

10.e. Publications

Subject	Legal Compliance and Public Disclosure	Effective From	Sep - 2011
Policy #	10.e.	Latest Revision	Feb - 2025
Title of The Policy	Publications	Next Review	Dec - 2025
Responsible Entity	Public Relation Office	Policy Pages	2
Definitions	The Public Relations and Media Office designs, edits, produces, and publishes all electronic and in-print publications, including handbooks, catalogs, guides, brochures, external advertisements, academic books, posters, cards, certificates, newsletters, and any other form of publications. The University: Al Ain University Electronic Materials: All advertising and academic publications announced on the University's website Print Materials: All advertising and academic handbooks published in print. University's Website: Al Ain University's formal website is www.aau.ac.ae. Reference: University handbooks, guides and publications are considered reliable sources of information		
Purpose	The aim of the policy is mainly to support the University's academic reputation and strengthen mutual links with the students, academic and administrative staff; as well as the surrounding community. This is accomplished through presenting a number of comprehensive high quality website and publications; both electronically and in print which in turn will positively contribute to developing the University's identity and reputation. And it helps to enhance the transparency in the University. This policy is considered the main reference of students, faculty and administrative staff.		
Scope	This policy's internal execution domain includes all AAU departments, sections, faculty members, students, employees, and visitors. All governmental and non-governmental organizations, different types of companies, or any other external party represent the external domain of this policy implementation as long as they are involved with the AAU in any activity. This is governed by the laws and regulations of the UAE as per the international agreements.		
Statement	The University provides information to the public and its community that is current, accurate, consistent, compliant and accessible through printed and electronic formats.		
Procedures	- The material needed for publication should be requested from the Public Relations Officer in advance, according to the following guidelines: 10 working days in advance prior to submission for invitations, signs, stickers, and roll-ups. 15 working days in advance prior to submission for publications and leaflets. 20 working days in advance prior to submission for conferences, exhibitions, and partitions. 30 working days in advance prior to submission for brochures and handbooks.		

	• The suggested design is then sent to the requesting entity for approval. the design. • The approved design is forwarded to the Purchasing Unit to begin publication.
Recent Changes	Name Change: From Public Relations Office to Public Relations and Media Office.