

## HAUniv Press/Electronic Media Policies

Hellenic American University (HAUniv) administration respects students, authors, journalists, their rights and their interests in our vibrant community of scholarship and learning. Our press policies are designed to be responsive to journalists' requests for freedom of access while also minimizing disruption of University activities and respecting our students' rights to privacy.

### General conduct

Both News organizations and HAUniv Press team must respect the rights of students to decline to be interviewed or photographed. Members of the media may not capture photographic or video images or audio of students without written permission from the individuals involved. News media are not permitted to enter classrooms without securing advance permission from the instructor and notifying the Office of Student Affairs. All members of the news media (non members of the HAU extended community) interested in attending events, **capturing images** on campus or arranging interviews must contact the *HAUniv Link* Editor or the Office of Student Affairs.

### Use of the University name/logo

When using the Hellenic American University name/logo other than for news, research or documentary purposes, individuals for individual use (even students), entities not affiliated with the University -- such as commercial firms, vendors, contractors, marketing professionals, institutions and service providers -- must adhere to HAUniv guidelines when including references to the institution or its likeness in information intended for electronic or printed publication or dissemination. Additional questions should be sent to the Director of the Marketing Committee.

### Submit News/Multimedia

The HAU Link Editor is accepting articles and submissions of video, audio and slideshows produced by HAUniv students, faculty and/or staff. Submitted multimedia will be considered for presentation on the University home page, the Multimedia pages, in news stories or in other University publications.

As the submitter, you have to ensure the following:

- ensure that you have permission from all individuals appearing in your article or multimedia to have it published or archived on our website
- obtain permission to use all content owned and created by others, including photographs, cartoons, musical compositions and lyrics that are in your production/publication

For more information, contact the Editor at [haulinkeditor@hau.gr](mailto:haulinkeditor@hau.gr)

**→ Submitters must complete the attached "Submission/Multimedia Form" below ←**

## Submit News/Multimedia Form

I certify that I have read and understand the above statement of policy, and agree to its terms and stipulations.

Signed,

\_\_\_\_\_

Print name: \_\_\_\_\_

Title(Student, Faculty, Staff): \_\_\_\_\_

Date: \_\_\_\_\_

**Please e-mail a copy of this, plus attachments to: [haulinkeditor@hau.gr](mailto:haulinkeditor@hau.gr)**

**or by mail:** Hellenic American University, *HAUniv Link* Editor,  
Kaplanon 12, Athens, GR 10680