UCD REGISTRATION 2015/16

Session 2: Start of year planning information for staff
Our agenda for today

- Welcome – Kevin Griffin
- Orientation – Jason Masterson
- Library Orientation – Jenny Collery
- Student Supports – Ciara Cloak and Jeremy Britton
- UCARD – Ian Eardley
- International Office – Shauna Hughes
- Assessment Code of Practice – John O’Connor
- Communications – Marie O’Flanagan
Undergraduate Orientation
Jason Masterson
President's Welcomes

- Will run from 1-4 September each day at 9.00am. Students will be asked to arrive at 8.40am
- Conferring’s are taking place the same week as Orientation
- Follow the same format as last year
- Musical Society to provide entertainment each morning
- International Student welcome will take place on Wednesday at 7.30pm
- Email sent to PODs seeking Student Speaker nominations
- Invitations to invite Academic staff to be sent closer to date
Timetables

✓ Programme timetables currently being completed by Programme Offices
✓ Any comments/recommendation to be issued to PODs
✓ Will be available by mid-August on Current Students website under ‘New students’ section
UCARD Collection

- Centralised UCARD collection location
- UCARD Central Hub to be located in building 71 – formally known as the Student Club
Signage

☑ Full calendar of events to be issued soon including:
  ☑ Banners to be installed at N11 and Clonskeagh entrance
  ☑ Four Orientation information stands to be placed in key locations
  ☑ Temporary directional signage
Orientation videos

✓ Orientation Video 2013
  ✓ https://www.youtube.com/watch?v=QRDnXIWr2Q

✓ Other videos:
  ✓ http://www.ucd.ie/studentcentre/studentexperience/videos/
Promoting the Library

Giveaways in all five locations

BORROW A BOOK COMPETITION

WIN!

GoPro Hero

OR

Kindle Fire

HOW TO ENTER

1. Borrow a book from a Self-Service machine
2. Fill in the competition slip
3. Put your slip in the Comments & Suggestions box

www.ucd.ie/library/competitions
Social Media Campaign
Meet the Library – Talk and Tour

7-18 September

James Joyce Library
Monday – Thursday: 11.30am and 2.30pm
Friday: 11.30am

Health Sciences Library
Tuesday and Thursday: 1pm
New students information desk
7-18 September – James Joyce Library
Peer Mentor Library Challenge

Instructions: Watch this tutorial together, then answer the three questions below to be in with a chance to win a complimentary uCard for each member of your Peer Mentor Group.

- What is the shelfmark for ‘Game of Thrones’ in the James Joyce Library DVD Collection?

Peer Mentor Library Challenge
Peer Mentor Library Visits
Virtual Library Tour

Go for a virtual walk in the James Joyce Library

Choose a floor

Available on New Students web pages

Joint project with UCD Media Services
Getting out and about: Library pop-ups

Week 4
Any questions?
Student Supports
Ciara Cloak and Jeremy Britton
UCD STUDENT DESK

Student Supports

- Student Desk refurbishment
- Registration preparations
- Student Desk Charter
- UniShare
- Website and email
Building work has begun!
Construction work will take place during July
Services now being delivered in the foyer of Tierney
Phone and email queries being handled from back office
Student Desk 3.0 will be open for business on 10 Aug
Registration preparations
UCD Student Desk

<table>
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<tr>
<th>Student Desk &amp; Fast Track</th>
<th>Call Centre*</th>
<th>Online Registration Made Easy Labs*</th>
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*17.30 From Orientation Week

Tel: 01 716 1555

*The Labs will take place in the Engineering building, top floor. Room: ENG 321

Call Centre
12 Aug – 11 Sep

Labs
31 Aug to 11 Sept

Opening hours:
[www.ucd.ie/students/studentdesk/openinghours.html](http://www.ucd.ie/students/studentdesk/openinghours.html)
Student supports

- Student Desk Charter – Five Golden Rules
- Unishare
  - Already in use by Student Desk, Library, Student Advisers, International Office
  - Rolled out to Engineering, Business, school of English
  - Email facility has gone live
- Website and email
  - Fees web pages have been transferred to Current Students
  - Student Desk pages in progress
  - New email protocol
BA Programme – March 2015 ID Card Reissue

Rebranding of BA Prog

All BA students received new UCARD free-of-charge

New BA students will receive subject-specific UCARD

Subject-specific UCARD

2,200 students collected new UCARD in March

New card for Stage 2s changing core subjects
UCARD Orientation Collection

- Following the same format as previous years, as worked well overall
- Positive results in start of term survey 2014 indicating good feedback

<table>
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<th>12. What was your overall experience of collecting your UCARD?</th>
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<tr>
<td>Very Good</td>
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<td>40.4%</td>
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- Photo upload will be compulsory, photo upload deadline of Friday, 28 August 2015
- Online instructions for photo upload process are provided on our website: [http://www.ucd.ie/ucard/ucard-services/get-a-ucard/](http://www.ucd.ie/ucard/ucard-services/get-a-ucard/)
- Building 71 to be used as Central Hub again
- All programmes will collect from here throughout Orientation week (Monday, 31 August – Friday, 4 Sept. 2015)
- More information will be available on www.ucd.ie/ucard
Peer mentors will be made fully aware of what is needed by each student (Passport or photo ID and birth cert) in order to collect their UCARD and they will be directing students according to their collection slot.

