



Operations Group

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# Admissions Reporting & Access

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Community Brainstorm

## Agenda

- Presentation
- Exercise 1:
- Break (20 minutes)
- Exercise 2:
- Exercise 3:



Operations Group

CAO Processing



UCD Applications  
System



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## Who has access?

Programme and School Office  
Staff



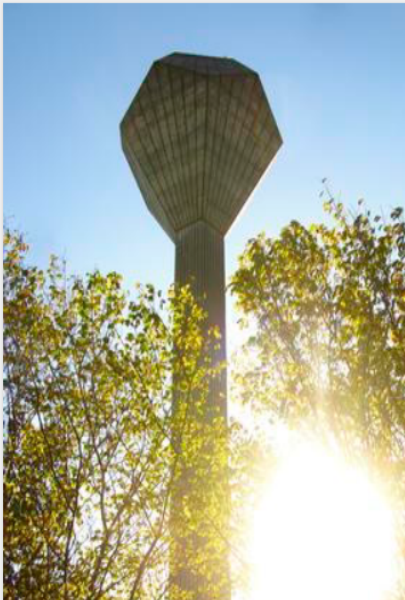
## Why do they have access?

To administer programmes with  
CAO entry routes





## Admissions & Recruitment



### › Central Administration Menu

Central Office Administration Tasks ☆

### › Veterinary Medicine Work Experience

Provides information on veterinary medicine work experience applications ☆

### › CAO Processing

CAO Processing Reports ☆

### › Student Recruitment

This item contains reports relating to Undergraduate Student Recruitment in UCD ☆

### › UCD Applications System

View application reports and trends. Manages application forms and set ups ★

### › Graduate Studies Website

#### Administration

Manage course information, settings and email templates ☆

### › Ad Astra Scholarships

List of Ad Astra Scholarship applicants ☆



# CAO Processing Reports

Clicking on number displays individual applicant information

	Applicants	
	Accept <a href="#">↓↑</a>	Total <a href="#">↓↑</a>
<a href="#">▶ Hold Report for Academic Year Major</a> Report detailing holds for Students by Year and chosen Academic Year. ☆	165	165
<a href="#">▶ Summary of CAO applicants</a> Displays a summary of CAO applicants by Group Code ☆	39	39
<a href="#">▶ CAO Offers &amp; Accepts – Master</a> Email CAO applicants by status of accept and of	20	20
	24	24
	<b>248</b>	<b>248</b>

<a href="#">▶ CAO Offers &amp; Accepts – Programme</a> 165 applicants by status. ☆
<a href="#">▶ CAO Offers &amp; Accepts – Mail Enquiry</a> 165 applicants to view emails sent by Admissions and
<a href="#">▶ CAO Offers &amp; Accepts – by Programme Area</a> 165 applicants by Programme Area ☆



# Cao Processing Reports



Number of applicants **193**

Category	Number of applicants
DARE	11
FETAC	12
HEAR	5
Points	154
Transfer	9
non-EU	2
<b>Total</b>	<b>193</b>

21

28

46

31

16

13

48

Accepts - Programme

applicants by status. ☆

Enquiry

view emails sent by Admissions and

by Programme Area

by Programme Area ☆



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CAO Processing  
Reports



The Net Accepts reports will be available as  
previously

CAO Offer & Accepts report will be only available to a very  
limited group who will have to show a valid business reason  
for needing to see applicants at the offer stage (GDPR).





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CAO Processing



UCD Applications System



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## Who has access?

- Admissions Tutors
- School Administration staff
- Programme Directors
- Heads of School
- Marketing Managers
- UCD Global

Access Request: [admoffice@ucd.ie](mailto:admoffice@ucd.ie)  
(N.B. staff use only!)



## Why do they have access?

- Assessment of applications
- Decision entry
- Monitoring application trends
- Enrolment planning

General Access – 1,301  
Operational Team Access – 797  
Decision Entry Access 656



## Operations Group

▶ [Applicant Enquiry Screen](#)

View a summary of an applicant's details ★

▶ [CommonApp Uploads](#)

Tool to load CommonApp applications onto InfoHub ☆



# UCD InfoHub

My services & information portal

St:Sys

[Home](#) / [Students](#) / [Admissions & Recruitment](#) / [UCD Applications System](#) / [Applicant Enquiry Screen](#)

## Applicant Enquiry Screen

Search for Applicant using name, ID, email or Application Number

Select Applicant:

Search



[View applicant details for a scholarship](#) ★

[Summary of current online RPL applications](#) ★

▶ [Student Vetting Applications](#)



Displays 'current' applications – used for day to day processing

## Operational Reporting

### Operational Reporting



In the following reports where decision speed is shown it refers to calendar days to decision.

