

NATIONAL TAIWAN UNIVERSITY
Office of Academic Affairs
Digital Learning Center
Regulations for Speech-Filming and Video Post-Production
Services

January 17, 2006 Passed by the 2,418th Administrative Meeting
September 05, 2006 Amended and passed by the 2,446th Administrative Meeting
October 01, 2019 Amended and passed by the 3,052nd Administrative Meeting

- Article 1 The National Taiwan University (NTU or “the University”) Office of Academic Affairs’ Digital Learning Center (“the DLC”) formulates the *Regulations for Speech-Filming and Video Post-Production Services* (“the Regulations”) to support the filming of major on-campus speeches and related video post-production services for online video publication and resource sharing.
- Article 2 The services detailed herein are reserved for the University’s secondary units and above and are not available for individual applicants.
- Article 3 Applying units shall submit their online application on the NTU Speech website 10 workdays (including the day receiving the application) prior to the date of the speech. The License Agreement shall be signed and submitted prior to the date of the speech.
- Article 4 The License Agreement referred to in the preceding Article, which is included in the Appendix of these Regulations, shall clearly state that the speaker(s) license(s) their speech to National Taiwan University and detail the content and scope of the license.
- Article 5 The DLC shall notify applying units of the review results within three workdays (including the day receiving the application) after receiving the application.
- Article 6 The DLC’s review criteria for applications are as follows:
1. Speakers should be individuals of academic distinction or extraordinary professional achievement or authoritative figures in their field.
 2. Priority shall be given to applications related to university affairs.
 3. For applications with special requests, the applying units shall submit their application to the Vice President for Academic Affairs for approval.
 4. The speech content must be suitable for online publication.
- Article 7 Applying units shall comply with the following rules when applying for speech filming and video post-production services:
1. There shall be no violations of the law or NTU regulations.
 2. The actual use of service shall not differ from that stated in the submitted application.
 3. For speech cancellations or rescheduling, please fill out the Speech Filming Services Cancellation/Rescheduling Application Form and submit

it to the DLC two workdays (including the day receiving the application) before the original speech date. If the DLC has already scheduled to provide filming services to other units on the rescheduled date and is unable to offer services to the unit applying for rescheduling, the application for rescheduling shall be deemed canceled.

- Article 8 The DLC may decide whether to use a single or double camera setup to film the speech based on the type of speech, the venue, and the number of speakers. In principle, video post-production and editing shall include an intro and outro, and special requests (e.g., voice-overs, subtitles, animation or visual effects, background music, etc.) from applying units will not be accepted.
- Article 9 Speech filming, video production, and data storage by the DLC shall all be carried out in digital format.
- Article 10 The applying units shall cooperate with the DLC to support its filming and video post-production; this includes location scouting, adjusting the filming environment, and providing the relevant documentation. The DLC offers consultative services on filming and video post-production.
- Article 11 The procedures for speech-filming and video post-production are as follows:
Step 1: Location scouting at the speech site
Step 2: Filming on the day of the speech
Step 3: Video post-production, editing, and encoding
Step 4: Delivery of the finished video to the applying units
Step 5: Online publication of the video
- Article 12 The DLC may publish finished videos on the NTU Speech website, NTU Speech's YouTube channel, or other physical or digital platforms partnering with the University.
- Article 13 The Regulations shall be passed by the Administrative Meeting and implemented on the date of promulgation.