- Signage will be renewed and placed appropriately in and around B71 with staff directing students to the corresponding queues in order to avoid long waits.
- Collection beginning on Monday, 31 August and finishing on Friday, 4 Sept 2015.
- Helpdesk will then be relocated back to UCard Bureau – Arts JK area.
- Cards being pre-printed in bulk and collection will be roughly 45 seconds per person.
New location

JK Area – Newman Building

Location
JK Area
Newman Building

Phone
01 716 8196

Email/Website
ucard@ucd.ie
www.ucd.ie/ucard
What you can do with your UCard

**Where to use your UCard**
- Printing, scanning & copying in Copiprint across campus including all PC labs
- Soapbar Laundry in Belgrove & Glenoeana
- College Collection Gift Shops (in Gerald Manley Hopkins & Merville)
- Arts Cafe (Newman)
- Centra (Merville)
- Randall’s Rest (Gerald Manley Hopkins Centre)
- Readers (Library Building)
- Starbucks (Guinn School)
- Pulse Cafe (Health Sciences)
- Pay-per-swim in the Sport & Fitness complex
- **NEW!** Pay Library fines online or at the UCard kiosk (SJ Library)
- Rental of Lockers online
- Purchase of ISIC Cards online
- Vending Machines in Gerald Manley Hopkins & Library Buildings

**Where to Topup your UCard**

Online using your debit or credit card [here](ucd.ie/ucard)

In cash at the topup machines in:
- James Joyce Library (turnstile)
- Main Restaurant (inside front door)
- Blackrock (Services desk)
- Sport & Fitness Complex (beside coffee shop)
- **NEW!** Merville Residences Corridor (beside Centra)

**Coming Soon:** Richview Library

In cash at the Copiprint Bureaux in Newman (Ground Floor J/K) and the Smurfit School
UCD International
Shauna Hughes, Senior International Events & Relations Officer
International Orientation
Overview

- **Key dates**
  - Thursday, 27 August to Saturday, 5 September

- **Dedicated programme for specific categories of international students:**
  - Undergraduate
  - Graduate
  - Occasional
    - Erasmus
    - Non-EU Exchange
    - Study Abroad
    - Science Without Borders
Key events

- **Airport Welcome**
  - Friday, 28 August to Monday, 31 August
  - Terminal 2 Arrivals Hall, Dublin Airport
  - Staff by UCD Global Guides – 8am to 5pm
  - 10% online discount with Aircoach
  - Free SIM cards on arrival
Key events

- **International Flavour of Cultures**
  - Tuesday, 1 September at 6pm
  - Food, music and refreshments

- **International President’s Welcome**
  - Wednesday, 2 September at 7.30pm
  - Official welcome and scarfing ceremony
Key events

- More social & cultural activities
  - Visit to the Guinness Storehouse
  - Day Trip to Kilkenny
  - Walking tours of Dublin
  - Trips to Ikea
  - Movie nights

- Further Information available at ucd.ie/international
How can we help?

- Dedicated International Student Adviser
- Guidance on Visa and Immigration
- Module registration for incoming Occasional students
- Provision of cultural and social events throughout the academic year
- UCD Global Lounge – dedicated space for International and Irish students to meet and integrate
- Liaise with Erasmus Student Network and International Students Society
- Any daily queries
Assessment Code of Practice
John O’Connor
Context and Objectives

- Replaces the Exam Guidelines
- For staff (not students)
- Broad framework rather than prescriptive

Assessment Code of Practice
Timeline

- **March/April 2014** – All staff Consultation, Purposes & General Principles of Assessment in UCD
- **June 2014** – Assessment Code of Practice Stakeholder Workshops
- **7 May 2015** – Academic Council approval
- Implementation from **September 2015**
Structure

- Context and General Principles
- Pre-assessment
- Assessment
- Post-assessment
# Assessment Code of Practice

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## Section 1 Context and General Principles