› **Applications Requiring my Attention**

View applications on which you need to take action ☆

› **Applications Attributes**

View a summary of applications that have been tagged with attributes ★

› **Current Applications Summary - by Team**

View a summary of current applications for my team ☆

› **Current Applications Summary - International**

☆

› **International Reassignment Maintenance**

Review / update whether applications for a course are assigned to the course's Home Team, the Global Centre associated with an applicant's citizenship or a specific Global Centre ☆

› **Current Applications List - by Course**

**Admissions Only**

Lists current applications by course ☆

› **Applicant's Visa Information by team**

Applicant Visa information of current applicants for my team ☆

› **Applicant's Visa Information by Visa Office and Region**

Applicant Visa information of current applicants by visa office and region ☆

› **Maintain Non-EU Requirements**

View and Maintain Non-EU Requirements ☆



## Other Items for Follow-Up



› Applications Not Submitted but Application Fee Paid

Applications that have not been submitted but where an application fee has been paid ☆

› Offers that have been Conditionally Accepted (with no checklist items outstanding)

List of applications that have been conditionally accepted ☆

› Applications with Outstanding Checklist Items

Applications with outstanding checklist items which are required for assessment ☆

› Manually Reassigned Applications

Applications that have been manually reassigned from one team to another ☆

› Automatically Reassigned International Applications

☆

› Answers to Mandatory Questions

Applications Answers to Mandatory Questions ☆

› International Under 18 Applicants

☆

Applications Attributes

# Add a new Attribute Definition

Please enter attribute details

**Attribute Description\***

The name of the attribute

**Category Code\***

The application category (ACAT) code for the attribute

**Management Areas\***

The management area(s) that own this attribute

**Attribute Type (Group)**

The type or grouping associated with this attribute (for reporting purposes)

**Active Y/N\***

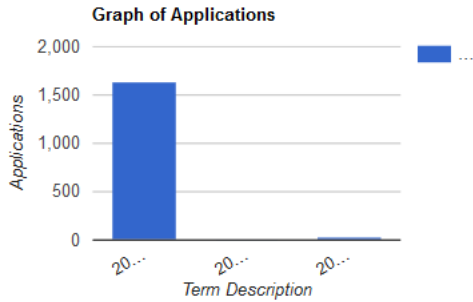
Indicates whether this application attribute is currently active

Save

## Maintenance

Review / update whether applications for a course are assigned to the course's Home Team, the Global Centre associated with an applicant's citizenship or a specific Global Centre. ☆

# Summary



Term Description	Unsubmitted Applications	Applicants	Applications	Offers	Acceptances	Registered	Average Decision Speed (Grad Taught)
2020/2021 September	952	1,309	1,634	408	211	0	12
2019/2020 September	0	3	3	2	2	0	
2019/2020 January	1	28	28	24	19	0	

3 rows took .51 seconds to run [Export to Excel](#)

Term Description	Full-Time or Part-Time	Application Type	Offer Stage		Acceptance Stage			Non-EU Capacity		Registered	More Detail	Prior College			
			Unsubmitted Applications	Applications	Offers	No Offers	Awaiting Decision	Acceptances	Non-Acceptances				Offers Awaiting Acceptance	Capacity	
2020/2021 September	FT	Grad	22	21	9	4	9	7	1	1 (1 are conditional / provisional / deferred)	3	✗	0	21	Prior College
2020/2021 September	FT	Grad	201	394	89	59	246	62	18	9 (8 are conditional / provisional / deferred)	12	✗	0	394	Prior College
2020/2021 September	FT	Premasters	9	9	3	1	5	2	0	1 (1 are conditional / provisional / deferred)		✓	0	9	Prior College



