

Guidelines Governing Student Poster Management at Wenzao Ursuline University of Languages

Approved at the Student Affairs Meeting on October 13, 2009

Ratified by the University President on November 15, 2009

Revised and approved at the Student Affairs Meeting on July 29, 2013

Ratified by the University President on August 8, 2013

Revised and approved at the Student Affairs Meeting on December 17, 2013

Ratified by the University President on December 27, 2013

Revised and approved at the Executive Meeting of the Office of Student Affairs on December 28, 2018

Ratified by the Dean of Student Affairs on January 10, 2019

Revised and approved at the Executive Meeting of the Office of Student Affairs on March 24, 2021

Ratified by the Dean of Student Affairs on November 4, 2021

- I. Mission: The University stipulates these guidelines governing “Student Poster Management” to keep the campus tidy, protect the rights of student organizations and clubs, effectively manage posters, and encourage the use of bulletin boards
- II. Eligibility: All student organizations and clubs of Wenzao Ursuline University of Languages.
- III. Responsible Unit: The Extracurricular Activities Section under the Office of Student Affairs is responsible for the inspection and review of relevant matters in collaboration with Wenzao Student Union.
- IV. Poster Location: Student posters can be placed on corridors on both sides of Zhengqi Hall, underground corridors of Wenyuan, the underground food and beverage area of the Administration Building, and the bulletin boards near the front door and elevators of Qiuzhen Hall. Other bulletin boards on campus are reserved for posters by administrative units and related to external activities; respective poster rules shall follow the unites accordingly.
- V. Application Procedure: When the activity is approved, an applicant shall submit the poster and approval document to Wenzao Student Union or the Extracurricular Activities Section to receive a stamp of approval.

- VI. Duration: A poster shall be removed within three days (excluding weekends) after the activity ends. Any organization or club failing to remove its poster will be punished according to the Guidelines for the Evaluation of Student Organizations.
- VII. When posting the posters, they should not overlap. Destroying equipment, such as bulletin boards, is not allowed in order to protect the rights of all student organizations and clubs. The Extracurricular Activities Section will announce rules of poster size and the use of stationery until further notice.
- VIII. The Guidelines shall be implemented after the approval of the Executive Meeting of the Office of Student Affairs and ratified by the Dean of Student Affairs. The same shall apply in the event of any amendments.