

## Student Gateway – the student community page

### Making a contribution

The Student Gateway ([www.qub.ac.uk/studentinfo](http://www.qub.ac.uk/studentinfo)) is for the Queen's community to highlight services, information and events of interest to students. Members of the community (students and staff) can request that items are posted to either:

**University blog ('In the Know')**: This highlights services or information that is current and relevant to the student population. It is updated by members of Queen's staff in Student Affairs. Requests for items to be posted can be sent to the Gateway email address, but should wherever possible have a link to a relevant document (e.g. poster, policy) or website. This may also highlight external information, such as from the PSNI, Belfast City Council or other public bodies, that is important to communicate to students.

Events for students should be entered into the 'What's on at Queen's' portal. Events that are specifically targeted at student development or wellbeing will be posted onto the 'In the Know' blog at the editor's discretion, but the requester may be referred to 'What's on at Queen's' (see below).

**Student blog ('Inside Queen's')**: This is written on a weekly basis by a Student Information Assistant. It is edited by the Student Information & Transition Co-ordinator. The purpose of the blog is to look at issues and matters that are of interest to students, gathering and presenting student feedback and highlighting University services. Staff and students can make suggestions for topics, and students are welcome to post comments or feedback. Staff may be asked to contribute information in response to a student query or feedback.

**'Feature' item**: A different item will be featured each week, highlighting an element of University life. Students or members of staff can request an item to be featured by emailing the Student Gateway address with relevant information and website links. Featured items will normally be internal to the University, not external agencies. In the case that more than 1 request is received for a feature item in a given week, a decision as to the most relevant or important item will be taken by the editor.

**What's On at Queen's**: This is a University-wide portal that highlights events and activities of interest to the Queen's community. It is owned by the Creative and Media Services team at Queen's. To advertise an event, go to [www.qub.ac.uk/whatsonatqueens](http://www.qub.ac.uk/whatsonatqueens) and click on 'submit an event'. When filling in the form, any event ticked as relevant to a student audience will automatically feed onto the Student Gateway homepage.

All contributions must be sent to the Student Gateway email address, [gateway@qub.ac.uk](mailto:gateway@qub.ac.uk). This email address is not continuously monitored, so please do not send any urgent messages to it.

Emails must include the name and contact email or telephone for a student or member of staff at Queen's, or details of the relevant person at an external agency. It should also indicate the requested date of publication on the website, and if applicable, the duration of

time. Wherever possible, the Student Gateway does not reproduce content on a website, but links to other websites where content is owned by the originating group.

### **Appropriate Content**

The editors for the Gateway determine which content is appropriate to be highlighted in a blog or featured on the front page. They may determine that an event is more appropriate to be highlighted on the 'What's on at Queen's' portal, which will be communicated to the person requesting the publication.

Information highlighted on or linked to the Student Gateway must be relevant to Queen's students and their life in the University environment – particularly opportunities for students, information about their development, wellbeing and academic success. It also provides a mechanism for the University to communicate changes or additions to regulations or policies. It will not publicise information that is not deemed to be in the interests of the University and/or its students.

Final decisions about the relevance or appropriateness of content, or whether there are more appropriate mechanisms for communicating (e.g. Staff Roundup, specific service websites, Students' Union, What's on at Queen's) rest with the editors.

### **Updating Schedule**

The Student Gateway blogs will be updated Monday, Wednesday and Friday between 9am – noon.

Features are updated once per week, usually on Wednesday mornings.

Updates outside of these times will be made only when information is deemed urgent by University Senior Management, Communications Office, site editors.

Items for inclusion on the Student Gateway normally must be submitted 1 week in advance of the date it is required to be advertised.

### **Editors**

Editorial responsibility for the Student Gateway website rests with the Head of Student Welfare, and in her absence, the Student Transition & Information Co-ordinator. Their decisions about what to publicise on the site are final. Complaints about content may be made in writing to:

Kara Bailie  
Head of Student Welfare  
[kara.bailie@qub.ac.uk](mailto:kara.bailie@qub.ac.uk)

or

Julie Ann McAlinden  
Student Transition & Information Co-ordinator  
[j.a.mcalinden@qub.ac.uk](mailto:j.a.mcalinden@qub.ac.uk)