



UNITED ARAB EMIRATES UNIVERSITY

Section: ADM-PUB

Policy Number: 05

Date Approved: 5 September 2004

Effective Date: 5 September 2004

Date Last Revised: 5 September 2004

Responsible Office: Provost

Chancellor Decree Number: 128/2004

University Business Cards

I. Policy

The United Arab Emirates University has established a standard format for United Arab Emirates University business cards that is to be used for all business cards issued to faculty and staff. The design of the business card is part of the University's corporate identity and is the responsibility of the Publications Department.

Faculty and staff may request business cards. Staff in grades other than 1 to 4 who represent the University and have extensive dealings with the public may also request cards with the approval of the Secretary General and their dean or director.

II. Application

This policy shall apply to all employees of the United Arab Emirates University.

III. Related Policies

ADM-PUB-01	Use of United Arab Emirates University Name and Logo
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IV. Revision History

Date	Revision