

National Chung Hsing University Guidelines for the Management of Student Creative Works Exhibition Space

Approved by the Vice President for Academic Affairs on Mar. 19th, 2018 (official letter no. 1070200151)

- I. These guidelines are established to effectively manage the student creative works exhibition space, enhance its utilization, and maintain a clean and aesthetically pleasing environment.
- II. Creative works refer to student-produced projects resulting from coursework, as recognized by the Curriculum Division of the Office of Academic Affairs (hereinafter referred to as the managing unit).
- III. Students who wish to display their creative works in the exhibition space must first receive approval from the managing unit. Any unauthorized displays shall be removed without notice, and the University is not responsible for their safekeeping or return.
- IV. The locations and duration for the creative works exhibition space are as follows:
 - (I) Location: Limited to the creative works exhibition spaces designated by the Office of Academic Affairs.
 - (II) Exhibition duration: From two weeks before the event until the day after the event, or as regularly reviewed and updated by the exhibiting unit. After the exhibition period expires, the exhibiting unit is responsible for handling the displayed works. Any works left beyond the designated period shall be removed in accordance with Article 3, and the University assumes no responsibility for their safekeeping or return.
- V. Works must be neatly posted or hung in the designated locations and displayed according to the Guidelines set by the managing unit. Non-compliant displays shall be removed without objection.
- VI. Applicants, whether individuals or organizations, must comply with these guidelines and follow the instructions of the management personnel. Any matters not mentioned herein shall be handled in accordance with relevant regulations.
- VII. These guidelines and any amendments shall be approved at management-level meetings of the Office of Academic Affairs and authorized by the Vice President for Academic Affairs before taking effect.