

明志科技大學

Ming Chi University of Technology

規章編號

Regulation No.

A271030013

**校園網頁暨社群媒體平台管理辦法**  
**Regulations Governing the Management**  
**of the Campus Website and Social**  
**Media Platforms**

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明志科技大學

Ming Chi University of Technology

校園網頁暨社群媒體平台管理辦法

## Regulations Governing the Management of the Campus Website and Social Media Platforms

98 年 12 月 22 日行政會議制訂

Formulated at the University Administrative Meeting on December 22, 2009

114 年 01 月 7 日行政會議修訂

Revised at the University Administrative Meeting on January 7, 2025

### 第一條 目的

為促使各教學、研究及行政單位有效利用本校網頁系統與社群媒體平台，以提供完整、正確與即時資訊，達到提昇本校總體形象及全校資訊整合之目的，訂定「校園網頁暨社群媒體平台管理辦法」（以下簡稱本辦法）。

### Article 1 Objectives

For the purpose of promoting effective utilization of the University's website systems and social media platforms by all academic, research, and administrative units, as well as providing complete, accurate, and real-time information, with the aim of enhancing the overall image of the University and integrating the University's information, the *Regulations Governing the Management of the Campus Website and Social Media Platforms* (hereinafter referred to as “the Regulations”) are hereby formulated.

### 第二條 網站建立規則

凡教學、研究及行政單位擬建立網站或專區資訊，應由各單位網站管理人員提出申請，須填寫校園網頁平台單位新建網站申請/異動表（如表號：A271030313）。原則上網站需使用校內伺服器與系統建置，但情況特殊應說明原因簽核至校長核定。新成立單位應於成立後半年內提出新建網站申請，並於申請日起三個月內上架。申請單位皆應提供中文網頁、英文網頁之雙語化設計，除外情形皆需簽核至校長核定。

### Article 2 Regulations Governing the Establishment of Website

Any academic, research, or administrative units wishing to create a website or special section containing information shall submit an application by the webmaster of the respective units, and shall fill out the form “Application for the Construction of a New Website / Changes to the Campus Web Platform” (e.g., Form No.: A271030313). In principle, the website shall be built using the University's servers and systems. For exceptional cases, the reasons shall be specified and signed by the President for approval. Newly-established units shall submit an application for the construction of a new website within six months of its establishment, and the website shall be uploaded to the Internet within three months from the date of application. All applicants shall provide a bilingual design for both Chinese and English web pages. Exceptional cases shall be submitted to the President for signature and approval.

### 第三條 適用範圍

各教學、研究、行政單位及專區之網頁與社群媒體平台製作、修正與管理均適用本辦法。

### Article 3 Scope of Application

The Regulations shall apply to the creation, modification, and management of web pages and social media platforms of all academic, research, and administrative units as well as specialized sections of the University's website.

### 第四條 資料更新維護責任

本校網頁系統與社群媒體平台屬於全校，各單位皆有參與製作與維護及提供相關資訊之責任，屬全校性的內容資料由各單位提供並由圖資處製作與維護；屬於各單位本身的網頁內容則由各單位自行維護與更新，屬於各單位本身的社群媒體資訊與內容問答則由各單位自行回覆與更新。

### Article 4 Responsibilities for Data Updates and Maintenance

The University's website system and social media platforms shall be owned by the entire University, and each unit shall be responsible for the creation, maintenance, and delivery of related information. The content of the website for each unit shall be maintained and updated by the respective units, while the social media information and Q&A content for each unit shall be handled and updated by the respective units.

### 第五條 網頁存取權限管理

網頁資訊平台存取權限由圖資處統一管控，若需新增管理者，請填寫校園網頁平台管理者帳號申請/異動表（如表號：A271030113），簽核後傳至圖資處申請。各單位網頁帳號管理者負責更新、維護各單位網頁內容及每月自主檢查。若需變更或註銷網頁帳號管理者，請以校園網頁平台管理者帳號申請/異動表辦理。對於長期未使用校園網頁平台之管理者帳號，圖資處會定期檢查並將其權限移除。

### Article 5 Management of Web Access Permissions

The access permissions of web pages and information platforms shall be under the centralized management of the Office of Library and Information Services. Should there be a need to add a new administrator, a Campus Web Platform Administrator Account Application/ Update Form (e.g., Form No. A271030113) shall be filled out, signed and submitted to the Office of Library and Information Services for application. Administrators shall be responsible for updating and maintaining the content of websites of their respective units and conducting monthly self-inspection. Should there be a need to change or remove a web account administrator, a Campus Web Platform Administrator Account Application/ Update Form shall be used to handle the request. The Office of Library and Information Services shall conduct regular inspections and remove the access permissions of the administrator accounts that have been idle for a long period of time.

### 第六條 社群媒體權限管理

學校官方（全校性）社群媒體權限由圖資處統一管理，各教學、研究及行政單位於新建網站應新增學校官方（全校性）社群媒體單位窗口，並填寫學校官方（全校性）社群媒體單位窗口管理人員新增/異動表（如表號：

A271030413)，異動時亦同。另每月需繳交的網頁暨社群媒體自主檢查表，各單位管理窗口需負責回覆、更新留言者與訊息者所詢問的相關問題。對於長期未使用社群媒體之單位窗口管理人員，圖資處會定期檢查並將其權限移除。

#### Article 6 Management of Social Media Permissions

The permissions of the University's official (campus-wide) social media platform shall be under the centralized management of the Office of Library and Information Services. Academic, research, and administrative units shall add a new contact person for the University's official (campus-wide) social media unit on the new website and fill out the Campus-wide Social Media Unit Contact Person Addition/Update Form (e.g., Form No. A271030413), and the same shall apply to any changes in the contact person. In addition, all units shall submit a monthly webpage and social media self-inspection form. Contact persons of each unit shall be responsible for responding to and updating the questions asked by the users sending messages through social media. The Office of Library and Information Services shall conduct regular inspections and remove the permissions of the contact persons and administrators who have not used the social media channels concerned for a long period of time.

#### 第七條 網頁內容製作規範

- 一、網頁內容應遵守「臺灣學術網路管理規範」。
- 二、網頁若需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、網頁內容不得含有具威脅性、猥褻性、攻擊性、毀謗性之資料。
- 四、網頁內容應保持行政中立，不得放置政黨宣傳等相關資料。
- 五、網頁資料須定期檢視或更新，以維持時效及正確性。
- 六、若網頁功能設定有訪客模式（即無需登入帳號與密碼控管），務必每日檢視與處理，避免被放置不當資訊。
- 七、資料變更或網頁異動時，網頁管理者請至 OA 系統填寫網頁更新異動申請單（如表號：A271030213），傳簽至單位主管核定後執行之，若需圖資處協助之項目，請先傳簽至圖資處協助製作，確認內容無誤後傳簽至單位主管核定後執行之，協助發佈製作項目如下：
  - (一)校首頁明志榮譽榜
  - (二)校首頁熱門焦點
  - (三)校首頁熱門焦點與榮譽榜
  - (四)單位名稱修改
  - (五)校首頁快速連結
  - (六)校首頁明志連結
  - (七)校首頁 banner
- 八、網站對外提供下載可編輯文件應支援 ODF 格式，非可編輯文件應採用 PDF 格式。
- 九、檔案資料上傳至校園網站前，應完成掃毒。

- 十、為促進各單位網頁製作水準，強化宣傳效果，圖資處將不定期舉辦網頁製作相關訓練及活動。

#### Article 7 Guidelines for Website Content Creation

1. The content of the website shall comply with the *Guidelines for the Management of the Taiwan Academic Network*.
2. Should the website need to use other people's works or disclose personal information, it shall be used only with the consent of the person concerned, for the purpose of protecting intellectual property rights and personal privacy.
3. The content of the website shall not contain any hostile, obscene, offensive, or defamatory material.
4. The content of the website shall be administratively neutral and shall not contain information regarding the propaganda of political parties.
5. The information on the website shall be regularly reviewed or updated to maintain its timeliness and accuracy.
6. In case the website is configured with a guest mode (i.e., no account or password control are required), it must be checked and managed on a daily basis in order to avoid the placement of inappropriate information.
7. In case of data change or webpage alteration, the webpage administrator shall fill out the webpage update and alteration request form (e.g., Form No. A271030213) in the OA system, and then submit it to the supervisor of the unit for approval before execution. Should there be any project that requires the assistance of the Office of Library and Information Services, please first sign and submit it to the Office of Library and Information Services for assistance in the production, and confirmation that the content is correct, then sign and submit it to the supervisor of the unit for approval before execution. The items that Office of Library and Information Services can provide assistance in the production and release are listed as follows:
  - (1) MCUT Honor Roll on the website's homepage
  - (2) Highlights on the website's homepage
  - (3) Highlights and Honor Roll on the website's homepage
  - (4) Modification of the unit's name
  - (5) Quick links on the website's homepage
  - (6) MCUT's links on the website's homepage
  - (7) Banners on the website's homepage
8. Editable documents available for download from the website shall support ODF format, while non-editable documents shall be in PDF format.
9. Anti-virus scanning shall be completed before uploading files and information to the campus website.
10. The Office of Library and Information Services may organize webpage construction workshops and related activities from time to time in order to enhance the webpage quality and effectiveness of publicity of each unit.

#### 第八條 社群媒體內容製作規範

- 一、社群媒體內容應遵守「臺灣學術網路管理規範」。
- 二、社群媒體若需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、社群媒體內容不得含有具威脅性、猥褻性、攻擊性、毀謗性之資料。
  - 四、社群媒體內容應保持行政中立，不得放置政黨宣傳等相關資料。
  - 五、社群媒體資料須定期檢視或更新，以維持時效及正確性。
  - 六、社群媒體功能設定有訪客模式（即無需登入帳號與密碼控管），務必每日檢視與處理，避免被放置不當資訊。
  - 七、各單位欲發佈資訊，請優先放置於所屬之社群媒體平台。
  - 八、為促進各單位社群媒體製作水準，強化宣傳效果，圖資處將不定期舉辦社群媒體製作相關訓練及活動。

#### Article 8 Guidelines for Social Media Content Creation

1. The content of the social media shall comply with the *Guidelines for the Management of the Taiwan Academic Network*.
2. Should the social media channel need to use other people's works or disclose personal information, it shall be used only with the consent of the person concerned, for the purpose of protecting intellectual property rights and personal privacy.
3. The content of the social media channel shall not contain any hostile, obscene, offensive, or defamatory material.
4. The content of the social media channel shall be administratively neutral and shall not contain information regarding the propaganda of political parties.
5. The information on the social media channel shall be regularly reviewed or updated to maintain its timeliness and accuracy.
6. In case the channel is configured with a guest mode (i.e., no account or password control are required), it must be checked and managed on a daily basis in order to avoid the placement of inappropriate information.
7. In case of information dissemination, priority shall be given to placing the information on the social media platforms of the respective units.
8. The Office of Library and Information Services may organize social media content creation workshops and related activities from time to time in order to enhance the quality and effectiveness of publicity of social media channels for each unit.

#### 第九條 網頁暨社群媒體自主檢查說明

各單位應定期進行網頁與社群媒體自我檢查，並填寫校園網頁暨社群媒體自主檢查表（如表號：A271030513），每一個網站填寫一份，於檢查當月三十一日前將校園網頁暨社群媒體自主檢查表傳回圖資處。圖資處將安排相關的檢測，並將檢測結果呈報校長室。

各網頁檢查周期如下：

每月三十一日前完成自主檢查；圖資處每半年檢測全校各單位網頁一次（排程公開），每年再額外抽測全校各單位一次（排程不公開），全校各單位網頁每年總計被檢測三次。

#### Article 9 Instructions for Website and Social Media Self-inspection

All units shall conduct regular self-inspections on webpage and social media and fill in the Campus Website and Social Media Self-Inspection Form (e.g. Form No. A271030513), one copy for each website, and return the Form to the Office of Library and Information Services by the 31st day of the month in which the

inspection is to be carried out. The Office of Library and Information Services will arrange the respective inspections and submit the inspection results to the President's Office.

The inspection cycle for individual websites is as follows:

The self-inspection is completed by the 31st of each month; half-yearly inspections are conducted by the Office of Library and Information Services (schedule open to the public), and additional random inspections are conducted annually (schedule not open to the public), totaling three inspections per year for all websites across all units of the University.

