



UNIVERSITY OF SANTO TOMAS
OFFICE OF THE SECRETARY-GENERAL

**UST:S006-00-ME30
AY 2020-2021**

TO: ACADEMIC, ADMINISTRATIVE, AND RESEARCH UNIT HEADS

FROM: THE OFFICE OF THE SECRETARY-GENERAL

SUBJECT: CORPORATE ZOOM SUBSCRIPTION ACCOUNTS

DATE: 3 JUNE 2021

Through the Educational Technology (EdTech) Center, the University will be issuing Corporate Zoom accounts to the academic, administrative, and research units.

These accounts are licensed under the University's Corporate Zoom Subscription, and shall be used for:

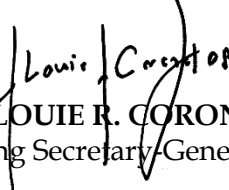
- a. *internal* academic, administrative, and research online engagements;
- b. *other online engagements* to be participated in by external parties; and
- c. *enriched virtual classes for a faculty member with invited external resource person(s)* – applicable to the academic units.

Kindly refer to the attached copy of the *benefits for using the Corporate Zoom account, general guidelines*, and a *link* to the list of corporate accounts.

A separate set of guidelines on using the Corporate Zoom accounts for student-related activities that the Office for Student Affairs supervises will be issued shortly.

For the activation of the said accounts, the EdTech Center will issue a Corporate Zoom issuance certificate with login credentials and a process flow. The login credentials are expected to be securely kept by the Unit Head.

Compliance with the said guidelines is highly anticipated. Please be guided accordingly.


FR. LOUIE R. CORONEL, OP
Acting Secretary-General

BENEFITS of using the University's Zoom Corporate Subscription:

Purpose	Internal and External Meetings Enriched virtual mode of instruction for faculty with external resource speakers
Recipient	Academic Offices Administrative Offices Research Offices (shared among researchers)
Meeting Duration	Unlimited duration
Maximum Number of Participants	100 meeting participants
Security	Open to set meetings with outsiders

GENERAL GUIDELINES FOR ACADEMIC, ADMINISTRATIVE, AND RESEARCH UNITS

- All academic units and selected offices are eligible for a Corporate Zoom subscription account subject to the approval of the Office of the Vice-Rector.
- All approved academic, administrative, and research units with Corporate Zoom licenses shall assign an official host or manager using a specific login email address created for Zoom.
- The Corporate Zoom meeting accounts shall be used for internal and external office meetings as well as for the enriched virtual classes of particular courses with external resource speakers of the academic units. In case that the unit's corporate account has simultaneous reservations, the unit can coordinate with UST Educational Technology Center for the meeting creation.
- The Corporate Zoom meeting account is not intended for conducting online events such as webinars and has no web streaming functionality. For online meetings and events having more than 100 participants with outsiders' access, a webinar (Zoom or MS Teams) may be requested by the Dean's/Director's Office through the UST Educational Technology Center via their self-service request system - <http://bit.ly/ust-edtechcenter-webinar-request>. All webinar requests will be billed and documented accordingly to be forwarded to the Office of the Vice-Rector for Finance for proper charging of funds and/or transfer pricing.
- Alternatively, offices have access to Google Meet and Microsoft Teams for their online meetings.
- Data analytics on the use of University-subscribed Zoom licenses shall be utilized to aid decisions on account allocations in succeeding terms, and on improvement of user policies. Corporate Zoom licenses may be revoked based on the results of the data analytics.
- Any violation of the above guidelines shall be ground for the forfeiture of the Corporate Zoom license.
- Periodic evaluation of the above guidelines shall be conducted by the Office of the Vice - Rector, OVRAA, OVRRI, Office of the Assistant to the Rector for ICT, and the Educational Technology Center.

LINK to the issuance list for Corporate Zoom Subscription Accounts:

<http://bitly.ws/dL9L>