

UCD Registry: Programme Verification Guide & Checklist 23/24

What is Programme Verification?

- ★ This is the process whereby Schools/Colleges use a test version of SISWeb to complete test student registrations for their taught majors & stages to ensure the timetable and structures for their programmes are complete and accurate -

Who is involved in the process?

- ★ This is a collaboration between School/College Office Staff, the Curriculum Team, Systems & Data Operations team and Room Allocations

When does it take place?

- ★ It can commence once a finalised curriculum & timetable is in place
- ★ Typically, from the end of June until the end of July - timelines can vary slightly year on year

Preparation Checklist:

Stable Curriculum: it's important that the structure of your majors are as stable as possible and key information such as requisites, module trimesters, credit split by trimester & places have been recorded on the module descriptors

Stable Timetable: the timetable for your area must be confirmed as complete by Room Allocations

School/Colleges Staff Availability for testing: please note that an active JIRA account is required for testing

Testing

Test student details will be circulated to you from Tuesday of the selected/relevant week

Testing can begin from the time test student details have been received until midday on Friday each week and those test student details will only be valid during this time

Students are not pre-registered to core modules. Module requisites, pre-reqs, co-reqs etc, are in place during the testing process

Support:

- ★ Contact the Curriculum Team at curriculum@ucd.ie, or contact your College Liaison directly for Curriculum related queries, such as changes to major structures or module descriptors
- ★ Contact Systems & Data Operations at systems.data@ucd.ie for help with testing, test student ID set-up, use of JIRA
- ★ Contact your timetabling coordinator for timetabling readiness/confirmation

Useful Links & Documents



[Introduction to Programme Verification Process](#)

[JIRA Login – InfoHub](#)

[How to use JIRA](#)