

In the interest of protecting the sensitivity and confidentiality of personal information, the university must take care in handling outside inquiries especially those regarding AUA's faculty, staff, and students. The following guidelines shall be followed in response to inquiries from the press and other parties outside the university.

**Inquiries from the Press:**

The Communications Department is the university's interface with the media.

All press inquiries should be referred to the Communications Department of the university [communications@aua.am](mailto:communications@aua.am). Please notify the PR Manager immediately after making such a referral.

**All Other Inquiries:**

Inquiries from outside parties regarding individual employee should be referred to the HR department.

Inquiries from outside parties regarding student matters should be referred to the Office of the Registrar.

**Related Documents**

**Events Management**