



UCD Registry

September 6th 2022

UCD REGISTRY

UCD Applications Update

To: Heads of Schools, Senior College Administrators/College Office, School Administrators, Graduate School Managers, Programme Managers, College Office Directors, Admissions Tutors, Marketing Managers, College Finance Managers, UCD Global

Dear Sir/Madam,

Opening of Courses for 2023

Applications for 2023 entry, apart from agreed exceptions, will open on 1 October.

Unless we have been advised to the contrary in advance, any courses which are still open for either January, May or September 2022 entry, apart from agreed exceptions, will be closed on 30 September.

The courses which are set up to open for 2023 will be available to view on the [Application Form Preview](#) before 1

October. You are strongly advised to review the entries for your School and advise us of any changes or amendments before the opening date, particularly where courses which were running in 2022 are no longer being offered or where new courses are being run.

Referee System

As mentioned in the email of July 5th, a secure reference submission facility has been developed and will be operational from October 1st. Once an applicant enters the details on the Referees section of the application form, an automatic email will be sent to the referee with a link to upload the reference. The reference will then be available for review on the administration system but will not be visible to the applicant. The applicant will however, be able to see both that the referee request has been sent and when the reference has been received. No general change is planned at present for the manual reference checklist items which appear on several applications, unless specifically requested by the relevant schools. In cases where the automatic reference has been received, and where a manual reference checklist item is in place, the checklist item can be manually marked as received.

The automatic referee system will be set as the default on the system. However, if any Schools do not want automatic reference requests to be sent to their applicants referees, this can also be accommodated. Any schools who do not wish to use the system, and who have not already made us aware of this, should contact us.

Applications reassigned to Schools

To reduce the risk of errors and/or omissions, decisions for applications under UCD Global's remit should be actioned by UCD Global. Where an application has been reassigned for further review, it should be reassigned back to the original operational team, to action the decision, record scholarship and any additional information, as appropriate.

Manual creation of deposit checklist item

We have been asked by EAG to advise system users not to manually create deposit checklist items against application accounts unless absolutely necessary. The situations in which this facility should be used are very

rare and would only arise where an automatic deposit checklist item did not generate as normal once an offer was made. In any such cases it is best to consult Admissions before making any changes.

Acceptance recorded by Admissions (Adm office only)

This decision code is intended for use by UCD Registry Admissions in situations where the correct student record already appears on Banner but, for one reason or another, the Accepted decision code is not recorded against the corresponding application record. It should not be used under any other circumstance and cannot be used as a substitute for the standard Accepted decision code in cases where a student record has not been created.

Qualification Check

The documentation verification process has now been rebranded as [Qualification Check](#). It is hoped that this will make the process easier for students to understand and reduce some of the confusion that it continues to cause.

Please feel free to contact me directly if you have questions on any of the above.

Regards,
Martin

Martin Hurley
Senior Operations Manager
Admissions
UCD Registry
Tel: +353 (1) 716 1318
Email: martin.hurley@ucd.ie

Get in Touch

martin.hurley@ucd.ie

[Tierney Building](#)

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