

文藻外語大學學生海報管理要點

Guidelines Governing Student Poster Management of Wenzao Ursuline University of Languages

民國 98 年 10 月 13 日學生事務會議通過
Approved at the Student Affairs Meeting on October 13, 2009
民國 98 年 11 月 15 日經校長核定
Ratified by the President on November 15, 2009
102 年 7 月 29 日學生事務會議修訂通過
Amended and approved at the Student Affairs Meeting on July 29, 2013
民國 102 年 08 月 08 日經校長核定
Ratified by the President on August 8, 2013
民國 102 年 12 月 17 日學生事務會議修正通過
Amended and approved at the Student Affairs Meeting on December 17, 2013
民國 102 年 12 月 27 日經校長核定
Ratified by the President on December 27, 2013
民國 107 年 12 月 28 日學生事務處主管會議修正通過
Amended and approved at the Executive Meeting of the Office of Student Affairs on December 28, 2018
民國 108 年 01 月 10 日經學生事務長核定
Ratified by the Dean of Student Affairs on January 10, 2019

一、宗旨：為維護校園整潔，保障各學生組織及社團之權益並有效管理海報之張貼情形，促進海報看板之使用效率。

1. Purpose: The Guidelines are established to keep the campus tidy, protect the rights of student organizations and clubs, effectively manage posters, and encourage the use of bulletin boards.

二、適用對象：全校各學生組織及社團。

2. Eligibility: All student organizations and clubs of Wenzao Ursuline University of Languages.

三、管理人員：由學生事務處課外活動指導組協同學生會擔任審核及檢查工作。

3. Responsible Unit: The Extracurricular Activities Section under the Office of Student Affairs is responsible for the approval and review of relevant matters in collaboration with Wenzao Student Union.

四、張貼地點：文瑞樓（含）外牆佈告欄、圓形廣場與詠蘇堂下方廣場、正氣樓兩側邊走廊、文園地下室走廊、行政大樓地下室餐飲區、求真樓大門與電梯配置之佈告欄為原則。校內其餘看板供學校行政單位及校外活動之海報張貼使用，其使用規範依所屬單位規定為準。

4. Poster Location: Student posters can be placed on bulletin boards of exterior walls of Wen-Ruey Hall, the Circle Square, the square below the Chapel in Praise of Jesus, corridors on both sides of Zhengqi Hall, underground corridors of Wenyuan, the underground food and beverage area of the Administration Building, and those near the front door and elevators of Qiuzhen Hall. Other bulletin boards are available for posters by administrative units and related to external activities; respective poster rules shall be followed accordingly.

五、申請程序：申請人於活動核准後，檢附海報與核准證明文件至學生會或課外活動指導組核章。

5. Application Procedure: An applicant shall submit the poster and approval document to Wenzao Student Union or the Extracurricular Activities Section to receive a stamp of approval when the activity is approved.

六、張貼期限：海報應於活動結束後三日內（不含例假日）予以撤除。未依規定清除之組織與社團依本校社團評鑑辦法處理。

6. Duration: A poster shall be removed within 3 days (excluding weekends) after the activity ends. Any organization or club failing to remove its poster will be punished according to the Guidelines for the Evaluation of Student Organizations.

七、海報張貼時不應覆蓋其他海報，以保障各學生組織、社團之權益，亦不得破壞公佈欄等設備。海報尺寸、固定文具之使用規定，由課外活動指導組另行公告。

7. Posters should not overlap, in order to protect the rights of all student organizations and clubs. Bulletin boards should not be damaged when attaching posters. Rules of poster size and the use of stationery are separately announced by the Extracurricular Activities Section.

八、本辦法經學生事務處主管會議通過，陳學生事務長核定後實施，修正時亦同。

8. The Guidelines become effective after being approved at the Executive Meeting of the Office of Student Affairs and ratified by the Dean of Student Affairs. Amendments must follow the same procedure.