



## UCD REGISTRY

### 2024/25 Curriculum Management System Update: Spring and Summer Module Descriptor Edits Closing

*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,

Please see below reminders about Spring/Summer module descriptor edits closing on the Curriculum Management System.

#### **Schools and Colleges: Edits to Spring / Summer Module Places Closing 23 December 2024**

- The [Module List Management - Update Module Places](#) menu will close for edits to places on modules commencing in the Spring and Summer trimesters on **Monday, 23 December**.
- After this date, requests to change module places should be directed to [systems.data@ucd.ie](mailto:systems.data@ucd.ie).
- Module Coordinator changes can be made year-round on [Update Module Details](#) by colleagues with School- or College-level access to the CMS.

#### **Module Coordinators: Edits to Spring / Summer Module Descriptors Closing 3 January 2025**

- The [My Modules](#) menu will close for changes to modules commencing in the Spring and Summer trimesters on **Friday, 3 January**.
- Spring or Summer trimester modules that don't yet have an assessment strategy recorded must be addressed as a priority.
- After module edits close, amendments to modules on offer in Spring must be requested and approved as an [exemption](#) on the basis of exceptional circumstances.

- There will be a final opportunity to amend modules commencing in Summer trimester 2024/25 from 22 April to 6 May 2025. See the [Module Descriptor Edit Timelines 2024/25](#) document for further details.

### Further Support

The following resources are available to assist with making descriptor changes:

- Contact your [Curriculum College Liaison](#) or [curriculum@ucd.ie](mailto:curriculum@ucd.ie).
- The [Modules Missing Data](#) report highlights gaps and anomalies in module descriptors that need to be addressed.
- Module Descriptor [Guides, Checklists and FAQs](#).

With best wishes for the festive season.

Kate Griffin

Stiúrthóir | Director

Oibríochtaí Custaiméirí & Curaclaim | Customer & Curriculum Operations

Clárlann UCD | UCD Registry

### Useful Links

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

[Curriculum Management Reports Checklist](#)

[Assessment Strategy FAQs](#)

[Academic Regulations](#)

### Get in Touch



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



[Tierney Building](#)

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