

Programme Audit Reports.

A guide to UCD's Audit Reports for Programme Exam Boards.

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Available Programme Audit Reports.

The following reports are available to support the process of identifying anomalies in student registration and associated grade data prior to formal review at the Programme Exam Boards:

1. Student Progressions Issues.
2. Compliance Report by Programme.
3. Credit Anomalies.
4. Stage Anomalies.
5. Grade Issues.
6. Outstanding Exceptional Grades.
7. Programme Withdrawals.

Accessing Programme Audit Reports.

The **Programme Audit Reports** are in Infohub in the Assessment & Grading menu.

Assessment & Grading



- › **My Module Grades**
Multiple grading related functions including upload and transfer of grades, publishing of component grades and opening access for tutor grade entry. ★
- › **Tutor Grading & Publishing Grades - Help**
Link to Help pages relating to supplemental grading services for module coordinators. ★
- › **Past Examination Question Papers**
Search for past UCD exam papers in the newly enhanced archive. ⚙
- › **Extern Examiners**
Manage subject and special extern examiners. ⚙
- › **Exam Timetables**
View exam timetable reports. ⚙
- › **eThesis - My Exam Committee Tasks**
Exam Committee Tasks. ⚙
- › **eThesis Dashboard**
Click here to view the eThesis Dashboard for your associated Schools. ⚙
- › **School Grading Summary**
View school grading progress and module grade distribution. ★
- › **Guide to Grade Approvals Process Review and GAP Reports**
Grade Approvals Process Review and GAP Reports. ⚙
- › **My Exceptional Grade Change Requests**
View Final Grade Change Requests & Component Grade Change Requests assigned to my school or college. ⚙
- › **Student Degree Audit Report**
Click to review a student's academic record for their degree. ⚙
- › **Assessment Appeals Components by Student**
View of student component results to support assessment appeal processing. ⚙
- › **Programme Scholarship & Award GPA Listing**
Scholarship & Award GPA Information for Programmes. ⚙
- › **Major Scholarship & Award GPA Listing**
Scholarship & Award GPA Information for Majors. ⚙
- › **Campus Grading Summary**
Campus Grading Summary. ⚙
- › **Preliminary Report Submission Status**
Preliminary Report Submission Status. ⚙
- › **Joint Degree Report Approval Status**
Joint Degree Report Approval Status. ⚙
- › **Programme Audit Reports**
Programme Audit Reports. ★
- › **Programme Exam Board Reporting**
Grade approval process reports to support Programme Exam Boards. ⚙

Student Progression Issues Report.

The **Student Progression Issues** report captures students who have stage GPA statuses that indicate they will not be able to progress.

This report should be used directly after GAP to view which students have not progressed.

The report is displayed by **Governing Board** and **Academic Year & Trimester**.

To review student specific information, click on totals by programme and stage. The student list will display:

- Students Current Stage.
- Students' Incomplete Stage(s).
- Number of Attempts of a Module.

The red button will show the failed or incomplete modules causing the lack of progression.

Students with Inprogressible Stage GPA's

Select Programme: College of Arts and Humanities Graduate Taught Programmes Board

Select Academic Year & Trimester: 2023/24 Spring Trimester

Students with Inprogressible Stage GPAs

Programme	Description	Student Stage	Number of Students with Incomplete Stages	
			S1	Total
GDACS001	Graduate Diploma	Stage 1	1	1
MTACS001	Master of Arts	Stage 1	35	35
MTACS005	Master of Arts	Stage 1	25	25
Total				

3 rows took 1.42 sec

Filter...

Stage 1 Students with Inprogressible Stage GPAs for MTACS001

ID	Name	Student Stage	Incomplete Stage(s)	Stage Credits		Attempts at Stage Modules		View Modules
				Attempted	Earned	Number	Taken In	
		Stage 1	Stage 1	30	30	2	2023/24 Autumn Trimester 2023/24 Spring Trimester	View Modules
		Stage 1	Stage 1	30	30	2	2023/24 Autumn Trimester 2023/24 Spring Trimester	View Modules

Compliance Report by Programme.

