

明志科技大學

Ming Chi University of Technology

規章編號

Regulation No.

A071080001

**SDGs 永續電子報平台管理辦法**  
**Regulations Governing the Management**  
**of SDGs E-paper Platform**

制定部門：圖書資訊處

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Regulations Governing the Management of SDGs E-paper Platform

112 年 12 月 26 日行政會議制訂

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第一條 目的

促使校園電子報之推廣、審核與發行，提供明確性、完整性、永續性的電子報發佈流程。各單位得定期繳交電子報，並依審核規則完成發佈程序，以整合電子報資訊提升本校整體形象，特訂定「SDGs 永續電子報平台管理辦法」（以下簡稱本辦法）。

Article 1 Purpose

The Regulations Governing the Management of SDGs E-paper Platform (hereinafter referred to as the Regulations) is hereby formulated in order to cause the promotion, review, issuing of the e-paper of the University, provide clear, complete and sustainable e-paper issuing processes, so that each unit may regularly submit e-papers and go through issuing processes in accordance with review rules, thereby improving the University's overall image by integrating e-paper information.

第二條 電子報內容

擬定發佈之電子報資訊，應為新聞稿、校園新聞、單位新聞或活動資訊等相關內容。

Article 2 E-paper Contents

The e-paper information to be published shall be related to press releases, campus news, unit news, or activity information.

第三條 審核及發行

各單位繳交文稿應經秘書室審核通過，按行政會議提報後以雙週刊發行為原則。

Article 3 Review and Issue

The documents submitted by each unit shall be reviewed and approved by the Office of the Secretary and issued biweekly after being submitted to the University Administrative Meeting.

第四條 適用範圍

各單位發佈之電子報得適用本辦法。

Article 4 Scope of Application

The Regulations shall apply to the e-papers issued by each unit.

第五條 資料更新維護責任

各單位皆有參與製作、更新與維護及提供相關資訊之責任。

Article 5 Responsibility for Data Update and Maintenance

Each unit shall take the responsibility for producing, updating, maintaining and providing review information.

第六條 繳交窗口

各單位窗口得將電子報主題文稿繳交至秘書室進行審核，繳交時程依秘書室交辦訂定之。

Article 6 Submission Window

The unit window may submit the themed manuscript of the e-paper to the Office of the Secretary for review. The submission schedule shall be determined according to the instruction of the Office of the Secretary.

第七條 製作規範

- 一、應遵守「臺灣學術網路管理規範」。
- 二、使用他人著作或公開個人資料，須經本人同意後方可使用，以維護智慧財產權及個人隱私權。
- 三、不得含有具威脅性、猥褻性、攻擊性、毀謗性之內容。
- 四、應保持行政中立，不得置放政黨宣傳等相關資料。
- 五、資料須定期檢視或更新，以維持時效性及正確性。
- 六、電子報資訊得於校園網頁平台與社群媒體平台發佈。
- 七、資料更新異動時，單位窗口須與秘書室確認，經重新審核無誤後，並至 OA 系統填具更新異動申請單（如表號：A071080102）。
- 八、應提供清晰畫質之相片檔（例如：圖檔像素 1280 x 1080 px），請務必拍攝清晰且具構圖架構（例如：中心構圖、對稱構圖等）。
- 九、製作應具標題、內文、照片說明及副標題，請參照格式規範（如表號：A071080101）。

Article 7 Specifications for Formulation

1. Shall comply with the “Regulations Governing the Management of the Taiwan Academic Network”.
2. The use of other people’s works or disclosed personal data shall be subject to their consent, in order to protect intellectual property rights and personal privacy.
3. It shall not contain threatening, obscene, offensive, or defamatory content
4. It shall maintain a neutral political stance, and no propaganda or related data shall be displayed.
5. The data shall be reviewed or updated regularly to maintain its timeliness and accuracy.
6. E-paper information may be published on campus web platforms and social media platforms.
7. Where the data is updated or changed, the unit window shall confirm with the Secretary Office. After it’s reviewed to be accurate, the unit window shall visit the OA system to fill in the Application Form of Data Update/Change (as shown in Form No.: A071080102).

8. A photo file with clear image quality (e.g. image file pixel 1,280 x 1,080 px). Make sure the shot is clear and structured (e.g.: central composition, symmetrical composition, etc.)
9. The formulation shall include title, text, photo description, and subtitle. Please refer to the format specifications (as shown in Form No.: A071080101)

第八條 專案簽呈及其他

本辦法如有未盡事宜，得視實際需要以專案簽陳方式辦理，並完成審核流程。

Article 8 Case-based Signing and Others

Any matters not covered herein shall be subject to the case-based signing as necessary, which shall also go through review processes.

第九條 實施與修訂

本辦法經行政會議通過，陳校長核定後公布實施，修訂時亦同。

Article 9 Implementation and Amendments

The Regulations shall be implemented upon endorsement by the University Administrative Meeting and presented to the President for approval, and the same shall apply to any amendments.

