

圖書館場景拍攝線上申請步驟 Online Application Steps for Library Filming

- 一、本拍攝申請開放教職員及學生線上提出，須於預定拍攝日前一天完成申請。
申請人若為學生，請於申請時填寫課程指導教師姓名，經審核通過後方可進行館內拍攝。

Faculty, staff, and students may submit filming requests online. Applications must be submitted at least one day prior to the intended filming date.

If the applicant is a student, the name of the course instructor must be provided at the time of application. Filming within the library is permitted only after the request has been approved.

- 二、申請步驟如下：

1. 教職員申請：

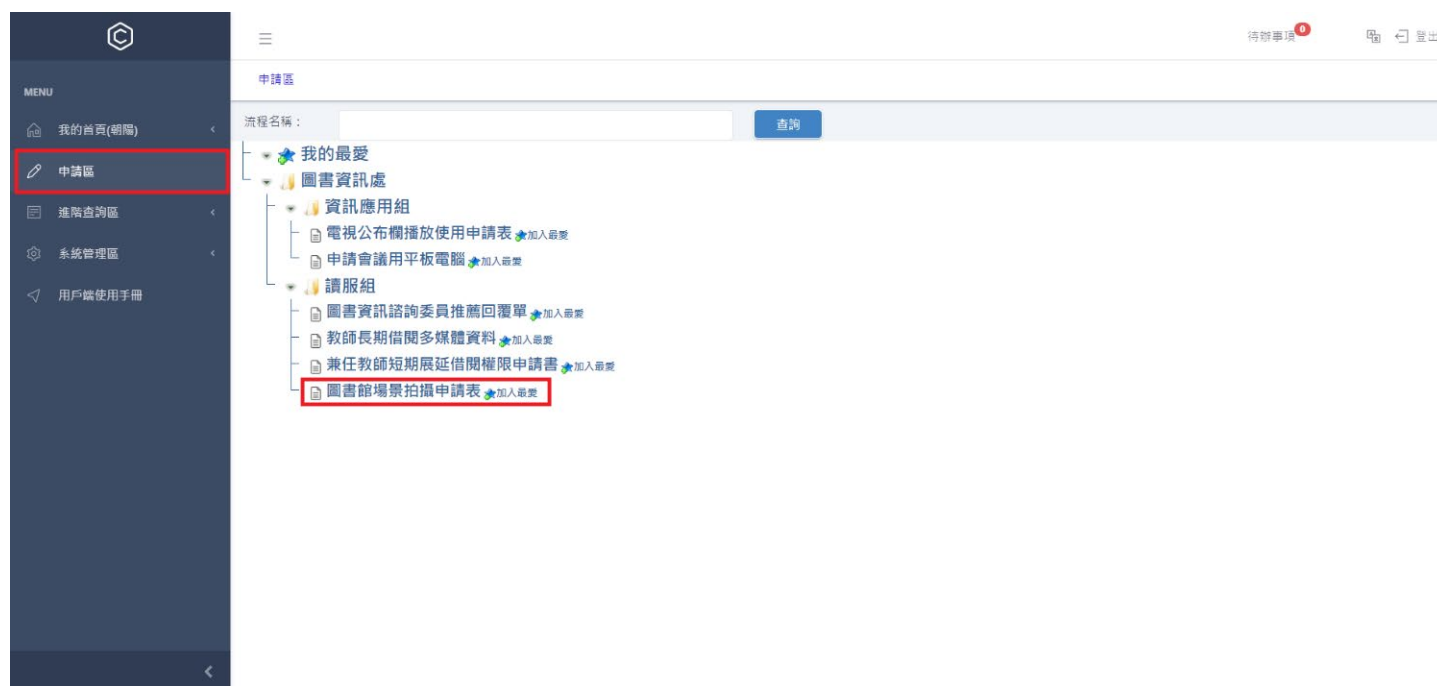
(1) 教職員資訊系統》應用系統專區》[電子簽核管理系統\(流程引擎\)](#)
CYUT Information System》Business Process Management

The screenshot displays the CYUT Information System Business Process Management portal. At the top, there is a search bar and a navigation menu. The main content area is titled '系統群' (System Groups) and is organized into a grid of categories and specific systems. The '應用系統專區' (Application System Special Area) category is highlighted, and the '電子簽核管理系統(流程引擎)' (Electronic Signature Management System (Flow Engine)) is highlighted with a red box. Other categories include '導師資訊專區' (Mentor Information Special Area), '授課教師專區' (Lecturing Teacher Special Area), '教學品保專區' (Teaching Quality Assurance Special Area), '個人資訊專區' (Personal Information Special Area), '畢業生專區' (Graduate Special Area), '新生專區' (New Student Special Area), and '課務資訊專區' (Classroom Information Special Area).