## UCD Applications System



› Applicant Enquiry Screen

View a summary of an applicant's details ★

› Operational Reporting

Displays a menu of reports on current applications ★

› Management Reporting

Displays a menu of management reports ★

› Other Special Interest Reports

Special interest reports to provide information on specific areas of interest. ☆

› Central Administration Menu

Central Office Administration tasks ★

› School Administration Menu

School Administration tasks ★

› Staff Only Student Setup

Create manual application and student record when application forms are received by schools ★

› CommonApp Uploads

Tool to load CommonApp applications onto InfoHub ☆

› UCD International Portal

Portal for UCD's International Agents ☆

› Recruitment Analytics

Summary Dashboards on Student Recruitment ☆

› Student Recruitment Domestic Taught Graduate Analytics

Domestic (Irish) Graduate applicant reports ☆

› Support : Applications System

Support information for the UCD Applications System ☆

› Use of Citizenship and Residency Criteria in Online Applications System and Reports

Help page regarding international criteria ☆

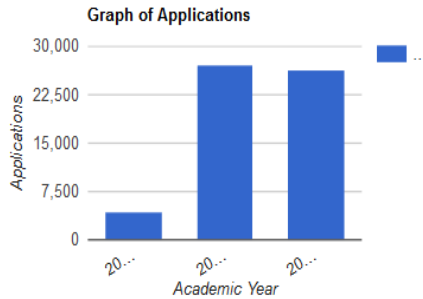




# Management Reporting

Home /

## University Overview



Academic Year	Unsubmitted Applications	Applicants	Applications	Offers	Acceptances	Registered	Average Decision Speed (Grad Taught)	Exceptions
								Decision Speed (Grad Taught) > 14 Days
2020/21 To Date	5,136	3,383	4,322	988	517	18	15	1,126
2019/20 Overall	25,595	22,636	27,182	15,403	12,122	8,378	37	8,831
2018/19 Overall	23,494	22,763	26,373	15,948	14,158	11,662	35	7,074

School level year on year information on applications made via the UCD applications system. ☆

▶ [Non-Irish applicants with scholarships](#)



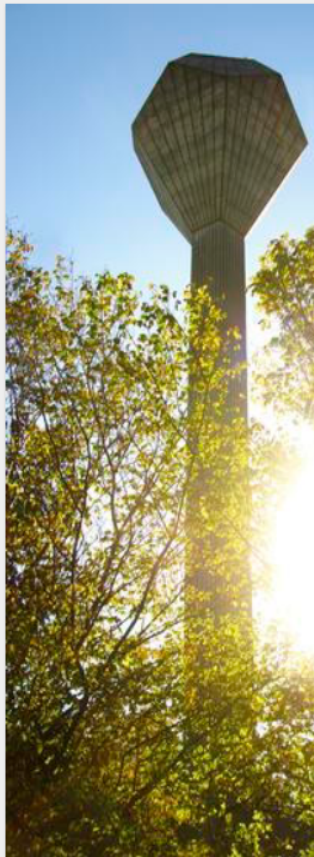
# Management Reporting

## Summary of Historical Applications

Select School/Unit: School of Business

Course Code	Course Description	Term Description	Full-Time or Part-Time
B008	MAcc FT	2014/2015 September	FT
B008	MAcc FT	2015/2016 September	FT
B008	MAcc FT	2016/2017 September	FT
B008	MAcc FT	2017/2018 September	FT
B008	MAcc FT	2018/2019 September	FT
B008	MAcc FT	2019/2020 September	FT
B008	MAcc FT	2020/2021 September	FT

Management



it refers to calendar days to

Applications Year on Year - International  
level year on year information on international applications (based on citizenship) made via the UCD applications system. ☆

Applications Year on Year - by Team  
level year on year information on applications made via the UCD applications system. ☆

Local Applications with Decisions - by School  
level year on year information on applications for each course per school for past 1 cycle(s) with a breakdown of decision status. ☆

