WEB PUBLISHING (DLI) PROCEDURE

Section 1 - Preamble

(1) This Procedure is effective from 1st of December 2025.

Section 2 - Purpose

(2) This Procedure details the processes and requirements necessary to comply with the Web Publishing Policy (DLI) and to maintain a high quality of web content for the University.

Section 3 - Scope

(3) This Procedure applies to Web Publishing (DLI) Policy.

(4) During the establishment of DLI, all policy, procedures and supporting processes will be regularly reviewed. In the establishment phase, defined as the first two years from when students commence DLI programs, any issues arising from the implementation of current policy, procedure or process will be referred to a jointly-convened Policy and Procedure Review Panel (PPRP). The PPRP will comprise designated academic and professional service representatives from the University Partners and the Office of the Rector. The PPRP will recommend an outcome best aligned with relevant principles and the best interests of any student(s) concerned, and will advise DLI on the future development of policy, procedure and supporting processes. During the establishment phase, the PPRP may make recommendations to vary any given policy only with endorsement from relevant University Partner governance processes. All policy and procedure will be subject to a full review at the end of the two-year establishment phase.

Section 4 - Policy

(5) This Procedure is pursuant to the Web Publishing (DLI) Policy.

Section 5 - Procedure

Content Development and Approval

(6) Content intended for publication on DLI web platforms must:

   a. Be accurate, current, and compliant with applicable laws and standards.

   b. Be reviewed and approved by the appropriate role:

(7) Approval by the Director, International Marketing (Deakin University) and International Marketing Manager (Lancaster University) for web content.

Web Content Accessibility

(8) All content must comply with Web Content Accessibility Guidelines (WCAG2), which establishes a global standard for web content accessibility by providing clear, testable guidelines organized under four principles—perceivable, operable, understandable, and robust—to ensure digital content is accessible to all users.

(9) The Chief Operating Officer is responsible for ensuring accessibility compliance.

Privacy and Security

(10) Content involving sensitive or personal data must adhere to the following:

  a. Explicit consent must be documented before publishing personal data.

  b. Data must be anonymized where possible.

  c. Compliance with UK, Australian and Indonesian data protection laws is mandatory.

(11) Comply with the DLI Privacy Policy

(12) Any breaches of privacy or security must be reported to the Chief Operating Officer, who will collaborate with relevant stakeholders to resolve issues.

Content Maintenance

(13) All published content must be reviewed regularly:

  a. Reviewed and updated annually the Chief Operating Officer.

  b. Outdated or inaccurate content must be updated or removed promptly by the Chief Operating Officer.

Incident Management

(14) If inappropriate or non-compliant content is identified:

  a. The Chief Operating Officer will facilitate the amendment or removal of the content.

  b. Immediate action must be taken within 24 hours for critical issues.

  c. Records of incidents and resolutions must be maintained for auditing purposes.

Roles and Responsibilities

(15) Responsibilities for implementing this Procedure are as follows:

Role	Responsibility
Chief Operating Officer	• Oversee the quality of web content and ensure compliance. • Champion audience needs, oversee content creation, and ensure accuracy and relevance of information. • Ensure compliance with guidelines, monitor user-generated content, and facilitate timely responses. • Ensure compliance with Digital Accessibility and Copyright Guidelines for non-module-based sites. • Ensure compliance with guidelines for teaching sites. • Approve exceptions to standard web publishing conventions and address compliance issues. • Collaborate on decisions for non-standard hosting and compliance matters.

| University Partners | • Provide content for publishing |
| | • Conduct regular review of content accuracy |

Training and Awareness

(16) All staff involved in web publishing must:

    a. Complete mandatory training on web publishing standards and accessibility.

    b. Participate in refresher training every two years.

ASSOCIATED DOCUMENTS

(17) These associated documents are available on the DLI Policy page:

PROCEDURE DETAIL	
Name of procedure	Web Publishing (DLI) Procedure
Overarching policy	Web Publishing (DLI) Policy
Approved by	Yayasan Governing Board
Approval date	27th November 2025
Date of effect	1st December 2025
Date of review	1st December 2026
DLI Approval	Joint Management Committee 25th November 2025
Deakin University Approval	N/A
Lancaster University Approval	N/A
Responsible Executive	DLI Rector
Implementation Officer	DLI Chief Operating Officer
Policy or procedure superseded	N/A
Summary	This Procedure details the processes and requirements necessary to comply with the Web Publishing Policy (DLI) and to maintain a high quality of web content for the University.
Key words for online searching	Web Content, Publishing, Content Maintenance
Category	Administrative or University governance

Target audience	Students, staff, associates