



UCD REGISTRY

Compliance Programme Report available in InfoHub

To: College Office Directors, Programme Managers, Programme Office Administrators

Dear Colleague,

You now have access to the **Compliance Report by Programme in InfoHub**. This can be found under [Home>Students>Assessment & Grading>Programme Audit Reports](#)

This will give you ready access to the information you need to best support your students. Attached please find a guide to using this report to review students' eligibility for degree award

What you get

- A comprehensive and up-to-date list of the students in need of review
- High-level information, showing their total credits, compliance status etc
- A streamlined process for reviewing and flagging students, conveniently housed entirely within InfoHub

What you need to know

The use of student data in InfoHub is subject to the [UCD GDPR Policies and Procedures](#).

Personal student data should only be accessed by staff where they have a legitimate interest in the data in order to provide support to their students. Please read the [Principles of using Banner, InfoView, InfoHub & SISWeb](#).

If you have any queries about the information appearing in this report please contact lee.ofarrell@ucd.ie

Kind regards,

Lee O'Farrell

Administrative Services
UCD Registry

Get in Touch



[UCD Registry](#)



[Tierney Building](#)

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How to Run Degree Compliance in InfoHub



Contents

1. What is Degree Compliance?
2. Compliance Report by Programme
3. Student Degree Audit Report
4. Flagging a student eligible for degree award

Section 1: What is Degree Compliance?

Degree Compliance is the process by which we ensure that undergraduate students have completed the requirements of their degree prior to award.

The following criteria are checked:

1. That students have earned the total required credits of their Programme
2. That they have completed all stages
3. That they have completed the requisite core and/or option modules in their final and penultimate stages
4. That they have met the credits by level requirements in the University Regulations (i.e. they have completed at least 40 credits at stage 3 or above)

For the majority of students, these criteria are assessed systematically in Registry as students are nearing what is expected to be their final Grade Approvals Process but some students, that have progressed in a non-standard way need to be reviewed by staff in College and School Offices.

The purpose of this guide is to show such staff how to use the InfoHub tools that have been developed to support this process.

Section 2: Compliance Report by Programme

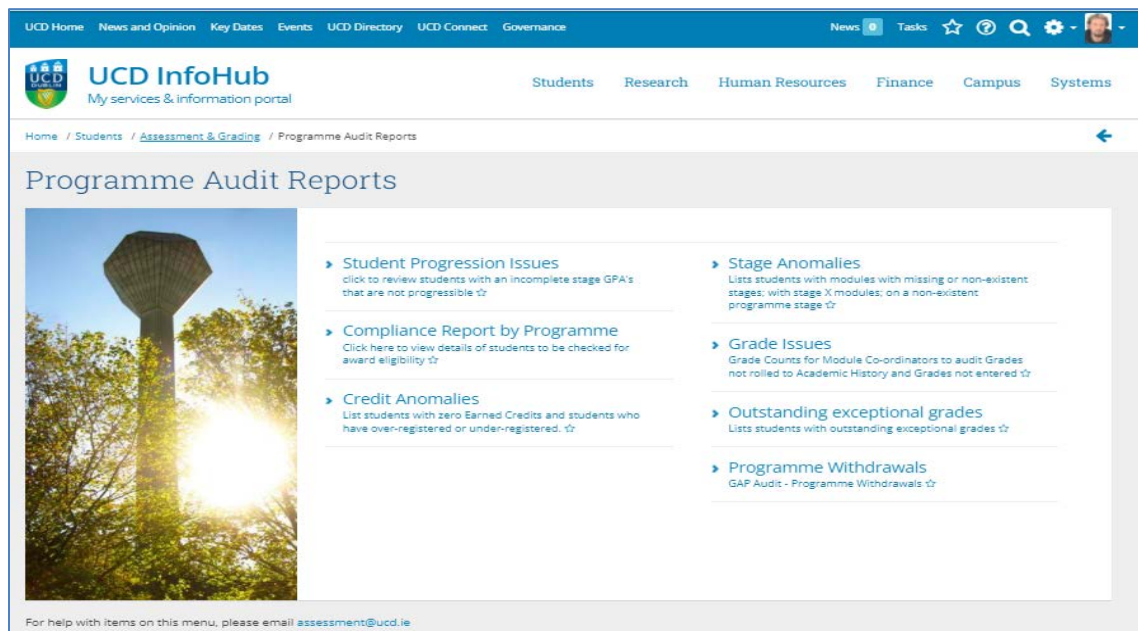
What is the Compliance Report by Programme?

