北师香港浸会大学

群发公开邮件群组权限申请管理制度

BNBU

Policy for Group Email Permission Application

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第一章 总则

Chapter 1: General Provisions

一、建立目标：学校邮件系统作为学校官方的正式通知渠道，需要提供群发邮件群组作为公告以及通知的快捷发送方式。为避免该工具被滥用，只有获得授权的教职员以及公共邮箱才可以通过该方式进行邮件发送。

Objectives: The BNBU's email system serves as the official channel for formal notifications. Public email groups are provided as a convenient way to send announcements and notifications. To prevent misuse, only authorized staff members and public email accounts are allowed to send emails through these groups.

二、适用范围：本制度适用北师香港浸会大学全体教职人员。

Scope of Application: This policy applies to all staff members of Beijing Normal-Hong Kong Baptist University (BNBU).

第二章 需要申请发送权限的邮件群组
Chapter 2: Email Sending Groups Requiring Permission

一、根据学校的需求，信息科技服务中心已设立多个公开电邮群组，方便校园内的信息群发通知等。

公共电子邮件群组列表：

Public Email Groups: To meet the needs of the BNBU, the Information Technology Services Centre (ITSC) has established multiple public email groups to facilitate mass notifications within the campus. The list of public email groups is as follows:

序号	电子邮件别名	说明
1	all_staff@bnbu.edu.cn	包含 HRO 确定的全部在职职员 Includes all staff confirmed by HRO
2	teaching_staff@bnbu.edu.cn	包含 HRO 确定的全部在职教师 Includes all teaching staff confirmed by HRO
3	all_students@mail.bnbu.edu.cn	全部本科学生 All undergraduate students
4	bnbu_ugyear1@mail.bnbu.edu.cn bnbu_ugyear2@mail.bnbu.edu.cn bnbu_ugyear3@mail.bnbu.edu.cn bnbu_ugyear4@mail.bnbu.edu.cn	各年级的本科学生邮件群组 Email groups for undergraduate students of each cohort

备注：由于学校各部门一般的针对学生的群发邮件内容都是针对本科生的，很多事项、活动对象群体都是本科生，为避免对研究生造成困扰，所以研究生有单独的群组，发送权限需通过研究生院申请，而且一般不接受对外申请，除 GS 本身邮箱外，只有少数几个部门及邮箱例如 PUO，校长学校邮箱等的才有权限。

Note: Since most mass emails targeting students are intended for undergraduates, and many events or notices are not relevant to graduate students, a separate group is designated for graduate students. Permissions to send emails to this group must be approved by the Graduate School (GS). Generally, external applications are not accepted. Only GS, PUO, and a limited number of departments (e.g., the President's Office) have permission to send emails to this group.

第三章 权限开通申请原则

Chapter 3: Principles for Permission Application

一、公共邮件群组的权限只自动授予人事办公室确认的职员或部门邮箱，默认包括：所有一级部门邮箱、校长级领导个人学校邮箱。

Permissions for public email groups are automatically granted only to staff or department emails confirmed by the Human Resources Office. By default, this includes: all primary department emails and personal BNBU emails of senior management.

1. 如果符合以下条件的公共邮箱，如有需要可以向学校申请，在得到部门领导以及常务副校长的批准，可以获得向公共邮件群组发送权限。包括：

Public mailbox that meet the following conditions can apply to the BNBU for permission to send to public email groups, upon approval from the Unit Head and Provost. These include:

（1）二级部门邮箱：行政部门不支持二级公共邮箱申请，学院内一般只支持系（中心）一级公共邮箱。

Secondary department mailbox: Administrative departments do not support applications for secondary public emails; within faculties, generally only program (center) level public emails are supported.

（2）部门特殊用途公共邮箱：例如特殊的全校性活动、有特殊需要群发通知学生或教职员。

Department-specific purpose public mailbox: For example, emails for special campus-wide events or those with special needs to send notifications to students or staff.

（3）实验室邮箱：国家或省级重点实验室公共邮箱。

Laboratory mailbox: Public emails for national or provincial key laboratories.

（4）常务副校长特殊审批的其他邮箱。

Other emails specially approved by Provost.

除以上范围邮箱外，其他邮箱不得申请公共邮件别名发送权限。

Mailbox beyond the above categories are not permitted to apply for public email alias sending permissions.

2. 申请开通的群发权限默认为长期，直到该邮箱停用为止。如果有特殊需求，应在申请时提出。

The default duration for granted group email sending permissions is long-term, until the mailbox is deactivated. If there are special requirements, they should be stated at the time of application.