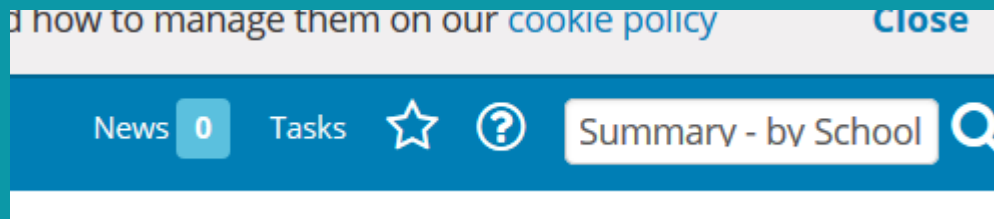
Applications with scholarships



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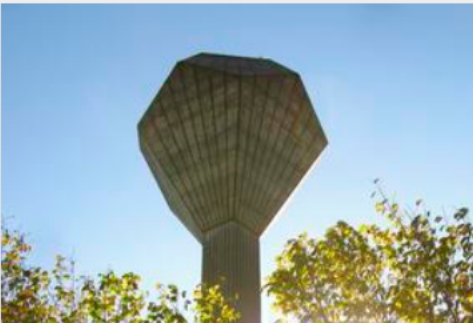
## Current Applications Summary - by School

Alternative to Applications Year on Year –  
by School. Displays applications for  
active term(s) only (i.e. no comparison  
with previous year).



Home / Search Results

## Search Results



### ➤ Current Applications Summary - by School

Lists all applications for each course per school in the current application cycle(s) with a breakdown of decision status

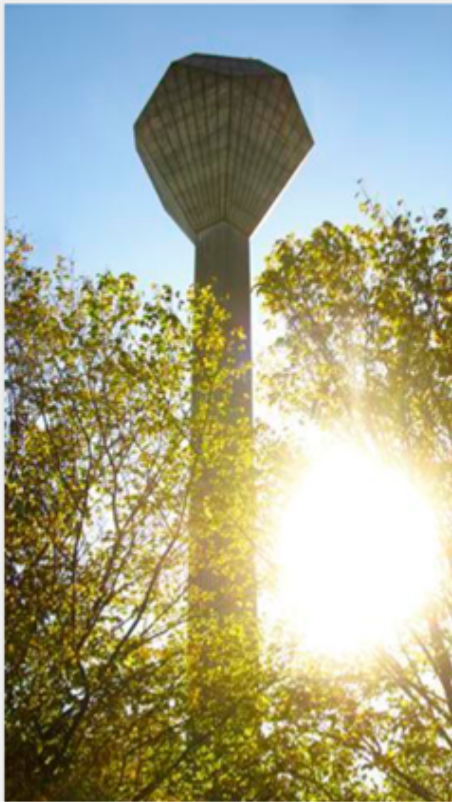


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## Other Special Interest Reports

Created for a specific purpose or school

### UCD Applications System Other Special Interest Reports



▶ **What other courses did applicants apply to?**  
What other courses did applicants to a course apply to? ☆

▶ **Physics: 'Which Specialisation?' answers**  
Answer to the 'In which specialisation are you interested?' question. ☆

▶ **Business: 'Is application ASQ or non-ASQ? standard or non-standard?' answers**  
Business: 'Is application is ASQ or non-ASQ? standard or non-standard?' answers ☆

▶ **MBA: End of Year Report**  
MBA end of year report for individual review meetings with students. ☆  
application forms are received by schools ★

▶ **UCD Online Scholarships Applications**

▶ **MBA: 'Number of Years of Full-time Work Experience' answers**  
Special interest information currently only relevant to MBA admissions staff. ☆

▶ **Applications - Prior College Information by Country**  
☆

▶ **Merged records - check for duplicate entries in Kira Talent for Current Academic Year**  
List of merged records to assist in checking for possible duplicates in Kira Talent (current academic year) ☆

▶ **Applications for Recognition of Prior Learning**



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## Recruitment Analytics

'Predicted' Course of  
Eventual Registration  
(only counts applicants  
once)

› Applicant Enquiry Screen

View a summary of an applicant's details ★

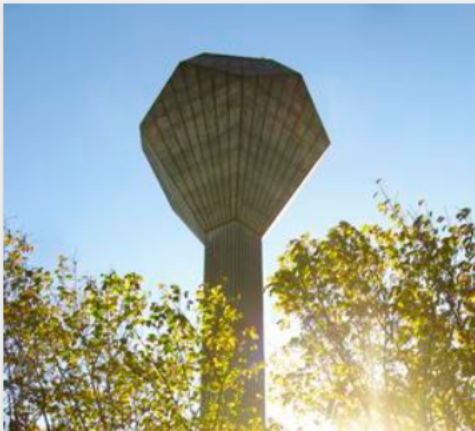
› CommonApp Uploads

Tool to load CommonApp applications onto InfoHub ☆

› Operational Reporting

› UCD International Portal

## Recruitment Analytics



› GEG Dashboard (Year on Year)

