

# Introduction to Programme Verification 2023

## What is Programme Verification?

Programme verification is a process to check the structural information entered into the Curriculum Management System and timetabling information provided to Room Allocations with your assistance over the last few months.

## How does the process work?

We set up a number of students in the test system for different majors and stages of your programme(s), the online registration system is then used to verify the information is correct.

Once logged in as a test student you can navigate and check all the registration screens that students will view in August and September.

Details of the students are sent in advance of the start of verification.

Programme Verification testing will take place in the TST9 database. Test student details will be circulated to you from Tuesday of the selected/relevant week.

Testing can begin from the time test student details have been received until midday on Friday of each week. Test student details are only valid during this time.

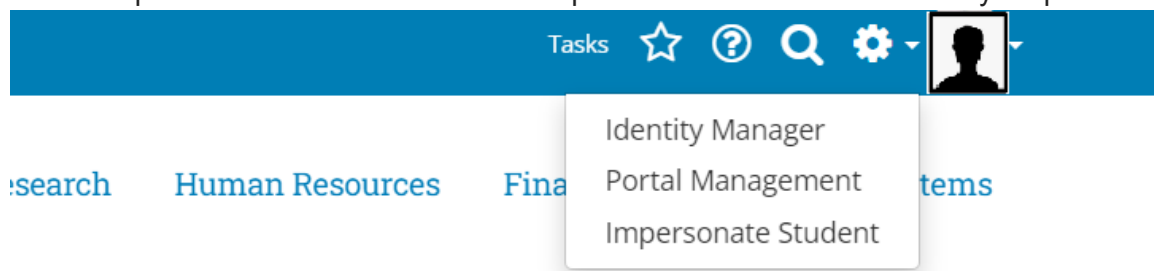
## Important:

For purposes of Programme Verification, test students are **not** pre-registered to core modules. This is because pre-registration can hide issues such as requisites, and timetable clashes. While this does mean that it may take slightly longer to register students, it is a more thorough and systematic check that will detect issues that would cause difficulties later on when Registration is live.

Log all issues encountered during Programme Verification via JIRA; suggested **improvements to the Registration system** should be communicated directly to Caroline Barrett ([caroline.barrett@ucd.ie](mailto:caroline.barrett@ucd.ie)) or raised as part of the review of Registration in the autumn.

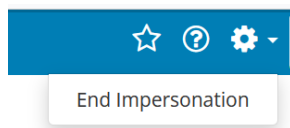
## Logging in to the Registration Application:

1. Ensure you are logged into the VPN
2. The link to the test system is:  
[https://hubtest.ucd.ie/tst9/W\\_HU\\_MENU.P\\_DISPLAY\\_MENU?p\\_menu=IN-HOME](https://hubtest.ucd.ie/tst9/W_HU_MENU.P_DISPLAY_MENU?p_menu=IN-HOME),  
(you may need to complete SSO and Authentication with Duo)
3. It is useful to bookmark this link during the verification process. Occasionally we may substitute a different database, for operational purposes; you will be notified if this happens.
4. Select 'Impersonate a Student' from the drop down on the left hand side of your picture



5. Use the test student details that you have been provided with to log in
6. When you log in initially you may need to click on 'My Registration'. You may need to confirm T&Cs, in which case then click on the 'Home' link just below the UCD crest

- When you have completed testing for any test student and are ready to test a new example, you just need to select 'End Impersonation' from the drop-down beside the user picture and then 'Impersonate a Student' again.



## Verifying Your Programme:

- It is recommended that you have the infohub structures reports to hand when working on programme verification. [Link to infohub structure reports.](#)
- Using the test students provided, progress through the '**Module Registration**' screens (and in the case of Medical programmes, the programme-specific requirements) registering and dropping students to as many modules as possible.
- Any issues encountered should be logged in JIRA. These issues will be reviewed and addressed by Administrative Services, in conjunction with the Programme Offices. You will be able to track progress through JIRA.
- If you encounter a clashing core/option modules please take the following action:  
Verify that both modules are scheduled correctly. If either are scheduled incorrectly, please contact Room Allocations to have scheduling corrected. If both are scheduled correctly then this is a structural issue and you should log this in Jira for the attention of the Curriculum Team.
- If required, there will be an opportunity to re-test to ensure that the matter has been satisfactorily resolved before final sign-off.

### We are particularly interested in your reviewing the following broad categories:

<b>Programme Structure Information:</b>	<ul style="list-style-type: none"> <li>★ Credit totals for each stage are correct;</li> <li>★ Core/option modules are accurately configured;</li> <li>★ All core and option modules are displayed (if they do not it may indicate a timetable issue); are the correct electives available?</li> </ul>
<b>Module Information:</b>	<ul style="list-style-type: none"> <li>★ Trimester, credit and title information is correct.</li> </ul>
<b>Dependency Information:</b>	<ul style="list-style-type: none"> <li>★ Students are blocked/permitted to register to modules as appropriate;</li> <li>★ Requisites do not block students from registering to modules they are legitimately entitled to take;</li> <li>★ Requisites are not unduly complex.</li> </ul>
<b>Timetable Information:</b>	<ul style="list-style-type: none"> <li>★ Timetable accurately reflects information provided to Room Allocations;</li> <li>★ Students can register to core/option modules without clashes.</li> </ul>
<b>Fitness to Purpose:</b>	<ul style="list-style-type: none"> <li>★ The registration application text communicates to students appropriately and helps them engage with their programme (particularly where students have a number of option choices to make);</li> <li>★ Advisory text on the screen tallies with any additional support activities planned by the Programme Office.</li> </ul>