



## **Regulations for sending emails via the university's student distribution lists**

Version for publication on the university's website

**The following regulations apply to sending emails via the [studierende@hof-university.de](mailto:studierende@hof-university.de) distribution list:**

- 1) Emails to the distribution list are sent only from function email addresses. To enable professors to communicate directly with students, they may send emails from their personal university accounts, as an exception to the above rule.
- 2) Mails shall be written in both German and English. Exceptions are permitted if an email is addressed exclusively to German-speaking or English-speaking students. In this case, the single-language text shall be preceded by a short note in the other language. The email subject line shall always be written in both languages.
- 3) Emails shall be sent with an open distribution list (no BCC).
- 4) Emails must contain clear and comprehensible information about the sender. If emails are sent by a department, administrative office, student initiative, or other organizational unit of the university, the name of the sender must be indicated in addition to the general signature of that unit.
- 5) The distribution list is moderated by the Vice President Academic Affairs and Continuing Education, his assistant, and the President's assistant.
- 6) Upon decision by the university administration, selected functional email addresses may send unmoderated messages to the distribution list.
- 7) Information about events must not be sent via the distribution list unless it is intended exclusively for students.
- 8) Emails on the following topics shall not be sent via the distribution list:

Thema (Kategorie)	Betreff z.B.
General inquiries	We are looking for you: as a test participant for ...
Job posting for student assistant	
Vehicle information	Hit-and-run iisys parking area
Personal inquiries	Has anyone found a pair of glasses?



9) Regulations for sending surveys:

- The distribution list [studierende@hof-university.de](mailto:studierende@hof-university.de) may be used for surveys from organizational units of the university for the purpose of fulfilling university tasks.
- Surveys for studies, theses, and research projects from inside the university shall not be sent via [studierende@hof-university.de](mailto:studierende@hof-university.de). The distribution list [studinfos@hof-university.de](mailto:studinfos@hof-university.de) shall be used for this purpose. See point 12).
- Surveys from outside the university are generally not sent via university distribution lists.

**Further regulations on the distribution of information to students via the university's email distribution lists:**

- 10) The above regulations ensure that only emails that serve to fulfill the university's obligations are sent via the [studierende@hof-university.de](mailto:studierende@hof-university.de) distribution list. Students cannot unsubscribe from this distribution list.
- 11) When sending emails via semester distribution lists for degree programs, faculties shall follow the regulations for the distribution list [studierende@hof-university.de](mailto:studierende@hof-university.de).
- 12) For sharing further information, there is an additional email distribution list, [studinfos@hof-university.de](mailto:studinfos@hof-university.de), to which all students are initially assigned, but from which students can unsubscribe if they are not interested in the information shared. This distribution list is moderated by the same group of people mentioned in point 5) in order to prevent misuse.
- 13) No location-specific distribution lists are used or created for students.

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