

## PUBLICATIONS POLICY

### **Purpose:**

that it can be contractually relied upon to represent or describe the University's regulations, policies and practices as well as the services and products which the University offers and the terms on which such services and products are supplied. And in addition demonstrates the University's areas of expertise and enhances the reputation of the organisation.

Publications which contain this type of information include the following:

The Massey University *Calendar* (published or reproduced in any medium, including web, and print).

All materials published or reproduced in any language and any medium, including web, print, DVD, digital and audio, which are prepared for communicating contractual information to prospective, current or past students of the University or to those who influence and support them. Examples of such materials in print are: *Short guide (for future students)*, *Prospectus*, *Your Guide To* booklets, *Accommodation Guide*, *Parent & Whanau Guide*, *International Prospectus*. *The University's corporate publications such as Road to 2025 and University Profile are also included.* Along with enrolment materials including the *Distance Learning Handbook*, College and campus handbooks, information for international students, programme guides and brochures, leaflets, posters, fliers and the like which are produced for the purpose of promoting programmes and services. Examples of such materials on the web are: [aboutmassey.massey.ac.nz](http://aboutmassey.massey.ac.nz), [enrol.massey.ac.nz](http://enrol.massey.ac.nz), [events.massey.ac.nz](http://events.massey.ac.nz), [distancelearning.massey.ac.nz](http://distancelearning.massey.ac.nz), [engine.ac.nz](http://engine.ac.nz), [fees.massey.ac.nz](http://fees.massey.ac.nz), [international.massey.ac.nz](http://international.massey.ac.nz), [futurestudents.massey.ac.nz](http://futurestudents.massey.ac.nz), [research.massey.ac.nz](http://research.massey.ac.nz), [student-services.massey.ac.nz](http://student-services.massey.ac.nz) programme pages and college/department etc pages.

All advertising communications, including television, cinema, newspaper, radio, magazine, flyers, leaflets, web banners, posters, electronic recordings, CDs, DVDs, vehicle and outdoor advertising, email, phone, SMS and direct mail campaigns and all other advertising formats.

All materials published or reproduced in any language and any medium, including web, print DVD, digital and audio, prepared for the purpose of communicating contractual information to the University's business partners, research partners and stakeholders. Examples of such materials are: information regarding the Copyright Act, research information booklet, contracting requirements, templates and forms to be found in the [research.massey.ac.nz](http://research.massey.ac.nz) webpages.

### **Secondary Publications**

The secondary focus of this policy is on information which is not intended to be regulatory or contractual, but rather is teaching material, or is descriptive, interpretative or explanatory about people, activities and issues of interest to those who interact with the University.

Such publications include Study Guides, teaching/learning materials made available within the University's on-line learning environment (Stream or other on-line or distance teaching/learning media) and staff/researcher personal web and blog pages.

The publication policy is not intended to cover scholarly publications such as journal articles and books which are the product of normal academic activities.

The policy in respect of this information is to have procedures in place to ensure that it is fit for purpose, without compromising the appropriate exercise of academic freedom of expression. Where the context does not make the status of the material self-evident, a disclaimer may be required, stating that no representation is being made or implied that the content has official endorsement as Massey Unive end2(onalbt)-3.2(r)-8.3(e)-14.l-42.85e tc  
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**Legal compliance:**

**Copyright Act 1994**

Copyright automatically arises upon creation of an original work and is intended to protect the work from plagiarism,

names and photographs of students and staff should not be made public without prior documented permission from persons concerned.

The inclusion of defamatory, objectionable or restricted material in a Massey University publication is prohibited and will be treated as misconduct.

### **Related procedures / documents:**

These include, but are not limited to, the following Massey University publications:

[Publication Processes & Procedures](#)

[E-mail and Internet Use Policy](#)

[Use and Access to Information Technology System-24.4.1\(D.8\(y U\)5.195\)3.1\(i\)3.2\(c\)-32.2\(y\)\)TJ EMC /Span <</MCID 22 >>](#)

[Research Use of Information Technology Infrastructure Policy](#)

[Māori@Massey Strategy](#)

[Matua Reo Kaupapa - Māori Language Policy](#)

[Copyright agreements](#)

[Brand Identity guidelines](#)

[Web Design Guidelines - 5\(ur\)-1 -0.5.00112 1 Ma0.5.0a0.5.g-0.5.mty pa](#)