



UCD REGISTRY

2022/23 Curriculum Management Update for Schools/Colleges: Edits to September-intake Majors Closing

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

Please see below updates about Curriculum Management for the Academic Year 2022/23.

Edits to Major Structures: Core & Option Modules

The [Majors in my School](#) menu of the [Curriculum Management System](#) (CMS) will close for structure changes to 2022/23 September-intake majors on **Friday, 13 May**. 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 13 May
- Major Structure Review [checklist](#): key items for review prior to finalising your structures

Programme Outcomes and Vision & Value Statements

Edits to Programme Outcomes and Vision & Value Statements for 2022/23 September-intake majors on the [Curriculum Review & Enhancement](#) menu will close on **Friday, 13 May**. Programme Directors should ensure that this information has been reviewed and updated in advance of this date.

Module Descriptors

Edits to Requirements/Prior Learning (module requisites) and Places (via the module descriptor) for 2022/23 will close on **Friday, 13 May**. All other sections of the descriptor will remain open for further updates as advised on the [Module Descriptor Edit Timelines 2022/23](#). Amendments to module places can continue to be made by Schools/Colleges via the [Update Module Places](#) menu until 29 July. Module Coordinators have also been advised of this information and the communication is copied at the end of this mail.

Support & Assistance

The following resources are available to assist with making curriculum updates:

- [Curriculum Management User Guides, Checklists & Video Guides](#)
- Drop-in with Curriculum: subscribe to this [Google calendar](#) for details and Zoom links

An update on arrangements for final curriculum changes through the summer will be circulated in the early part of next week. If you have any queries on the details above, please contact your [College Liaison](#) or curriculum@ucd.ie.

With thanks for your cooperation in this regard as we prepare for the Academic Year 2022/23.

Kind regards

Kate Griffin
Deputy Director of Administrative Services
UCD Registry

Useful Links

[Contact your College Liaison](#)
[Drop-in with Curriculum \(Zoom\)](#)
[Majors in my School - CMS / Majors Missing Data](#)

[Editing Majors Checklist / How to Edit Majors](#)

[Video guides: How to add/remove modules from majors / Creating and amending option module list rules](#)

[Major Structure Review Checklist](#)

[Curriculum Management Reporting - InfoHub / Curriculum Management Reports Checklist](#)

[Academic Regulations](#)

Get in Touch



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