# 明志科技大學

## SDGs 永續電子報內容製作格式

電子報期數	第〇〇〇期	填單/繳交日期		
填單人		聯絡電話/分機		
E-mail				
主題		類別	<input type="radio"/> 電子報	<input type="radio"/> 新聞稿
報導標題	填標題與副標題			
提供單位	填單位			
若為明志新聞稿請提供網址				
<p>各單位在 OA 繳交的明志新聞稿會刊登在校首頁的明志新聞，如果這份文件已經刊登在校首頁，請在此貼上網址。</p> <p>如有貼網址，得省略內文與照片。</p> <p>明志新聞稿：<a href="https://www.mcut.edu.tw/p/412-1000-6406.php?Lang=zh-tw">https://www.mcut.edu.tw/p/412-1000-6406.php?Lang=zh-tw</a></p>				
內文				
報導文字				
照片與照片說明				
可依需要於文稿中擺放照片，並在照片下方標照片的文字說明				
備註				
<p>※檔名：報導單位_報導標題，          範例：圖書館_我是傻笑鱷魚給你正面能量自信生活每一天</p> <p>※明志電子報範例：<a href="https://www.mcut.edu.tw/p/412-1000-367.php?Lang=zh-tw">https://www.mcut.edu.tw/p/412-1000-367.php?Lang=zh-tw</a></p>				

※本表一式一份：電子報窗口→申請單位主管→秘書室審核→圖資處管理發佈→申請單位主管  
 （核簽完通知核簽人員及圖資處主管）

※表號：A071080101

# Ming Chi University of Technology

## SDGs E-paper Contents Production Format

Period of E-paper	Period ○○○	Form Filling / Submission Date		
Filled by		Contact Tel./Ext.		
E-mail				
Theme		Category	<input type="radio"/> E-paper	<input type="radio"/> Press release
Report Title	<b>Fill in the title and subtitle</b>			
Provided by	<b>Fill in the unit</b>			
Please provide the website for press release of Ming Chi University of Technology				
<p>The press release submitted by each unit at OA will be posted on the home page of the University's website. If this document has been posted on the home page of the University, please post the URL here. If a URL is posted, the text and photos may be omitted.</p> <p>MCUT press release: <a href="https://www.mcut.edu.tw/p/412-1000-6406.php?Lang=zh-tw">https://www.mcut.edu.tw/p/412-1000-6406.php?Lang=zh-tw</a></p>				
Text				
Report text				
photos and photo descriptions				
You can display the photos in the document as necessary and put the caption under the photos.				
Remarks				
<p>※File name: reporting unit _ report title  e.g.: Library_I'm Giggling Crocodile. May you be positive and confident every day.</p> <p>※MCUT e-paper e.g.: <a href="https://www.mcut.edu.tw/p/412-1000-367.php?Lang=zh-tw">https://www.mcut.edu.tw/p/412-1000-367.php?Lang=zh-tw</a></p>				

※The Form is made in one original: e-paper window → supervisor of applying unit → Office of the Secretary for review → released by Office of Library and Information Services → supervisor of applying unit

(Notify the approving officer and supervisor of Office of Library and Information Services after the approval)

※Form No.: A071080101

# 明志科技大學

## SDGs 永續電子報更新異動申請單

填單人		填單日期	
異動類別	<input type="radio"/> 電子報 <input type="radio"/> 新聞稿		
預計發佈時間			
電子報期數	第○○○期		
電子報標題			
異動內容說明			
異動網址			
附件	上傳電子報佈景主題異動製作相關照片。		

※本表一式一份：電子報窗口→申請單位主管→秘書室審核→圖資處管理發佈→申請單位主管  
 （核簽完通知核簽人員及圖資處主管）

※表號：A071080102

※說明：

- 一、此附件表單規劃設置於 OA 系統，申請異動時請至 OA 系統填單傳簽。
- 二、需傳簽至圖資處之異動類別：校首頁電子報。

# Ming Chi University of Technology

## Application Form of Data Update/Change of SDGs E-paper

Filled by		Date	
Category of Change	○E-paper ○Press release		
Estimated Release Time			
Period of E-paper	Period ○○○		
E-paper Title			
Descriptions of Change			
Changed URL			
Appendix	Upload the changed layout theme of the e-paper to produce relevant photos.		

※The Form is made in one original: e-paper window → supervisor of applying unit → Office of the Secretary for review → released by Office of Library and Information Services → supervisor of applying unit

(Notify the approving officer and supervisor of the Office of Library and Information Services after the approval)

※Form No.: A071080102

※Descriptions:

1. The Appendix is scheduled to be posted on the OA system. Please visit the OA system to fill in the Form and submit for work pass when applying for change.
2. The category of change required to be submitted to Office of Library and Information Services for work pass: e-paper on the University's homepage.