



Regulations for Social Media.

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1. General Introduction.

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1. This document should be found on the home page of the Communications Team.
2. This document is made by the Communications Team under Support Internationals at FIN, OvGU (SI@FIN), hereby referred to as "Communications Team" in the rest of this document.
3. The social media channels for SI@FIN used by the communications team are as follows:
 - a. Facebook Page ([link](#))
 - b. Facebook Messenger subscription ([link](#))
 - c. (proposed) Telegram channel ([link](#))
4. "Audience" is defined as the number of people associated with SI@FIN social media page, as followers and/or subscribers.
5. Any team assisted by this Communications Team, for communication of any sort with the audience, is hereby referred to as "organising team" in this document.
6. The organising team should be made aware of this document towards the start of the assistance.
7. The organising team should be made aware of any amendments made to this document by the communications team, as and when it happens.

2. Regulations for Facebook Page

1. The rights of posting on the page should be reserved with Dr. Krull and a selected few from the communications team. The selected members of the communications team will be revised periodically. The list should be explicitly mentioned to Dr. Krull.
2. The content plan should have the following format:



Date of Posting	Text Content	Multimedia Content (link)	Link to share	Status (Approved/Rejected)

3. In case of an unplanned share, it should be done after the brief consultation with the representative of the communications team.
4. Any organising team, within FIN, OvGU can be assisted by the communications team after they both mutually agree.
 - a. Their event notification should be shared as a status update from the Page.
 - b. The organising team should inform the team, 3 weeks prior to the event date.
5. If a faculty approaches the communication team to share information about their events which are open to students, it should be shared from the Facebook Page as a status update.
 - a. In case, it needs to be broadcasted using Messenger, it should be agreed upon by Dr. Krull and the representative of the communications team.

3. Regulations for Facebook Messenger broadcasts

1. Notifications for events (pertaining / relevant to studies / career for international students) of the following organising teams would be shared over Messenger broadcasts:
 - a. Academic Club
 - b. International Mentors
 - c. FaRaFIN
2. For a student who is in the second or higher semester, there should not be more than two notifications per month.
3. Important website changes would be broadcasted over Messenger, after a brief consultation with Dr. Krull.

4. Regulations for Facebook Page Cover Image.

1. What can be the cover image for the Facebook Page?
 - a. Cover image promoting upcoming event. [Tenure: 7 days.]
 - b. Photograph of a recently concluded event. [Tenure: 14 days.]
 - c. Cover image promoting animated videos, comic strips made by SI@FIN. [Tenure: 14 days]
2. There has been no decision on the default cover image of Facebook. It would be updated here once done.



5. Regulations for Event promotions

1. The organising team should have a minimum of two points of contact with the communication team. Communication should be done with one, keeping the other in the loop.
2. The organising team should send the communications team the following details about the event:
 - a. Name of the event
 - b. Date of the event
 - c. Venue of the event
 - d. The target audience of the event (whether it is open to all, etc)
3. This information should be provided to the communications team at least three weeks prior to the event date.

6. Regulations for use of Finley

1. Finley logo can only be used in the graphics of events organized by Academic Club, FaRaFIN (International Mentors, Awareness groups etc) for non-political and non-religious events open to all students of the faculty.