

Evaluation and Management Details of Club/Organizational Posters at Yuan Ze University

- 07.12.1990 Ratified in the 4th Training Education Committee meeting of academic year 1989
- 03.17.1991 Revised and ratified in the 5th Training Education Committee meeting of academic year 1990
- 07.08.1993 Revised and ratified in the 5th Training Education Committee meeting of academic year 1992
- 08.13.1996 Revised and ratified in the 1st Student Affair Instructing Committee meeting of academic year 1996
- 04.09.2003 Revised and ratified in the 3rd Student Affair meeting of academic year 2002

Clause 1 General Rules

- I. This set of details is established to promote the prosperous development of student activities on campus, keep the cleanliness and timeliness of student bulletin and poster walls, and actively make the campus environment beautiful and convenient to manage. The content of the details is based on “Student Club/Organization and Activity Reminders at YZU” given by the Ministry of Education in October 1989.
- II. The registration and approval of the posters is managed by the Student Association and supervised by the Office of Student Affairs.
- III. The distribution of posters should indicate the name of the producing unit.
- IV. The content of posters should not violate national policies, laws/regulations or texts/graphs with attack, inflammation, commerce, or pornography. Moreover, the content should match the themes.
- V. Any text announcement or poster posted by the student clubs/organizations should be sent to the Student Association for approval in advance. Moreover, the announcement or poster should be stamped with approval before it is posted in the venue assigned by the university (the poster walls or the bulletins). The poster that cannot be evaluated will be handed over to the Extracurricular Activity Group for review. Otherwise, penalties will be imposed.
- VI. The poster or announcement put up by the clubs/organizations should be proofread in detail beforehand to avoid any mistakes or errors.
- VII. The posting of posters should not cover up other legally posted posters. If there is a need to move the legally posted posters, additional approval from the original distributing unit should be obtained.
- VIII. The poster and announcement posted by all clubs/organizations should be maintained by themselves if damage is present. If the poster and announcement have been on longer than the time allowed, they should be

torn off and restored.

- IX. No intentional tearing/coverage or deliberate damage of legally posted poster is allowed. Any violator of this set of details should be sent to the Office of Student Affairs.

Clause 2 Implementation Details

- I. Posting Time Frame: the posting of poster is limited to seven days. Any poster with a time limit should automatically be removed one day after the completion of an activity.
- II. Evaluation Procedures:
 - (1) The responsible person at the unit of poster distribution should fill in information required by the poster evaluation form.
 - (2) The poster distribution unit should ask the poster evaluators (the staff members of the Student Association) to sign their names in the last column of the form to be responsible.

III. Punishment Details:

- (1) If the posting of posters encounters one of the following conditions, the result is one violation.
 - a. The location where the poster is posted does not match the venue on the application.
 - b. The beginning and ending of the legal posting times for posters have been changed without permission.
 - c. The posters are not stamped with the evaluation approval seal.
 - d. The posters are not removed when the posting times are expired.When the above clauses are violated, the evaluating unit can send their staff to remove the posters. Moreover, the posting right of the distributing unit will be suspended one to two months as a penalty.
- (2) Those violating Clause 4 in the General Rules or encountering special circumstances will be sent for the handling of the Office of Student Affairs.

Clause 3 Appendices

- I. The posters or announcements of university administrative units, the departments/programs or the library should be self-evaluated and stamped with unit seals. They should not be torn or covered intentionally.
- II. If the university has assigned the clubs/organizations to post texts, announcements, posters or signs related to the celebration of major festivals, holidays or special occasions, the details will be stipulated by the university separately and are not beyond the scope of this set of details.

Clause 4 This set of details is ratified by the Student Affair meeting and sent for the approval of the President before announcement and implementation. All amendments require the same procedures.

If any controversies or disputes occurred regarding clauses of the contract, it shall always refer to its Chinese version.