.

2. When there is an official decision of new recruits or personnel changes in units, the Administration Department is responsible for making a list and informing the staff in charge of the email system to promptly adjust accordingly in use.

3. Unit leaders are responsible for supporting individuals under their management in registering to use the email system of The Saigon International University.

4. Heads and deputy heads of units at all levels in the school must be the leaders exemplarily using e-mail boxes in the administration, management and settlement of work.

5. In the process of using, if there is a problem or breakdown with the email system, individuals and units using the email system of The Saigon International University are responsible for immediately notifying the Informatics Center to promptly repair to avoid affecting the common use of the whole University.

### **Article 13. Inspect, examine and handle violations**

All email boxes of The Saigon International University are subject to inspection, examination and handling by competent governmental agencies in accordance with the provisions of law;

In case of being detected violations in the process of use, depending on the seriousness of violations, individuals or units will be handled according to the regulations of the University, or higher according to the regulations and laws of the government.

## **Chapter III: IMPLEMENTATION**

**Article 14.** Heads of units under the School Board and individuals participating in the email system of The Saigon International University are responsible for strictly implementing this regulation.

**Article 15.** Based on the operation plan of the Information Technology Department approved annually by the School Board, Finance Department allocates funds for ensuring the smooth operation of the email system of The Saigon International University (SIUmail) according to regulations.

**CHANCELLOR**