The purpose of this InfoHub report is to list the students per Programme that need to be reviewed by College and School Offices. It shows all students on a given Programme who may be on track to earning the total required credits for their Programme, but who do not meet the standard Core/Option requirements.

This may be for a variety of reasons such as having carried modules across stages, having repeated a stage or having taken a leave of absence. Staff are advised to use the Student Degree Audit report to review such students in case they need to be flagged as eligible for degree award.

The report is located in the **Assessment & Grading Menu**, in the **Programme Audit Reports subfolder**.

[Home>Students>Assessment & Grading>Programme Audit Reports](#) (opens InfoHub)



The screenshot shows the UCD InfoHub website interface. The top navigation bar includes links for UCD Home, News and Opinion, Key Dates, Events, UCD Directory, UCD Connect, and Governance. The main header features the UCD logo and the text 'UCD InfoHub My services & information portal'. Below the header, there are navigation tabs for Students, Research, Human Resources, Finance, Campus, and Systems. The breadcrumb trail reads 'Home / Students / Assessment & Grading / Programme Audit Reports'. The main content area is titled 'Programme Audit Reports' and features a large image of a water tower. To the right of the image is a list of menu items, each with a right-pointing arrow and a brief description:

- Student Progression Issues**
click to review students with an incomplete stage (GPA's that are not progressible) ↗
- Compliance Report by Programme**
Click here to view details of students to be checked for award eligibility ↗
- Credit Anomalies**
List students with zero Earned Credits and students who have over-registered or under-registered. ↗
- Stage Anomalies**
Lists students with modules with missing or non-existent stages; with stage X modules; on a non-existent programme stage ↗
- Grade Issues**
Grade Counts for Module Co-ordinators to audit Grades not rolled to Academic History and Grades not entered ↗
- Outstanding exceptional grades**
Lists students with outstanding exceptional grades ↗
- Programme Withdrawals**
GAP Audit - Programme Withdrawals ↗

At the bottom of the page, there is a note: 'For help with items on this menu, please email assessment@ucd.ie'.

How to use the Compliance Report by Programme

The report shows the following information:

- Students' ID, name (redacted), major and stage. The ID field is hyperlinked to the Student Degree Audit Report.
 - To review a student, click on their ID
- Students' earned credits by stage
- Students' current credits by stage
- How many incomplete credits they have (e.g. against grades of IA, IM and IX)
- Whether the compliance process (which checks their Core and Option registrations) has been run for them. If a date is shown, then the compliance process has been run by Registry but they do not meet the Core/Option requirements. This field is hyperlinked to show the output of their compliance run. If the field is blank, then compliance has not been run for them.
- Whether they have already been flagged as being eligible for degree award ('Compliance Flag')

Compliance Report by Programme

Select Programme: BHACS001 - BA

Programme Credit Info - BHACS001

Student List - BHACS001

Filter...

Student ID	Name	Major(s)	Stage	Earned Credits				Total	Current Registration		Incomplete Grades Credit Value				Compliance Record	
				S1	S2	S3	S4		Credits	By Stage	IA	IM	IX	XG	Updated On	Compliance Flag
		HQ1	3	60	55	50	165	25	S2-5, S3-20					26-NOV-2021		
		LJ1	3	60	55	50	165	15	S2-5, S3-10					26-NOV-2021		
		ELJ1	3	60	60	50	170	10	S3-10					26-NOV-2021		
		GG1	3	60	55	50	165	5	S3-5			20		26-NOV-2021		
		ELV1	3	60	60	20	140	40	S3-40			20		26-NOV-2021		
		ENS2	3	60	60	45	165					15		26-NOV-2021		
		ELV1	3	60	60	35	155	25	S3-25					26-NOV-2021		
		PTJ1	3	60	50	35	145	35	S2-10, S3-25					26-NOV-2021		
		ELV1	3	60	55	15	130	30	S2-5, S3-25			30		26-NOV-2021		
		ELV1	3	60	60	40	160	20	S3-20					26-NOV-2021		
		ENS1	3	60	60	45	165	15	S3-15					26-NOV-2021		
		EQ1	3	60	60	40	160	20	S3-20					26-NOV-2021		

