



How to download your Research Training & Development Certificate of Participation



UCD Graduate Studies



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1. Login to SISWeb

The screenshot shows a web browser window with the URL `sisweb.ucd.ie/asis/W_HU_MENU.P_DISPLAY_MENU?p_menu=SI-HOME`. The page header includes the SISWeb logo and navigation links: Registration, Fees & Assessment, Programme Services, Campus, Applications, and UCard. The main content area is titled "Welcome to SISWeb - Terms & Conditions Confirmation" and contains sections for "Rules of the University" and "Confidentiality and Data Protection".

2. Click on "Programme Services"

The screenshot shows the "Programme Services" page in the SISWeb system. The URL is `sisweb.ucd.ie/asis/W_HU_MENU.P_DISPLAY_MENU?p_menu=SI-PROGRAMME`. The page features a list of services provided by the Programme Office, Student Adviser, or schools. A photograph of students is visible on the left side of the page.

Listed below are services delivered by your Programme Office, your Student Adviser or the schools related to your programme.

- ▶ **Applications for Extenuating Circumstances**
Complete an Extenuating Circumstances application or view the status of previously submitted applications ☆
- ▶ **My Leave of Absence and Withdrawal Requests**
View and Manage (or Create) Leave of Absence or Withdrawal Requests ☆
- ▶ **UCD Surveys & Feedback**
Access any surveys to which you have been invited to respond ☆
- ▶ **My Co-curricular awards**
View details of co-curricular awards ☆
- ▶ **Erasmus Exchange Form**
Online form for completing Erasmus Exchange Information ☆
- ▶ **Teaching and Learning Awards - My Nominees**
Nominate people for Teaching and Learning Awards and view people I have nominated ☆

3. Click "My Transferable Skills Certificate" on the right-hand side. Your certificate will download automatically



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4. Open the file.
5. Print and save as you wish.



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