UCD REGISTRY

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

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 for information on edits to Spring and Summer module descriptors on the Curriculum Management System.

Module Coordinators: Spring / Summer Module Descriptor Edits Now Open

- The My Modules menu on the Curriculum Management System (CMS) is now open for changes to modules *commencing* in the Spring and Summer trimesters until **Friday, 3 January**.

- The Module Descriptor Edit Timelines 2024/25 document indicates the sections that may be edited during this time. Amendments to trimester for delivery and addition of requisites / prior learning cannot be completed directly on the descriptor and will require approval as an exemption on the basis of exceptional circumstances.

- Edits to all sections of modules that commenced in the Autumn trimester will not be open for edit, and will also require approval as an exemption.

- If modules are no longer on offer, please contact your Curriculum College Liaison or curriculum@ucd.ie to ensure that they are marked inactive.

Modules missing assessment strategies

- 13% of modules commencing in the Spring or Summer trimesters have no assessment strategy recorded. This creates a poor experience for students, and has serious operational consequences for exam scheduling and grade entry. Please check the Modules Missing Data report to view modules with gaps in assessment (and other module) information and ensure this is addressed as a priority.

Schools and Colleges: Module List Management

- Faculty and staff with School- or College-level access to the CMS can also make changes to module places on the Module List Management - Update Module Places menu until **Monday, 23 December.**

- After this date, requests to change to module places should be directed to systems.data@ucd.ie.

- Module Coordinator changes can be made year-round on Update Module Details.

Further Support

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

- Contact your Curriculum College Liaison or curriculum@ucd.ie.

- Drop-in with Curriculum Zoom slots: subscribe to this Google calendar for details.

- The Modules Missing Data report highlights gaps and anomalies in module descriptors that need to be addressed.

- Module Descriptor Guides, Checklists and FAQs.

Kind regards

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Clárlann UCD | UCD Registry

Useful Links

Module Descriptor Edit Timelines 2024/25
Curriculum Management Reports Checklist
Assessment Strategy FAQs
Academic Regulations 2024/25