#### 第十條 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 10 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.



# Ming Chi University of Technology

## Campus Web Platform Administrator Account Application/ Update Form

<b>Name of the unit</b>		<b>Date of Application</b>	<b>(dd/mm/yyyy)</b>
<b>Name of the applicant</b>		<b>Staff ID No.</b>	
<b>Applicant's email</b>			
<b>Domain Name</b>	ex: <a href="https://lis.mcut.edu.tw">https://lis.mcut.edu.tw</a>		
Please check in boxes <input type="checkbox"/>			
<input type="checkbox"/> First application (one contact person for one unit) Description of the request for additional permissions:			
<input type="checkbox"/> Change of duties Account link of the succeeding contact person: _____. Name of the original contact person: _____			
<input type="checkbox"/> Others Please specify:			
<b>Remark</b>			
<b>Office of Library and Information Services</b>		<b>Applicant's Unit</b>	
<b>Unit Supervisor</b>	<b>Operator</b>	<b>Unit Supervisor</b>	<b>Applicant</b>

※ One copy of the form: Applicant → Unit Supervisor → Office of Library and Information Services

※ Note: This attached form is prepared and set up in the OA system, please fill in the form and sign it in the OA system when applying for updates.

※ Form No.: A271030413

# 明志科技大學

## 校園網頁更新異動申請單

填單人		填單日期	
異動類別	<ul style="list-style-type: none"> <li>○校首頁明志榮譽榜</li> <li>○校首頁熱門焦點</li> <li>○校首頁熱門焦點與榮譽榜</li> <li>○公告</li> <li>○網頁內容更新</li> <li>○單位名稱修改</li> <li>○校首頁快速連結</li> <li>○校首頁明志連結</li> <li>○校首頁 banner</li> </ul>		
預計發佈時間			
異動內容說明			
異動網址			
附件	上傳網頁佈景主題異動製作相關照片。		

- ※本表一式一份：(1) 網頁管理者→申請單位主管  
 (2) 網頁管理者→圖資處協助製作→網頁管理者→申請單位主管  
 (核簽完通知核簽人員及圖資處主管)

※表號：A271030213

※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：
  - 1、校首頁明志榮譽榜
  - 2、校首頁熱門焦點
  - 3、校首頁熱門焦點與榮譽榜
  - 4、單位名稱修改
  - 5、校首頁快速連結
  - 6、校首頁明志連結
  - 7、校首頁 banner

# Ming Chi University of Technology

## Application Form for Campus Website Update

Name of applicant		Date of completing the form (dd/mm/yyyy)	
Type of update	<input type="radio"/> MCUT Honor Roll on the website's homepage <input type="radio"/> Highlights on the website's homepage <input type="radio"/> Highlights and Honor Roll on the website's homepage <input type="radio"/> Announcements <input type="radio"/> Updates of the website content <input type="radio"/> Modification of the unit's name <input type="radio"/> Quick links on the website's homepage <input type="radio"/> CUT's links on the website's homepage <input type="radio"/> Banners on the website's homepage		
Expected release time			
Description of the update			
Link of the update			
Attachment	Upload photos related to the changes in the theme of the website.		

※ One copy of the form:

- (1) Website administrator → Unit Supervisor
- (2) Website administrator → Assistance from the Office of Library and Information Services → Website administrator → Unit Supervisor (Notify the approving officer and the Head of Office of Library and Information Services when the approval is complete)

※ Form No.: A271030213

※ Notes:

1. This attached form is prepared and set up in the OA system, please fill in the form and sign it in the OA system when applying for updates.
2. Types of updates that require signatures to be submitted to the Office of Library and Information Services:
  - (1) MCUT Honor Roll on the website's homepage
  - (2) Highlights on the website's homepage
  - (3) Highlights and Honor Roll on the website's homepage
  - (4) Modification of the unit's name
  - (5) Quick links on the website's homepage
  - (6) MCUT's links on the website's homepage
  - (7) Banners on the website's homepage