Table 1: General principles of assessment

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<th>Description</th>
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<td>Validity</td>
<td>Assessments shall be appropriate and shall measure what they purport to measure and shall align with the programme's and module's learning outcomes.</td>
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<tr>
<td>Reliability</td>
<td>Assessment tasks shall generate comparable grades across time, across graders and across methods to ensure academic standards.</td>
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<td>Effectiveness</td>
<td>Assessments tasks shall be designed to encourage good quality 'deep' approaches to learning in students.</td>
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<td>Comparability and consistency</td>
<td>There shall be consistent and comparable approaches to the summative assessment requirements of awards of the same level across programmes and institutions in terms of student workload and academic challenge.</td>
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<td>Equity and diversity</td>
<td>All students shall have equal opportunity to effectively demonstrate their learning and shall have the opportunity to be assessed by different, appropriate and applicable methods across a programme/subject major.</td>
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<td>Practicability and efficiency</td>
<td>Assessment tasks shall be practical for both staff and students in terms of a reasonable workload, the time needed for completion and grading, and their cost effectiveness.</td>
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<tr>
<td>Transparency</td>
<td>Information, guidance, assessment criteria and rules and regulations on assessment shall be clear, accurate, consistent and accessible to all students, staff and examiners.</td>
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<tr>
<td>Attribution</td>
<td>Assessment tasks shall generate clear and reliable evidence that the work has been produced by the student.</td>
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Section 2 Pre-assessment

2.2 Assessment strategies and approvals

The Module Coordinator is responsible for designing all the instruments of assessment for a module.

“2.2.4 Where appropriate, students shall also be provided with details of specific assessment outcomes or other criteria in order to fulfil the requirements of professional accreditation bodies”
Section 3 Assessment

3.7 Conduct of oral examinations

An oral examination is an assessment which tests a student’s achievement of a particular set of learning outcomes through the medium of spoken communication.

“3.7.1 Two examiners shall be present at every oral examination.”
Section 4 Post-assessment

4.6 Archiving of Assessments and Records Management

“4.6.2 All assessed work and outcomes – including examination scripts – shall be retained by the Schools in safe storage for a minimum of thirteen months after the release of final results for the assessed module.”
Next steps


  UCD Registry
  Assessment

  Information for Staff
  - Assessment Code of Practice
    - Assessment Code of Practice PDF
    - Assessment Code of Practice Online
  - Grade processing and assessment supports
    - Grading and Gradebook Support
    - Grade Approvals Process
    - Changes to Compensation

- Assessment to present to Schools if requested
UCD Assessment Code of Practice

For UCD Staff

University College Dublin
An College Dublino, Béal Átha Cliath

• Comments: assessment@ucd.ie
Communications
Marie O’Flanagan, UCD Registry
Current Students Website
Updated for 2015/16

Key dates for 2015/16
Student Services and Registration pages updated
New Fees, Student Desk and Assessment pages by end July
New A-Z and Jargon buster by end July

Responsive design
Targeted information
Improved navigation
Emails to students

Targeted emails

Next email due to be issued 16 July. Main messages: Registration start times, fees, parking. Further emails throughout the registration season.

Email protocol

Emails sent through targeted comms system will be copied to students’ personal address. Students can opt out. UCD Connect email remains the main email address. Email protocol can be found on Current Students website under Student Services.

Email archive

Archive of student emails available on the Current Students website under Student Services.

Mobile-friendly

Emails designed to be read easily on mobile phones and tablet devices.
Welcome to UCD Booklet

Print version
✓ Same design as last year – worked well
✓ New pages – registration, key dates, commuting info
✓ Accessible version available this year
✓ Production deadline – end July

Digital edition
📱 App-style – download to phone or tablet
ぞ Campus tour and other video content
👥 International and Graduate versions this year
#helloUCD

www.facebook.com/registry

Registration
Key dates, start times, registration opening and closing dates, module places

Student Desk
Services, official documents

@ucdstudentdesk

Info for new students
Website, Welcome booklet, Orientation week, SUSI, Fees, key dates, registration info

Fees and SUSI
Key dates, SUSI and grant info

UCD social media directory: www.ucd.ie/social-media
**Registration key dates**

- **28 JUL**: Start Time Booking begins
- **From 11 AUG**: Online registration opens
- **12 AUG**: Leaving Certificate results
- **From 20 AUG**: CAO Round 1 offers
- **17 AUG**: Incoming CAO can begin Step 1 of registration
- **From 26 AUG**: Incoming CAO start time bookings
- **27 AUG**: Incoming CAO begin Step 2: Module registration
- **28 AUG**: Deadline for uploading photo for UCARD (CAO)
- **1-4 SEP**: Orientation Week**

Visit [www.ucd.ie/keydates](http://www.ucd.ie/keydates)

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*Includes direct entry Non EU incoming Stage 1 UGs and UG Stage 1 repeats

**Some programme activities taking place on 31 Aug

***Closes 11 September for UCD Smurfit students
Information for staff

Registry website
Go to the Registry homepage and click on Registration info for staff

Registry key dates
Dates for staff (including GAP schedule) on Registry website

Contact us
Email registry@ucd.ie with any queries or click on Contact us and Staff to find out who to speak to
Thanks for listening