

6.r. Student Publications and Media

Subject	Students	Effective From	Sep - 2011
Policy #	6.r.	Latest Revision	Feb - 2025
Title of The Policy	Student Publications and Media	Next Review	Dec - 2025
Responsible Entity	Colleges Councils	Policy Pages	4
Definitions	AAU: Al Ain University DSA: Deanship of Student Affairs PRMO: Public Relations and Media Office		
Purpose	The purpose of this policy is to provide clear guidelines to students regarding how their writings, posts, and other contributions are shared or utilized in various media formats, both physical and digital. These include, but are not limited to: • The Al Ain University website. • AAU social media platforms. • College-related pages created by students on social media. • Printed materials.		
Scope	This policy is applicable to all students in AAU.		
Statement	All media activities related to the student shall be conducted under the supervision of DSA, and/ or College, and/ or PRMO. AAU reserves the right to decline approval for publishing or sharing any of the students' writings or posts if it does not align with the AAU publishing policy or regulations. This activity aims to: 1. Encourages students to express themselves respectfully and responsibly, particularly in public forums. 2. Ensures that students' personal information is safeguarded and not disclosed without consent. Guides students in aligning their posts or writings with the AAU vision, mission, and values. 3. Ensures compliance with laws related to intellectual property, copyright, data protection, and online safety. 4. Sets expectations regarding what constitutes acceptable and unacceptable content in public postings.		
Procedures	Students can request to publish their writings or post to the DSA, or their colleges, or PRMO, they must meet the following: • 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 parties mentioned above. • 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. • Students 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). In addition to the above requirements: they must agree to the following: First: Social Media and Publications Inside/Outside Al Ain University • Commitment to Values and General Ethics ◦ All published materials must comply with the ethical values and local laws of the UAE. ◦ It is strictly prohibited to publish any content that offends religions, races, cultures, or violates social norms. • Accurate Representation of University Identity ◦ When referring to Al Ain University, students must ensure that accurate and correct information is provided. ◦ The university's logo or name must not be misused in any media materials. The official logo can be accessed through the visual identity page on the university's website. • Materials Related to Academics and Colleges ◦ Publishing any content related to curricula, college activities, or academic events is prohibited unless a written approval is obtained from the respective college or department. ◦ Sharing any materials that contain internal or confidential information related to the university or colleges is strictly prohibited. • Respect for Intellectual Property Rights ◦ Students must respect copyright laws for any materials they use or republish, including images, videos, or texts. ◦ It is prohibited to use photos or videos taken within the university for commercial or non-academic purposes without prior authorization. • Avoiding Harm to the University's Reputation ◦ Publishing any content that negatively affects the reputation of the university or exposes it to public criticism is prohibited. ◦ Students must avoid using social media as a platform to criticize faculty members, students, or university administration. • Penalties for Violations ◦ Any violations of this policy will be monitored and addressed by the relevant authorities within the university. ◦ Violations may result in disciplinary actions in accordance with the university's regulations. • Promoting Positive Affiliation ◦ Students are encouraged to publish content that highlights the positive aspects of
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the university, such as events, student activities, and academic achievements.

- **Personal Responsibility**

- Students bear full responsibility for the materials they publish, including any legal or social consequences resulting from them.

Second: Designing Brochures or Printed Materials

- **Obtaining Prior Approval**

- Students must obtain formal approval from the respective college or course instructor before designing or distributing any brochures or printed materials related to academic activities or university projects.
- A draft design should preferably be submitted for review prior to printing or publication.

- **Adherence to the University's Visual Identity**

- All printed materials should comply with the official visual identity of the university, including colours, logos, and fonts.
- When using the logo, the official approved format must be used without any modifications.

- **Content of Printed Materials**

- The information included in brochures must be accurate and up-to-date, with sources clearly stated if necessary.
- Publishing any content with a commercial or advertising nature is prohibited without special permission from the university.

- **Distribution and Publishing**

- The distribution mechanism for printed materials must be coordinated with the college to ensure it does not disrupt academic or university activities.
- Brochures must not be distributed outside the university premises without approval from the appropriate administrative department.

- **Compliance with Intellectual Property Rights**

- Using copyrighted images or designs in brochures without prior permission from the owners is prohibited.
- When using photos of students or faculty members, their written consent must be obtained.

Third: AAU Blog

- Student can publish their articles directly by logging to the blog page.
- After uploading the article, it passes to the PRMO 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.

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.
Recent Changes	February 2025: The policy has been reviewed and thoroughly revised. The policy title has been changed from Student Publications and Media to Student Writings and Posts in Media.