# 明志科技大學

## 校園網頁平台單位新建網站申請/異動表

單位名稱		申請日期	年 月 日
申請人姓名		員工編號	
申請人電子郵件			
欄位	內容	備註	
中文全名		例如：圖書資訊處	
英文全名		例如：Office of Library and Information Services	
網址		常用命名法： 取英文名的縮寫。例如圖資處： lis.mcut.edu.tw 取關鍵單字。例如校長室： president.mcut.edu.tw	
階層	<input type="checkbox"/> 子網：_____。 <input type="checkbox"/> 母網：_____，母網編號：_____。		
<b>備 註</b>			
請確認 <input type="checkbox"/> 內之資訊，並填寫資料後打勾  <input type="checkbox"/> 單位成立時間：_____年_____月_____日。  <input type="checkbox"/> 申請新建網站：預計於_____年_____月_____日上架網站。  <input type="checkbox"/> 其他 請說明：			
<b>申請單位</b>			
<b>單位主管</b>		<b>申請人</b>	

※本表一式一份：申請者→單位主管→圖資處

※表號：A271030313

# Ming Chi University of Technology

## Application Form for the Construction of a New Website / Changes to the Campus Web Platform

<b>Name of the unit</b>		<b>Date of Application</b>	<b>(dd/mm/yyyy)</b>
<b>Name of the applicant</b>		<b>Staff ID No.</b>	
<b>Applicant's email</b>			
<b>Field</b>	<b>Content</b>	<b>Remarks</b>	
<b>Full name in Chinese</b>		e.g. 圖書資訊處	
<b>Full name in English</b>		e.g. Office of Library and Information Services	
<b>URL</b>		Common nomenclature: Choose the abbreviation of the English name, Office of Library and Information Services as an example: lis.mcut.edu.tw Choose a keyword, the President's Office as an example: president.mcut.edu.tw	
<b>DNS hierarchy</b>	<input type="checkbox"/> Subdomain: _____ <input type="checkbox"/> Top-level domain _____ Top-level domain No.: _____		
<b>Remarks</b>			
Please confirm the information in <input type="checkbox"/> and check the box after filling in the information. <input type="checkbox"/> Date of establishment of the unit: _____ (dd/mm/yyyy) <input type="checkbox"/> Apply for a new website Expected date for launching the website: _____ (dd/mm/yyyy) <input type="checkbox"/> Others Please specify: _____			
<b>Applicant's Unit</b>			
<b>Unit Supervisor</b>		<b>Applicant</b>	

※One copy of the form: Applicant → Unit Supervisor → Office of Library and Information Services

※Form No.: A271030313

# 明志科技大學

## 學校官方（全校性）社群媒體單位窗口管理人員新增/異動表

學校官方社群媒體	明志科技大學	申請日期	年 月 日
單位窗口經辦人		員工編號	
單位窗口經辦帳號連結			
申請人電子郵件			
備 註			
<p>請在<input type="checkbox"/>內打勾</p> <p><input type="checkbox"/>第一次申請（一個單位為一位單位窗口） 新增權限需求說明：</p> <p><input type="checkbox"/>職務異動          接任之單位窗口經辦帳號連結：_____。          接任之單位窗口經辦帳號名稱：_____。          原單位窗口經辦人之姓名：_____。</p> <p><input type="checkbox"/>其他 請說明：</p>			
申請單位			
單位主管		申請人	

※本表一式一份：申請者→單位主管→圖資處

※表號：A271030413

# Ming Chi University of Technology

## Campus-wide Social Media Unit Contact Person Addition/Update Form

<b>Official Social Media Platform</b>	<b>Ming Chi University of Technology</b>	<b>Date of Application</b>	<b>(dd/mm/yyyy)</b>
<b>Contact person</b>		<b>Staff ID No.</b>	
<b>Contact person's account number</b>			
<b>Applicant's email</b>			
<b>Remarks</b>			
Please check in boxes <input type="checkbox"/>  <input type="checkbox"/> First application (one contact person for one unit) Description of the request for additional permissions:			
<input type="checkbox"/> Change of duties Account link of the succeeding contact person: _____. Name of the account of the succeeding contact person: _____. Name of the original contact person: _____			
<input type="checkbox"/> Others Please specify:			
<b>Applicant's Unit</b>			
<b>Unit Supervisor</b>		<b>Applicant</b>	

※ One copy of the form: Applicant → Unit Supervisor → Office of Library and Information Services

