

Introduction to Programme Verification

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 UCD Estates Services (Room Allocations) with your assistance over the last few months.

How does the process work?

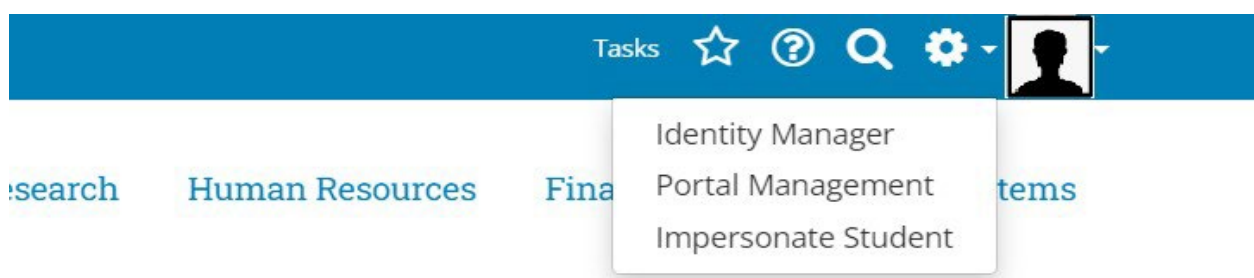
- We set up a number of students in the test system for different majors and stages of your programme(s), the online registration system is then used to verify the information is correct.
- Once logged in as a test student you can navigate and check all the registration screens that students will view in August and September. Feel free to watch the [online registration video guides](#) to see how the various registration screens work.
- Details of the students are provided in advance of the start of verification.
- Programme Verification testing will take place in the TST3 database. Test student details will be provided 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.

Please Note:

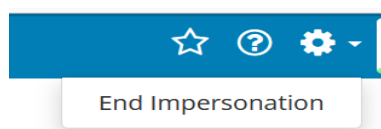
- For purposes of Programme Verification, **test students are not pre-registered to core modules**. This is because pre-registration can hide issues such as requisites, and timetable clashes. While this does mean that it may take slightly longer to register students, it is a more thorough and systematic 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 systems.data@ucd.ie

Logging in to the Registration Application

- Ensure you are logged into the [Staff VPN](#).
- The link to the test system is:
https://hubtest.ucd.ie/tst3/W_HU_MENU.P_DISPLAY_MENU?p_menu=IN-HOME, (you may need to complete SSO and Authentication with Duo).
- 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.
- Select **Impersonate a Student** from the drop-down **Settings menu** on the left-hand side of your picture.



- Use the test student details that you have been provided with to log in.
- 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 to test a new student.



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 UCD Registry, in conjunction with the College or School Offices. You will be able to track progress through JIRA.
- If you encounter any clashing Core/Option modules, please take the following action:
 - Verify that both modules are scheduled correctly.
 - If either are scheduled incorrectly, please contact UCD Estates Services 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.

What to review

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

Category	What to check
Programme Structure Information	<ul style="list-style-type: none"> • Credit totals for each stage are correct. • Core/Option modules are accurately configured. • All Core and Option modules are displayed (if not, it may indicate a timetable issue). • The correct Electives are available.
Module Information	<ul style="list-style-type: none"> • Trimester, credit and title information is correct.
Dependency Information	<ul style="list-style-type: none"> • Students are blocked/permitted to register to modules as appropriate. • Requisites do not block students from registering to modules they are legitimately entitled to take. • Requisites are not unduly complex.
Timetable Information	<ul style="list-style-type: none"> • Timetable accurately reflects information provided to UCD Estates Services. • Students can register to Core/Option modules without clashes.
Fitness to Purpose	<ul style="list-style-type: none"> • 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). • Advisory text on the screen tallies with any additional support activities planned by the College/School Office.