02 September 2024

UCD REGISTRY

2024/25 Curriculum Management Update: Module and Major Edits Closing Friday, 6 September

To: *Heads of School, School Heads of Teaching & Learning, Chairs of Governing Boards, Programme Deans, Vice Principals for Teaching and Learning, College/School Office Directors, School Managers, Programme Directors, College/School Administrators, Programme Managers*

Dear Colleagues,

Please see below details of curriculum edits closing on Friday, 6 September.

Amendments to Major Structures and Careers & Skills Statements
The Structure Change Request Form that has been used to record final changes to majors will close on Friday, 6 September. From Monday, 9 September changes to structures will require approval as a programme change by your Governing Board (via a PDARF16 form). Requests to add Careers & Skills details should be returned on a signed PDARF7 form.

Module Descriptor Edits Closing Friday, 6 September
Edits to module descriptors on the My Modules menu on the Curriculum Management System (CMS) will close on **Friday, 6 September.** The Module Descriptor Change Request Form that has been used to record final amendments to Requirements/Prior Learning, Student Effort Hours, Credit Split by Trimester, Module Status and Trimester for Delivery will also close on the same day.

Finalising Module Descriptors: Urgent Action Required by Friday, 6 September
22% of modules in the University have no assessment strategy recorded for 2024/25. This creates a poor experience for students who are actively making module selections on the basis of incomplete information, and will have serious operational consequences for exam scheduling and grade entry once term commences.

Urgent action is required from all Module Coordinators to ensure that descriptors are completed prior to 6 September. The Modules Missing Data report on InfoHub shows modules where assessment or other mandatory details have not been recorded, and also where there are anomalies in module information.

A communication about the module descriptor closing has been circulated to Module Coordinators and is included below for reference. Module Coordinators who have modules with no assessment strategy have also

been emailed directly with a request to take urgent action to address this.

Module Descriptor Changes from Monday, 9 September
From Monday, 9 September, amendments to modules commencing in the Autumn trimester (including the addition of assessment strategies) will require an exemption on the basis of exceptional circumstances approved by the Head of School and College VP for Teaching & Learning.

Updates to module places may be made by contacting systems.data@ucd.ie. Module Coordinator changes may be made year-round via Module List Management – Update Module Details.

Further Support
The following resources are available to assist with finalising curriculum changes:

- The Modules Missing Data / Majors Missing Data reports highlight gaps and anomalies in module descriptors and major structures that need to be addressed

- Curriculum Management user guides, checklists and FAQs

- Drop-in with Curriculum Zoom slots: subscribe to this Google calendar for details

- Contact your Curriculum College Liaison or curriculum@ucd.ie

Thank you for your continued cooperation as we approach the beginning of the new Academic Year.

Kind regards

Kate Griffin
Stiúrthóir | Director
Oibríochtaí Custaiméirí & Curaclaim | Customer & Curriculum Operations
Clárlann UCD | UCD Registry

Useful Links
Assessment Strategy FAQs
Academic Integrity Policy
Academic Regulations 2024/25
Major and Module List Management Timelines 2024/25
Module Descriptor Edit Timelines 2024/25

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