

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 Services Department 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 Services Department 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 SSD **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 SSD before posted on notice board.
- Photocopied endorsements are not valid.
- Student Services Department endorsements are only meant for posters/ notices within Sunway College and Sunway University Campus.
- Student Services Department 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 Services Department
Sunway College / Sunway University
2016**

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 Services Department 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 Services Department 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 Development Unit.**
- **For matters related to Career, it is strictly under supervision and monitoring by Career 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 SSD **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 SSD before posted on notice board.
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