導師資訊專區	授課教師專區	教學品保專區	應用系統專區
學生請假資訊系統 ☆	課程資訊 ☆	課程資訊 ☆	公文線上簽核系統 ☆
學生綜合資訊系統 ☆	停修課系統 ☆	教學評量系統 ☆	差勤系統 ☆
成績管理系統 ☆	缺曠課管理系統 ☆	課後輔導系統 ☆	總務會計系統 ☆
缺曠課管理系統 ☆	成績管理系統 ☆		電子簽核管理系統(流程引擎) ☆
獎懲系統 ☆	普通教室預約系統 ☆		徵才訊息刊登 ☆
...			...

個人資訊專區	畢業生專區	新生專區	課務資訊專區
薪資系統 ☆	畢業生資訊系統 ☆	新生註冊系統 ☆	課程資訊 ☆
其他系統 ☆			選課資訊系統 ☆
人事管理系統 ☆			
增額提撥退撫儲金系統 ☆			

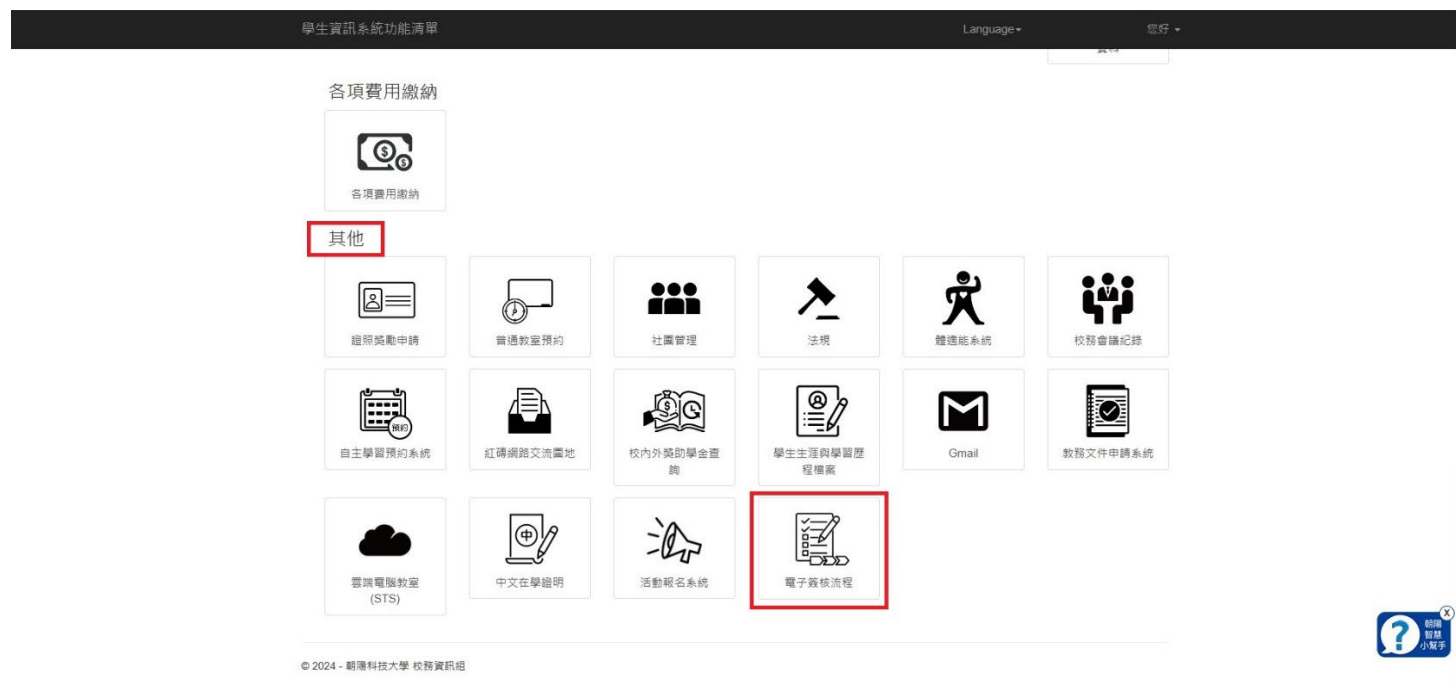
(2) 左側 MENU》申請區》讀服組》圖書館場景拍攝申請表
MENU》Apply



