

Regulations on Administrative Services Management

Formulated by:

The Administrative Services Office

Issued by:

The Administrative Services Office

Issued to:

All offices and students of the University

Name of Document:

Regulations Governing the Posting of Posters and
Advertisement on Campus

No. of Document:

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Record	Main body	Date of Issue
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A	2014-10-13	All	Initial Issuing
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C	2015-03-30	5	Second Revision
D	2016-11-07	6	Third Revision
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Regulations Governing the Posting of Posters and Advertisement on Campus

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Main Body

1.0 Objective

This regulation is made to maintain a good environment and regulate the posting of advertisements, posters and slogans on campus.

2.0 Range of Application

All offices and students of the university (SRIBD and SFI are included).

3.0 Responsibility of Office

Each office is responsible for conveying this regulation to staff and should follow the rules consciously.

Administrative Services Office is responsible for the formulation and amendment of this regulation.

4.0 Content

4.1 Legitimate locations for posting and application process

4.1.1 Bulletin boards are located at various places: opposite the right entrance of first floor, Zhi Xin Building West-wing; in front of the library entrance; first floor, Zhi Ren Building; and first floor, Cheng Dao Building; first floor, College.

4.1.2 Posting outside the glass door of the canteen is allowed, upon approved by

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Office Administrative Services Office or Student Affairs.

4.1.3 Posting on the first floor of College is allowed, upon approved by Administrative Services Office or Office Student Affairs.

4.1.4 Anyone who needs to post on locations listed above(or set up roll up banners beside the bulletin boards) should submit an application beforehand to his/her school or to the staff in charge of student societies in the Student Affairs Office. The application with signed approval should be submitted to the related department(Office of Student Affairs or Administrative Services Office) together with the poster. The posters can be posted on the bulletin board in particular locations after they are stamped by the related department.

4.1.5 Anyone w

4.2 Departments for reviewing and approval of applications

4.2.1 For posters of events organized by students, Student Union or student societies, the application should be submitted to the Office Student Affairs.

4.2.2 For posters of events organized by post graduate students or post graduate societies, the application should be submitted to the Administrative Services Office by the affiliated school.

4.2.3 For posters of events organized by the schools or university departments, the application should be submitted to the Administrative Services Office.

4.2.4 Advertisements, posters and slogans of commercial set-ups on campus can only be posted within their own compound. If any advertisements, posters and slogans need to be posted at other places on campus, approval should be obtained from the Administrative Services Office in advance.

4.2.5 Approval of the President's Office must be obtained in advance if advertisements, posters and slogans from organizations outside of the university are to be posted on campus. After receiving approval from the President's Office, the advertisements, posters and slogans should be passed to the Administrative Services Office for

posting by the Property Management Office.

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4.3 Notes for Posting on Campus

4.3.1 Posters containing any personal attack or slander, with contents that may damage the university's image, or may be harmful to state security and social stability are forbidden on campus. Advertisements, posters and slogans of fellow native societies which are inflammatory or with profit-making element are not allowed to be posted on campus.

4.3.2 The advertisements, posters and slogans should be decently designed, properly printed with message clearly and accurately set out.

4.3.3 The Administrative Services Office has the authority to disapprove and stop anyone from randomly posting advertisements, posters and slogans on campus. The Administrative Services Office will inform the responsible person to clear the disapproved advertisements, posters, slogans by him/herself.

4.3.4 For anyone who do not observe these regulations even after repeated warnings were served, the Administrative Services Office has the authority to disqualify the person or student society from posting on campus indefinitely.

4.3.5 All pending issues relating to these regulations shall be settled through negotiation between the Administrative Services Office and the related party.

5.0 Amendment and Annulment

The Administrative Services Office is responsible for the amendment and annulment of this regulation. The regulation shall become valid upon signature of the Director of Administrative Services Office.

6.0 Implementation

Implementation of this regulation will commence once issued.

7.0 Attachment

Attachment A: The Application Form for Posting on Campus

**Regulations Governing the Posting of Posters and Advertisement
on Campus**

The Application Form for posting on Campus

*This form is to be kept on file by the Administrative Services Office/Office of Student
Affairs for record*

Content			
Period	From:	(D/M/Y)	
	To:	(D/M/Y)	
Location	1、		
	2、		
	3、		
	4、		
Name of the activity			
Responsible Person	Name		Department
	TEL		
Opinions of the school/ Student Affairs Office	Responsible Person(signature):		
Opinions of the Administrative Services Office	Responsible Person(signature):		

Range of Application: Advertisements, posters, slogans, display rack, roll up banners and so on.