During the Grade Approvals Process (GAP) the compliance process is completed in bulk by Student Records, UCD Registry.

Outside of GAP periods the **Compliance Report by Programme** should be used to ensure undergraduate students are flagged as eligible for an award.

The report will display:

- Students eligible for an award and flagged as compliant.
- Student who eligible for award but not flagged as compliant.

To flag a student as compliant click on Student ID (blue student number) and scroll to Academic History Compared to Structures section. Next click on blue flag student is eligible for Award button.

Compliance Report by Programme

Select Programme: BHACS001 - BA

Programme Credit Info - BHACS001

Student List - BHACS001

Filter...

Student ID	Name	Major(s)	Stage	Earned Credits				Current Registration		Incomplete Grades Credit Value				Compliance Record	
				S1	S2	S3	Total	Credits	By Stage	IA	IM	IX	XG	Updated On	Flag
		ECJ1 SAJ2	3	60	60	55	175	5	S3-5					23-OCT-24	Flagged as Eligible 14th Feb 2024
		MSJ3 SOJ1	3	60	55	40	155					25	23-OCT-24	Flagged as Eligible 15th Feb 2024	

Credit Anomalies Report.

The **Credit Anomalies Report** will show student who have:

- Reduced Registration – under registered for credit.
- Surplus Registration – over registered for credit.
- Zero Earned Credits.

It is recommended that this report is used in advance of the GAP to ensure students' registration is accurate.

The reports can be accessed by relevant Governing Board and Academic Year.

Credit Anomalies

Select Programme: College of Arts and Humanities Graduate Taught Programmes Board

Select Academic Year: Academic Year 2023/2024

Issue	No. Students
GDACS001 - Graduate Diploma	51
Surplus Registration	1
MTACS001 - Master of Arts	
Reduced Registration	1
Zero Earned Credits	1

Credit Anomalies.

There may be legitimate reasons for students to appear as having credits which differ from the standard programme credits; however, the report can also be used to identify errors or omissions in registration such as missing transfer credits.

To review the credits anomalies in greater detail you can click on the blue student number located on the first page of the report.

From there you will be provided with a student specific overview of the credit anomalies.

Reduced Registration

Show/Hide Columns   

Student id	Name	Term Code	Earned Credits	Ungraded Credits	Programme Credits
		202300	25	30	60
		202300	25	30	60
		202300	25	30	60
		202300	45	10	60
		202300	20	30	60
		202300	25	30	60
		202300	25	30	60
		202300	35	10	60
		202300	25	30	60
		202300	35	10	60

Stage Anomalies Report.

The **Stage Anomalies Report** lists students registered to a module with:

- Modules Missing an Assigned Stage.
- Stage X Modules.
- Modules Assigned to Non-existent Stage.

It is recommended that this report is used to check student registration in advance of the GAP to ensure all is accurate.

The reports can be accessed by relevant Governing Board and Academic Year.

Stage Anomalies

Select Programme:

Select Academic Year & Trimester:

Programme Code	Programme Description	Student Id	Name	Module	CRN	Issue	Stage	Academic History
OCHSS002	Microcredential Health & Ag Sc			ANSC40340 - Commun & Agri-Innovation	35150	Stage Missing		N
PDAFV005	Professional Diploma			FDSC40750 - Statistical Analysis	31429	Stage Missing		N

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For help with the above information, please contact Grading.support@ucd.ie

Grade Issue Report.

The **Grade Issue Report** displays **Totals by Programme** of grades which have not been entered or committed to academic history. For **Module Codes** and **Module Coordinator** contacts click on blue totals.

This report should be reviewed in advance of the PEB to identify if any grades are missing and have not been rolled to academic history, as they won't otherwise appear on the PEB reports.

