**GUIDELINES IN USING THE PRESCRIBED DOCUMENT TEMPLATE**

In line with our commitment to maintaining consistency in branding and clarity in all university communications, the following policy is hereby issued concerning the use of the official NEUST communication template. All personnel must adhere to these guidelines in preparing and distributing formal communications.

1. Use of the Official NEUST Communication Template:
   1. Only the official NEUST communication template as provided by the university must be used for all formal communications. No modifications to the layout, color scheme, or font style are permitted.
   2. Ensure that the NEUST logo and name appear correctly and are in high resolution as part of the document header.
   3. In cases where a unit, college, or campus logo is necessary, it must always be used in conjunction with the official NEUST logo. The NEUST logo should be positioned on the left side of the header, with the additional logo aligned on the right. The additional logo must be of high quality and maintain proportional size to avoid overshadowing the NEUST logo.
   4. Use Times New Roman, font size 10 to 12, for the body of the communication. Ensure text alignment is justified to maintain a clean, professional look. Avoid excessive use of bold, italics, or underlining, and use these formatting tools only to emphasize key points.
   5. Communications intended for external distribution, including those to other universities, government agencies, or external partners, must be approved by the Office of the President before dissemination.
2. Documents **requiring** the NEUST communication template. The following types of documents require the use of the official NEUST communication template:
   1. Internal memoranda
   2. Internal communication letters
   3. Letters to other universities, government agencies, or external partners
   4. Invitations for official events or functions
   5. Announcements and notices
   6. Meeting minutes, resolutions, or other formal internal documentation
   7. Project proposals or funding requests submitted to external bodies (unless the funding institution has a prescribed format)
   8. Official notices to partner institutions or collaborating organizations
   9. Certification or endorsement letters
   10. Invitations for conferences, forums, or university events
3. Documents that **do not require** the NEUST communication template. The following types of documents do not require the use of the NEUST communication template:
4. Personal letters between faculty or staff members (non-official)
5. Informal messages that do not serve an administrative or formal purpose
6. Flyers, brochures, and posters intended for public advertising
7. Social media announcements and digital marketing materials
8. Syllabi of instruction, which have a prescribed format
9. Manuals of operations, procedures, and policies
10. Research papers, journal articles, and publications prepared for academic purposes
11. Student papers, project submissions, and other academic assessments
12. Request forms, application forms, and other administrative forms that follow a separate format (e.g., HR forms, financial requests)
13. Procurement forms and purchase orders that adhere to a different template
14. Programs for official university events (which may have creative designs)
15. Training, seminar, and workshop certificates
16. Other forms and documents registered with the University Document Control Officer (ISO 9001)