UCD REGISTRY

Module Descriptor Changes: Exemptions on the Basis of Exceptional Circumstances

To: *Module Coordinators, 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,

Edits to 2024/25 module descriptors on the My Modules menu of the Curriculum Management System (CMS) are now closed. Sincere thanks to all for your engagement with curriculum updates over the last number of months, in particular in relation to the implementation of assessment strategy changes.

Any in-trimester amendments to module descriptors now require an approved exemption on the basis of exceptional circumstances. Please see below for further information.

When is an exemption required?
An approved exemption is required when:

- there is an amendment to a module delivered in the Autumn trimester
- a module commencing in Spring or Summer requires an amendment outside of published Module Descriptor Edit Timelines, or a change to descriptor sections that will not re-open for amendment
- when grade entry or the provision of assessment feedback is delayed

Process for approval of exemptions

- Requests for exemptions are initiated by the Module Coordinator via the My Modules menu of the CMS
- Approval by both Head of School and College Vice-Principal for Teaching and Learning is required
- If approved, module descriptor changes are implemented by UCD Registry
- A report of applications for all exemptions on the basis of exceptional circumstances (including late grade entry and provision of feedback) is reviewed annually by the University Programmes Board

Further support
Please see the following resources for further assistance:

- User guides and checklists
- Latest news on module and major edits is published in the Please Note sections on My Modules / Majors in my School menus on the CMS
- Contact UCD Assessment / grading.support@ucd.ie for queries about amending assessment, feedback and remediation information

- Contact your [Curriculum College Liaison](#) / [curriculum@ucd.ie](#) for queries relating to changes to all other sections of the module descriptor

Kind regards

Kate Griffin, Director - Customer & Curriculum Operations | Stiúrthóir - Oibríochtaí Custaiméirí & Curaclaim
Karen McHugh, Director - Assessment | Stiúrthóir - Measúnú

Useful Links
[Academic Regulations 2024/25](#)
[Major and Module List Management Timelines 2024/25](#)
[Module Descriptor Edit Timelines 2024/25](#)

Get in Touch

[registry@ucd.ie](#)   [Tierney Building](#)

This is an automated message. Please do not respond to this email. Click on the links above to contact us.