

Management Details for Student Organizational Publications at Yuan Ze University

07.12.1990 Ratified in the 4th training education committee meeting of academic year 1990

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 Committee meeting of academic year 2002

Clause 1 This set of details is established based on Tai-hsun “College/University Student Organizations and Activity and Note Item 5 of Student Organizational Publications” stipulated by the Ministry of Education with the goals to encourage and cultivate students’ interest in writing and promote academic research.

Clause 2 Publication Registration:

- I. The student organizational publications refer to the documents published by various organizations/clubs and student associations, covering flyers, newsletters, magazines, bulletins and screenplay.
- II. The founding of a publication requires filling out the “Application Form for Registering Organizational Publications” at the Extracurricular Activity Division under the Office of Student Affairs.
- III. Please fill in the details according to the items required by the form and the intended publication schedules (including purpose, instructing staff, content nature, types, editions, printing quantity, funding, and publication organization) and send the details to the Extracurricular Activity Division under the Office of Student Affairs for review and approval.
- IV. When the publication request is approved, a registration certificate will be given to a publication number will be assigned. When future publications are printed, the number should be listed for reference.
- V. Once student organizational publications are approved for publication, the permission is one year and the publication should be limited to YZU campus only. When student organizations fail to publish their publications according to schedules, the permit will be annulled.

Clause 3 Document/Script Review

- I. The articles intended to be published in a student organizational publication should be put onto “Script/Article Consultation Form” one week before the publication date. The cover design, heading, and illustrations (pictures and drawings) should be sent in the required format together with the articles themselves.

- (1) Publications of Student Associations: As most of the articles are with academic nature, the departmental head should be responsible for consulting and reviewing the content. Then the articles will be sent to the Extracurricular Activity Division under the Office of Student Affairs for approval and stamped records before printing.
 - (2) Publications of General Clubs/Organizations: The content should be approved by the instructing teachers of the clubs/organizations and sent to the Extracurricular Activity Division under the Office of Student Affairs for further review and consultation. Once the approval is stamped, the articles can be printed.
- II. The review of the article content is based on the purpose of the publication as well as the national policy and regulations. The content should fall within the scope of promoting a consensus on campus and emphasizing the educational function of the publication. Then the result can be determined to whether allow the publication or not.
 - III. If the organizations do not agree to the disapproval of the suggested publication content, they can ask for a second review. Then the Office of Student Affairs will invite the instructors with pertinent specialization, the instructing teachers of the organizations, the staff from the Office, and the leaders of the organizations to formulate a re-evaluation committee. If necessary, the writer of the article will be invited to the meeting for further explanation.
 - IV. If the suggested articles for publication are of certain specializations, additional specialists can be recruited for review purposes.
 - V. If a publication is published without review and the stamped approval (on every original page), a penalty may be imposed depending on the severity of the matter.
 - VI. Once the publication content is reviewed and approved, the content should not be altered. Before the publication of the issues, the editing and proofreading should be handled by specific staff members to avoid any errors or mistakes. Should an error or mistake occurs, the responsible person will be traced down.
 - VII. If the published materials are handed to printing contractors, a separate commissioned publication contract must be signed by the contractors for publishing student materials.
 - VIII. When all materials are printed, three copies should be sent to the Extracurricular Activity Division under the Office of Student Affairs for reading to make sure the content is appropriate and correct before

distribution.

- IX. After the materials are printed, the original texts should be kept for three months for any check or reference purposes.

Clause 4 Funding/Sponsorship

- I. When the publications are registered and the review procedures are completed, the organizations or clubs can apply for funding or sponsorship.
- II. Subsidy criteria:
 - (1) Publications for student associations and departments: all funding should be raised by students.
 - (2) Publications for general student organizations and clubs: depending on the nature of the publication, the readership and the university budgets, a set of subsidized criteria will be set at the beginning of each academic year.
- III. The student organization and club publications should not have any advertisement. If necessary, special requests need to be placed for university permissions to allow for the funding of related staff or organizations.

Clause 5 This set of details is ratified in the Student Affair meeting and reported to the President for approval 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.