

UC Web as the Tool for Dissemination

UC web is the first, and sometimes only, choice for the dissemination of information both within the University and to the world at large.

User Focused

User needs must always be one of the primary considerations in designing sections of the UC web.

Accuracy of Information

UC web is an official University publication, therefore content on all websites on UC web must be accurate, up-to-date, fit for use and appropriately branded.

Where possible, UC web will obtain content from definitive single sources (i.e., primary databases).

Adherence to Internal and External Requirements

All websites on UC web must conform to the [UC Web Style Guide \(University Web Team website\)](#) and [UC Web Standards \(UC Web Support intranet\)](#) as detailed below.

All information on UC web will conform to current legislative requirements, in particular, to the

Removal of Content

Where content is found to be illegal or offensive, or poses a serious risk to the reputation of the University, the Digital Manager will, where possible, make a request to the website owner to urgently remove the relevant content. In extreme cases, e.g., when a website owner cannot be contacted and there is an imperative to respond quickly, the Digital Manager, in consultation with the Director Communications, Recruitment and Marketing may remove content and/or temporarily block editing access.

As a last resort, editing access may be withdrawn and pages removed by the Digital Manager.

Web Support

The University Web Team provides technical support for University websites via Web Support. To contact Web Support, email websupport@canterbury.ac.nz or dial extension 93889.

Non-Compliance/Breach of Policy

The Digital Manager within the Marketing Department is responsible for monitoring compliance with this policy and will report quarterly to the Executive Director, Student Services and Communications via the Director Communications, Recruitment and Marketing.

Where web pages are found not to comply with this policy, the Web Team will, in the first instance, work with departments/schools or units to ensure that they do comply.

Roles and Responsibilities

1. The Web Team manages the UC web on behalf of the University. The Web Team provides:

Web branding templates and guidelines;

Web development;

Web support, training and advice;

Web trouble-shooting and fault repair;

Web quality assurance and review, including monitoring compliance with this policy and UC Web Style and UC Web Standards;

Web usability advice and testing;

Web-database integration;

Management of key pages, e.g., UC Home and other portal pages; and

Emergency short-term cover for web administrators.

2.00	Scheduled review by Contact Officer; Contact Officer updated.	Policy Unit	Mar 2015
2.01		Policy Unit	Sep 2015
3.00	Scheduled review by CO, no major changes to content needed	Policy Unit	Dec 2017
4.00	Scheduled review by CO, minor changes, links and phone number updated.	Policy Unit	Sep 2018
5.00	Scheduled review by CO, minor changes including change of name from Web Policy to UC Web Policy.	Policy Unit	Aug 2019
6.00	Schedule review by CO, hyperlinks updated	Policy Unit	Oct 2020

This policy remains in force until it is updated