

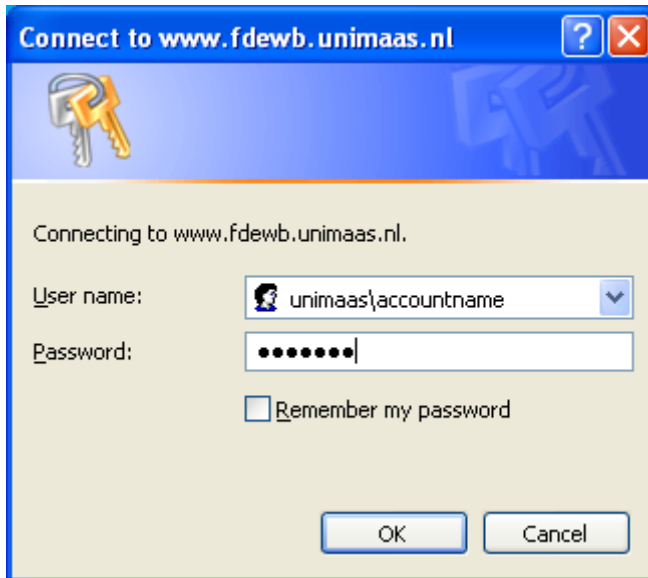
General guidelines for the **SBE Weekly** are listed below:

1. Once per week one email will be sent to each of the following:
 - a. All SBE employees (including PhD students)
 - b. All SBE bachelor students
 - c. All SBE master studentsThe content of each version differs slightly, according to the messages submitted (see also point 2.f).
2. Regarding the content of the message:
 - a. It should be relevant to staff and/or students; i.e. pertaining to academic matters, SBE research related matters or faculty matters.
 - b. Third parties (i.e. not related to SBE in any way) are NOT permitted to submit messages to the SBE Weekly. Third party messages that are not admissible include, but are not limited to: career events, internships, job adverts, surveys (SBE thesis related), surveys (asking for student preferences/opinions).
Third party messages will only be accepted if there is close/established cooperation with a department within SBE or a SBE linked study association. The contact person must be from SBE or a SBE study association.
Third parties formed as a result of the Master track Entrepreneurship (where students are required to create their own company/business) are allowed to submit messages ONLY for the duration of the Master study/project.
The SBE Weekly editors reserve the right to decide which third party messages are accepted and which are deleted. If your message is deleted we will approach you with the reason why, and will try to offer alternative publication outlets.
 - c. Messages concerning Master programmes offered by other UM faculties or other universities are NOT permitted. This is considered competition.
 - d. Message should be submitted in English only.
An English editor will correct the use of the English language ONLY in the SBE messages NOT in the attachments.
Messages submitted in Dutch or any other language will not be published; after publication of the current week's SBE Weekly you will be asked to re-submit the message in English.
 - e. It should be placed in one of the following categories:
 - i. SBE news
 - ii. Study Associations News
 - iii. Student Life
 - iv. In the News
 - v. SBE Research
 - vi. METEOR seminars
 - vii. Miscellaneous
 - f. The sender should specify which group(s) should receive his message:
 - i. SBE employees (including PhD students) and/or
 - ii. SBE bachelor students and/or
 - iii. SBE master students.
 - g. Message title: use no more than 70 characters.

- h. Message body should contain no more than 450 characters (= approximately 60 words). Pictures and/or logos can not be included in the main body.
 - i. It is possible to include a link to further information (a URL, email address and/or description of where to find more information, for example *in ELEUM > My FdEWB > student shortcuts > etc.*). Pictures and/or logos can be included here. Note that when you add a URL/web address you have to make sure that 1) it starts with `http://` and 2) there is no space at the start or end of the URL, otherwise the system will not accept your message and you will get an error message.
 - j. Messages that do not comply with the above mentioned information will be returned to the sender.
 - k. Messages submitted by study associations or student organisations MUST be "study-related". Messages about social events organised by these associations will be accepted but CAN NOT promote (drinking, dancing, partying, etc.); messages will be edited to reflect this rule.
3. Submit your message by completing the standard form available via http://www.fdewb.unimaas.nl/SBE_weekly/
 4. Messages should be submitted by 9.00 hrs on Thursday. Messages sent after 9.00 hrs will be published in the SBE Weekly of the following week.
 5. The email containing the SBE Weekly will be sent on Thursday at 13.00 hrs.
 6. It is not possible to reply to the SBE Weekly email. Recipients should contact the person who submitted a particular message for questions or remarks.
 7. There is an option to also have your message appear in ELEUM. You can indicate this on the standard form.
 8. All SBE weekly emails will be archived on the SBE Weekly site, so that they can be accessed at a later time.
 9. SBE Weekly is, in principle, the only publication forum for mass messages to SBE students and staff. There are exceptional cases, however, when a mass email must be sent immediately, for example concerning computer virus warnings, breaking news, etc. These emails will be sent separately either via Acohelp or Publicrelations.
 10. If you have any questions, please contact:
SBE Weekly Editor, Leann Poeth, email: L.Poeth@efb.unimaas.nl , telephone 31 43 388 2056
SBE Weekly technical problems, ACOhelp, email: ACOhelp@efb.unimaas.nl

11. How to login at SBEweekly

- a) Fill in your username and Password. Make sure that you fill in the text **unimaas** plus your username. See next picture.
- b) For problems regarding login at SBEweekly, please contact ACOhelp, email: ACOhelp@efb.unimaas.nl



Updated: 2 March 2009