



# How to download your Research Training & Development Certificate of Participation



UCD Graduate Studies



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## UCD Graduate Studies

### 1. Login to SISWeb

Welcome to SISWeb - Terms & Conditions Confirmation

Rules of the University

Please make yourself familiar with the Rules, Policies and Regulations of University College Dublin and with any further regulations or policies relating to your Programme. [Read the Academic Regulations, Student Code & Policies](#) or ask your Programme.

Programmes that lead to a professional qualification and/or licence to practise that require students to undertake practical training in a professional environment with patients, clients or other service users may be subject to the University's Student Fitness to Practise Policy. Students registered to such programmes should be aware of [the policy and their programme's fitness to practise requirements](#).

Confidentiality and Data Protection

The University is entrusted with students' personal information on the understanding that it is treated in strict confidence. The use of student information is consistent with the teaching, learning, research and administrative functions of the University and is used in an appropriate manner by staff in carrying out their duties relating to the operations and mission of the University. Students' personal information is made available to Colleges and Schools only where such access is appropriate to the process or task in question. The University processes student information and data generated through individual use of services over the lifespan of the student (admission, registration, assessment and graduation) to deliver and develop specific and shared services. These services are provided by UCD and by outsourced service providers contracted to process data on behalf of the University, such as Blackboard, Google, career service providers, library service providers, targeted communications services.

### 2. Click on "Programme Services"

Programme Services

Listed below are services delivered by your Programme Office, your Student Adviser or the schools related to your programme.

- ▶ **Applications for Extenuating Circumstances**  
Complete an Extenuating Circumstances application or view the status of previously submitted applications ☆
- ▶ **My Leave of Absence and Withdrawal Requests**  
View and Manage (or Create) Leave of Absence or Withdrawal Requests ☆
- ▶ **UCD Surveys & Feedback**  
Access any surveys to which you have been invited to respond ☆
- ▶ **My Co-curricular awards**  
View details of co-curricular awards ☆
- ▶ **Erasmus Exchange Form**  
Online form for completing Erasmus Exchange Information ☆
- ▶ **Teaching and Learning Awards - My Nominees**  
Nominate people for Teaching and Learning Awards and view people I have nominated ☆

### 3. Click "My Transferable Skills Certificate" on the right-hand side. Your certificate will download automatically



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4. Open the file.
5. Print and save as you wish.



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