



# UCD REGISTRY

## 2024/25 Curriculum Management Update: Arrangements for Edits to September-intake Majors & Modules

*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 arrangements for final curriculum changes for 2024/25 September-intake majors and modules in the coming months.

### **CMS Edits to September 2024/25 Structures (Core & Option Modules): Closed**

Structure edits to 2024/25 September-intake majors on the [Majors in my School](#) menu of the [Curriculum Management System](#) (CMS) are now closed. Please note the following arrangements for final amendments up until the start of the new Academic Year:

- Requests to amend structures (i.e. add/remove core or option modules, remove inactive modules, update Stage/Instructions to Students text) should be recorded on this [Structure Change Request form](#) for implementation by the Curriculum Team. Email submissions will not be accepted.
- Requested changes must be in line with guidance provided on the [Major Structure Review Checklist](#).
- Timetable Coordinators must be advised of any changes to structures so that corresponding changes can be made on the relevant timetable submission if required.
- Staff and Faculty with School- or College-level responsibilities should monitor the [Structures Check - Majors Missing Data](#) reports on InfoHub to ensure their major details are accurate and up to date.

### **Programme Outcomes and Vision & Value Statements: Closed**

Programme Director edits to Programme Outcomes and Vision & Value Statements for 2024/25 September-intake majors are now closed on the [Curriculum Review & Enhancement](#) menu. If any final changes are required, please return details to [curriculum@ucd.ie](mailto:curriculum@ucd.ie) on an approved Programme Change Proposal form ([PDARF7](#)).

### **Careers & Skills Statements: Extended Time for Edits**

Additional time will be provided for edits to Careers & Skills statements for 2024/25 September-intake majors via the [Majors in my School](#) menu. This section will now close for edit on **Friday, 28 June**.

### **Module Descriptor Edits to Requirements/Prior Learning and Module Places: Closed**

Amendments to Requirements/Prior Learning (module requisites) for 2024/25 can be submitted using

the [Module Descriptor Change Request form](#) for implementation by the Curriculum Team up to and including 6 September. From 9 September, these changes must be requested and approved as a module [exemption](#).

Module Places can no longer be edited on the Module Descriptor, but instead can be amended via the [Update Module Places](#) menu in the CMS by staff with [School-level access](#) until 26 July.

All other sections of the descriptor will remain open for edits as per the published [Module Descriptor Edit Timelines 2024/25](#). Please note that **all** modules will require review and edit in order to record assessment strategies according to the new types and timings that will be used in 2024/25. Module Coordinators have also been advised of these arrangements and a copy of the mail is appended below for your information.

If you have any queries on the details above, please contact your [Curriculum College Liaison](#) or [curriculum@ucd.ie](mailto:curriculum@ucd.ie).

With thanks for your continued cooperation as we prepare for the next Academic Year.

Kind regards

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

### Useful Links

[Contact your Curriculum College Liaison](#) / [Drop-in with Curriculum \(Zoom\)](#)  
[Majors Missing Data](#) / [Modules Missing Data](#)  
[Structure Change Request form](#) / [Module Descriptor Change Request form](#)  
[Assessment Workload Report](#) / [Assessment Strategy FAQs](#)  
[Curriculum Management Guides, Checklists & FAQs](#)  
[Academic Regulations 2024/25](#)

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[curriculum@ucd.ie](mailto:curriculum@ucd.ie)



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## 2024/25 Curriculum Update for Module Coordinators: Changes to Requirements/Prior Learning

**To:** Module Coordinators

**CC:** 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 arrangements for final changes to module Requirements/Prior Learning information.

### Module Requirements/Prior Learning

The Requirements/Prior Learning (module requisites) section of the module descriptor is now closed for direct edit on the [My Modules](#) menu on the [Curriculum Management System](#) (CMS). This earlier timeline arises because of the operational importance of this information for registration preparations.

If final amendments or corrections to Requirements/Prior Learning information are required, please complete this [Module Descriptor Change Request Form](#) for implementation by the Curriculum Team until 6 September. From 9 September, these changes must be requested and approved as a module [exemption](#).

### Module Places

Module Places can no longer be edited on the Module Descriptor, but instead can be amended via the [Update Module Places](#) menu by staff with School-level [access](#) to the CMS.

### Further Descriptor Edits - Actions Required

All other sections of the descriptor will remain open for edit on the CMS as per the published [Module Descriptor Edit Timelines 2024/25](#). Please note that **all** modules will require review and edit in order to record assessment strategies according to the new types and timings that will be used in 2024/25.

If you have any queries on the details above, please contact your [Curriculum College Liaison](#) or [curriculum@ucd.ie](mailto:curriculum@ucd.ie).

Kind regards

Kate Griffin

Stiúrthóir | Director

Oibríochtaí Custaiméirí & Curaclaim | Customer & Curriculum Operations

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## Useful Links

[Contact your Curriculum College Liaison](#)

[Drop-in with Curriculum \(Zoom\)](#)

[Assessment Strategy FAQs](#)

[Curriculum Management Guides, Checklists & FAQs](#)

[Module Descriptor Edit Timelines 2024/25](#)

[Module Descriptor Change Request Form](#)

[Academic Regulations 2024/25](#)

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