



Department*: IT Services Mailing List Account

ITS-F09

Details of Person Responsible for Department's Mailing List

IT Services User ID[®]:

Name: Surname:

ID Card / Passport No.:

Department Name:

Name of Head of Dept.:

Dept. Address:

Dept. Tel.: E-mail address:

*Department refers to Faculty, Department, Institute, Committee etc.

[†]To apply for an IT Services Mailing List, you should have an IT Services User ID. If you do not have one, please fill in the Staff: IT Services User ID & E-mail Account (ITS-F03) application form together with this form.

Mailing List Details

Suggest a name for the mailing list e.g. *B.A.(Hons.) 2000-2003*

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Suggest a short description for the mailing list e.g. *Mailing list for first year B.A.(Hons.) students*

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Contd overleaf...

Rules for IT Services Mailing Lists

Use of IT Services Mailing Lists is restricted to academic/administrative related purposes. The mailing lists cannot be used for posting messages of a commercial nature or any other private activity unrelated to university.

The list administrator is responsible for the day-to-day management of the mailing list. S/he manages subscriptions to the mailing list. S/he will be responsible for posting messages to the mailing list.

Distribution of e-mail addresses of mailing list subscribers to third parties is strictly prohibited.

The list administrator cannot transfer the management of the mailing list to any other person - including members of university staff.

If for one reason or another, the list administrator can no longer maintain the mailing list, s/he shall inform IT Services in writing about this. IT Services will make the necessary arrangements to terminate the mailing list service or transfer the administration duties to another member of staff.

All other IT Services Rules.

Note:

Please attach a letter from the head of the department, stating clearly who the person responsible for the department's mailing list is, together with this application.

IT Services Mailing List Agreement

I, the undersigned, have read the IT Services Mailing Lists rules and the IT Services Rules as at <http://www.its.um.edu.mt/rules> (or available on separate sheets on request), and agree to subject the department to them. I assume full responsibility to ensure proper use of the departmental mailing list. The department will be responsible for keeping IT Services informed should the person administering this mailing list change.

Date: **Signature:**

For Office Use Only

Date Received: **Authorised:**

Date Sent: