

UCD GLOBAL ADMISSIONS

(GOVERNANCE & OPERATIONS)



Think Bigger

FIONA BUTLER

SENIOR INTERNATIONAL ADMISSIONS OFFICER

AIDAN PRINSLOO

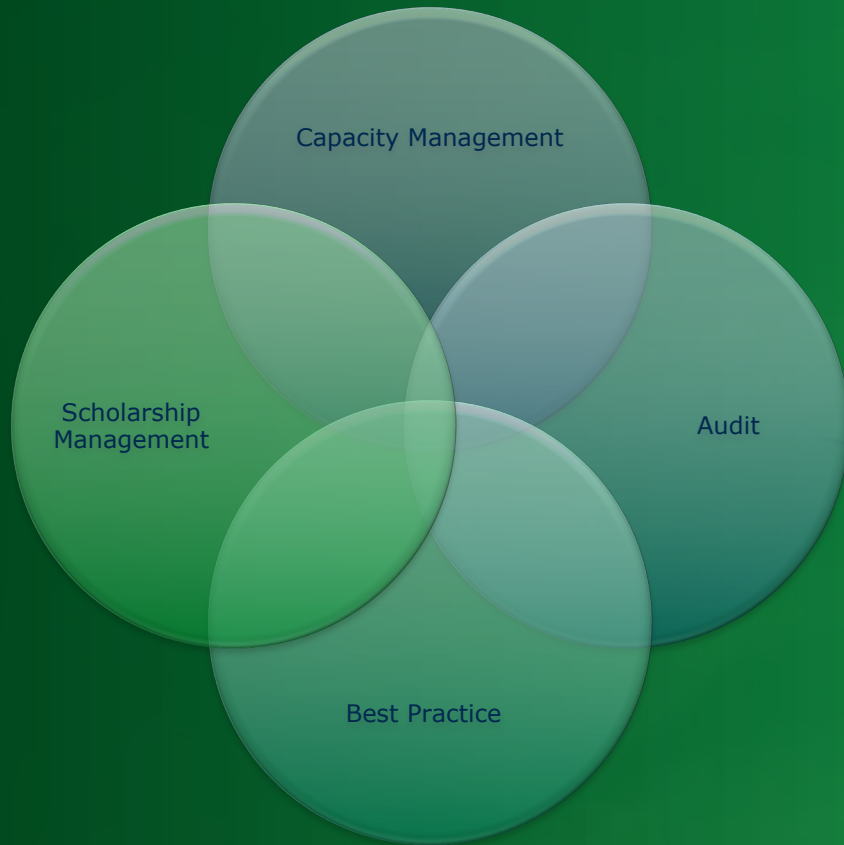
INTERNATIONAL SCHOLARSHIP & FUNDING OFFICER



University College Dublin
Ireland's Global University

WHAT DO WE DO?

International Admissions & Scholarships



All Non-EU UG

- External Transfer
- Mature Students
- UCD ISC IFY
- Articulated Programmes

Non-EU GT

Majors assigned to UCD Global
Part-time programmes (to confirm eligibility)

Pre-Masters



University College Dublin
Ireland's Global University

What we do not do! EU, Online Courses, PhD, Research
Masters, Graduate Diplomas, Overseas Programmes ²

HOW DO WE DO IT?

Management Reporting



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

- › **Application Trend Reporting**
Multi-Year Trend Reporting ☺
- › **Applications Year on Year - University Overview**
University level year on year information on applications made via the UCD applications system. ☺
- › **Applications Year on Year - by College**
College level year on year information on applications made via the UCD applications system. ☺
- › **Applications Year on Year - International** ★
University level year on year information on international applications (based on citizenship) made via the UCD applications system. ☺
- › **Applications Year on Year - by Team**
Team level year on year information on applications made via the UCD applications system. ☺
- › **Historical Applications with Decisions -**

Operational Reporting



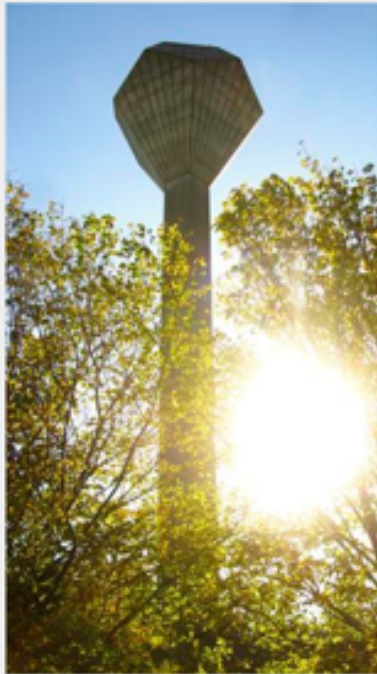
In the following reports where decision speed is shown it refers to calendar days to decision.

- › **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. ☺
- › **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 ☺



HOW DO WE DO IT?

School Administration Menu



› **Application Form Preview**

Maintain majors, rules, forms, questions and checklist items ☆

› **Special Text and Images for Schools and Majors**

Maintain special custom-text for schools and/or majors (e.g. for use in offer or acceptance e-mails to international students) ☆

› **Country Visa Information**

View and maintain Visa Information for Countries ☆

› **Options & Settings**

Options and Settings for Global Engagement Emails ☆

› **Old System Applicant Enquiry Screen**

Old System Applications Enquiry Screen ☆

› **Non-EU Entry Requirements** ★

View Non-EU Entry Requirements for Taught Programmes ☆

› **My School's Contacts**

Contact info on staff in School ☆

› **Study Abroad Application Report**

Export "Q & A" reports on Study Abroad Applicants ☆

REASSIGNMENT RULES

Home / Students / Admissions & Recruitment / UCD Applications System / Operational Reporting / International Reassignment Maintenance

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.

Overview of Reassignments

Assign Applications To	# Course Records
HOMETEAM: the majors Home Team	8,315
GLOBALCENTRE: the Global Centre associated with an applicants citizenship	3,413
SS-SRECDUB: UCD Global Dublin: ROW	120
SS-SRECBEI: UCD Global Centre Beijing	41
SS-SRECNV: UCD Global Centre North America	2

Displays course records from academic year 2015/16 onwards

5 rows took .03 seconds to run [Export to Excel](#)

Non-EU applicants are categorised on the basis of the following criteria:

Citizenship declared on the application form

+

Answering '**NO**' to the general application question:

*Have you been resident in Ireland or the EU/EEA/ Swiss Confederation for **3 of the last 5 years?***

Excluding any period of residence as holder of a student visa (Stamp 2)



DELEGATED AUTHORITY

Non-EU Entry Requirements by School/Team

Select Team:

Non-EU Entry Requirements by School/Team

Course Code	Major Description	Requirements	Click to -	Non-EU Fee Amount	Non-EU Capacity	Contacts Info
T137	MSc Advanced Software Eng PT		Add	12400		View
T150	MSc Computer Science (Neg) FT	View		25600		View
T151	MSc Computer Science (Neg) PT					

Non-EU Requirements - T150

Description	Requirement Details	Last Modified On	Last Modified By	Click to -
Minimum Academic Criteria for Delegated Approval	A Bachelor's degree with minimum 2:1 award (NFQ Level 8) or equivalent in Computer Science.	03 Oct 2019	Fiona Butler	Edit
Additional Essential Criteria for Delegated Approval	A personal interest statement that outlines their motivation for applying to the programme. Two academic/professional references that qualify the candidates programming ability. Offers are not to be made without references being assessed by the decision maker - if there are any concerns refer to School. (Strong programming background is critical to succeed on the programme) Applicants whose first language is not English must also demonstrate English language proficiency. IELTS (Academic) Overall Band Score of 6.5 with no component band score below 6.0 normally required or equivalent. Non-EU Capacity: 80 Indian Quota 60 (internal use only)	03 Oct 2019	Fiona Butler	Edit
Referral to College	A Bachelor's degree with minimum 2:1 award (NFQ Level 8) Engineering Software Engineering. Refer to College if applicant presents with a 2:2 in a Comput Non-EU Contact: Travis Grotewold (Postgraduate Programr Imelda Huggins (Administration Manager) imelda.huggins@			

Maintain Non-EU Requirements

[+ Add New Non-EU Requirement](#) [Full Requirements Report](#)

Question ID	Requirement Heading	Active Y/N
<input checked="" type="checkbox"/>	327 Minimum Academic Criteria for Delegated Approval	Y
<input checked="" type="checkbox"/>	328 Additional Essential Criteria for Delegated Approval	Y
<input checked="" type="checkbox"/>	329 Referral to College	Y
<input checked="" type="checkbox"/>	330 Non-Standard Application Criteria that may be Considered for Approval	Y
<input checked="" type="checkbox"/>	331 UCD Applied Language Centre - EAP	Y
<input checked="" type="checkbox"/>	332 Alternative Entry Pathway (Graduate Diploma/ Pre-Master's)	Y
<input checked="" type="checkbox"/>	333 Scholarship Band	Y
<input checked="" type="checkbox"/>	334 Other Comments re Scholarships	Y
<input checked="" type="checkbox"/>	4.405 Mandatory Referral to College (Yes/No)	Y

	C	D	E	F	G	H	I	J	K	L	M	N
	Course Description	Cours	Application Opening Date	Application Closing Date	Management Team	Assignment Team	Level	Requir	Requir	Requir	Requir	Requir
149	Computer Science	CSSA	01-Oct-19		UCD Global Dublin: ROW	GLOBALCENTRE	UNGR	IPS 400	N Applicant	Non-EU Contact: Pro	UCD ALC	
150	MSc Computer Science (Neg) FT	T150	01-Oct-19		Computer Science - Masters	GLOBALCENTRE	GRAD	A Bachel	A person	A Bachel	Other deg	UCD ALC
151	MSc Computer Sc (Conv) FT	T195	01-Oct-19		School of Computer Science	GLOBALCENTRE	GRAD	A Bachel	Applicant: In exceptional circu			UCD ALC



University College Dublin
Ireland's Global University

EXAMPLE APPLICATION & ONLINE OFFER LETTER



University College Dublin
Ireland's Global University

Scholarship Offerings

Global Excellence

- GES 100%
- GES 50%

Central Partial Scholarships

- Global Scholarship*
- Former Exchange / Study Abroad
- U21 Alumni Scholarship

Contractual

- Mitchell's Scholarship
- Fulbright
- Government of Ireland
- OCSC Thai Scholarship
- Etc.

College Discretionary

- VPI College Global Scholarship



Global Scholarships: Bands

Band 0	Applied to programmes that are 'very high performing' with strong student demand, often with strict capacity restrictions.
Band 1	Applied to programmes that are 'performing well' but may need financial incentives to attract greater interest/conversion as well as diversity.
Band 2	Applied to programmes that are 'underperforming' (in terms of attracting interest/conversion).



Global Scholarship Levels (UG)

(subject to annual review; not in circulation)

Region, Award Criteria	Classroom			Non-Classroom/Laboratory		
	Band 0	Band 1	Band 2	Band 0	Band 1	Band 2
South Asia; East Asia (excl. China); Southeast Asia; Latin America (Brazil & Mexico); ROW						
Award if IPS over 400	€0	€2,000	€5,000	€0	€2,000	€4,000
Band 1 Programmes: Award if IPS 500 or greater Band 2 Programmes: Award if IPS 450 or greater	€0	€5,000	€7,000	€0	€4,000	€6,000
Award if IPS is \geq 525] [India only: Award if SXII \geq 95% for Business & \geq 85% for Arts & Humanities]	€0	€7,000	€7,000	€0	€6,000	€8,000
North America;						
Award if IPS <u>over 400</u>	€0	€3,000	€5,000	€0	€4,000	€6,000
Award if IPS <u>over 480</u>	€0	€5,000	€5,000	€0	€6,000	€6,000
China (as incentive to selected agents only)						
Award if IPS \geq 500 (for programmes requiring IPS \geq 450); Award if IPS \geq 450 (for Arts/Humanities & Social Sciences/Law)	€0	€3,000	€5,000	€0	€4,000	€6,000



Global Scholarship Levels (UG)

(subject to annual review; not or circulation)

Region, Award Criteria	Classroom			Non-Classroom/Laboratory		
	Band 0	Band 1	Band 2	Band 0	Band 1	Band 2
South Asia; East Asia (excl. China); Southeast Asia; Latin America (Brazil & Mexico); ROW						
Award if current GPA 3.2/4.0 <u>or</u> with a 2:1 from a recognised university	€0	€2,000	€5,000	€0	€4,000	€6,000
Award if current GPA 3.5/4.0 (1st Class Honours)	€0	€4,000	€7,000	€0	€6,000	€8,000
North America; China						
Award if current GPA 3.5/4.0	€0	€3,000	€5,000	€0	€4,000	€6,000
Award if current GPA 3.7/4.0	€0	€5,000	€5,000	€0	€6,000	€8,000



Example Application & Online offer Letter



Applicant Details

Personal Details for

Photo	ID Number	Name	Age	Gender	Nation of	Phone	Email Address	Address	
			Age: :	Female	Birth: India Citizenship: India	Permanent: Mobile:		HOME TERM:	Student Record

Application Details

Click on the Application Number or Checklist Items Outstanding links below to view further details.



Appl. No.	Term	Application Type	Major	Scholarship or Form	Pref.	Date of Completed Application	Status					No of Attribs			
							Appl. Status (Internal)	Checklist Items Outstanding	Unreviewed Documents	Fee Status	Deposit Status				
	2019/2020 September	GRAD - Graduate Taught	F103 - MSc Biotherapeutics & Business FT	Form with 2 Academic referees compulsory			Conditional Offer	1 of 8	1	Exempt	Not Paid	0	Offer Detail	View / Add Comment (2)	Offer Letter
	2019/2020 September	GRAD - Graduate Taught	F104 - MSc Biological & Biomolecular Science (Negotiated Learn) FT	Form with 2 Academic referees compulsory			Accepted	0	0	Exempt	Paid	1	Offer Detail	View / Add Comment (2)	Offer Letter



Bursary Details

Details of the Bursary offered with the application.
Band Information for F103: Band 1

Bursary

Type of Bursary

Choose what type of payment you want to make to the student

Amount €

Valid Until

Enter the date that the bursary expires (if you leave this blank, the bursary will expire 2 weeks after the date of the offer above)

Comment

370 characters left

Bursary Secured

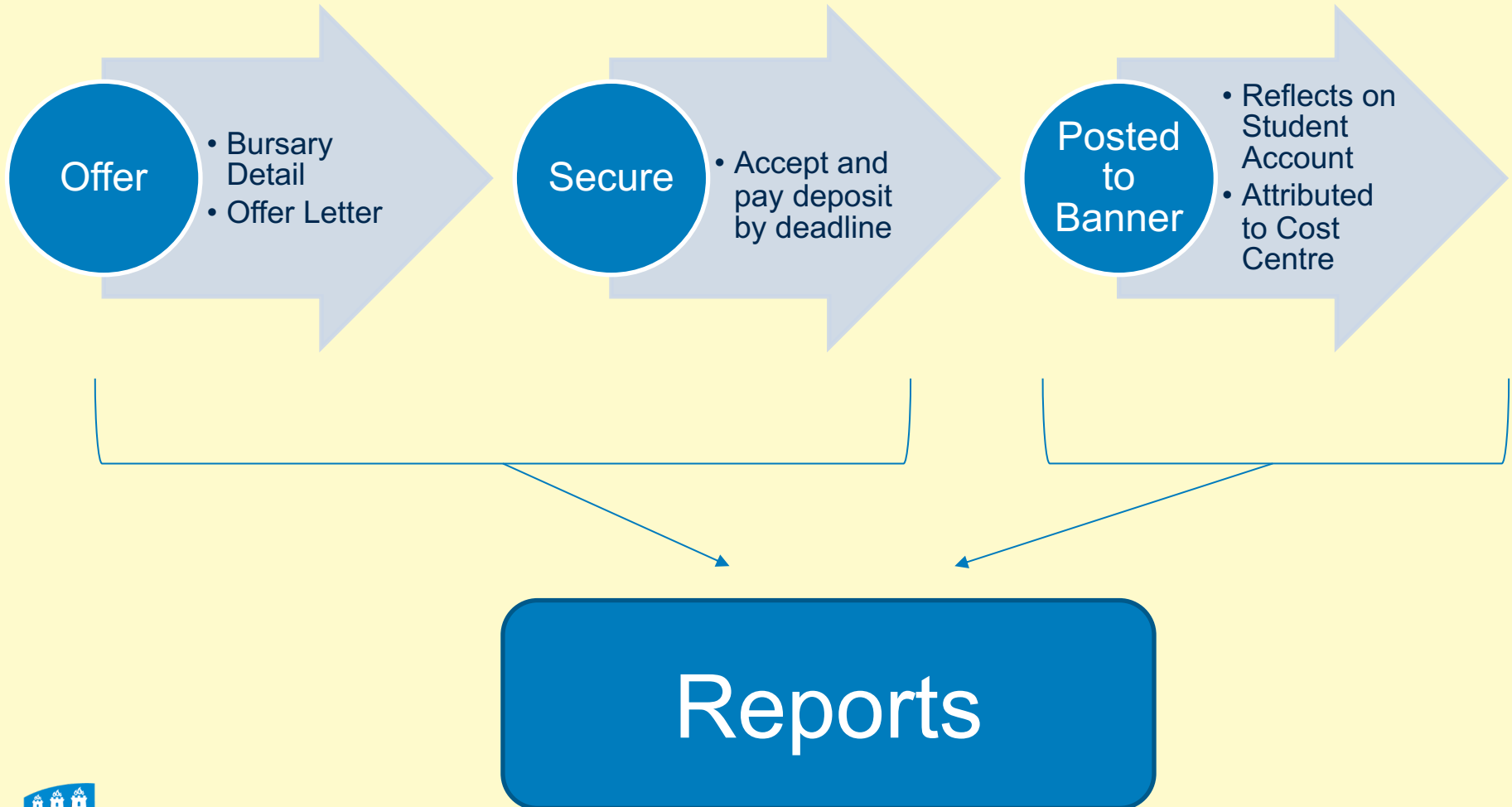
- BURS010 - Global Scholarship
- BURS007 - Pre Masters Partner Scholarship
- BURS008 - Exchange and Study Abroad Scholarship
- BURS009 - Global Excellence Scholarship (100K)
- BURS010 - Global Scholarship**
- BURS011 - Global Excellence Scholarship (50K)
- BURS012 - UCD Distinguished International Scholars Award
- BURS013 - Generation Study Abroad Scholarship
- BURS014 - UCD IPY / Study Group Scholarship
- BURS015 - UCD Post Exchange / Study Abroad Schol
- BURS016 - Universitas 21 Alumni Scholarship
- BURS017 - Fulbright Scholarship
- BURS018 - HRH Princess Maha Chakri Srinthorn of Thailand Scholarship
- BURS019 - Mitchell Scholars Program