※ Form No.: A271030413

# 網頁暨社群媒體自主檢查表

\_\_\_\_月份

## 一、網站基本資料

網站名稱	中文	英文	
網站網址	中文 https://	英文 https://	
網站分類	<input type="checkbox"/> 行政單位	<input type="checkbox"/> 教學單位	<input type="checkbox"/> 研究單位 <input type="checkbox"/> 專區
網站語言	<input type="checkbox"/> 提供中文版與英文版		<input type="checkbox"/> 僅提供中文版或英文版（預計改善日期：_____）
網站平台	<input type="checkbox"/> 校園網頁管理平台（原則上本校網站需使用此平台）		<input type="checkbox"/> 自建且使用響應式網頁設計（情況特殊需簽核至校長核定）
網頁瀏覽量	____ / ____ / 01 ~ ____ / ____ / ____ 網頁瀏覽量為____次		
網頁督導會議	<input type="checkbox"/> 應召開。前一次召開日期為西元_____年_____月_____日		<input type="checkbox"/> 不需召開
網頁管理	開通權限經辦人		
社群媒體管理	單位窗口經辦人		
	平台經營狀況	FB	<input type="checkbox"/> 有（名稱：____，網址：____） / <input type="checkbox"/> 無
		IG	<input type="checkbox"/> 有（名稱：____，網址：____） / <input type="checkbox"/> 無
		YT	<input type="checkbox"/> 有（名稱：____，網址：____） / <input type="checkbox"/> 無
學校官方社群媒體（全校性）	單位窗口經辦人		
	單位窗口經辦帳號連結		

## 二、網站定期檢查項目

### （一）網站內容製作規範

序次	內容檢查項目	勾選回覆（若勾不符合，請說明原因/預定改善日期）
1	網頁內容遵守教育部「臺灣學術網路管理規範」。	<input type="checkbox"/> 符合 <input type="checkbox"/> 不符合
2	網站圖文內容已做好個資防護，並符合本校個人資料保護管理政策，網頁若需公開個人資料，須經本人同意後方可使用。	<input type="checkbox"/> 符合 <input type="checkbox"/> 不符合
3	網站圖文內容符合著作權法之規定。網頁若需使用他人著作，須經本人同意後方可使用，以維護智慧財產權。	<input type="checkbox"/> 符合 <input type="checkbox"/> 不符合

4	網頁內容並未包含具威脅性、猥褻性、攻擊性、毀謗性之資料。	<input type="checkbox"/> 符合 <input type="checkbox"/> 不符合
5	網頁內容保持行政中立，不得放置政黨宣傳等相關資料。	<input type="checkbox"/> 符合 <input type="checkbox"/> 不符合
6	網站圖文內容正常顯示、資訊正確，且定期檢視或更新，以維持時效及正確性。	<input type="checkbox"/> 符合 <input type="checkbox"/> 不符合
7	網站各項超連結都能正常連結，各項 e-mail 都能正常收信。	<input type="checkbox"/> 符合 <input type="checkbox"/> 不符合
8	網站各項內容使用之字體為正黑體（文件與圖片可使用其他字體）。	<input type="checkbox"/> 符合 <input type="checkbox"/> 不符合
9	網站提供下載之不可編輯文件採用 PDF 文件格式。	<input type="checkbox"/> 符合 <input type="checkbox"/> 不符合
10	網站提供下載之可編輯文件有支援 ODF 文件格式。 必須包含 ODF 文件格式，可額外提供其他格式	<input type="checkbox"/> 符合 <input type="checkbox"/> 不符合
11	網站提供之檔案已先掃毒。	<input type="checkbox"/> 符合 <input type="checkbox"/> 不符合
12	網站必須提供之基本內容已建立完成。	<input type="checkbox"/> 符合 <input type="checkbox"/> 不符合

(二) 單位中英文新聞統計 (統計上個月 1 日至最後 1 日)

分類	篇數	文章主題	單位網頁 (含連結)	校首頁 (含連結)	單位 FB (含連結)	單位 IG (含連結)	校級 FB (含連結)	技職動起來或 其他社群平台 (含連結)
新聞稿			單位網頁(Link)					社群平台(Link)
電子報				校首頁(Link)				
獲獎訊息					單位 FB(Link)		校級 FB(Link)	
媒體報導						單位 IG(Link)		
其他資訊								
合計								

(三) 單位公告統計 (統計上個月 1 日至最後 1 日)

