Appendix to the

Guidelines for the Dissemination of

Information in Cyberspace of

Kaunas University of Technology

**APPLICATION**

**FOR THE WEBSITE RELATED TO KTU ACTIVITIES WITHOUT THE USE OF KTU.EDU (SUB)DOMAIN OR PART THEREOF**

\_\_\_\_\_ - \_\_\_\_ - 20\_\_\_\_

|  |  |
| --- | --- |
| Title of the University's division initiating the website, and name, surname of the head of this division |  |
| Grounds for the application for the website without the use of ktu.edu | Target audience:  Nature/content of the information on the website: |
| Prospective domain: |  |
| Estimated duration of the existence of the website | Indefinite term.  Term – |
| Contact details of the registry of the prospective website: | Name surname  Position  Division  Telephone  Email |

I have read the documents listed below and agree that (in case of the permission to have a requested website) their violations will be a sufficient reason and obligation to terminate the existence of the requested website within one month from the date of the written request addressed to the head of the division specified in the form.

* Guidelines for the use of KTU name and logo.
* KTU style guide. In case the University's style guide is not mandatory – written coordination of the initiated website's design with the Director of the Marketing and Communication is required.

I undertake to notify in writing about the changes in the website's registry (contact details) within 5 (five) working days after the change.

I agree that the approved original application will be stored at the Marketing and Communication; a scanned copy will be sent to the head of the initiating division and the applicant by the email addresses specified in the form. I am informed that a scanned copy will also be stored in the official intranet account of the Marketing and Communication.

Head of the first level division related to the requested website

*(position, name, surname, signature, date)*

The applicant

*(position, name, surname, signature, date)*

The conclusion of the Director of the Marketing and Communication

I approve / I approve with exceptions / I do not approve (comment):

*(name, surname, signature, date)*

The conclusion of the creative manager of the Marketing and Communication (filled in after the receipt of approval for the creation of the website by the Director of the Marketing and Communication, and submission of the website's design project by email [dizainas@ktu.lt.](mailto:dizainas@ktu.lt) If the response is not provided in 7 working days, the response is considered to be positive (the periods of the employees' vacations and incapacity are not included in this period)):

I approve / I do not approve (comment):

*(name, surname, signature, date)*