



STANDARD OPERATING PROCEDURE

SOP CODE JOP-002-02	SOP TITLE JC BULLETIN
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PART 1

Author	Author
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PART 2

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PART 3

Authoriser	Date of issue: 25/03/2022
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MR SIMON SAMMUT	Date of next revision: 25/03/2026
UNIVERSITY SECRETARY	

PART 4 (To be filled in by OOTS, QSU or RSSD)

<input type="checkbox"/> This procedure has been revised and is no longer valid as from: (Write date)	<input type="checkbox"/> Date of NEXT REVISION is extended until: (Max. 4 years)	<input type="checkbox"/> SOP rendered obsolete on: (Write date)
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1. Reason for revision

1.1 This SOP supersedes JOP-002-01

2. Purpose and scope

2.1 This procedure describes the steps required to publish the JC Bulletin.

3. Definitions

3.1 JC: Junior College

3.2 UM: University of Malta

4. Responsibilities

4.1 Roles and Responsibilities of Staff members:

4.1.1 Submit the article and any accompanying images in the required format.

4.1.2 Make the submission within the specified time frame.

4.2 Roles and Responsibilities of Editorial Team:

4.2.1 Reviews all the articles photos/images submitted.

4.2.2 Amends articles as necessary.

4.2.3 Publishes on the JC Bulletin.

5. Health and Safety requirements

5.1 N/A

6. Procedure

6.1 The JC Bulletin is a weekly newsletter sent to students and staff via email. The newsletter features information on events and activities at JC.

6.2 The JC Bulletin is coordinated by an Editorial Team within the Office of the Principal that is composed of the Principal, Vice-Principal and Senior Administrator. The Editorial Team reserves the right to accept or amend articles for publication.

6.3 Staff members (Academic and Support Staff) wishing to publish an article on the JC Bulletin are to submit their contribution for consideration by email to principal.jc@um.edu.mt by Wednesday of every week.

6.4 Articles submitted must not be longer than 300 words, typed in **word format** and in line with the guidelines as set in the UM Brand manual.

6.5 It is recommended that relevant photos or pictures complimenting the article are submitted together with the consent form/permission where applicable.

6.6 These images must be in **landscape** format only and **must not include text**. The images must be of **high quality (resolution)**, good for printing (300dpi) and in **jpg/jpeg** format.

6.7 Once an article is accepted and uploaded on the College website (<https://www.um.edu.mt/jc>) it may then be shared on the JC social media (Facebook and Instagram).

7. References

7.1 UM Brand manual (June 2020), [Online], Available at

https://www.um.edu.mt/_data/assets/pdf_file/0004/384403/brandmanual.pdf

[Accessed 25th November 2020].

7.2 Junior College News (2020), [Online], Available at <https://www.um.edu.mt/newspoint/jc>

[Accessed 1st December 2020].

8. List of appendices/worksheets

8.1 N/A