

Communication Policy

Section 1 - Overview

Official Communication Mechanisms

(1) UNE uses both printed mail and electronic communication channels as official communication mechanisms to communicate official notes to staff and students. Depending on the nature of the notice and at the discretion of the originator of the notice, one or both mechanisms may be used; whenever possible, preference will be given to electronic communication.

Section 2 - Scope

(2) This policy applies to staff, student and affiliates of the University of New England.

Section 3 - Policy

Principles

(3) The Policy will be made publicly available and communicated to the University community.

(4) This policy is to be read in conjunction with the related policies and documents list above, any other relevant University policy documents and relevant State and Federal legislation.

(5) Change to this policy must be made in accordance with University of New England (UNE) planning guidelines.

(6) This policy will be reviewed every twelve months.

(7) The University of New England is moving away from paper based communication and is increasingly using electronic communication channels to conduct its business with staff members and students. This policy outlines the official communications mechanisms used by the University of New England to communicate official notices and other communication and covers printed communications (mail outs) as well as electronic communication through email, a web portal or UNE's website

Section 4 - Definitons:

(8) UNE — University of New England

(9) Official Communication — Any communication between the University and its staff or students on matters relating to the relationship between the University and its staff members or students. Examples include but are not limited to correspondence regarding admissions, enrolment, examinations, fees, financial matters, results or timetabling for students or policy matters or employment conditions for staff.

Status and Details

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