



Rules for KTH's official web publications

Internal regulation no. 9/04

Applicable from 01-12-2004

Amended with effect from 01-03-2005

General

The information on KTH, accessible via www, shall encompass and express KTH's structure, organization and activities. Services made available will be directly aimed at supporting KTH's activities and be in line with KTH's business and operational ideals.

In the event of any joint publications with other organizations, the part which concerns KTH will be easily distinguishable from other information.

KTH's official web pages may include:

- information about services including services connected with KTH's activities
- Information about and from staff associations and other associations connected with KTH

Content Requirements

Each webpage (presentation) shall contain the following information:

- Clear KTH identification, usually its logo
- name of the school/equivalent
- name and contact details of the person responsible for the content
- the date of the latest update or review
- links which make it possible for users to quickly access the local start page and the KTH start page

The content shall be correct and relevant at all times Information which does not meet these requirements shall be removed in such a manner that it will not be recoverable from search engines or direct webpage addresses.

Explanatory information about activities and organizational units shall be available in both Swedish and English Publications in different languages shall, if possible, be clearly distinguishable and follow separate navigational structures.

Information directed at Swedish speakers, especially that concerning activities carried out in Swedish, shall always be published in its entirety in Swedish.

The language shall be correct, follow the relevant linguistic standards for the language concerned and be suited to its target group.

Organization

At each school/equivalent, a web manager shall be appointed by the head of school/equivalent. The web manager shall be the school's internal and external contact for web-related issues, coordinate web publications carried out within the school/equivalent and have overall responsibility for web-based information and web-based services within the school.

In the event of activities being suspended or organizational changes occurring, it is the duty of the operational manager/head of school/equivalent to ensure that out of date information is not accessible on www after these changes have occurred.

Requirements for presentation

Publications shall follow KTH's graphic profile.

If the rules of the graphic profile do not instruct otherwise, the minimum requirement is that KTH's logo shall be visible on the start page of organizational units or activities. KTH's logo shall always be linked to www.kth.se or www.kth.se/eng.

Information shall be easily accessible. This means that

- it shall have a logical structure and clear language, suited to its target group,
- that the information is also accessible for disabled users and
- that accessibility is not restricted to certain technical platforms

Web sites and web services which are to be newly-developed or constructed shall satisfy the guidelines in W3Cs WCAG 1.0.

W3Cs WCAG 1.0

The information shall be made indexable/searchable if there are no particular reasons to oppose this. Particular attention shall be paid to this for the use of frame HTML or dynamic HTML.

With the construction of web pages, attention shall be paid to the downloading time so that information can be presented to the recipient as quickly as possible.

Domain addresses

KTH's web publications shall be made within the kth.se domain. The information unit may grant exceptions to this for specific purposes, in which case associated conditions may apply.

Registers and archiving

Information publicized via web pages is encompassed by KTH's overriding rules regarding registration, archiving and removal of documents.

Information which is to be entered into a register and/or archived it to be printed on paper, if there is no other procedure for its preservation. This shall also occur every time the information in the document is changed.

Web-publicized information which is merely a copy of the corresponding paper document is not subject to this rule.