序次	中文公告	英文公告
----	------	------

1	<input type="checkbox"/> 有，篇數_____篇	<input type="checkbox"/> 無	<input type="checkbox"/> 有，篇數_____篇	<input type="checkbox"/> 無
---	-------------------------------------	----------------------------	-------------------------------------	----------------------------

### 三、網站必須提供之基本內容

項目	中文標題與網址	英文標題與網址
最新消息	標題：_____，網址：_____	標題：_____，網址：_____
聯絡方式	標題：_____，網址：_____	標題：_____，網址：_____
單位簡介	標題：_____，網址：_____	標題：_____，網址：_____
人員介紹	標題：_____，網址：_____	標題：_____，網址：_____
規章辦法	標題：_____，網址：_____	標題：_____，網址：_____
服務功能	標題：_____，網址：_____	標題：_____，網址：_____
設備資源	標題：_____，網址：_____	標題：_____，網址：_____
工作成果	標題：_____，網址：_____	標題：_____，網址：_____
表單下載	表單數量：_____，網址：_____	表單數量：_____，網址：_____
頁首連結	標題：_____，網址：_____	標題：_____，網址：_____
連結資訊	標題：_____，網址：_____	標題：_____，網址：_____
常見問題	標題：_____，網址：_____	標題：_____，網址：_____

### 四、填表單位資訊

填表單位	統計期間	本次填表年月
	上個月 1 日至最後 1 日	西元 _____ 年 _____ 月
二級(含)以上之單位主管		經辦人

※本表一式一份：經辦人→單位主管→圖資處

※本表格請於每月 31 日前傳回圖資處。

※表號：A271030513

# Campus Website and Social Media Self-Inspection Form

**Month:** \_\_\_\_\_

## 1. Basic Information of the Website

<b>Name</b>	Chinese	English
<b>URL</b>	Chinese https://	English https://
<b>Category</b>	<input type="checkbox"/> Administrative unit <input type="checkbox"/> Academic unit	<input type="checkbox"/> Research unit <input type="checkbox"/> Specialized section
<b>Language</b>	<input type="checkbox"/> Bilingual (Chinese and English)	<input type="checkbox"/> Chinese or English version only (expected date of correction: _____)
<b>Website platform</b>	<input type="checkbox"/> Campus webpage management platform (in principle, this platform is required for the University's websites)	<input type="checkbox"/> Self-constructed and responsive web design (special cases must be approved by the President)
<b>Page view</b>	_____ / _____ / 01 ~ _____ / _____ / _____ Number of page view: _____	
<b>Website supervision meeting</b>	<input type="checkbox"/> Should be convened. Date of the most recent meeting: (dd/mm/yyyy)	<input type="checkbox"/> Not necessary
<b>Website management</b>	<b>Access rights operator</b>	
<b>Social media management</b>	<b>Unit's contact person</b>	
	<b>Platform operation status</b>	FB <input type="checkbox"/> Yes (Title: _____, URL: _____) / <input type="checkbox"/> No
		IG <input type="checkbox"/> Yes (Title: _____, URL: _____) / <input type="checkbox"/> No
YT <input type="checkbox"/> Yes (Title: _____, URL: _____) / <input type="checkbox"/> No		
<b>MCUT's official social media (campus-wide)</b>	<b>Unit's contact person</b>	
	<b>Account link of the unit's contact person</b>	

## 2. Items for Regular Website Inspection

### (1) Website Content Creation Standards

Order	Inspection item	Check the box to respond (please indicate reason/expected
-------	-----------------	---

