IIUM Announcement Guidelines

- Guidelines on Announcements through IIUM email, staff & student portals
- Making an IIUM email Announcement Main Guidelines
- Other Important Guidelines

Guidelines on Announcements through IIUM email, staff & student portals

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IIUM ICT GUIDELINES

PREPARED FOR:

International Islamic University Malaysia

PREPARED BY:

Information Technology Division

Document Change Log

Release Version	Date	Pages Affected	Remarks/Change Reference

Version 1.0	March 2021	Endorsement from ITD Management

Responsibility and Activity Log

Requestor	Description	Submission Date	Approval Date
Khairani Che Ibrahim	Submission to ITD Management	11.03.2021	11.03.2021

1. OBJECTIVE

This document aims to provide guidelines for making announcements through the IIUM email, staff, and student portals.

2. TERMS AND DEFINITIONS

Term	Definition
IIUM	The International Islamic University Malaysia, otherwise known as the "University"

ICT	Information and Communication Technology
ITD	Information Technology Division
ITD Management	Chief Information Officer, Director, and Deputy Information Technology Officers of ITD
Announcement channels	IIUM email, staff portal and student portal
SLA	Service Level Agreement
IIUM email	announce@iium.edu.my
Staff portal	my.iium.edu.my/staff
Student portal	imaluum.iium.edu.my
KCDIOM	Kulliyyah, Centre, Division, Institute, Office, Mahallah

3.   **GUIDELINES**

The following guidelines are as follows:

3.1   General guidelines:

3.1.1 All announcements must be made through the proper announcement channels.

3.1.2 The use of announcements should directly support the academic, teaching, learning, research and administrative services of the University.

3.1.3 Only announcements that require all University staff and students' attention are allowed to be announced through the proper announcement channels.

3.1.4 No advertisements or personal matters will be allowed.

3.1.5 Any dissemination of the announcement message outside the University with the intent to discredit the University is liable for disciplinary measures.

3.1.6 The announcers/requestors are responsible for making sure that the announcements are grammatically correct and understandable for their intended audience. The University will not be liable for any misinterpretation or misunderstanding of the message.

3.1.7 The announcers/requestors are responsible for all replies, responses, and complaints regarding the announcement.

3.1.8 All announcements shall be in text format only and its size should not exceed 1000KB.

3.1.9 Announcements through the email announcement should be directly related to the University's academic, teaching, learning, research, and administrative services.

3.1.10 The following announcements should be announced through the staff portal and NOT through email announcement:

- Webinar, training, courses, talks, lectures, workshops, competitions, etc (except for major University events, academic staff training by CPD, and admin staff training by MSD).
- Message of Condolences

- Congratulatory Messages
- Retirement Messages
- Khutbah for Friday prayers
- Office closures and notices of minimum strength for KCDIOM (except for IHWC)
- Vacancy for part-time staff
- Vacancy for posts from other universities
- Seasonal greetings such as Hari Raya greetings

3.1.11 Announcements related to students and student activities should be announced in the student portal.

3.2 Email Announcements

3.2.1 All email announcements must be requested through the official IIUM announcement email (announce@iium.edu.my).

3.2.2 All email announcements should follow the terms and conditions set forth in the recently approved SLA.

3.2.3. All email announcements should include the name of the requestor, the department, the designation, email address and telephone extension.

3.2.4 Email announcements should only have one image. If there is more than one image, it will be inserted using a link to Google Drive.

3.2.5 Any file attachments should be shared using Google Drive links and the sharing permission should be set to be viewed by IIUM staff only.

3.3 Staff Portal Announcements

3.3.1 Each KCDIOM shall have a representative that is assigned to make announcements through the staff portal.

3.3.2 The representatives are responsible to make the announcements from the respective KCDIOM through the staff portal.

3.4 Student Portal Announcements

3.4.1 Each KCDIOM shall have a representative that is assigned to make announcements through the student portal.

3.4.2 The representatives are responsible to make the announcements from the respective KCDIOM through the student portal.

4.   IMPLEMENTATION AND NON-COMPLIANCE

4.1 The Director of Information Technology Division holds the responsibility for the implementation of these guidelines and shall take necessary actions in the event of a violation of this guideline.

4.2 These guidelines are applicable to the University community and any infringement of the guidelines may be subject to disciplinary actions and any other actions deemed necessary.

5.   ENTITIES AFFECTED BY THIS POLICY

5.1   All staff and students of the University.

6.   MAINTENANCE OF GUIDELINES

6.1   The Information Technology Division is responsible for the formulation and maintenance of these guidelines.

7.   RELATED POLICIES/STANDARDS/PROCEDURES/GUIDELINES

7.1   This guidelines shall be read together with the following or any documents which have been recently approved:

7.1.1.   ICT Regulations

7.1.2.   Policy for email services

7.1.3.   ITD Service Level Agreement for Staff & Student

Making an IIUM email

Announcement Main

Guidelines

Other Important Guidelines

Other important guidelines:

1. It is recommended to put "Assalamualaikum" in writing or using Arabic Font instead of using an image of "Assalamualaikum" in arabic.
2. Refrain using "Allahyarhamah" for deceased female and use either "Almarhumah" or just "Allahyarham" for both deceased male and female.
3. It is recommended to just limit only 1 image per announcement.
4. As the announcement after 12.00 pm will be announced the next day, kindly plan your announcement accordingly.