





# Information Security Management System ISO/IEC 27001:2013

SOFTWARE (OFF THE SHELF) PROCUREMENT  
POLICY



POLISI PEROLEHAN PERISIAN (*OFF THE SHELF*)

<b>For PTM Use Only</b>	<b>Version 1.1</b>	<b>Date: 20<sup>th</sup> February 2019</b>
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 <b>UNIVERSITI MALAYA</b>	<b>SOFTWARE (OFF THE SHELF) PROCUREMENT POLICY POLISI PEROLEHAN PERISIAN (OFF THE SHELF)</b>	
<b>Doc No : UM-ISMS-POL-SW-001</b>	<b>Version 1.1</b>	<b>Effective Date : 21<sup>st</sup> February 2019</b>

### Revision History

No	Date of Change	Description	Page	Version	Approved By
1	12 <sup>nd</sup> Feb 2019	Reformatting the document based on ISMS Document Guidelines.	Entire Document	1.1	Asiah Abu Samah
2	18 <sup>th</sup> Feb 2019	Change statement 3.6 From The information on software provided by PTM is available at the Software Distribution Site at <a href="http://software.um.edu.my">http://software.um.edu.my</a> .  To The information on software provided by PTM is available at the Software Distribution Site at <b>at</b> <a href="http://myum.um.edu.my">UM student portal, http://myum.um.edu.my</a> for students and <a href="http://portal.um.edu.my">UM staff portal, http://portal.um.edu.my</a> for staff.	2 & 3	1.1	Asiah Abu Samah

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## 1.0 Purpose

The purpose of this policy is to establish requirements when procuring licensed software for official usage of University of Malaya (UM) staff and students.


## 2.0 Scope

The policy is provided by the Centre For Information Technology (PTM) and is addressed to all Responsibility Centres (PTj) in UM.

However, the scope of the ISMS audit and certification does not include Responsibility Centers (PTj).

## 3.0 Policy

- 3.1 PTM's budget allocation can only be used to procure software used for learning and teaching. The software should be used by more than 2 faculties and by at least 10% of the total UM students.
- 3.2 Software used solely by an individual PTj is to be procured using the PTj's budget allocation.
- 3.3 Software which is not for teaching and learning is to be procured using the PTj's budget allocation.
- 3.4 The software for research purposes can be procured using the budget allocation from research grants, Office of HIR (High Impact Research) and the Office of the Deputy Vice Chancellor (Research & Innovation).
- 3.5 Usage of limited licensed software is to be authorized by PTM.
- 3.6 The information on software provided by PTM is available at the Software Distribution Site at UM student portal, <http://myum.um.edu.my> for students and UM staff portal, <http://portal.um.edu.my> for staff.

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## 1.0 Tujuan

Tujuan polisi ini adalah untuk mewujudkan syarat-syarat yang mesti dipatuhi dalam perolehan perisian berlesen untuk kegunaan rasmi staf dan pelajar Universiti Malaya (UM).

## 2.0 Skop

Polisi ini disediakan oleh Pusat Teknologi Maklumat (PTM) dan ditujukan kepada semua Pusat Tanggungjawab (PTj) di UM.

Walau bagaimanapun skop audit dan pensijilan ISMS hanya meliputi perisian yang diperolehi menggunakan peruntukan PTM dan berada di premis PTM.

## 3.0 Polisi

- 3.1 Peruntukan PTM hanya boleh digunakan untuk memperoleh perisian untuk kegunaan pengajaran dan pembelajaran. Perisian tersebut mestilah digunakan oleh lebih dari 2 fakulti dan oleh sekurang-kurangnya 10% daripada jumlah keseluruhan pelajar UM.
- 3.2 Perisian yang digunakan oleh satu PTj hendaklah diperolehi menggunakan peruntukan PTj tersebut.
- 3.3 Perisian bukan untuk kegunaan pembelajaran dan pengajaran hendaklah diperolehi menggunakan peruntukan PTj.
- 3.4 Perolehan perisian yang digunakan untuk penyelidikan boleh menggunakan peruntukan daripada geran penyelidikan, Pejabat HIR (High Impact Research) dan Pejabat Timbalan Naib Canselor (Penyelidikan & Inovasi).
- 3.5 Penggunaan perisian yang mempunyai lesen yang terhad, hendaklah mendapat kebenaran dari PTM.
- 3.6 Maklumat perisian yang disediakan oleh PTM boleh dicapai di *Software Distribution Site* di portal pelajar UM, <http://myum.um.edu.my> untuk pelajar dan di portal staf UM, <http://portal.um.edu.my> untuk staf.