



## EMAIL AND OTHER COMMUNICATION TO MEMBERS OF THE UNIVERSITY

This document describes how email and other types of communication may be sent to members of the university community.

### Email accounts

Email accounts are generated through the UCT’s *EDS (Electronic Directory System)* from the *SAP HR* database, from the University’s *PeopleSoft Campus Solutions* student database, and from those on the UCT third-party database as defined in the UCT role model.

Most people on campus will have both an email account and access to email. This document includes staff who do not have email access as well as those who do.

### Mailing lists

A mailing list uses a single email address to send a message to a group of people. The mailing list contains the email addresses of all subscribed members.

*Official UCT lists* are lists used by UCT’s Communication and Marketing department and the Registrar to communicate official UCT business to the various groupings. These lists are generated using data from various sources like PeopleSoft, SAP HR and Third party databases and are automatically updated on a daily basis. Only designates from The Registrar’s office and the Communication and Marketing department and authorised users can send messages to these lists.

#### *Official UCT lists*

List name	List Description	List owner & authorised user
<b>academics-l</b>	All active staff classified in SAP as academics.	ED: Communication & Marketing
<b>allpass-l</b>	All active staff classified in SAP as PASS across all payclasses.	ED: Communication & Marketing
<b>pass1-4-l</b>	All active staff classified in SAP as PASS, payclasses 1-4.	ED: Communication & Marketing
<b>pass5-12-l</b>	All active staff classified in SAP as PASS, payclasses 5-12.	ED: Communication & Marketing
<b>seniorpass-l</b>	All active staff classified in SAP as PASS, payclasses 13 and higher.	ED: Communication & Marketing

#### *Other staff mailing lists in use:*

List Description	List owner & authorised user
All staff in a given faculty or cost centre/PASS department (i.e. staff collected under each of the 22 budget centre org codes).	ED of Department or Dean of Faculty
All staff in the NEHAWU bargaining unit	ED: HR
All staff in the EU bargaining unit	ED: HR



Anyone with UCT email accounts	ED: ICTS
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***Student mailing lists***

<b>List Description</b>	<b>List owner &amp; authorised user</b>
All students	ED: Communication & Marketing
All students in a given faculty	Dean of Faculty
All students registered for a given qualification or taking a course	Dean, HOD, or course convener
All students in a University residence	ED: Student Affairs
All postgraduate students	ED: Communication & Marketing
All undergraduate students	ED: Communication & Marketing
All international students (other than South African permanent residence)	ED: Communication & Marketing

The third category of distribution lists is not derived from the EDS, does not contain email address in most cases and constitutes groups maintained by the relevant office in the administration. The following is a basic list necessary for communication purposes. In each case this indicates the office responsible for maintaining this list. These are closed lists, and the office maintaining the list is the only office able to use or authorise its use.

- (a) Council (Secretariat)
- (b) Senate (Secretariat)
- (c) Institutional Forum (Secretariat)
- (d) Senior Leadership Group (Manager, VC’s office)
- (e) Senior (PASS) Staff Management Advisory Group (Secretariat)
- (f) Heads of PASS Departments (HR)
- (g) Heads of Academic Departments (HR & Secretariat)

**Notes**

*1. Where messages need to go to staff who do not have access to email a parallel notice will need to be sent to heads of departments asking them to bring the notice concerned to the attention of the staff in their departments who do not have email access.*

*2. Information about third-party individuals or units is maintained on the Third-party system. Email distribution to those third-party individuals who are granted access to a UCT email account (according to the UCT Role model) can be arranged via ICTS where authorised by the ED: C & M.*



*3. Mass email distribution can only work for single messages with a maximum size limit of 10MB. In order to prevent abuse of the facility, discretion is exercised by the Executive Director: Communication and Marketing as to when mass email is used as a communication vehicle.*