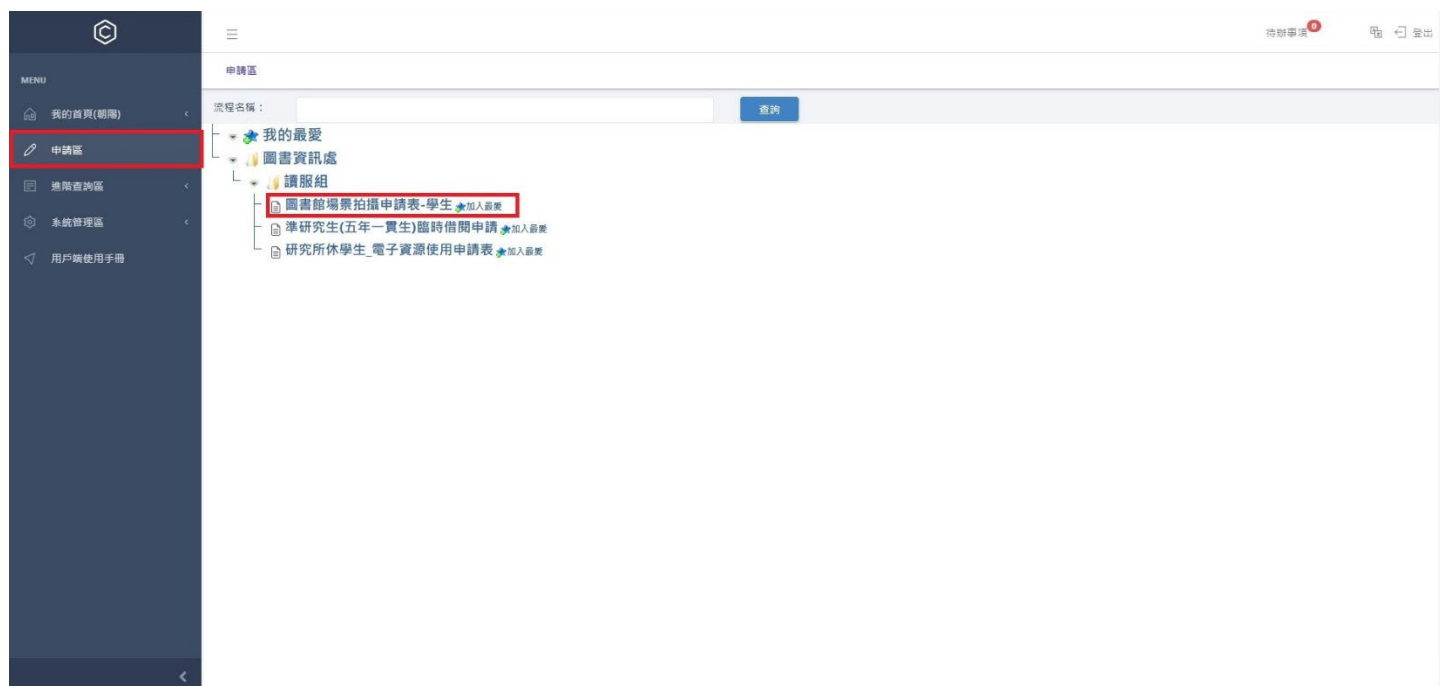
2. 學生申請：

(1) 學生資訊系統》其他》[電子簽核流程](#)

Student Information System》Business Process Management



(2) 左側 MENU》申請區》讀服組》圖書館場景拍攝申請表
MENU》Apply



三、詳閱申請注意事項及場景拍攝各樓層規範事項後，填寫拍攝申請相關內容即可送出申請。

After carefully reviewing the application guidelines and filming regulations for each floor, fill out the required filming details and submit your application.

A screenshot of the 'Library Filming Application Form' (圖書館場景拍攝申請表). The form is displayed in a modal window with a '關閉視窗' button in the top left. The title is '圖書館場景拍攝申請表(Library Filming Application Form)'. Below the title is a section titled '申請注意事項 Application Guideline' with four numbered points in Chinese and English. The first point states that the applicant must have reviewed the 'Filming Regulations for All Floors' and agree to comply. The second point asks the applicant to maintain a quiet environment. The third point asks the applicant to keep the area clean and organized. The fourth point states that if there are special requirements, they should be specified in the form, and that the library reserves the right to demand an immediate halt to filming if the activities do not align with the approved application. Below the guidelines is a section titled '申請資訊 Application Information' with two rows of input fields. The first row is for '申請日期 Application Date' and '預定拍攝日期 Scheduled Filming Date'. The second row is for '姓名 Name' and '系所/單位 Department/Unit'.