

# **CYCU Seal and Stamp Management Guidelines**

Promulgated by Yuan-Mi-Zi Official Letter No. 1219 on July 8, 1987

Promulgated by Yuan-Mi-Zi Official Letter No. 1030000124 on January 13, 2014

Amended in accordance with Yuan-Mi-Zi Official Letter No. 1090003738 on September 29, 2020

## **I. Purpose**

These guidelines are established in accordance with the "Regulations on the Issuance, Use, Replacement, and Disposal of Seals" issued by the Executive Yuan and based on the University's specific needs.

## **II. Scope of Management**

These guidelines apply to the issuance, use, replacement, and disposal of the University's official seal and stamps for secondary and higher-level units.

## **III. University's Seal Management**

1. The University's seal is issued by the Ministry of Education. For activation, the four small pillars at the corners of the seal are filed off, and an activation report is submitted to the Ministry of Education within one week of activation.
2. The unit responsible for managing the seal must designate a specific person for safekeeping.
3. For documents not requiring formal drafts but needing the University seal, the applicant must fill out a "Seal Usage Application Book," which must be approved by the President or an authorized supervisor before the seal is applied. The "Seal Usage Application Book" is produced and provided by Office of the Secretariat and must be returned when reordering.
4. The Seal Usage Application Book shall be handed over along with the seal during the transition of University Presidents.
5. If the seal needs to be engraved, reduced, or imprinted on documents, prior approval from the President is required, and two ink impressions must be submitted to the Ministry of Education within one week of activation. The process must be supervised, and any molds or plates used should be destroyed or securely stored afterward.
6. If the seal becomes worn or if the name changes, a replacement application must be submitted to the Ministry of Education.
7. If the seal is damaged or lost, a replacement application must include a detailed report on the circumstances and any actions taken regarding responsible personnel.
8. All replaced or reissued seals must be reported to the Ministry of Education according to the first Subparagraph in this article.
9. When discarding an old seal, an application for disposal must be submitted. The lower-left corner of the original seal should be removed, with the rest cleaned and preserved.

Two ink impressions of the old seal should be submitted to the Ministry of Education for destruction.

#### **IV. Management of Stamps for Secondary-Level Units and Above**

1. Stamps for units listed in the University's Organizational Regulations must be crafted in accordance with the "Seal and Stamp Specifications for Secondary-Level Units and Above at Chung Yuan Christian University" (Appendix 1) and are issued by the University.
2. If a unit requires a specially crafted representative stamp, it may be made according to the specifications in Appendix 1 and registered with Office of the Secretariat.
3. Principally, supervisors of primary administrative units do not receive official title stamps. However, if a title stamp is necessary, it may be crafted according to the "Title and Overlap Stamp Specifications" (Appendix 2) and registered with Office of the Secretariat.
4. Supervisors and staff may craft personal stamps as needed, following the specifications in Appendix 2.
5. Units are prohibited from crafting any additional stamps beyond the provisions listed above.
6. Worn or damaged stamps issued by the University may be replaced with Presidential approval. The old stamps must be returned upon issuance of replacements.

#### **V. Committee Stamps**

Committee stamps are crafted according to the "Seal and Stamp Specifications for Secondary-Level Units and Above" (Appendix 1). Stamps for committees listed in the University Organizational Regulations are issued by Office of the Secretariat. Other committee stamps are crafted by the responsible unit and registered with Office of the Secretariat.

#### **VI. Stamps for Affiliated Institutions**

Stamps for affiliated institutions are issued by the University and follow the same procedures as the University's seal for activation, replacement, reissue, and disposal. Title stamps for heads of affiliated institutions may be handled as per Article 4, Subparagraph 3. Any additional regulations from governing bodies take precedence.

#### **VII. Seal Registration**

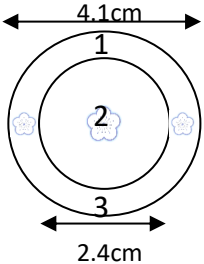
Office of the Secretariat shall maintain a registration log for seals. All seals and stamps that meet the requirements and need to be registered must be included in this log.

#### **VIII. Implementation and Amendment**

The guidelines shall be implemented upon approval by the President. Any amendments shall follow the same procedure.

## Appendix 1

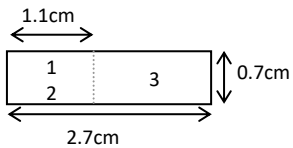
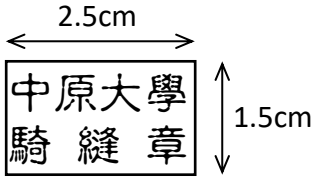
CYCU Stamp Specifications and Dimensions for Secondary-Level Units and Above		
Stamp	Specification and Dimension	Description
Primary Administrative Units and Academic Unit Stamps (Figure 1)		<p>I . <b>Material:</b> No specific requirements</p> <p>II . <b>Text Content:</b></p> <ol style="list-style-type: none"> <li>1. Chinese university name</li> <li>2. Unit name in both Chinese and English</li> <li>3. English university name</li> </ol>
Department Stamps (Figure 2)		<p>I . <b>Material:</b> No specific requirements</p> <p>II . <b>Text Content:</b></p> <ol style="list-style-type: none"> <li>1. Chinese university name</li> <li>2. Unit name in both Chinese and English</li> <li>3. English university name</li> </ol>
Secondary Administrative Unit Stamps (Figure 3)		<p>I . <b>Material:</b> No specific requirements</p> <p>II . <b>Text Content:</b></p> <ol style="list-style-type: none"> <li>1. Chinese university name and English university abbreviation</li> <li>2. Unit name in both Chinese and English</li> <li>3. Chinese name of the directly affiliated superior unit</li> </ol>
Square Stamps (Figure 4)		<p>I . <b>Material:</b> No specific requirements</p> <p>II . <b>Text Content:</b> Engraved in seal script (Yang script), arranged from right to left and top to bottom. The stamp includes the full name of the university and the name of the using unit (e.g., Department of Computer Science and Information Engineering, Chung Yuan Christian University).</p>

<p>Round Stamps (Figure 5)</p>		<p>I . <b>Material:</b> No specific requirements</p> <p>II . <b>Text Content:</b></p> <ol style="list-style-type: none"> <li>1. Chinese university name</li> <li>2. Committee name (e.g., Fund Audit Committee)</li> <li>3. English university name</li> </ol>
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In **Figure 1-5**, labels 1, 2, and 3 indicate the areas where the text should be engraved on the stamp. The full Chinese university name is "中原大學," the full English university name is "CHUNG YUAN CHRISTIAN UNIVERSITY," and the English abbreviation is "CYCU."

## Appendix 2

### Chung Yuan Christian University Seal and Stamp Specifications for Title and Overlap Stamps

Stamp	Specification and Dimension	Description
Title Stamps		<p>I . <b>Material:</b> No specific requirements</p> <p>II .<b>Text Content (Standard Script):</b></p> <ol style="list-style-type: none"> <li>1. Unit name (e.g., Office of the Secretary)</li> <li>2. Position title (e.g., Secretary)</li> <li>3. Name</li> </ol>
Overlap Stamps		<p>I . <b>Material:</b> No specific requirements</p> <p>II .<b>Text Content (Small Seal Script)</b></p>