



UCD REGISTRY

2022/23 Curriculum Management Update for Schools/Colleges: Arrangements for Final Module Trimester/Status Edits

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

Edits to 2022/23 module trimesters and statuses are now closed on the [Module List Management - Update Module Details](#) menu of the Curriculum Management System (CMS). If you need to make final adjustments to these details up to and including **9 September**, please use the Module Descriptor Change Request [form](#) to submit your request and a member of the Curriculum Team will confirm when changes are complete.

The same form can also be used for amendments to sections of the module descriptor that are now closed for direct edit on the My Modules menu of the CMS, namely:

- Requirements/Prior Learning
- Student Effort Hours
- Credit Split by Trimester

Module Coordinators have been informed separately of this and the communication is included below for reference.

[Module List Management - Update Module Places](#) will remain open for changes to module capacities until Friday, 29 July. Amendments to Module Coordinator details may be made year-round via [Module List Management - Update Module Details](#). Please see the published [Curriculum Management Timelines for Schools/Colleges 2022/23](#) for further details.

If you have any queries on the details above, please contact your [College Liaison](#) / curriculum@ucd.ie or join one of the team's regular drop-in sessions via Zoom (subscribe to this [Google calendar](#) for dates/links).

With thanks for your continued cooperation as we prepare for the Academic Year 2022/23.

Kind regards

Kate Griffin
Director of Customer & Curriculum Operations
UCD Registry

Useful Links

[Contact your College Liaison](#)

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

[Module List Management guide](#) / [video guide](#)

[CMS: Module List Management](#)

[Majors Missing Data](#) / [Modules Missing Data](#)

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

[Academic Regulations](#)

Get in Touch



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