

**UNIVERSITY OUTLINE ON THE ISSUANCE OF PUBLIC RELATIONS
PUBLICATIONS**

1. The objective of this outline is to plan the efficiency and propriety of public relations publications at the University.
2. The "public relations publications" provided for in this outline --excluding those situations separately provided for in other regulations, etc. -- are those items corresponding to each of the following:
 - (1) Items which identify the name of the University;
 - (2) Items, the contents of which concern the administration of the University;
 - (3) Items distributed inside and outside of the University; and
 - (4) Items, the printing expenses of which are under the University budget.
3. In situations where the issuance of public relations publications is planned, each of the matters listed below shall be stated clearly, and prior consultation shall be conducted with the Office for Planning and Management. However, regarding public relations publications to be issued by the Department for Student Affairs, those edited by the Office for Planning and Management and those including minimal content, aforementioned consultation is not necessary.
 - (1) Issuance objective;
 - (2) Editing policy;
 - (3) Editing method;
 - (4) Individual responsible for editing;
 - (5) Standards and the number of times issued;
 - (6) Number of copies printed and distribution recipients; and
 - (7) Classification of expense burdens.
4. The consultation provided for in Paragraph 3 above must be performed, and, prior thereto, the document on which each of the matters listed within Paragraph 3 are recorded must be submitted to the Director of the Planning and Collaboration Division of the Administrative Office.
5. The University President, by way of discussion with the Public Relations and Website Committee, can take proper measures with respect to corresponding public relations publications.

ADDITIONAL PROVISIONS

This outline shall be enforced as of April 1, 2006.

ADDITIONAL PROVISIONS

This outline shall be enforced as of May 16, 2008.

ADDITIONAL PROVISIONS

This outline shall be enforced as of April 1, 2009.