MEMORANDUM

8 FEBRUARY 2017

Re: Rules for news publication at the Faculty of Law

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Content:
News channels overview: ................................................................. 1
What is NOT news? ........................................................................... 1
Which news will be published where? - Internal news: ....................... 2
Which news will be published where? - External news: ....................... 2

News channels overview:
• KUnet: - for employees (Danish and English)
  - for students (Danish and English)
• Paragraffen
• News feed on JURA's website
• News feed on research centres websites.

What is NOT news?
• Very short news will not be published. News must be longer than one line.
• News with no relevance to JURA and its core services.
• Advertising of events (unless there is a news angle, other than holding the event).
Which news will be published where? - Internal news:

1. **Target group employees:** Targeted and relevant news for JURA's employees will be published on KUnet - JURA’s portals (Danish and English) for employees and afterwards in Paragraffen.

   **News categories:**
   - News providing employees with internal/practical information (for example on IT operations, new services, employee activities, etc.)
   - News from UCPH's portal (based on relevance)
   - News about appointments (permanent employment, visiting researchers and academic staff appointments for over 6 months) Fixed-term technical and administrative staff positions (maternity leave, etc.) and VIP positions under 6 months will be mentioned in the news "Personalia")
   - Minutes from the Collaboration Committee, the Academic Council and the Occupational Health and Safety Committee.
   - Appointment of employees to committees/societies
   - Vacancies
   - News on grants/prizes awarded to research projects/researchers at the faculty

2. **Target group students:** Targeted and relevant news for JURA's students will be published on KUnet - JURA's unit portals for students (Danish and English).

   **News categories:**
   - Selected study programme news
   - Important messages about courses and exams

Which news will be published where? - External news:

1. **Target group the outside world:** Targeted and relevant news to various external target groups such as JURA's employer panel, jurists, judges and lawyers etc., JURA's partners, media, public (possibly also relevant to employees and students) will be published only on JURA's website (either in the news feed on jura.ku.dk, in the news feed on the research centre’s website, or both).

   (On research centre request, Personalia and grants news can be published both on the center’s website, for example iCourts, and on KUnet / Paragraffen)

   **News categories:**
• News communicating research, such as research results, new centre or new research area (Published on jura.ku.dk).

• News on publication of books, scientific articles or reports, feature articles, interviews, debates as well as news on radio and tv broadcasts with researches. (Published on the centre's website and jura.ku.dk)

• Press releases (Published on news.ku.dk and embedded on jura.ku.dk)

• News about JURA’s legal or other study programmes relevant for external target groups, such as the Study Reform 2011. (Published on jura.ku.dk)

• News about Faculty of Law relevant to external target groups, for example “KUA3 will be brought to life”, October 21, 2011. (Published on jura.ku.dk)

• News communicating events content, such as photos, videos, podcasts or PowerPoint presentations. (Published on the centre's website and jura.ku.dk)

• Personalia (Obituary) - only on JURA’s senior management request, for example “Words of remembrance - Jonas Thomsen Sekyere” 18.11.2012 (Published on jura.ku.dk)

• News on funding - in special cases when included in the news on research results etc. for example “Researchers must create clarity on Company Responsibility”, 10.10.12. (Published on the centre's website and jura.ku.dk)

• News from the faculty senior management on grants/prizes awarded to research projects/researchers at the faculty.

• News from the faculty senior management on appointments to committees/societies.