UCD REGISTRY

2024/25 Curriculum Management Update for Schools/Colleges: Edits to Module Trimester/Status Closing Friday, 28 June

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 updates relating to curriculum management edits for 2024/25.

CMS Sections Closing Friday, 28 June
The Module List Management - Update Module Details menu on the Curriculum Management System (CMS) will close for edits to 2024/25 trimesters and module statuses on Friday, 28 June. The 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, 28 June.

All other sections of the descriptor will remain open for edits on the CMS as per the published Module Descriptor Edit Timelines 2024/25. Module Coordinators are reminded in particular to ensure that assessment strategies are recorded using the new assessment component types and timings that are being implemented for 2024/25.

Edits to Careers & Skills Statements
Edits to Careers & Skills Statements were scheduled to close on Friday, 28 June. However, this section will now close for edits on **Friday, 26 July** in order to provide additional time to record this required information. Edits may be made by colleagues with School/College level access to the CMS via the Careers & Skills Statement tab on the Majors in my School menu.

Amendments to Module Coordinators and Places
Module List Management - Update Module Places will remain open for changes to module capacities until Friday, 26 July. Amendments to Module Coordinator details can continue to be made via Module List Management - Update Module Details. Please see the published Major and Module List Management Timelines for Schools/Colleges 2024/25 for further details.

Further Information & Resources
The following resources are available to assist with making the necessary updates:

- [Module List Management guide](#)
- The [Modules Missing Data](#) report will identify modules where Student Effort Hours or Credit Split per Trimester details have not yet been recorded
- Weekly Drop-in with Curriculum Zoom slots: subscribe to this [Google calendar](#) for details

An update on arrangements for making final changes after Friday, 28 June will be circulated next week. In the meantime if you have any queries on the details above, please contact your [Curriculum College Liaison](#) or [curriculum@ucd.ie](#).

With thanks for your continued cooperation as we prepare for the next Academic Year.

Kind regards

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

Useful Links
[Contact your Curriculum College Liaison](#) / [Drop-in with Curriculum (Zoom)](#)
[Modules Missing Data](#)
[Curriculum Management Guides, Checklists & FAQs](#)
[Academic Regulations 2024/25](#)

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24 June 2024

UCD REGISTRY

2024/25 Curriculum Management Update for Module Coordinators: Edits to Student Effort Hours / Credit Split by Trimester Closing Friday, 28 June

To: *Module Coordinators*

CC: *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

The following sections of the module descriptor will close for edits to 2024/25 information on Friday, 28 June:

- Student Effort Hours
- Credit Split by Trimester (credit allocation per trimester for modules that extend across more than one trimester continuously)

Please ensure that you have reviewed and updated these details on the My Modules menu of the Curriculum Management System (CMS) in advance of this date. All other sections of the descriptor will remain open for edits as per the published Module Descriptor Edit Timelines 2024/25. You are reminded in particular to ensure that module assessment strategies are recorded using the new assessment component types and timings that are being implemented for 2024/25.

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

- Module Descriptor Guides, Checklists and FAQs
- The Modules Missing Data report will identify modules where Student Effort Hours or Credit Split per Trimester details have not yet been recorded
- Weekly Drop-in with Curriculum Zoom slots: subscribe to this Google calendar for details

An update on arrangements for making final changes after Friday, 28 June will be circulated next week. In the meantime if you have any queries on the details above, please contact your Curriculum College Liaison or curriculum@ucd.ie.

With thanks for your continued cooperation as we prepare for the next Academic Year.

Kind regards

Kate Griffin
Stiúrthóir | Director
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Clárlann UCD | UCD Registry

Useful Links
Contact your Curriculum College Liaison / Drop-in with Curriculum (Zoom)
Assessment Strategy FAQs
Modules Missing Data

[Curriculum Management Guides, Checklists & FAQs](#)
[Academic Regulations 2024/25](#)

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