



# UCD REGISTRY

## 2023/24 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 2023/24 September-intake majors and modules for the coming months, and details of minor amendments to Module Access Management.

### **Closed: CMS Edits to September 2023/24 Structures - Core & Option Modules**

Structure edits to 2023/24 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.

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

Programme Director edits to Programme Outcomes and Vision & Value Statements for 2023/24 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](#)).

### **Closed: Module Descriptors - Requirements/Prior Learning and Module Places**

Amendments to Requirements/Prior Learning (module requisites) for 2023/24 can be submitted using the [Module Descriptor Change Request form](#) for implementation by the Curriculum Team up to and including 8 September. From 11 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 28 July.

All other sections of the descriptor will remain open for edits as per the published [Module Descriptor Edit Timelines 2023/24](#). Module Coordinators have also been advised of these arrangements and a copy of the mail is appended below for your information.

### **Minor Amendments to Module Access Management**

The following amendments have been made to Module Access Management screens:

- Improved on-screen layout and guidance text
- Facility to specify both a start and end Academic Year when granting a colleague new access to module information

- Enhanced checking to ensure colleagues are not set up with duplicate access on a single module in order to avoid issues with conflicting permissions to view module information.

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

With thanks for your cooperation in this regard as we prepare for the new Academic Year.

Kind regards

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

### Useful Links

[Contact your College Liaison](#)  
[Drop-in with Curriculum \(Zoom\)](#)  
[Majors in my School - CMS / Majors Missing Data](#)  
[Major Structures and Programme Edits](#)  
[User Guides, Checklists & Video Guides](#)  
[Curriculum Management Reporting - InfoHub / Curriculum Management Reports Checklist](#)  
[Academic Regulations](#)

## Get in Touch

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



**Tierney Building**

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