

## **NOTICES AT SUNWAY COLLEGE & SUNWAY UNIVERSITY**

### **Rules and Guidelines (External)**

#### **1. Sunway Group**

- All posters/ notices must have the insertion of the person in-charge's name, company & contact number.
- Supporting document is required, e.g: a copy of the approved poster/ notice with the staff signatory, while the posters/ notices must be endorsed by the Student LIFE before posted on notice boards.
- A maximum of **15 pieces of A4 size AND 6 pieces of A3 size posters/ notices** are allowed to be posted at Sunway College and University building at one time for same event/ activity.
- **All posters/ notices must be relevant to education environment and it is based on Student LIFE discretionary to approve it.**
- All posters/ notices are to be posted on notice boards only. Notices posted on walls, lifts, etc will be removed.
- **All posters/notices will be valid for 14 working days from the date of endorsement.**
- All posters/notices must be get approval/endorsement from Student LIFE **THREE** days before the event.
- **All posters/notices are to be posted by Student Helper on TUESDAY and FRIDAY only.**
- Please ensure that all notices are endorsed by Student LIFE before posted on notice board.
- Photocopied endorsements are not valid.
- Student LIFE endorsements are only meant for posters/ notices within Sunway College and Sunway University Campus.
- Student LIFE is not responsible for any missing posters/ notices on the notice boards.
- Sunway College and University reserves the right to withdraw or take down any posters/ notices without prior notice or announcement.

Your cooperation is appreciated.

Thank you.

**Student LIFE**  
**Sunway College / Sunway University**  
**2018**

## 2. Non Sunway Group

- All posters/ notices must have the insertion of the person in-charge's name, company & contact number.
- Supporting document is required, e.g: a copy of the approved poster/ notice with the staff signatory, while the posters/ notices must be endorsed by the Student LIFE before posted on notice boards.
- A maximum of **15 pieces of A4 size AND 6 pieces of A3 size posters/ notices** are allowed to be posted at Sunway College and University building at one time for same event/ activity.
- **All posters/ notices must be relevant to education environment and it is based on Student LIFE discretionary to approve it.**
- **For matters related to Club & Societies, external parties need to have collaboration with C&S and strictly under supervision and monitoring by Student Leadership & Engagement unit.**
- **For matters related to Career, it is strictly under supervision and monitoring by Sunway Career Services unit.**
- **All posters/notices will be valid for 14 working days from the date of endorsement.**
- All posters/notices must be get approval/endorsement from Student LIFE **THREE** days before the event.
- **All posters/notices are to be posted by Student Helper on TUESDAY and FRIDAY only.**
- Please ensure that all notices are endorsed by Student LIFE before posted on notice board.
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