30 November 2023

UCD REGISTRY

Curriculum Management Update: Edits to January-intake Majors Closing

To: *Programme Directors and Schools/Colleges with January-intake Majors*
CC: *Chairs of Governing Boards, Programme Deans, Vice-Principals for Teaching & Learning, College/School Office Directors, College/School Administrators, Programme Managers*

Dear Colleagues,

This is a short reminder that the Majors in my School menu of the Curriculum Management System will close for structure changes to January-intake majors on **Tuesday, 5 December**. The following resources will assist in a final review of your structures ahead of this date:

- InfoHub Structures Reporting: details of core and option modules by major/stage
- Majors Missing Data reports: indicate where inactive modules remain linked to majors/stages to allow you to remove them prior to 5 December
- Structures Review checklist: key items for review prior to finalising your structures

After Tuesday, 5 December, the following arrangements apply:

- Amendments to programme structures for January-intake majors will require Governing Board approval via a PDARF 16 Structure Change proposal. For further clarification on the type of changes that require this PDARF form, please refer to this Structure Changes to Majors outside CMS Timelines document.
- Updates to Programme Outcomes, Vision & Values statements, continuation or non-standard progression information should be forwarded to curriculum@ucd.ie for update on a Programme Change Proposal form (PDARF 7).

Should you have any queries on the details above, please contact your Curriculum College Liaison or curriculum@ucd.ie.

Kind regards

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

Useful Links
Contact your Curriculum College Liaison
Drop-in with Curriculum (Zoom)

[Majors in my School](#) / [Majors Missing Data](#)
[User Guides, Checklists & Video Guides](#)
[Major Structures and Programme Edits](#)
[Curriculum Management Reporting - InfoHub](#) / [Curriculum Management Reports Checklist](#)
[Academic Regulations](#)

Get in Touch

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