Clárlann UCD | UCD Registry

Update for PEBs/Governing Boards Autumn trimester 2025/26 Grade Approvals Process

This email has been circulated to: Programme Deans, Directors of College Offices, School and College Office Directors, Programme and Operations Managers, Programme Managers, College Administrators - Programmes and Students, Programme Office Administrators, Innovation Academy.

A Chairde,

We write to advise that, pending any outstanding queries or Compliance checks we may have sent to your office, the Assessment processing of GPA records has now been completed and we invite you to begin reviewing your Programme Exam Board reports.

Please remember to Sign Off your PEB reports at the end of your meetings next week.

Results from this Grade Approvals Process will be made available to students on **Thursday, 29 January 2026.**

Please contact us at grading.support@ucd.ie for further assistance.

Kind regards,

The Grading Support Team
Grading Support | Tacaíocht le Gráid
Assessment | Measúnú
UCD Registry | Clárlann UCD

This email was sent by UCD Registry

7 January 2026

Clárlann UCD | UCD Registry

Reminder: Autumn 2025/26 Grade Approvals Process

This email has been circulated to: Module Coordinators, Heads of School, School Heads for Teaching & Learning, School Managers, School Administrator - Students, Programme Deans, Vice Principals for Teaching and Learning, Directors of College Offices, Director of School Offices, School & College Office Directors,Programme and Operations Managers, Programme Managers, College Administrators - Programmes and Students, Innovation Academy

A Chairde,

We remind colleagues involved in Grade Entry for the Autumn trimester 2025/2026 Grade Approvals Process this month that grades should be entered, reviewed and signed off by Module Coordinators by **12pm, Wednesday 14 January 2026**.

All colleagues please see our Autumn 2025/26 Grade Approvals Process post for further details on the GAP timelines, information and supports.

We remind colleagues involved in Grade Entry:

- If you require **Brightspace support** contact IT Services through their IT Services Support Hub

- If you require **Grade Entry support in Infohub** contact us at grading.suppport@ucd.ie or join our Drop-in Zoom Clinics which are running from Thursday 8 January to Wednesday 21 January 2026 and the links will be available through this Google calendar.

We also direct all colleagues to the Grade Approvals Process webpage for further information on roles and responsibilities during this period and please contact us at grading.support@ucd.ie for further assistance.

Le gach dea-ghuí,

The Grading Support Team
Grading Support | Tacaíocht le Gráid
Assessment | Measúnú
UCD Registry | Clárlann UCD

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