Section 3: Student Degree Audit Report

What is the Student Degree Audit Report?

The purpose of this InfoHub report is to show the detail of an individual student's record. Its purpose is to enable staff to determine their eligibility for award by comparing their modules to the structure of their Programme. It also enables staff to flag students as eligible for award if they pass the modules to which they are registered in the current trimester (previously done by recording a 'COM' code in SPACMNT)

This report is available either directly through the Assessment and Grading menu in InfoHub, or by clicking on the student's ID in the Compliance Report by Programme.

For more information on the information contained in the Degree Audit report, please watch this [quick reference guide to using the Student Degree Audit Report in InfoHub](#) (opens a Zoom recording. Passcode: 4w^N#U=q).

Please see the next slide for details on flagging a student as eligible for award.

Academic Year	Programme	Major	Stage	Status	Current GPA	Attempted	Earned	Passed	Award Classification	Award GPA	Award Date
2020/2021 September	BHACS001-BA	Linguistics (LJ1) Modern Irish (MJ1)	Stage 3	Incomplete	2.78	50.0	50.0	50			
2020/2021 September	BHACS001-BA	Linguistics (LJ1) Modern Irish (MJ1)	Stage 2	Incomplete	2.69	65.0	55.0	55			
2018/2019 September	BHACS001-BA	Linguistics (LJ1) Modern Irish (MJ1)	Stage 1	Complete	2.78	85.0	60.0	60			
Total						200.0	165.0	165			

3 rows took .09 seconds to run [Export to Excel](#)

Programme Structure

Programme Code	Major Code	Stage	Term Code
BHACS001	ELC2	1	201600
BHACS001	LIC1	1	201600
BHACS001	MIC1	1	201600
BHACS001	LJ1	2	201700
BHACS001	MJ1	2	201700
BHACS001	LJ1	3	202000
BHACS001	MJ1	3	202000

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

Academic Credit by Stage/Type

Stage	Credits By Stage/Type			
	Core/Option	Elective	Total	
Stage 1	Earned	40.0	20.0	60.0
Stage 2	Earned	45.0	10.0	55.0
Stage 2	Registered	5.0		5.0
Stage 3	Earned	50.0		50.0
Stage 3	Registered	5.0	5.0	10.0
Total		145.0	35.0	180.0

5 rows took .05 seconds to run [Export to Excel](#)

Academic Credit by Level

Programme Code		Credits by level			Total
		1	2	3	
BHACS001	Earned	70.0	55.0	40.0	165.0
BHACS001	Registered	5.0	5.0	5.0	15.0
Total		75.0	60.0	45.0	180.0

2 rows took 2.44 seconds to run [Export to Excel](#)

Section 4: Flagging a student as eligible for degree award

Having reviewed the student's record, if you are satisfied that they should be awarded their degree if they pass the modules to which they are registered in the current trimester, click the blue button (*at the top of the Academic History Compared to Structures section*) to flag that they are eligible.

Academic History Compared to Structures

Filter...

! Indicates modules that match more than one requirement

Click To flag student is eligible for Award

Please note: Clicking this button will result in the student being awarded their degree if they pass their current modules. **ONLY PRESS IT IF YOU ARE SATISFIED THAT THE STUDENT IS ELIGIBLE FOR AWARD.**



UCD Registry
Clárann UCD

UCD Registry

University College Dublin
Belfield
Dublin 4

E: student.records@ucd.ie