STUDENT UPDATE EMAIL

The UCD Student Update Email is a central location to post university information for students.

It is sent to all registered students every second week during term time.

Submitting a news item

News items are submitted via **Infohub/Systems/Targeted Communications System/ Submit an E-Zine News Item**

Guidelines for submitting a news item

- Keep **headings** short and attention grabbing

- Use **clear, concise, 'plain'** English

- The **tone** of the language should be friendly and informal

- An example of the **date format** is Thursday, 25 September

    - Always include the day the event is on not just the date

    - **No 'th', 'st', 'nd' after the date**

    - No 'the' before the date

    - The date comes before the month

- The **time format** is 10am, 2pm, 7pm

- Write the numbers **zero to nine** as words and then use numerals – 10, 11, 12, 13, except:

    - At the start of a sentence – always write the number out in full

    - When writing about education stages - **Stage 1** or **Stage 2**

    - If you are writing numbers that are joined by a hyphen – ages 8-30

- If you are submitting a number of related items, amalgamate them into one news item

- Submit your news item by **Thursday** before the Student Update is sent (dates below)

- Ensure all information submitted is **accurate** at the time of submission

www.ucd.ie/registry

Communications Office
UCD Registry

August 2023

STUDENT UPDATE EMAIL

SUN 24

2023/24 Submission and publication dates

Autumn Trimester

Submission date	Publication date
Thursday, 14 September	Tuesday, 19 September
Thursday, 28 September	Tuesday, 3 October
Thursday, 12 October	Tuesday, 17 October
Thursday, 26 October	Tuesday, 31 October
Thursday, 9 November	Tuesday, 14 November
Thursday, 23 November	Tuesday, 28 November

Spring Trimester

Submission date	Publication date
Thursday, 18 January	Tuesday, 23 January
Thursday, 1 February	Tuesday, 6 February
Thursday, 15 February	Tuesday, 20 February
Thursday, 29 February	Tuesday, 5 March
Thursday, 21 March	Tuesday, 26 March
Thursday, 4 April	Tuesday, 9 April
Thursday, 18 April	Tuesday, 23 April

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Communications Office
UCD Registry

UCD DUBLIN

August 2023

STUDENT UPDATE EMAIL

Please Note:

Emailing **All UCD students** outside of the the All Student Email publication dates is restricted to maintain the value of this communications channel. The All Student Email is issued on the approval of the Registrar.

All UCD students will only be emailed by the University in cases where the information presented impacts the majority of those to whom it is issued or if it concerns **critical information** about **system outages/campus operations**.

IT IS OUR POLICY NOT TO ISSUE REPEAT/REMINDER EMAILS

SISWeb Announcements: The announcements are reserved for information relating to any aspect of university operations that needs to be brought to the attention of our students. Submit an item by following the steps on page one.

If you have any questions or queries please contact Emma Caron, Registry Communications Officer at emma.caron@ucd.ie

The Targeted Communication System **must not** be used by Colleges, Schools or Support units for marketing of programmes, modules or services.

Regular audits are carried out on the student email audit trail. Colleges, Schools or Support units considered to be misusing the system will be identified and cautioned appropriately. This may include revocation of access to the Targeted Communication System.

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