


Category	Public Disclosure	Policy Number	UNI-PUB-401	 جامعة زايد ZAYED UNIVERSITY
Distribution	External	Version	3.1	
Responsible Office	Vice-President	Policy Owner	GCD	
Date Approved	20 February 2024	Effective Date	20 February 2024	
Date Last Reviewed	1 February 2024	Due Date for Next Review	20 February 2027	

POLICY

Providing Information to the Media

1. Purpose

This policy outlines the principles for providing information about Zayed University (“**University**”) to the media.

2. Scope of Application

This policy applies to all contacts between the University and the news media.

3. Policy

3.1 The University is committed to providing information about its programs and activities to the news media so that the public may, in turn, be informed and aware.

3.2 It is important that information provided to the news media be accurate, consistent, and timely. Therefore, all contact with the news media, both initiated by the University and that in response to media inquiry, shall be through the Director of the Government Communications Department, or the Office of the Vice-President.

3.3 Students, faculty, and staff must contact the Director of the Government Communications Department, or the Office of the Vice-President before they have contact with the media.

3.4 Evaluation of the media channel and talking points with regards to interacting with the media must be conducted and approved by the media unit of the Government Communications Department before passing any statements to the media.

4. Related Policies and Laws

N/A

5. Administration

This policy is administered by the Government Communications Department.

6. Revision History

Date	Revision
20 February 2024	Approved by the Vice-President.
1 February 2024	Reviewed with no substantive changes required.
1 March 2023	Administrative changes: <ul style="list-style-type: none">• Updated the information header.• Updated the policy number from UNI-GOV-07 to UNI-PUB-401.
4 October 2020	President's Decree issued (PD #90 of 2020).
30 September 2020	Approved by the University Council.
21 September 2020	Endorsed by the Academic Council.
14 September 2020	Endorsed by the Deans' and Provost's Councils.
10 September 2020	Policy reviewed and updated governance and media management best practices.
22 December 2019	Updated the policy group, policy number, responsible office, and administration.
1 March 2007	Reviewed with no substantive changes required. Policy approved.
1 October 2000	Policy approved.