

NOTICES AT SUNWAY COLLEGE & SUNWAY UNIVERSITY Rules and Guidelines (Internal)

- All posters/ notices must have the insertion of the person in-charge's name, programme & contact number.
- All departments/ programmes' events/ activities must be approved by the respective Head of Department/ Clubs & Societies' Advisors (supporting document is required, e.g: a copy of the approved poster/ notice with the advisor's 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 clubs/societies, programs, student council and echo to adhere to similar rules.
- All posters/ notices are to be posted on notice boards only. Notices posted on walls, lifts, etc will be removed.
- Only masking tape and pins are allowed. Materials like double-sided tapes, loy tapes, glue/adhesive are not allowed to be used on the notice boards.
- Please ensure that all notices are endorsed by SSD before posted on notice board.
- Photocopied endorsements are not valid.
- **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 new notices are not posted on top of older notices.
- Please note that invalid posters/ notices are to be removed before putting up new notices of the same club/society/program or groups.
- Student Services Department endorsements are only meant for posters/ notices within Sunway College and Sunway University Campus.
- If you wish to post posters/ notices at the Hostel Apartments, Condominiums or Monash University, please get endorsement from the respective offices.
- 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.