Grade Issues for

School	Module	Module Coordinator	Grade Count	
			Not Graded	Not Rolled
S142	AERD30180 - Professional Work Experience		52	
S142	AESC30170 - Prof. Work Experience		20	
S142	ANSC30070 - Professional Work Experience			40
	Exp (Equine)		13	
	Experience		81	
	Meat Science			1
	nce (FOR)		5	
	nce(HORT)		7	

Grade Issues

Select Programme:

Select Academic Year:

Programme Code	Programme Description	Trimester	Not Graded	Not Rolled
BHNUR001	BSc Nursing	AUT	0	1
HDNUR002	Higher Diploma	SPR	1	1
OCHSS001	Occasional Health & AgSciences	SUM	1	0
OPLSC002	Continuing Prof Development	AUT	3	0
OPLSC002	Continuing Prof Development	SPR	28	0
OPLSC002	Continuing Prof Development	SUM	55	0



Outstanding Exceptional Grades.

The **Outstanding Exceptional Grades** lists **Student by Programme** who have an exceptional grade(s) such as IX, IA, IH and IM from the past 5 academic years.

In line with Academic Regulations, IX grades should be resolved within two trimesters of the original attempt, unless a Governing Board has provided approval for a further extension. Repeated extensions should not be provided, rather alternative process should be considered instead e.g. withdrawal, leave of absence.

List of students can be viewed by Governing Board.

Outstanding Exceptional Grades

Select Programme: Nursing, Midwifery and Health Systems Programme Board

Outstanding Exceptional Grades (I, IA, IM, IX) for past 5 years

Programme	Term Code	Trimester	Student Id	Name	CRN	Module	Module Coordinator	Stage	Grade
BHNUR001	202000	AUT			11702	NMHS30290 - Manag and Qual Improv	Phil Halligan	54	IX
BHNUR001	202000	AUT			11710	NMHS30090 - Med/Surg IV	Tara Breen	54	IX
BHNUR001	202000	AUT			11711	NMHS30020 - Nursing in Diverse Settings	Alison Clancy	54	IX
BHNUR001	202000	AUT			11745	NMHS30280 - Teach and Assess in Practicum	Alison Clancy	54	IX
BHNUR001	202000	SPR			11687	NMHS30970 - Evidence Based Practice HCare	John Gilmore	54	IX
BHNUR001	202300	AUT			26045	NMHS33670 - Health Psychology & Sociology	Barbara Coughlan	54	IX
BHNUR002	202100	SUM			31145	NMHS31320 - Prac Plac 4C Internship (M)	Margaret Folan	54	IM

Programme Withdrawals.

The **Programme Withdrawals** report displays the numbers of withdrawn students from all programmes under a **Governing Board**.

Student specific information can be found under each total by Programme, Stage and Month. This section of the report provide:

- Student ID (Student Number).
- Student Name.
- Registration Code.
- Withdrawal Description.
- Date of Withdrawal.

This report can be used throughout the academic year.

Programme Withdrawals

Select Programme: Architecture, Landscape, Planning and Environmental Policy Programmes Board

Select Academic Year: Academic Year 2023/2024

Programme	Description	Stage	No. Students													
			September	October	November	December	January	February	March	April	May	June	July	August		
BHARCH006	Sc City Planning & Env Policy	S1						1								
BHARCH007	Bachelor of Architectural	S1						2								
BHARCH007	Bachelor of Architectural Sc	S2						1								

Withdrawals for Total Stage Total 2023/2024

Show/Hide Columns

Student Id	Name	Code	Description	Date
WE	Withdrawn - left College			30 Jan 2024
WE	Withdrawn - left College			18 Jan 2024
WE	Withdrawn - left College			16 Jan 2024
WE	Withdrawn - left College			31 Jan 2024
WE	Withdrawn - left College			05 Dec 2023
WE	Withdrawn - left College			31 Jan 2024
WG	Withdrawn			30 Jan 2024
WE	Withdrawn - left College			30 Jan 2024

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