		<b>date of correction if the box “not complied” is checked)</b>
<b>1</b>	The content of the website complies with the Ministry of Education's “Guidelines for the Management of Taiwan Academic Network”.	<input type="checkbox"/> Complied <input type="checkbox"/> Not Complied
<b>2</b>	The content of the website has been properly protected and complies with the University's policy on the protection of personal information. In case of disclosure of personal information, consent must be obtained from the individuals concerned before use.	<input type="checkbox"/> Complied <input type="checkbox"/> Not Complied
<b>3</b>	The content of the website complies with the Copyright Act. Should the website need to use other people's writings, it can only be used with the consent of the individuals concerned, with the aim of protecting intellectual property rights.	<input type="checkbox"/> Complied <input type="checkbox"/> Not Complied
<b>4</b>	The content of the website does not contain any hostile, obscene, offensive, or defamatory material.	<input type="checkbox"/> Complied <input type="checkbox"/> Not Complied
<b>5</b>	The content of the website remains administratively neutral and does not contain information related to the propaganda of political parties.	<input type="checkbox"/> Complied <input type="checkbox"/> Not Complied
<b>6</b>	The graphics and text on the website are displayed properly, with correct information, and are regularly reviewed or updated to maintain timeliness and accuracy.	<input type="checkbox"/> Complied <input type="checkbox"/> Not Complied
<b>7</b>	All hyperlinks on the website can be linked normally and all e-mails can be received normally.	<input type="checkbox"/> Complied <input type="checkbox"/> Not Complied
<b>8</b>	The fonts used on the website are Microsoft JhengHei (other kinds of fonts may be used for documents and images).	<input type="checkbox"/> Complied <input type="checkbox"/> Not Complied
<b>9</b>	The non-editable documents available for download from the website are in PDF file format.	<input type="checkbox"/> Complied <input type="checkbox"/> Not Complied
<b>10</b>	ODF file format is supported for downloadable documents. ODF file format must be included; other formats may be provided.	<input type="checkbox"/> Complied <input type="checkbox"/> Not Complied
<b>11</b>	The files provided by the website have been scanned for viruses.	<input type="checkbox"/> Complied <input type="checkbox"/> Not Complied

<b>12</b>	The essential content that must be provided by the website has been properly constructed.	<input type="checkbox"/> Complied <input type="checkbox"/> Not Complied
-----------	---	---

(2) Statistics of News in English and Chinese (from the first day of the previous month to the last day of the month)

Category	No. of posts	Article Topics	Unit's Website (with links)	MCUT homepage (with links)	Unit's FB (with links)	Unit's IG (with links)	MCUT FB (with links)	TW Makers or other Social Media Platforms (with links)
Press release			Unit's website (Link)					Social media platform (Link)
e-Newsletter				MCUT homepage(Link)				
Awards and achievements					Unit's FB(Link)		MCUT FB (Link)	
Media coverage						Unit's IG(Link)		
Other information								
<b>Total</b>								

(3) Unit Announcement Statistics (from the first day of the previous month to the last day of the month)

Order	Chinese Announcement		Chinese Announcement	
1	<input type="checkbox"/> Yes (Number of posts: )	<input type="checkbox"/> No	<input type="checkbox"/> Yes (Number of posts: )	<input type="checkbox"/> No

3. Essential Content of the Website

Item	Chinese Title and URL	English Title and URL
------	-----------------------	-----------------------

校園網頁暨社群媒體平台管理辦法

<b>News &amp; Events</b>	Title: _____, URL: _____	Title: _____, URL: _____
<b>Contact Us</b>	Title: _____, URL: _____	Title: _____, URL: _____
<b>About Us</b>	Title: _____, URL: _____	Title: _____, URL: _____
<b>Staff</b>	Title: _____, URL: _____	Title: _____, URL: _____
<b>Rules and Regulations</b>	Title: _____, URL: _____	Title: _____, URL: _____
<b>Service Features</b>	Title: _____, URL: _____	Title: _____, URL: _____
<b>Equipment &amp; Resources</b>	Title: _____, URL: _____	Title: _____, URL: _____
<b>Achievements</b>	Title: _____, URL: _____	Title: _____, URL: _____
<b>Form Download</b>	No. of forms: _____, URL: _____	No. of forms: _____, URL: _____
<b>Link to the Homepage</b>	Title: _____, URL: _____	Title: _____, URL: _____
<b>Links</b>	Title: _____, URL: _____	Title: _____, URL: _____
<b>FAQ</b>	Title: _____, URL: _____	Title: _____, URL: _____

#### 4. Information About the Unit Completing the Form

<b>Unit</b>	<b>Statistical period</b>	<b>Month and Year of the Current Form</b>
	From the first day of the previous month to the last day of the month	Month: _____; Year: _____
<b>Unit Supervisor (Level 2 or above)</b>		<b>Operator</b>

※ One copy of the form: Operator → Unit Supervisor → Office of Library and Information Services

※ Please return this form to the Office of Library and Information Services by the last day of the month.

※ Form No.: A271030513