Compare applications at university level ☆

› Application Overview by Market (YoY)

Year-on-Year comparison of applications by Market ☆

› GEG Dashboard (3 Year Trend)

Compare applications at university level ☆

› Application Overview by Market (3 Year)

3 Year trend report on applications by Market ☆

› Staff Only Student Setup

Create manual application and student record when application forms are received by schools ★

Help page regarding international criteria ☆

› UCD Online Scholarships Applications

View applicant details for a scholarship ★

› Applications for Recognition of Prior Learning

Summary of current online RPL applications ★

› Student Vetting Applications

View Student Vetting Applications ☆



Currently still in pilot phase

› Applicant Enquiry Screen  
View a summary of an applicant's details ★

› CommonApp Uploads  
Tool to load CommonApp applications onto InfoHub ☆

› Operational Reporting

› UCD International Portal

# Current Applications Summary

Select Academic Year: Academic Year 2019/2020 ▾

Select Application Area: Recognition of Prior Learning ▾

				Offer Stage			
Description	Term Description	Unsubmitted/Invalid Applications	Applications	Offers	No Offers	Awaiting Decision	Acceptances
Recognition of Prior Learning-	2019/2020 September	770	177	58	23	54	42
<b>Total</b>		<b>770</b>	<b>177</b>	<b>58</b>	<b>23</b>	<b>54</b>	<b>42</b>

› Staff Only Student Setup  
Create manual application and student record when application forms are received by schools ★

and Reports  
Help page regarding international criteria ☆

› UCD Online Scholarships Applications  
View applicant details for a scholarship ★

› Applications for Recognition of Prior Learning  
Summary of current online RPL applications ★

› Student Vetting Applications  
View Student Vetting Applications ☆



## School Administration Menu

				Click to View			
Application Form	Application For	Application Dates	Setup	Questions	Checklist	App Form	
Graduate Taught Form	Academic Year 2020/2021	From 01/10/19	Rules	7	4	Preview	
Graduate Taught Form	Academic Year 2020/2021	From	Rules	7	4	Preview	
Graduate Taught Form	Academic Year 2020/2021	From	Rules	11	4	Preview	
Smurfit Red Programmes	Academic Year 2020/2021	From 01/10/19	Rules*	9	3	Preview	
Graduate Taught Form	Academic Year 2020/2021	From 01/10/19	Rules	7	5	Preview	
Graduate Taught Form	Academic Year 2020/2021	From 01/10/19	Rules	7	5	Preview	
Graduate Taught Form	Academic Year 2020/2021	From	Rules	7	3	Preview	
Graduate Taught Form	Academic Year	From	Rules*	7	4	Preview	

[» UCD Online Scholarships Applications](#)  
 View applicant details for a scholarship ★

[Learning](#)  
 Summary of current online RPL applications ★

[» Student Vetting Applications](#)  
 View Student Vetting Applications ☆

: Programmes

Sort  
Applicants ☆



## My School's Contacts

Select Team: UCD Registry

### Contacts at School/Team Level

+ Add New Role at School Level

	Name	Role Description	Membership Start Date	Membership End Date
<input checked="" type="checkbox"/>	Martin Hurley	Admissions Tutor	21 Jun 2011	
<input checked="" type="checkbox"/>	Susan Mulkeen	Admissions Tutor	21 Jun 2011	
<input checked="" type="checkbox"/>	Peter Shearer	Admissions Tutor	21 Jun 2011	