Bursaries offered to (inc current application)

Application No	Major	Course Start Date	Application Status (Internal)	Scholarship				Status	Posted to Banner	User
				Name	Type	Amount €	Expiry Date			
	F103 - MSc Biotherapeutics & Business FT	201900	Conditional Offer	Global Scholarship	Scholarship Partial	6,000	13 Jun 2019	Expired/Withdrawn		
	F104 - MSc Biological & Biomolecular Science (Negotiated FT)	201900	Accepted	Global Scholarship	Scholarship Partial	6,000	10 Jun 2019	Secured	6,000	



Scholarship Process



Useful Reports

The screenshot shows the UCD InfoHub interface. At the top left is the UCD logo and the text "UCD InfoHub My services & information portal". To the right is a navigation menu with links for "Students", "Research", "Human Resources", "Finance", "Campus", and "Systems". Below the navigation is a breadcrumb trail "Home / Students" and a back arrow. The main content area is titled "Students" and contains six report categories, each with an icon and a brief description:

- Admissions & Recruitment**: Information on undergraduate and online applications. ☆
- Onboarding**: Information on student class profiles, study, living in Ireland and guidance materials to welcome new applicants ☆
- Registration & Class Lists**: Information on current module & major registrations and class lists for your School ☆
- Assessment & Grading**: Links to gradebook, extenuating circumstances and reports relating to assessment ☆
- Graduate and Alumni Management**: Review conferring, alumni management and first destination returns ☆
- Curriculum, Module Capacity & Timetables**: View/manage a range of reports and services at school / college level ☆

Below these categories is a yellow rounded rectangle for "International Students" with a globe icon and the text "Reports on International Students registered at UCD ☆".

