

## 10.e. Publications

<b>Subject</b>	Legal Compliance and Public Disclosure	<b>Effective From</b>	Sep - 2011
<b>Policy #</b>	10.e.	<b>Latest Revision</b>	Dec - 2023
<b>Title of The Policy</b>	Publications	<b>Next Review</b>	Dec - 2024
<b>Responsible Entity</b>	Public Relation Office	<b>Policy Pages</b>	2
<b>Definitions</b>	<p>The Public Relations Office designs, edits, produces and publishes all electronic and in print publications; including: handbooks, catalogues, guides, brochures, external advertisements, academic books, posters, cards, certificates, newsletters and any other form of publications.</p> <p><b>The University:</b> Al Ain University</p> <p><b>Electronic Materials:</b> All advertising and academic publications announced on the University's website</p> <p><b>Print Materials:</b> All advertising and academic handbooks published in print.</p> <p><b>University's Website:</b> Al Ain University formal website <a href="http://www.aau.ac.ae">www.aau.ac.ae</a>.</p> <p><b>Reference:</b> University handbooks, guides and publications are considered reliable sources of information</p>		
<b>Purpose</b>	<p>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.</p> <p>This policy is considered the main reference of students, faculty and administrative staff.</p>		
<b>Scope</b>	<p>The domain of this policy internal execution includes all AAU departments, sections, faculty members, students, employees, and visitors.</p> <p>All governmental and non-governmental organizations, different types of companies, or any other external party represents the external domain of this policy implementation as long as these parties are involved with the AAU in any activity. This is governed by the laws and regulations of UAE as per the international agreements.</p>		
<b>Statement</b>	<p>The University provides information to the public and its community that is current, accurate, consistent, compliant and accessible through printed and electronic formats.</p>		
<b>Procedures</b>	<ul style="list-style-type: none"> <li>• The material needed to be published are to be requested from the Public Relations Officer in advance, according to the following: <ul style="list-style-type: none"> <li>◦ 10 working days in advance prior to submission for the invitations, signs, stickers and roll-ups.</li> <li>◦ 15 working days in advance prior to submission for publications and Leaflets.</li> <li>◦ 20 working days in advance prior to submission for conference and exhibition, partitions.</li> <li>◦ 30 working days in advance prior to submission for brochures and handbooks.</li> </ul> </li> </ul>		

	<ul style="list-style-type: none"><li>• The suggested design is then sent to the requesting entity of approve the design.</li><li>• The approved design is the forwarded to the Purchasing Unit to commerce Publication</li></ul>
<b>Recent Changes</b>	