



Requests for inclusion of external links or content on Careers website

Version	Date	Authors	Notes
1	May 2017	Geraint Hughes	Draft policy for comments
2	May 2017	Geraint Hughes	Agreed policy
3	December 2022	Geraint Hughes	Update.

1 Introduction

The policy outlines our principles and process in relation to requests from external organisations and individuals for the inclusion of links or other content on our web pages at www.exeter.ac.uk/careers/.

2 Aims

This policy is intended to outline the process for dealing with requests for links or content on our website received by our Career Zones.

3 Objectives

The objectives of this document are:

- To set out the principles for inclusion
- To outline the Career Zone process
- To outline how the Career Zone will deal with requests for webpages owned by the Information Team.

4 Scope

This policy applies to requests received via the Career Zone.

5 Principles

We aim to provide our students and graduates with the best possible content through our website. This will include links to external sources and third party content.

- We do not include paid for links/content on our webpages.
- We check all links /content for suitability for our students and graduates.
- We only include links/content that will be beneficial to our students/graduates.
- We choose all the content on our website, based on our principles.

6 Process

Where an external organisation/person approaches us to request a link is added to our website our process is:

- Identify webpage owner through Web Governance Document.
- Forward request to webpage owner for evaluation and decision on inclusion.
- Communication to requester that the request has been allocated and that content will be evaluated and decision made about inclusion.

Where it is the Careers Information Team who is the web page owner we undertake the following process.

- Information Officer will consider the request and make a decision. This may include discussion with team manager.