

Guidelines for Poster Posting

《張貼海報指引》

1. For every poster posting on campus notice boards, it is a must to be approved by related department. Approved posters should (1) receive the chop from the department and (2) have the removal date clearly stated on it.

所有張貼品必須經由相關部門審批方可張貼於校園佈告板上。成功通過審批的海報上應(1) 蓋有部門的印章及 (2)清楚列明張貼期限。

2. Notice boards in different locations are managed by various departments. Please find the application procedure below for your reference:

位於不同地點的佈告板由不同部門所管轄，如欲申請，請參閱以下詳細程序：

Notice Board Location 佈告板位置	Procedure 申請程序	Remarks 備註
UMSU Notice Boards 學生會轄下佈告板 (Please refer to attachment for details. 詳見附件)	Apply through UMSU → must clearly state the removal date at the lower right corner on the poster and obtain UMSU chop 向學生會提出申請 → 須在海報右下角清楚註明張貼限期及獲取學生會蓋章	Applicants need to post and remove the poster on their own 申請者須自行張貼並按限期自行清拆
SRS Notice Boards 學生資源及服務處轄下佈告板 (Location: Outside SRS 位於學生資源及服務處門外)	Apply through SRS → must clearly state the removal date at the lower right corner on the poster and obtain SRS chop 向學生資源及服務處提出申請 → 須在海報右下角清楚註明張貼限期及獲取學生資源及服務處蓋章	Applicants need to post and remove the poster on their own 申請者須自行張貼並按限期自行清拆
EAH Notice Boards 東亞樓佈告板 (Location: 9 th Floor Entrance and inside elevator 位於九樓入口處和升降機內)	Apply through SRS office at EAH (Rm 907) → must clearly state the removal date at the lower right corner on the poster and obtain both SRS chop and the student organization chop 向東亞樓提出申請 → 須在海	Applicants only need to turn in the posters at SRS office at EAH (Rm 907). EAH staff will help for the posting and removal Note: Only UMSU / UMPA / CMSA / DSA can put the poster inside the elevator

	報右下角清楚註明張貼限期並獲取學生資源及服務處和所屬學生組織蓋章	申請者只須將海報遞交到東亞樓，東亞樓工作人員將代為張貼及清理 注意: 只有澳門大學學生會/澳門大學研究生會/內地學生會/住宿學生會可於電梯內張貼海報
CS Notice Boards 校園服務處轄下佈告板 (Location: Silver Jubilee Building, K.C. Wong Building, Fong Yun Wah Centre and Library 位於銀禧樓、王寬誠樓、方潤華教學中心及圖書館)	Apply through SRS/Other UM Departments/UMSU/UMPA → must clearly state the removal date at the lower right corner on the poster and obtain the chop of corresponding department/association 向學生資源及服務處/其他大學部門/學生會/研究生會提出申請 → 須在海報右下角清楚註明張貼限期及獲上述部門/組織蓋章	1. Applicants need to post and remove the poster on their own 申請者須自行張貼並按限期自行清拆 2. Only a maximum of 2 posters of an activity or the relative piece of information can be posted at each floor of J Building, K.C. Wong Building, Fong Yun Wah Centre and Library 銀禧樓、王寬誠樓、方潤華教學中心及圖書館每層只限張貼兩張同一活動/資訊的海報
Library Notice Boards 圖書館轄下佈告板 (Location: ILG 位於圖書館地下一層)	Apply through Library → must clearly state the removal date at the lower right corner on the poster and obtain chop from Library 向圖書館提出申請 → 須在海報右下角清楚註明張貼限期及獲取圖書館蓋章	Applicants only need to turn in the posters at the Reception Counter of Library. Staff at Library will help for the posting and removal 申請者只須遞交海報予圖書館前台，職員將代為張貼及清理
Café E.S.Kimo Notice Boards 小泉居轄下佈告板 (Location: Outside Café E.S.Kimo 位於小泉居門外)	Apply through Café E.S.Kimo → must clearly state the removal date at the lower right corner on the poster and obtain chop from Café E.S.Kimo 向小泉居提出申請 → 須在海	Applicants need to post and remove the poster on their own 申請者須自行張貼並按限期自行清拆

	報右下角清楚註明張貼限期及 獲取小泉居蓋章	
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3. Notice Boards are for the use of promoting student activities and announcing news of student organizations only. The content must not include the following:

告示板只供宣傳學生活動及通告學生團體的會務消息之用。其內容不得含有以下性質或題材：

- a. Personal Attack 人身攻擊
- b. Untruth or libel 不實或誹謗
- c. Usage of foul languages 粗言穢語
- d. Usage of obscene words or pictures 淫褻用字或圖片
- e. Exposure of personal privacy 揭露個人私隱
- f. Violence 暴力
- g. Commercial nature such as selling a product or seeking sponsorship/advertiser
商業性質如銷售商品、徵求贊助人或廣告商等
- h. Any offense against government law 任何觸犯政府法例之內容

4. To show your respect, please do not remove or cover others' posters with yours.
於張貼海報時，請勿覆蓋或移除其他海報，以示尊重。

5. Please remove the poster by the removal date.
請於張貼期限到期日把海報移除。

6. UM reserves the right to remove any posters that violate the above guidelines without prior notice.
如違反上述指引，澳門大學保留清拆有關海報的權利並毋須作出提前通知。

附件：學生會轄下的告示板位置

1. 圖書館地下
2. 何賢會議中心外部走廊 (1)
3. 何賢會議中心外部走廊 (2)
4. 何賢會議中心對面
5. Block I- 1樓 醫療室
6. Block I- 2樓 醫療室
7. Block I- 3樓 醫療室信箱處
8. Block I- 4樓 醫療室對面
9. Block II 椅子上方
10. Block II 椅子旁邊
11. 文化中心書店旁
12. HLG電梯旁 (1)
13. HLG電梯旁 (2)
14. 方潤華教育中心 (1)
15. 方潤華教育中心 (2)
16. SU走廊
17. 行政樓天台電梯旁
18. Block1-澳門大學宿生會專用告示板
19. Block2-澳門大學FBA學生會專用告示板
20. Block2-澳門大學FST學生會專用告示板
21. Block2-澳門大學廣東話語辯論隊專用告示板
22. 澳門大學內地學生會專用告示板
23. 體育館-澳門大學網球會專用告示板
24. 體育館-澳大空手道會專用告示板
25. 體育館

註：

✧ 除4, 17號告示板由學生會代為張貼外，其餘請自行張貼

Attachment: Locations of UMSU Notice Boards

1. Library Ground Floor
2. Ho Yin Convention Centre Corridor (1)
3. Ho Yin Convention Centre Corridor (2)
4. Facing Ho Yin Convention Centre
5. Block I- 1st floor: medical room
6. Block I- 2nd floor: medical room
7. Block I- 3rd floor: Post Box of Campus Health Care Service
8. Block I- 4th floor: opposite medical room
9. Block II- Above the bench
10. Block II- Beside the bench
11. Next to the bookstore near Cultural Centre
12. Beside HLG Elevator (1)
13. Beside HLG Elevator (2)
14. Fong Yun Wah Centre (1)
15. Fong Yun Wah Centre (2)
16. SU Corridor
17. Beside Administration Building Elevator
18. Block I – Notice Board of UMSU Dormitory Students' Association
19. Block II – Notice Board of FBASA
20. Block II – Notice Board of FSTSA
21. Block II – Notice Board of Debating Club of University of Macau Students' Union
22. Notice Board of UMSU China Mainland Students' Association
23. Sports Complex – Notice Board of UMSU Tennis Club
24. Sports Complex –Notice board of UMSU Karate Club
25. Sports Complex

Note.

- ✧ Posters posting on Board No.4 and Board No.17 will be done by UMSU.
For the other boards, please post the poster on your own.