

Notices and other materials displayed on University premises

The University provides a range of noticeboards to bring events and information to the attention of staff and students, and encourages the display and distribution of relevant information which will enrich the life of our community. This policy is intended to ensure responsible use of these resources.

This policy applies to notices and other information (e.g. flyers, leaflets) which are displayed on University premises, including premises occupied by the Students' Union ('materials'). It covers materials displayed on noticeboards, materials which are left loose (e.g. on tables) and materials which are distributed (e.g. flyers, handouts).

1. Notices should only be posted on designated noticeboards. Other than safety and emergency notices and official University signs, materials posted on doors, walls etc will be removed.
2. Noticeboards may only be used for the purpose for which they are provided. Materials which are not relevant to that purpose, or which have been posted without the permission of the person or office responsible for the noticeboard (where a person or office is designated as responsible for the noticeboard) may be removed.
3. Materials posted or distributed by student societies and groups must comply with the Students' Union's Code of Conduct for Students' Union Societies, Groups and Activities. Materials must be approved and stamped by the Students' Union before they are displayed or distributed.
4. Materials posted on University noticeboards or distributed on University premises become the property of the University. The University may remove and dispose of materials at its absolute discretion without prior notice. Materials will be removed which:
 - Are illegal, intimidating, threatening, harassing or indecent;
 - Promote a proscribed organisation or group;
 - Relate to an event where permission has been refused under the University's Freedom of Speech Code of Practice;
 - Are posted in an unsafe manner (e.g. obscuring or distracting attention from safety notices);
 - Are out of date or expired;
 - Fail to comply with this policy.
5. Trade union materials may only be displayed or distributed on noticeboards which are specifically designated for use by the University's recognised trade unions.

This policy is issued under section 7 of the General Student Regulations, which authorises the Head of Campus Services to publish Premises Rules covering the display of notices, posters and marketing materials. Enforcement of this policy is the responsibility of the Head of Campus Services or their designate. Questions relating to the interpretation of this policy shall be referred to the University Secretary, whose decision on interpretation shall be final.

Approved by Senior Management Team on 21 March 2016