3. 如果需要中途停止群发邮件的权限，应按权限取消流程申请。

If there is a need to revoke group email sending permissions midway, an application should be made according to the permission cancellation process.

4. 公共邮箱因组织架构调整、项目取消等原因被停用或取消，授权给该公共邮箱的群发权限相应自动取消。如果重新启用或重建后需要群发权限，需要再重新申请。

If a public email is deactivated or canceled due to organizational restructuring, project cancellation, etc., the group mail sending permissions granted to that public email will be automatically revoked. If permissions are needed again after reactivation or reconstruction, a new application must be submitted.

第四章 申请流程

Chapter 4: Application Process

一、申请资料准备

Preparation of Application Materials

1. 申请人应了解并在申请资料中提供本部门（以及上级部门）已有群发权限的账号。并评估是否可以使用已有群发账号是否可以满足要求。

   The applicant must review existing accounts in their department (and higher-level departments) that already have group mail sending permissions and evaluate whether those accounts can meet the current needs.

2. 需要评估每年进行群发的频率

   The applicant must estimate the frequency of group mails required annually.

3. 对将要发送的信息进行概述，阐述其需要群发的原因及必要性。

   A summary of the information to be sent must be provided, including the reasons and necessity for using group mails.

4. 如果已有群发账号申请人认为不能满足需求，需要在申请资料中详细阐述原因。

   If existing accounts with group mail sending permissions are deemed insufficient, the application must include a detailed explanation of why they cannot meet the requirements.

二、访问 ITSC 网站，下载打印填写权限申请（取消）申请表：

Application Form: Visit the ITSC website to download and complete the "Public Mail Aliases Access Right Application (Termination) Form

[Public Mail Aliases Access Right Application (Termination) Form](#)

按表格要求，获得所在部门领导和表单要求的相关学校领导的签名批准。

Obtain approval signatures from the unit head and other relevant BNBU approvers as specified in the form.

审批人应评估申请人理由是否充分、群发的必要性、群发的频率，是否可以有其他已有群发权限的邮箱可以使用，如果理由不够充分、或非必要性群发、或群发频率很低，应建议申请人考虑使用已有群发账号进行信息发送。

Approvers must evaluate whether the applicant's reasons are sufficient, whether group mail are necessary, and whether existing accounts could be used instead. If the reasons are insufficient, the need is not essential, or the frequency of group mails is very low, the approver should recommend that the applicant use existing accounts for sending messages.

三、提交表单到信息科技服务中心，信息科技服务中心将两个工作日内处理完成，并通过邮件通知使用方法。

Submission and Processing: - Submit the completed form to ITSC. - ITSC will process the application within two working days and notify the applicant via email with instructions on how to use the permissions.

第五章 使用规定

Chapter 5: Usage Regulations

一、邮箱负责人需对申请的公共邮箱使用负完全的法律责任，授权员工不得滥用电子邮件群发功能，不得发送违反国家法律法规、学校规定的邮件以及骚扰、诈骗、钓鱼等垃圾邮件。

The person responsible for the email account must bear full legal responsibility for the use of the public email account. Authorized users must not misuse the group mail function to send emails that violate national laws, BNBU policies, or include spam, scams, phishing, or other inappropriate content.

二、如不当使用群发邮件权限，触犯国家法规、学校规定，或造成不良影响，信息科技服务中心有权随时禁用群发权限并通知相关部门和领导。

If permissions are misused in violation of national laws or BNBU policies, or if misuse causes negative impacts, ITSC reserves the right to revoke permissions immediately and notify relevant departments and leaders.

三、申请人应明确了解并理解信息科技服务中心不能担保服务一定能满足用户的要求，例如因邮箱服务商（腾讯邮箱）系统故障，或网络故障造成邮件发送和接收过程中信息损失等情况。

Applicants must understand that ITSC cannot guarantee that the email service will meet all user requirements. For example, email losses due to system failures of the email service provider (Tencent Mail) or network issues are beyond ITSC's control.

第六章 附则

Chapter 6: Supplementary Provisions

一、本制度由北师香港浸会大学信息科技服务中心制定，并负责解释和修订。由北师香港浸会大学 IT 委员会讨论通过，发布执行。

This policy is formulated, interpreted, and revised by ITSC of Beijing Normal-Hong Kong Baptist University (BNBU). It is reviewed and approved by the BNBU IT Committee before implementation.

二、本制度自发布之日起执行。

This policy is effective from the date of publication.

三、对本制度所有修改及审批、发布都按时间顺序记录在此。

All modifications, approvals, and releases of this policy are recorded here in chronological order.

版本 Version	日期 Date	修改内容 Revision Details	修改人 Revised By	审批人 Approved By