UCD REGISTRY

2022/23 Curriculum Management Update for Schools/Colleges: Edits to Module Trimester/Status Closing Friday, 1 July

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 Module List Management - Update Module Details menu on the Curriculum Management System (CMS) will close for edits to 2022/23 trimesters and module statuses on **Friday, 1 July**. Student Effort Hours and Credit Split by Trimester sections of the module descriptor will also close on the same day. Module Coordinators have been informed separately of this and the communication is included below for reference.

Please ensure that information in all sections scheduled to close has been reviewed and updated in advance of Friday, 1 July.

Module List Management - Update Module Places will remain open for changes to module capacities until Friday, 29 July. Amendments to Module Coordinator details can continue to be made via Module List Management - Update Module Details. Please see the published Curriculum Management Timelines for Schools/Colleges 2022/23 for further details.

The following resources are available to assist with making the necessary updates:

- Module List Management guide / video guide
- Drop-in with Curriculum – subscribe to this Google calendar for details and Zoom links

An update on arrangements for making changes after Friday, 1 July will be circulated next week. In the meantime if you have any queries on the details above, please contact your College Liaison or curriculum@ucd.ie.

Kind regards

Kate Griffin
Deputy Director of Administrative Services
UCD Registry

Useful Links
Contact your College Liaison
Drop-in with Curriculum (Zoom)
Module List Management guide / video guide
CMS: Module List Management
Curriculum Management Reporting - InfoHub / Curriculum Management Reports Checklist
Academic Regulations

Get in Touch

curriculum@ucd.ie

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