



Clárlann UCD | UCD Registry

Summer trimester 2024/2025 Undergraduate Grade Approvals Process

This email has been circulated to: Module Coordinators, Heads of School, School Heads for Teaching & Learning, School Managers, School Administrator - Students, Programme Deans, Vice Principals for Teaching and Learning, Directors of College Offices, Director of School Offices, School & College Office Directors, Programme and Operations Managers, Programme Managers, College Administrators - Programmes and Students, Innovation Academy

A Chairde,

We write to advise colleagues of the deadlines and supports for the upcoming Summer trimester Undergraduate Grade Approvals Process.

Important:

- This Grade Approvals Process is intended for Undergraduate modules/students with summer trimester Resits.
- A small number of Governing Boards have requested some other cohorts are included at this time. We ask that they liaises with their Schools to ensure appropriate Grade Entry and Review takes place during this time and within the timelines below.
- The Graduate Taught Grade Approvals Process will take place in September as outlined in the **Assessment Key Dates** and further communications on this will follow closer to the time..
- Grade Entry will close 5pm Friday 15 August - 2pm Friday 22 August to facilitate the Undergraduate Summer trimester Grade Approvals Process. This will impact all colleagues involved in Summer trimester Grade Entry whether it is for this Undergraduate GAP or the Graduate Taught GAP in September.

Timelines for the Undergraduate Summer Grade Approvals Process in August:

As outlined in the **Assessment Key Dates** the following are the main deadlines for this Grade Approvals Process:

- **5pm, Wednesday 13 August** - Grade Entry Deadline and Grade Sign Off in Infohub.
- **Thursday 14 August and Friday 15 August** - School Module Exam Committees (SMECs) take place.
- **5pm Friday 15 August** - Grade Entry closes for the trimester. Module Coordinators will have committed the grades of their modules to academic history. Schools will have Signed

Off on their School Grading Summary reporting in Infohub.

- **Wednesday 20 August and Thursday 21 August** - Programmes Exam Board meetings (PEBs) take place.
- **5pm, Thursday 21 August** - PEBs will have signed off on their PEB reporting in Infohub.
- **Friday 22 August** - Results are released to students.

Supports and Guidance:

We direct all colleagues to the [Grade Approvals Process \(GAP\)](#) webpage. This page has clear sections outlining:

- Information for Module Coordinators.
- Information for Schools.
- Information for Programme Exam Boards.

We also direct all colleagues to the [Guides, Videos and FAQs](#) webpage for helpful videos and guides.

Our **drop-in zoom clinics** will be open **between Tuesday 12 - Friday 15 August**. The details of those sessions are available in [this google calendar](#).

Release of Results:

Results from the Summer trimester Undergraduate grading period will be made available to students on **Friday 22 August 2025**.

Please contact us at grading.support@ucd.ie for further assistance.

Kind regards,

The Grading Support Team
Grading Support | Tacaíocht le Gráid
Assessment | Measúnú
UCD Registry | Cláríann UCD

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