

**Document No :**  
IIUM/ITD/ICTPOL/2.6

**Effective Date :**  
18/09/2008

# Guideline For Software Licensing

**Chapter :**  
ICT Resource  
Management

**Status :** APPROVED

**Version No :** 01  
**Revision No :** 00

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## 1.0 OBJECTIVE

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The objective of the document is to provide a guideline for software licensing in the university.

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## 2.0 GOVERNING POLICY

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- 2.1 (IIUM/ITD/ICTPOL/2.1) Policy for Management of ICT Resources (IIUM Staff)
- 2.2 (IIUM/ITD/ICTPOL/2.2) Policy for Management of ICT Resources (IIUM Student)

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## 3.0 GUIDELINE

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The guidelines are as follows:

### General Guidelines

- 3.1 In accordance to Malaysian law, it is a criminal offence to make or use unauthorised copies of software before installing in on a University computer.
- 3.2 The University shall not allow the use of any unlicensed software by University users.
- 3.3 An annual software audit shall be conducted in order to ensure that all software currently in use in the University shall have valid licenses.
- 3.4 Before installing software in a University computer, the staff has to ensure that the University has a valid license.
- 3.5 Software shall comply with the University security standards.
- 3.6 Prior approval from the Director of ITD is required before installing gaming, peer-to-peer, file-sharing or hosting software and content will be installed on any University system.
- 3.7 Advise and recommendation from ITD shall be required prior to procuring any new software. ITD may advise on any potential issues pertaining to the software.

3.8 University has the right to remove or uninstall pirated or illegal software from any computers owned by the University.

3.9 A copy of the software license documents needs to be lodged to ITD for references and audit purposes.

3.10 IIUM Software licensing is categorized as follows:

#### **3.10.1 Common Software**

3.10.1.1 Software that are most commonly used and are installed in all computers in the University.

3.10.1.2 License is managed by Information Technology Division

Example: Microsoft Office Suite and Antivirus Software

#### **3.10.2 Standard Software**

3.10.2.1 Software that are widely used by IIUM community.

3.10.2.2 License is managed by Information Technology Division

Example: Adobe Software, Macromedia Software, SPSS, SAS, Microsoft Application and Server.

#### **3.10.3 Specialized Software**

3.10.3.1 Specialized software that are used in specific Kuliyyah.

3.10.3.2 License is managed by respective Kulliyah

Example: Matlab, AutoDesk,

3.11 The University also participated in "**Managing University as Enterprise (MUSE)**" program that allows all university computers to be installed with Microsoft Software such as the following products:

#### **Microsoft Product**

3.11.1 Microsoft Office Suite (Microsoft Office 2003 and Microsoft Office 2007)

3.11.2 Upgraded Desktop Operating System (Windows XP Professional & Windows Vista Business).

3.11.3 Developer Tools (Microsoft Visual Studio and .net Studio)

3.11.4 Client Access License (CAL) for Client Server

3.11.5 Client Access License (CAL) for Microsoft Exchange

3.11.6 Client Access License (CAL) for Microsoft SMS / System Center

3.11.7 Client Access License (CAL) for Microsoft Share Point

(The list of Microsoft product is subject to change)

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## 4.0 RESPONSIBILITY FOR IMPLEMENTATION

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The responsibility for the implementation of this guideline lies with the Director of ITD and the Head of Department (Computing and Server Management, ITD).

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## 5.0 ENTITIES AFFECTED BY THIS POLICY

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All staff and students of the University are affected by this policy.

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## 6.0 DEFINITION

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Term	Definition
ITD	Information Technology Division

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## 7.0 REVISION HISTORY

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Requestor	Description	Submission Date	Approval Date
Muhammad Kamal Najib B. Fikrey Najib, ITD	Initial Draft	18/09/2008	–
Muhammad Kamal Najib B. Fikrey Najib, ITD	Reviewed by ICT Policy Review Committee No. 2/2008	18/09/2008	–
Muhammad Kamal Najib B. Fikrey Najib, ITD	Approved by ICT Policy Review Committee No. 2/2008	–	18/09/2008