

Campus Website and Social Media Self-Inspection Form

Month: _____

1. Basic Information of the Website

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

(campus-wide)	contact person	
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2. Items for Regular Website Inspection

(1) Website Content Creation Standards

Order	Inspection item	Check the box to respond (please indicate reason/expected date of correction if the box “not complied” is checked)
1	The content of the website complies with the Ministry of Education's “Guidelines for the Management of Taiwan Academic Network”.	☐ Complied ☐ Not Complied
2	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.	☐ Complied ☐ Not Complied
3	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.	☐ Complied ☐ Not Complied
4	The content of the website does not contain any hostile, obscene, offensive, or defamatory material.	☐ Complied ☐ Not Complied
5	The content of the website remains administratively neutral and does not contain information related to the propaganda of political parties.	☐ Complied ☐ Not Complied
6	The graphics and text on the website are displayed properly, with correct information, and are regularly reviewed or updated to maintain timeliness and accuracy.	☐ Complied ☐ Not Complied
7	All hyperlinks on the website can be linked normally and all e-mails can be received normally.	☐ Complied ☐ Not Complied
8	The fonts used on the website are Microsoft JhengHei (other kinds of fonts may be used for documents and images).	☐ Complied ☐ Not Complied

9	The non-editable documents available for download from the website are in PDF file format.	☐ Complied ☐ Not Complied
10	ODF file format is supported for downloadable documents. ODF file format must be included; other formats may be provided.	☐ Complied ☐ Not Complied
11	The files provided by the website have been scanned for viruses.	☐ Complied ☐ Not Complied
12	The essential content that must be provided by the website has been properly constructed.	☐ Complied ☐ 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	0							
e-Newsletter	0							
Awards and achievements	0							
Media coverage	0							
Other information	0							
Total	0							

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

Order	Chinese Announcement	English Announcement
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1	☐ Yes (Number of posts: __)	☐ No	☐ Yes (Number of posts: __)	☐ No
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3. Essential Content of the Website. **Please use the built-in bilingual function of RPage so that Chinese and English are presented side by side.**

Item	Chinese Title and URL	English Title and URL
News & Events	Title: URL:	Title: URL:
Contact Us	Title: URL:	Title: URL:
About Us	Title: URL:	Title: URL:
Staff	Title: URL:	Title: URL:
Rules and Regulations	Title: URL:	Title: URL:
Service Features	Title: URL:	Title: URL:
Equipment & Resources	Title: URL:	Title: URL:
Achievements	Title: URL:	Title: URL:
Form Download	Title: URL:	Title: URL:
Link to the Homepage	Title: URL:	Title: URL:

Item	Chinese Title and URL	English Title and URL
Links	Title: URL:	Title: URL:
FAQ	Title: URL:	Title: URL:

4. Information About the Unit Completing the Form

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

※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