

6.r. Student Publications and Media

Subject	Students	Effective From	Sep - 2011
Policy #	6.r.	Latest Revision	Dec - 2023
Title of The Policy	Student Publications and Media	Next Review	Dec - 2024
Responsible Entity	Colleges Councils	Policy Pages	4
Definitions	The unit seeks to activate the role of students in extracurricular college life by organizing events, various scientific and cultural, artistic, sports and health activities which contribute to the student's academic and extracurricular needs, as well as the development of multiple skills leading to refine their character in a positive direction. To achieve these goals, the Unit cares that a student has an active role in choosing the activities and participating in certain events, and not just to be passive presenter.		
Purpose	The purpose of the Students Publications Policy is to develop student's character and talents that contributes to their academic success.		
Scope	The publication policies and procedures set forth under this title apply to all research and professional publications and to informational or developmental publications published by Students.		
Statement	<ul style="list-style-type: none"> • All media activities related to the student shall be conducted by the Deanship of Student Affairs. • Media has a great impact on the reputation of the institution and its relations with individuals and other social institutions. The mass media has developed greatly and rapidly, since the new methods and mechanisms have changed the process of publishing and reaching the public. Therefore, Al Ain University sets the following policies and procedures for best practices and media activities of students in order to preserve and protect the university's reputation: <ul style="list-style-type: none"> ◦ The student shall not carry out any non-academic media activity in the name of the university or bearing its name / logo without addressing the Deanship of Student Affairs. ◦ The student must obtain permission to use the university's logos or trademarks. ◦ Students are forbidden to disclose any information to the media or via the Internet that the university does not allow except through the media office official. ◦ Student must refrain from commenting on controversial topics on behalf of the university. ◦ The University has the right to take appropriate disciplinary measures in case of non-compliance with this policy and the rules of conduct described in the Student Handbook. ◦ The publication of any offensive and defamatory materials in the media and social media pages is a crime punishable by the Federal Law No. 12 of 2016 amending Decree-Law No. (5) Of 2012 on combating information technology crimes (Cybercrimes law). 		

Procedures

Al Ain University website and media

Type of page	Responsibility	link
website	Public Relations Office	https://www.aau.ac.ae/ar
Facebook	Public Relations Office	https://www.facebook.com/AAU.UAE
Instagram	Public Relations Office	https://www.instagram.com/aau_uae
Twitter	Public Relations Office	https://twitter.com/AAU_UAE
YouTube	Public Relations Office	https://www.youtube.com/user/alainuniversity
Snapchat	Public Relations Office	https://www.snapchat.com/add/aau_uae
LinkedIn	Public Relations Office	https://www.linkedin.com/school/al-ain-university-of-science-and-technology/
Blog	Public Relations Office	https://www.aau.ac.ae/ar/blog
Tiktok	Public Relations Office	https://www.tiktok.com/@aau_uae

Types of Student Publications

1. Posting announcements on the websites of the university and colleges

- The student shall address the college deanship about the topic to be published.
- The college deanship shall address the presidency of the University which transfers it to the public relations office by an official email with the details one week before the event or announcement date (as a minimum).
- The Public Relations Office assesses the compatibility of the topic with the university's publishing policy.
- The draft and design of the announcements must be prepared by the public relations office who has to send it to the responsible authority for approval.
- If the announcement is related to a community media event, it should be circulated through the documentation office by sending the design to them.
- After circulation, publishing will take place on the website.

2. Participate in publishing on the university's social media pages and blog

- First: The University's social media:
 - a. The abovementioned clauses related to the university website announcements should be applied.
 - b. The Public Relations Office has the right to decline publishing the material on the Social Media if it does not compatible with the Publication policy of the university and

the requirements for publishing on social media.
c. Publishing on social media is achieved if the topic is academic, research, and social and benefits the student community and the public.

- Second: The Blog:

- a. Student can publish their articles directly by logging to the blog page.
- b. After uploading the article, it passes to the Public Relations Office for editing, and to ensure that the article's topic is in line with the university's publishing policy, and to arrange the article in an appropriate manner and then publish it.
- c. The publisher is obliged by the requirements of publishing in the blog:

- Publishing articles that display contempt for any holy symbols, characters, figures and rituals of Islam and the Prophets and for any other faiths or religions or any of their symbols, characters, figures and rituals, is prohibited by law.
- Publishing political or outrageous articles is prohibited.
- Transferring posts is permitted with an obligation to refer to the original source of participation.
- Content that promotes violence against individuals or groups based on race, ethnic origin, religion, disability, gender, age, nationality, or any content whose primary purpose is to incite hatred is prohibited by law.
- The aim of publishing is to achieve the benefits of students and society.

The Public Relations Office has the right not to publish the article if it not compatible with the publication policy on the blog.

3. Participate in publication on the student social media pages

- The student is prohibited from sharing any media or non-media content related to the University if it was not previously published on the social media pages of it or authorized by the public relations office or the official of the public relations office at the university.

4. Conducting media interviews with faculty or administrative members at Al Ain University

- The student should address the college deanship on conducting an interview and choosing the person to be interviewed.
- If the interview is suitable for media publication, the following applies:

- a. For publication in newspapers or the website: The college deanship shall send the interview material to the Public Relations Office for editing and taking the necessary steps for publication.
- b. For posting on the blog: the abovementioned clauses for the publication on the blog shall be applied.

	<p>5. Conducting media interviews with people from outside the University.</p> <ul style="list-style-type: none">• The abovementioned clauses for conducting interviews should be applied. <p>Above mentioned clauses (1), (3) and (5) are completely under the responsibility of the public relations office. With this regard any party willing to submit certain proposal should address and cooperate with the public relations office directly</p>
Recent Changes	