



UCD REGISTRY

Curriculum Management Update: Edits to January-intake Majors Closing

To: Programme Directors and Schools/Colleges with January-intake Majors

CC: Chairs of Governing Boards, Programme Deans, Vice-Principals for Teaching & Learning, College/School Office Directors, College/School Administrators, Programme Managers

Dear Colleagues,

This is a reminder that the [Majors in my School](#) menu of the [Curriculum Management System](#) will close for structure changes to January-intake majors on **Tuesday, 3 December**. The following resources will assist in a final review of your structures ahead of this date:

- InfoHub [Structures Reporting](#): details of core and option modules by major/stage
- [Majors Missing Data](#) reports: indicate where inactive modules remain linked to majors/stages to allow you to remove them prior to 3 December
- [Structures Review checklist](#): key items for review prior to finalising your structures

After Tuesday, 3 December, the following arrangements apply:

- Amendments to programme structures for January-intake majors will require Governing Board approval via a [PDARF 16 Structure Change proposal](#). For further clarification on the type of changes that require this PDARF form, please refer to this [Structure Changes to Majors outside CMS Timelines](#) document.
- Updates to Programme Outcomes, Vision & Values statements, continuation or non-standard progression information should be forwarded to curriculum@ucd.ie for update on a Programme Change Proposal form ([PDARF7](#)).

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

Kind regards

Kate Griffin

Stiúrthóir | Director

Oibríochtaí Custaiméirí & Curaclaim | Customer & Curriculum Operations

Useful Links

[Major and Module List Management Timelines 2024/25](#)

[Major/Programme Edits](#)

[Guides and FAQs](#)

[Academic Regulations 2024/25](#)

Get in Touch



curriculum@ucd.ie



[Tierney Building](#)

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