

學生社團出版物輔導暨補助辦法

Procedures for Overseeing and Examining Student Club Publications

85年6月6日學務會議修正通過

100年6月16日學務會議修正通過

103年6月9日學務會議修正通過

104年6月15日學務會議修正通過

Revised and passed at the Student Affairs Committee Meeting on June 6, 1996

Revised and Passed at the Student Affairs Committee Meeting on June 16, 2011

Revised and Passed at the Student Affairs Committee Meeting on June 9, 2014

Revised and Passed at the Student Affairs Committee Meeting on June 15, 2015

第一條 為輔導學生社團出版刊物，特依據本校「學生自治規則」第七條之規定，制定本辦法。
To oversee and provide guidance to student club publications, these procedures were established in accordance with Article 7 of General Provisions for Student Government, Ming Chuan University.

第二條 學生社團出版刊物係指學生社團活動之需要發行之出版品(包含平面媒體刊物、影片、圖片、與數位資料、錄音帶等)，以不違背其社團性質者。
Student club publications refer to required publications for student club activities (including print media publications, video, pictures, digital data and audio tapes, etc.) that does not conflict with the nature of the student club.

第三條 學生社團出版刊物，其發行旨趣，必須符合該社團本身之性質，刊物內容並應符合其發行宗旨。
The publication aims of student club publications must suit the nature of the student club that publishes them, and the content of the publications must suit the original publication aims.

第四條 本校學生社團出版刊物，應事先向學務處課指組申請，刊物之發行量，須符合於該社團性質之需要，並事先報請學校核准後始得出版。
Student club publications may only be published after application with the Extracurricular Activities Section of the Student Affairs Division is completed. The circulation of the publication must meet with the needs of the organization, and the university must grant its approval before publication can proceed.

第五條 學生社團出版刊物，應於出版時送五份至學務處存查。
Five copies of each student club publication must be sent to Student Affairs Division to be filed for reference.

第六條 學生社團出版刊物，其經費由社團自行負責，學校得依本辦法視其辦理成績及需要情形酌予補助。

In principle, the expenses for student club publications should be paid by the student club, but the university may subsidize the publication after considering the performance and needs of the student club in accordance with these procedures.

第七條 學生社團出版刊物所需經費，除招攬廣告或依第六條自行負擔及申請學校補助外，非經許可，不得對外發起勸募，至於向會員或所屬人員募集財物、接受其主動捐贈或接受外界主動捐贈等行為，經輔導單位同意，則不在此限。

Apart from posting announcements or raising funds through the methods mentioned in Article 6, funds required for student club publications cannot be raised by soliciting funding from off-campus sources. Yet, with the approval of the advising unit, a fundraising campaign among its members or their affiliates or acceptance of donations from its members, affiliates or from outside is not limited by this restriction.

第八條 廣告收入，應列入該社團帳目，作為刊物之改進、擴充及稿費之用，學務處課指組對此項收支有監督之責。

Revenue gained through advertisements should be recorded in the club's account, and should be used to improve, expand, or as contributor's fees for publication. The Extracurricular Activities Section of Student Affairs Division shall be responsible for supervising this income.

第九條 本校學生社團出版刊物，以刊登本校在校學生文稿為限。但有下列各款情形之一，而其篇幅在十分之一以內者，不在此限。

- 一、師長或校友之文稿。
- 二、科學技術或專門問題需專人執筆者。
- 三、校內講稿及訪問稿經當事人同意者。

Student club publications may only publish articles by current students at this university. However, in the following situations, ten percent of the overall content of the publication may be free from this restriction.

1. Faculty member or alumnus/alumnae's article is published
2. Technical or specialized knowledge requires that a professional prepare the article
3. The contents of a on-campus lecture or interview are published with the permission of the lecturer or interviewee.

第十條 學生社團出版刊物之內容，應由社團負責人依下列規定辦理存查。

- 一、系學會出版刊物，應聘請系內專任講師以上之教師擔任指導老師，刊物出版前並應交系所主管核閱。
- 二、各系學會以外之社團，其刊物文稿應先經指導老師(資格同前)指導，送學務處存查。
- 三、避免刊登已在其他刊物刊載之文章，如因活動需要經同意轉載者不在此限。
- 四、由社團負責人填寫送請評閱文稿目錄表，並述明撰稿人真實姓名、班級、住址及承印印刷廠名與地址。

五、社團負責人及總編輯簽名或蓋章。

六、檢送有關圖片及封面圖案。

七、須於出版前十天送請評閱，全部文稿須一次送齊。

The student club leader should collect and submit the contents for review in accordance with following rules:

1. Publications for Department Student Associations must have an advisor from within the department of full-time lecturer rank or above. A copy of the publication must be sent to the department chair for review.
2. For other student clubs, articles should be sent to the club advisor (whose qualifications are the same as above) for review, and submitted to the Extracurricular Activities Section to be filed for reference.
3. Clubs should avoid republishing articles that have already been published elsewhere. Due to special activity requirements, those articles for which reprint permission has been granted are free from this restriction.
4. The student club leader should fill in the Student Publication Review Form, and indicate the class, real name, and address of the author, along with the name and address of the publisher.
5. The student club leader and the publication editor should sign or stamp the form.
6. Relevant pictures and cover design should be submitted.
7. Submission for review should be completed at least ten days before the date of publication, and all articles must be sent in at one time.

第十一條 各指導單位，發現任何文稿，其文字或內容有不當之處，得通知該社團負責人或執筆人修正，未經核可之任何文字均不得刊載。

If the supervising unit discovers inappropriate content or wording in an article, it may inform the club leader or the author to alter the content. Nothing may be published without approval.

第十二條 學生社團刊物，經核定之稿件及目錄，在排印時，不得有擅自變更、增加添附、刪減或註釋等情事，刊物出版後，應即連同原經審定稿件一併送陳系所主管(學會)、學務處課指組(社團)備查後方能分發。

After the Student Publication contents and table of contents has been approved, no changes, additions (including footnotes), or deletions may be made to the content. Once printing is complete, a copy of the approved manuscript and the publication should be sent to the department chair (student associations) or Extracurricular Activities Section of Student Affairs Division (student clubs) before the publication is distributed.

第十三條 發行人與發行所規定：

- 一、本校各系所及社團刊物，其發行人為系主任、所長或學務處課指組組長。
- 二、發行所一律為銘傳大學○○系學會(或○○社團)。

Rules concerning the publisher and place of distribution are as follows:

1. The publisher of student publications is the Chair of the department or Director of the program, or the Section Chief of Extracurricular Activities Section.
2. The place of publication is XX Department Association, Ming Chuan University (or XX Student Club).

第十四條 本辦法應用表冊、書類格式除另有規定外，由學務處課指組制定之。
Relevant forms and format for these procedures are to be drafted by Extracurricular Activities Section of Student Affairs Division unless other rules apply.

第十五條 本辦法經學生議會、學務會議通過，校長核定後實施，修正時亦同。
Upon being passed at the Student Council and Student Affairs Committee meetings and approved by the president, these procedures were announced and implemented. Any revision must follow the same procedure.

In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.