12 February 2025

Clárlann UCD | UCD Registry

Curriculum Management System (CMS) Open for 2025/26 Edits

This email has been circulated to: Heads of School, School Heads for 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,

The Curriculum Management System (CMS) is open for edits for the 2025/26 Academic Year. Details of major structure edits and Module List Management are outlined below.

Module Coordinators will receive an email shortly outlining details of module descriptor edits for 2025/26. The communication is appended below for your information.

Kind regards,

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

Major/Programme Edits

Staff and Faculty with School/College-level access can edit September-intake major/programme structures via the Majors in My School menu.

Programme Directors can edit Vision/Value Statements and Programme Outcomes via the Curriculum Review & Enhancement menu, and can edit Careers & Skills Statements for their majors via Majors in My School.

See more info on Major/Programme edits

Module List Management

Staff and Faculty with School/College-level access to the CMS can edit Module Coordinators, Trimesters & Status via Update Module Details. Module Places can be edited via Update Module Places

See more info on Module List Management edits

CMS Enhancements for 2025/26

- **Careers & Skills Statements:** Programme Directors have more consistent access to edit Careers & Skills statements on the Majors in my School menu. In addition, a new Careers & Skills Statement report has been developed to support the review of statements recorded.

    The gathering of Career & Skills Statements for majors, as required by the Higher Education Authority (HEA), provides prospective and current students, parents and families, guidance counsellors and employers of graduates with a broad perspective on UCD's approach to the educational experience as it relates to students' employability skills and career development. Programme Directors are encouraged to engage with this section of the CMS to ensure information for their majors is up-to-date.

- **Active & Collaborative Learning:** Module Coordinators can specify whether their module includes large group active and collaborative learning, using a new flag under the Approaches to Teaching & Learning section of the module descriptor. This information will be used when allocating classroom space across the campus including rooms in the new teaching and learning building, due to open in the Spring trimester 2025/2026. Specific requirements should be returned via timetabling requests.

Support

If you would like help editing major structures, contact your Curriculum College Liaison to arrange a meeting.

Weekly drop-in Q&A sessions are hosted by the Curriculum Team via Zoom. View this google calendar for time slots.

We will be hosting a Curriculum Management Masterclass on 29 April @11am. You can complete the sign-up form to book your place.

Supporting Documentation

Major/Programme Edits	Module List Management Edits
Major Edit Timelines 2025/26 Editing Majors Guide Editing Major Structures Checklist Major Structure Review Checklist	Module List Management Edit Timelines 2025/26 How to use Module List Management Guide

This email was sent by UCD Registry

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2025/26 Module Descriptor Edits Open

This email has been circulated to: Module Coordinators
CC: Heads of School, School Heads for Teaching & Learning, Chairs of Governing Boards, Programme Deans, Vice Principals for Teaching & Learning, College/School Office Directors, School Managers, Programme Directors, College/School Administrators, Programme Managers

Dear Colleagues,

The Curriculum Management System (CMS) is open for module descriptor edits for the 2025/26 Academic Year.

Kind regards,

Kate Griffin

Stiúrthóir Oibríochtaí Custaiméirí & Curaclaim | Director of Customer & Curriculum Operations

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Module Descriptor Edits

Module Coordinators can edit descriptors via the My Modules menu on the CMS.

Refer to the Module Descriptor Checklist for helpful tips and prompts.

Use the Mandatory Data Completion Status to identify key information that might be missing on your module.

See more info on Module edits

CMS Enhancements for 2025/26

Active & Collaborative Learning: Module Coordinators can specify whether their module includes large group active and collaborative learning, using a new flag under the Approaches to Teaching & Learning section of the module descriptor. This information will be used when allocating classroom space across the campus including rooms in the new teaching and learning building, due to open in the Spring trimester 2025/2026. Specific requirements should be returned via timetabling requests.

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See more about the Curriculum Team

Supporting Documentation

Editing Module Descriptors	Reviewing Module Descriptors
Module Descriptor Edit Timelines 2025/26 My Modules How to edit the Module Descriptor Guide Module Descriptor Checklist Editing the Module Descriptor (video guide)	Mandatory Data Completion Status Module Status Descriptions & Updates Modules Search - Course Catalogue Academic Regulations

Guides & FAQs

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