

Student portal Important dates guidelines

Updated by Health, Wellbeing and Development – November 2009

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The important dates function of the Student Portal is administered by Health, Wellbeing and Development and enables the university to communicate just-in-time messages to around 40,000 students each day.

Adding an important date

Fill out the Student portal Important dates request form (<http://monash.edu/portal/assets/docs/student-important-date-request-form.doc>) and email it to Alicia.Kuan@its.monash.edu.au

How the system works

Important dates will appear in the following order:

Important dates	Up to 7 days before the event
Student diary 'weekly view'	Up to 7 days before the event
Student diary 'home page view'	The day before the event

If there is a date that needs to appear earlier than seven days before the event an 'activation date' can be set to allow this to happen.

You can specify a single campus, all Victorian campuses, or all campuses worldwide.

Descriptions can be up to 400 characters long and include links to other websites or email addresses.

Up to 7 dates can be displayed at any one time on the portal. Depending on the spread of messages across the week entries may be limited to 1-2 per day. If entries exceed this number, the table below will be used as a guide for determining the most relevant entries.

Priority Level	Type	Examples of events (this list is not exhaustive)
Critical – These items are listed at all times	Principal Dates	CAN Notice Census dates Enrolment Exams Graduations Orientation Result Release dates Semester/Teaching periods
	Public Holidays	Separated by campus/country

Moderate – If there is space available, these items will be listed in the following order	1. Faculty, administration, student association and other university endorsed events that apply to all students at all campuses.	Monash University games
	2. Faculty, administration, student association and other university endorsed events that apply to all students at a specific campus.	Berwick Careers Expo
	3. Faculty, administration, student association and other university endorsed events that apply to a limited number of students at all campuses.	Monash Research Month
	4. Faculty, administration, student association and other university endorsed events that apply to a limited number of students at a specific campus.	International Job Seeker Expo
	5. Off-campus events that have relevance to a meaningful number of students.	Australian Centre for Blood Diseases (ACBD) student information evening

Suitable content

1. Submitted content must comply with the [Information Technology Use Policy – Staff & Other Authorised Users](#).
2. Alcohol must not be used as a draw card for an event. See alcohol policy at <http://www.mrs.monash.edu.au/on-campus/policy/alcohol-policy.html>.
3. Sponsored promotions from external organisations must not be used as a draw card for an event.

Messages that do not meet the suitable content requirements will not be posted on the portal.