Stage Reassignment

A guide to requesting a stage reassignment for a module.

Stage Reassignment Overview.

All Governing Boards should consider **Section 6.8** of the **Academic Regulations** which states 'after a stage GPA is awarded, it may not be adjusted, save in the case of identified error on the part of the University or fraud' before approving a Stage Reassignment request.

Prior to the Grade Approvals Process the stage assignment of students to modules should be audited. Stage issues can be audited on the Programme Audit Report – Stage Anomalies. Stage assignment can be updated by College/Programme offices throughout a trimester and prior to grades being committed to academic history.

Once grades have been committed to academic history as part of a Grade Approvals Process and Stage GPAs approved by Governing Boards changing the assignment of a stage in registration will not amend the stage assignment in academic history.

A **Stage Reassignment** request needs to be raised, approved by the Governing Board and forwarded in the Infohub tasks workflow to UCD Assessment for actioning.

1. Initiating Stage Reassignment Requests.

Stage reassignment requests are initiated by College/Programme Office colleagues through the **Programme Exam Board Reporting** in Infohub.

Go to Infohub > Assessment & Grading > **Programme Exam Board Reporting**.

Select the relevant **Governing Board** and **Academic Year** from each drop-down menu.

Next click on **Total Student Number** count by Programme Code and Stage the student is registered to module.

Home / Students / Assessment & Grading / Programme Exam Board Reporting

Programme Exam Board Reporting

Select Programme: Arts and Humanities Programme Board

Select Academic Year & Trimester: 2023/24 Spring Trimester

Q Student Search   📕 Board Membership   💬 School Observations   🎓 Conferring Report

Programme	Exceptions	Distributions	Majors	Number of Students				Observations	Signoff
				Stage 1	Stage 2	Stage 3	Stage 4		
BHACS001 - BA	📖	📊	🔧	1	5	10		N/A	

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2. Initiating Stage Reassignment Requests.

Once you have clicked on the blue **Total Student Number Count** on the Programme Exam Board Reporting the **Student Listing page** will open. Next enter the relevant student number into the **Filter** function, then click on the blue **Student Number** are initiating a Stage Reassignment request.

3. Initiating Stage Reassignment Requests.

Once the student **GAP Student Detail** for the student and programme has opened, you will need to scroll down to the **Module Details** section. From there select the **Request Stage Reassignment** button.

GAP Student Detail for   - Programme

| Programme Details | + |

| Overall Results Summary | + |

| Academic Credit by Level | + |

| Module Details | − |

Term Description	Trimester	Module	Title	Level	Credit Value	Type	Grade Information	Grade	QP**	QPV**	Request Stage Reassignment
⊟ BHNUR009 Stage 3 [Award GPA Rule 3 Stage Rule]-(Stage Weighting 30.00%)											
2023/2024 September	Spring	NMHS32290	Ethical&Legal Context Prof Pra	3	5.00	Core			'		☰
2023/2024 September	Spring	NMHS33400	Complexities of Pregnancy	3	5.00	Core					☰

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4. Initiating Stage Reassignment Requests.

Once you have clicked on the **Request Stage Reassignment** the request form will open.

The following fields will auto populate for each request - Student, Term Code, Part of Term, Module, CRN and Current Stage Module is assigned to.

To submit the request, you will need to populate the following fields:
- New stage to Assign Module to.
- Provide a reason.
- Originating Area.

Processing Stage Reassignment Request.

- Once received in the workflow by UCD Assessment it will normally be actioned within 5 working days.

- Once the Stage has been reassigned in academic history and GPAs of both impacted stages have been updated by UCD Assessment the request will be forwarded in the Infohub workflow to Student Records who will update the stage assignment in the student's registration if necessary.

- When the task has been entirely closed out the details will populate in Banner and Unishare and a generic automated email will be generated to the student advising them of a change to their academic record.

If you have any queries with raising a Stage Reassignment request, please contact grading.support@ucd.ie.

Stage X.

Any module on any programme can be assigned to Stage X. Stage X does not calculate a stage GPA, and any module assigned to the stage does not contribute to the credit load or grade points used to calculate a degree GPA. Stage X is generally used when a student has completed a module that is no longer part of the programme's structure but wishes to have the module displayed on their documentation for professional or accreditation reasons.

As Stage X does not appear on the drop-down to assign a module to Stage X you will need to select the current stage the module is assigned to, then enter the following to the Provide Reason section - Module to be assigned to Stage X.

Current Stage Module is assigned to*	S1
New Stage to Assign Module to*	Stage 1
Please provide reason*	Module to be assigned to Stage X

Stage Y.

Stage Y behaves very similarly to Stage X but has a more defined purpose. Stage Y is the micro-credential stage, and every module to which students are registered as a micro-credential should be registered as a Stage Y module.

This allows students to register for micro-credentials at the same time as more traditional programmes without the need for dual registration. It also triggers the creation of the micro-credential supplement, the official UCD document showing the successful completion of a micro-credential.