TERMS & CONDITIONS FOR STUDENT

Introduction

The annual university magazine provides students with an opportunity to showcase their creativity and academic achievements through written articles and high-quality images. To ensure a fair, structured, and secure submission process, all contributors must adhere to these Terms and Conditions. By submitting content, students agree to follow the guidelines outlined in this document. The university aims to maintain a professional and inclusive publication that represents the diverse perspectives of its student body.

Eligibility

All currently enrolled students are eligible to submit contributions to the university magazine. Each student has the right to submit multiple entries, which may include articles, essays, and high-resolution images. However, submissions must comply with academic integrity and originality standards. Plagiarized content or submissions that do not meet the required quality standards will be rejected.

Submission Guidelines

To maintain consistency and readability, all written contributions must be submitted in **Word document format (.docx, .doc)**. Images should be in **high-quality formats (.jpg, .png, .tiff)** and must be original works captured or designed by the student. All submissions must be uploaded to the official **web-based role-based system** before the stated closure date. Late submissions will not be accepted.

Content Standards

All contributions must be respectful, original, and align with the university's ethical guidelines. Submissions should not contain any offensive, discriminatory, defamatory, or illegal content. The university reserves the right to reject any submission that does not

adhere to the content standards or requires excessive editing. The editorial team may make minor formatting and grammatical adjustments, but major content modifications will require student approval.

Review and Moderation

Once a submission is made, an automatic email notification will be sent to the respective **Faculty's Marketing Coordinator**. Each Coordinator has **14 days** to review and provide feedback. Students may be asked to revise their contributions based on the comments received. Marketing Coordinators can only access and manage submissions from students within their Faculty. This process ensures that contributions maintain high editorial standards before publication.

Publication and Rights

By submitting their work, students grant the university a **non-exclusive license** to publish their contributions in the annual university magazine. This means students retain ownership of their work while allowing the university to distribute, edit, and use the content for academic and promotional purposes. All authors will receive proper credit for their submissions unless they specifically request anonymity. The university may also share selected articles on its official website or social media platforms.

Closure and Editing Deadlines

There are two key deadlines that students must be aware of:

1. **Submission Closure Date** – After this date, no new contributions will be accepted.
2. **Final Editing Closure Date** – Students and Marketing Coordinators can continue making revisions until this deadline, after which all contributions will be considered final.

After the final closure date, no further modifications can be made. The University Marketing Manager will then compile the selected contributions for publication.

Notification and Selection Process

Once a contribution is submitted, an **automated notification email** will be sent to the student and their Faculty's Marketing Coordinator. Marketing Coordinators will review the submissions, provide feedback, and select contributions for publication. Only Coordinators can interact with students for necessary revisions. The University Marketing Manager can view all selected contributions but does not have the authority to edit or modify them.

Data Privacy and Security

The system follows a **secure role-based access control** model, ensuring that only authorized users can access specific data. Students can only view and manage their own submissions, while Faculty Marketing Coordinators can access contributions from students within their Faculty. All submitted data is securely stored and will not be shared with third parties without consent. The system complies with the university's data protection policies to safeguard student information.

Responsibilities of Users

- **Students** must ensure their contributions meet quality standards, are free of plagiarism, and align with the submission guidelines.
- **Marketing Coordinators** must provide feedback within **14 days** of receiving a submission to maintain a timely review process.
- **The University Marketing Manager** oversees the overall selection process but does not interfere with content modifications.
- **Administrators** are responsible for managing system settings, such as closure dates and report generation.

Statistical Reports and Analysis

To evaluate the success and engagement of the magazine, the system will generate statistical reports on contributions. These reports include:

- The **number of contributions** from each Faculty for a given academic year.
- The **percentage of contributions** made by each Faculty.
- The **number of unique student contributors** per Faculty.

Additionally, **exception reports** will highlight contributions that have not received comments after **14 days**, allowing Faculty Marketing Coordinators to follow up on pending reviews.

Guest Access for Faculty Reports

Each Faculty will have a **guest account** that allows authorized personnel to **view** selected contributions. This ensures transparency while limiting modification rights to approved users.

Final Submission and Download Process

After the final closure date, the University Marketing Manager will **download all selected contributions in a ZIP file**. This file will be used for final publication and archiving purposes. The university will ensure all published content meets the highest editorial and ethical standards before distribution.

Agreement to Terms

By submitting an article or image, students confirm that they have **read and agreed** to these Terms and Conditions. Failure to comply with these terms may result in the rejection of the submission or other disciplinary actions as deemed necessary by the university.

--------------------- THANK YOU FOR READ ---------------------