Home / Students / International Students / Scholarships Reporting / Recruitment Scholarships for My School by Academic Year / Select School/Unit



Capacity Management & AUDIT

Management Reporting



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

› Application Trend Reporting
Multi-Year Trend Reporting ☺

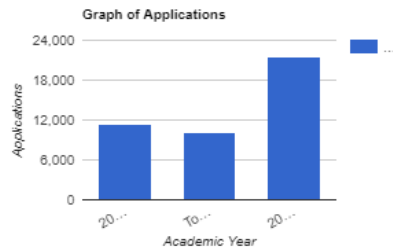
› Applications Year on Year - University Overview

› Applications Year on Year - International ★

University level year on year information on international applications (based on citizenship) made via the UCD applications system. ☺

Applications Trend - International Applications - Additional Information

University Overview - International Applications










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	8,539	8,854	11,479	4,083	1,546	9	33	4,637
To Same Day Last Year		7,778	10,078	3,222	1,253	13	49	5,482
2019/20 Overall	14,137	17,658	21,590	11,725	7,062	6,446	43	7,567

Other Reports

Home / Students

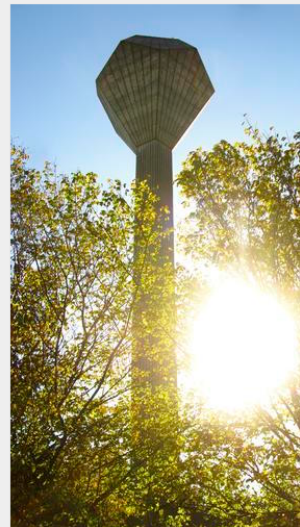
Students

- **Admissions & Recruitment**
Information on undergraduate and online applications ☆
- **Onboarding**
Information on student class profiles, study, living in Ireland and guidance materials to welcome new applicants ☆
- **Registration & Class Lists**
Information on current module & major registrations and class lists for your School ☆
- **Assessment & Grading**
Links to gradebook, extenuating circumstances and reports relating to assessment ☆
- **Graduate and Alumni Management**
Review conferring, alumni management and first destination returns ☆
- **Curriculum, Module Capacity & Timetables**
View/manage a range of reports and services at school / college level ☆



International Students
Reports on International students registered at UCD ☆

Management Reporting



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

- ▶ **Application Trend Reporting**
Multi-Year Trend Reporting ☆
- ▶ **Applications Year on Year - International**
University level year on year information on international applications (based on citizenship) made via the UCD applications system. ☆
- ▶ **Applications Year on Year - University Overview**
University level year on year information on applications made via the UCD applications system. ☆
- ▶ **Applications Year on Year - by College**
College level year on year information on applications made via the UCD applications system. ☆
- ▶ **Applications Year on Year - by School**
School level year on year information on applications made via the UCD applications system. ☆
- ▶ **Applications Year on Year - by Team**
Team level year on year information on applications made via the UCD applications system. ☆
- ▶ **Historical Applications with Decisions - by School**
Lists all applications for each course per school for past application cycle(s) with a breakdown of decision status. ☆
- ▶ **Non-Irish applicants with scholarships**
☆

Common Queries

Where are my applications?

How do I reassign applications – Referral Process

Should I action the decision?

Incorrect contact details appearing on online Offer Letter

How do I update dates/ text in School-specific content?

Who should I contact about assessing a country-specific qualification?

How do I get access to UK NARIC, AEI, IELTS, TOEFL Verification?

New programme offering, please alert UCD Global Admissions.



Room for Improvement

Academic Profile and Comment Generator

Questions Reports

BA BAU5

9463 Subject Choice 1

9464 Subject Choice 2

Commerce International BSW1

4008 Language 1

4009 Language 2

Social Sciences SBU3

9622 Subject 1 (Major Subject)

9623 Subject 2 (2nd Joint Major Subject / Minor Subject)

ScienceSCU1

4004 Area of Interest

Referral Process – Email prompt



UCD Global Regional Team Contacts

UCD Global Centre Beijing

Guanyu (James) Huang guanyu.huang@ucd.ie

UCD Global Centre India

Surabhi Joshi surabhi.joshi@ucd.ie

UCD Global Centre Latin America

Niall Lane latinamerica@ucd.ie

UCD Global Centre Middle East & North Africa

Kevin O'Brien dubai@ucd.ie

UCD Global Centre North America

Patrick Smith northamerica@ucd.ie

UCD Global Centre Southeast Asia

Kiko Huey kiko.huey@ucd.ie

UCD Global Dublin: ROW

Juliette Mora juliette.mora@ucd.ie



Thank you!

Questions?

globaladmissions@ucd.ie