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### Contacts by Major

+ Add New Role by Major

**Please Note:** To remove a Contact, please flag the person as "Inactive" and provide an "End Date"

Major Title	Name	Role Start	Role End
There are no rows to display			





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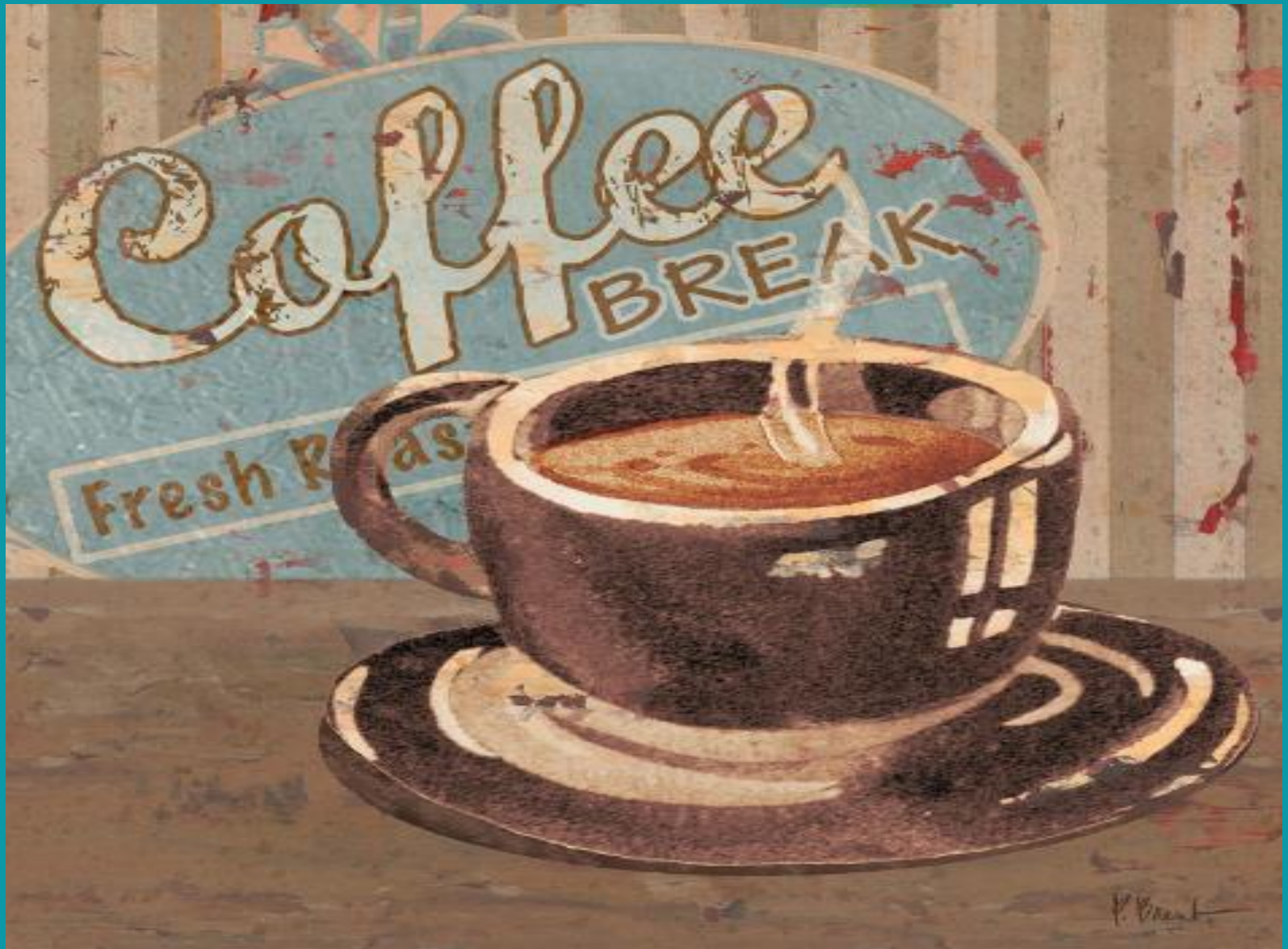


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## Exercise 1: What works well?



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## Exercise 2: Opportunities for Improvement



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## Exercise 3: Priorities of Improvement Opportunities

A 3D-rendered, light beige card with a thin gold border, standing upright on a white surface. The card is slightly tilted to the right. The text "Thank You" is written in a vibrant blue, cursive font across the center of the card. The background is a plain white surface with a soft shadow cast by the card to its left. The image is framed by a teal border at the top and bottom.

Thank You



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