
Policy: **Student Publications and Media**

Code: **06ST18**

Reviewed/ Revised: **28/07/2022**

Policy Owner: **Student Council Liaison**

Target audience: **Students, Faculty, Staff, Student Council, Student experience committee**

PURPOSE:

The rationale for this policy is to spell out the regulations and procedures pertaining to communications by EAHM students to EAHM students as part of campus life.

SCOPE:

This policy concerns any student, student council, student experience committee, faculty and staff at EAHM engaged in student activities. As well as the distribution of printed promotional materials for student activities, both course-related and extra-curricular on campus.

DEFINITIONS:

Student includes full- and part-time degree students and exchange students, as well as participants in short courses and professional development. Access rights to computing and network facilities differ with the type of student but the guidelines for use are the same for all users.

Publication: defined as any written or visual offering that is presented for wider distribution inside and outside of EAHM.

Poster: A sign of up to 24 x 36 inches, often on hard cardboard or poster board

Flier or handbill: A small, printed sheet (A4 or DL size) usually intended to be distributed by hand

Banner: A long strip of paper, cloth or vinyl considerably larger than normal poster size on which a message is printed

POLICY STATEMENT:

The student council is responsible for all the student related publications and media through various student clubs, activities and projects. All communications to EAHM students such as preparing newsletters, events journals, blogs, and any other publication circulating among students, is governed by this policy. Inviting, editing, and submitting articles for publications, and taking care of copyright issues. All communication is strictly in confidence with student service executive.

RESPONSIBILITY:

All faculty and staff are responsible for monitoring compliance with the policy and for following it.

The Student Council Liaison will ensure this policy is implemented on a day-to-day basis and will monitor and update the policy.

IMPLEMENTATION OF THE POLICY:

1. Publications and Media:

Inviting, editing, and submitting articles for publications, and taking care of copyright issues is under the responsibility of the student council. All communication is strictly in confidence with the student council liaison.

2. Promotional materials:

a. Print materials

Any student or student group wishing to post or distribute a flier, banner, poster or other document anywhere within the EAHM campus must first have the item approved and stamped by the Director of Operations.

In most cases, posting is restricted to the promotion of EAHM-related activities. Advertisement of non-EAHM functions will not be authorized unless there is some connection with EAHM.

Documents may only be posted on bulletin boards or other places officially designated for the purpose.

b. Approved areas for posting

- Bulletin board outside the Library
- Bulletin board outside the Student Services Centre
- Student Council notice board outside Phase II
- Notice boards in E&F blocks (student accommodation)
- Notice board in pool bar
- Notice board in gym corridor

c. Prohibited areas for posting

The following may not be used for posting:

- On walls, windows, doors, fences, gates, poles, waste containers, water coolers, trees or other similar locations anywhere on campus
- On parked vehicles on EAHM property
- In washrooms, stairwells, classrooms in EAHM buildings

Special permission may be granted for the hanging of banners in usually banned locations.

It is the responsibility of the student or student group who posted the flier to remove it within 24 hours of the end of the event it describes.

Distributing / posting fliers, etc. to individual villas and rooms in accommodation blocks in EAHM is prohibited.

d. Criteria for approval

Before approval, printed messages will be assessed for completeness (including nature of the activity, target audience, location, date & time, cost if any), clarity and whether the event is an EAHM function or not. Cultural sensitivity and appropriateness will also be taken into consideration. All posted messages must comply with EAHM branding guidelines, unless approved by the Director of Operations.

In case of dispute, the EAHM Marketing department will be contacted.

ASSOCIATED DOCUMENTS:

- Student Discipline, 06ST13
- Student Activities, 06ST16
- Student Council, 06ST17
- Student Rights and Responsibilities, 06ST19

MENTIONS:

- Student Handbook

DATE OF NEXT REVIEW:

This document should be reviewed by **February 2024**.

POLICY APPROVALS RECORD

Policy Name:	Student Publications and Media	
Policy Code:	06ST18	Formerly: EA/STU/012
Date of first approval:	05/2013	

Reviewed/ Updated	Details of Amendment
31/07/2014	
31/07/2015	
31/07/2016	
05/08/2018	
25/05/2020	
28/07/2022	<ul style="list-style-type: none"> - Previous content is suitable in <i>Student Involvement in Research, 04RS03</i> - New content relevant to this policy - Posting policy 08ST23 has been combined