



KFU

جامعة الملك فيصل
KING FAISAL UNIVERSITY
جامعة ووطن.. نماء.. واستدامة..

Portal Policy



1. Each entity (Deanship - College - Center - Department) has the right to designate a person as an editor of its site, giving him/her full permission for edition. This editor will be responsible for any content or problems in the entity or any defect in the portal policy.
2. The candidate editor must be at least familiar with the entire Microsoft Office suite so that the portal administration can teach him other procedures for editing the portal.
3. The editor must have enough time to edit and modify the entity's website and keep the entity's website updated. The portal administration has the right to request a change of editor when the entity's news and announcements are not updated for more than a month.
4. The entity (Deanship - College - Center - Administration) represented by the editor is responsible for published content (e.g., news, pictures, and links to other sites). If there is any violation of the university's policy, the portal administration has the right to delete the violating material without referring to the entity.
5. In case of performing periodically maintenance work or taking a backup for the portal, the portal administration has the right to suspend editing permission for all entities without prior notification.
6. The template on the university portal must be fully adhered to and not modified. This will maintain the consistency between all university entities in terms of form and content.
7. Pages and sub-sites must be created under the entity's portal, and it is not allowed to include external sites within the entity.
8. The editor can make any design of icons and flashes according to his artistic vision, provided that they are placed under the university design template, i.e., in the white part in which modification is allowed.
9. In the case of an event or activity that requires the creation of its own site, creating a subsite under the entity's website is requested from the portal administration with an official email.
10. Department of Media and Public Relations is officially addressed when there is a need to post events or activities on the home page because it is the controlling authority.
11. Adhere to the fonts (type, size, and color) suggested by the portal administration is preferred when improving the page's visual design.
12. Images size should be reduced so that they do not take time to be loaded by the viewer and so as not to slow down the site.
13. News images must be 450*225 pix.
14. Modifying the design of the entity's home page may cause problems, so it is not recommended.
15. News, Announcements, and Events are activated, making sure that the user, who is not logged in, can access them in both Arabic and English.
16. The content must be placed in the content editor web part so that it is not automatically deleted by the system in the internal pages of any college or deanship.
17. The files (PDF DOC PPT EXCEL) used in the portal are named in English label that expresses the file content and begins with KFU-, for example, (KFU-Text.pdf).
18. When creating pages, they must be in Arabic content first, even if a page is required in English content.
19. Please notify us immediately of any problem you may encounter on your website page(s).