



Essex International College

Publishing Policy

Policy name	Dignity Policy
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Approved by SMT	3rd February 2014
Approved by	Academic Committee
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Through its policies and in its day to day work, the College is committed to promoting equality and fairness and combating discrimination. This applies to everyone, regardless of gender, racial or ethnic background, disability, religion, sexual orientation or age and embraces the College's legal responsibilities.

Publishing Policy (Version 1.2)

1. Introduction

The College's prospectus is produced under the editorial control of the Principal, who is responsible for ensuring that its contents meet the required standards of accuracy and clarity. Appropriate sections are checked in consultation with Lecturers, Administrative Staff, Welfare Staff, Students and the Academic Coordinator annually.

Courses offered are also checked with the Academic Coordinator's team (LSA's/Welfare Staff/IT Support) to ensure that they have received necessary College approval.

In the case of publicity materials prepared and issued by the College internally, the responsibility for accuracy and clarity rests with the appropriate department, such as Administration.

Every effort is made to ensure that the information contained in publicity materials is fair and accurate at the time of going to press. However, the courses, services and other matter covered by the prospectus are subject to change from time to time and no guarantee can be given that changes will not be made following publication and/or after candidates have been admitted to the College.

Any complaints concerning the fairness or accuracy of College publications should be addressed in line with the College's Complaints Policy or in writing to the Principal, who will investigate the matter and reply in writing within 21 days of receiving the letter.

2. College Website

The College maintains a website (www.eic.uk.com) which provides staff, potential and existing students, and the public with information regarding the courses, enrolment procedures etc.

It is the responsibility of the Principal to ensure it is accurate and reflective of current College offerings and procedures. The website is reviewed annually during the summer break, although minor amendments are carried out monthly to ensure the accuracy of documents and procedures and to improve usability.

3. Prospectus

The prospectus is published annually under the editorial control of the Principal. All contributions are forwarded to him, and he then has the final decision on the contents of the final edition. In the case of major changes necessitated by a change of policy (College, Awarding Body or Government), a new edition may be released.

4. Internal Publications

The College produces material that is circulated internally to students, such as an Induction Pack, containing the Student Handbook, a Course information leaflet, a notebook, a pen, an Academic Calendar and a Class Schedule.

These publications fall under the editorial control on the Principal, who receives input from the Administration Department and the Academic Coordinator.

These publications are revised at the end of the term to keep their information current.