



Managing Resits/Repeats & Mid-Year Progression in January 2012

UCD Registry
Clárann UCD

The purpose of this document is to summarise, for administrative staff in the University, the main elements and points of note in the running of the Resit/Repeat and Mid-Year Progression processes at the start of Semester 2 (2011/12)

SEMESTER 1 RESULTS – IMPORTANT DATES

❖ Open Semester 2 ‘Change of Mind Window’	Friday, 6 January
❖ Release of Provisional Results	Wednesday, 18 January
❖ Run Resits/Repeats Process	Friday, 20 January
❖ Run Mid-Year Progression Process	Friday, 20 January
❖ Close of Online Module Registration	Friday, 27 January
❖ Release of Final Results	Thursday, 9 February

1. Resits/Repeats Process

- On Friday, 20 January 2012 students with E and/or F grades will receive an individualised email to their UCD Connect account confirming they have been registered to specific Semester 2 resit/repeat modules, based on their provisional results.
- Only where resits/repeats exist as per the Curriculum (Module) information agreed last summer for 2011/12 will the module be included in the automatic registration process.
- G and NG grades are not included. Students will receive an email detailing the module(s) in which they have a G or NG grade. If they wish to be registered for a resit/repeat for this module (if it exists) they will have to state this by return email to Administrative Service, UCD Registry by a deadline of Friday, 27 January 2012. That email address is: resits@ucd.ie. Instructions in the email will be very clear for the students. The student will then be registered by Administrative Services to the resit/repeat within 10 working days.
- It should be noted that some students will receive the two emails, one for E and/or F and one for the G/NG grades.
- Online information is taking, as before, the form of basic FAQs. It will be stated that, where a resit/repeat is not offered in a module, the student should seek advice in their School / Programme Office. In the case of the B.A. and the B.Soc.Sc, the students should go directly to their School for advice. The url for students is http://www.ucd.ie/students/resits_repeats/



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- After Friday, 27 January 2012 students will have to go to their Programme/School Office if they wish to drop or register to resit/repeat modules.
 - Again, it must be emphasised that students are responsible for managing their overall registration.
 - What happens to grade changes after 27 January 2012? The Registration/Records Team in Administrative Services have a routine process to pick up changes and will manually amend students' records, after the release of final results on 9 February 2012. Examination results are not available on SIS during the period 23 January – 9 February 2011.

2. Mid-Year Progression

- On Friday, 20 January 2012 students will receive an individualised email to their UCD Connect account confirming they have been progressed, based on their provisional results. Should circumstances change on the release of the final results on 9 February 2012 the records of such students will be amended, where necessary, to reflect their overall position. As before, in the email, students will be directed to their Programme Office for academic advice.
- Lists of students progressed will be sent to the relevant Programme Office on Friday, 20 January 2012 by the Registration/Records team in Administrative Services .