



Overview

Why edit majors?

- To ensure that the structure (core/option modules offered for a stage) are correct for the next intake of students.

Where can I make these changes?

- Structure changes can be made via the [Majors in my School](#) menu on CMS.

When can I edit majors on CMS?

- Changes can be made when CMS is open for major edits as per [CMS Timelines](#).
- When the CMS is closed, refer to [Major & Programme Edits](#) section of our website to see how changes can be made.

Who has access to edit majors?

- Staff/faculty with School/College-level access to the CMS.

How do I edit a major structure?

- For detailed instructions refer to the [Editing Majors User Guide](#).

Important items for consideration when editing majors:

- Ensure each major has a Programme Director assigned to it in CMS.
- Be particularly aware of the following sections of the [Academic Regulations](#):
 - 1.12 & 1.13** (Programme Specification)
 - 3.23** (Minimum elective requirement for undergraduates)
 - 3.25** (Provision of additional option places)
 - 3.6** (Student Workload)
- Deviations from academic regulations will require a [derogation](#).

Did You Know

- When structure edits are complete, you can use the [Major Structure Review Checklist](#).
- Visions/Values & Programme Outcomes are edited by the Programme Director on the [Curriculum Review & Enhancement](#) menu on InfoHub.
- Careers and Skills Statements are edited by the Programme Director via the [Majors in my School](#) menu on CMS.



Useful Links

- [Editing Majors User Guide](#)
- [Majors in My School](#)
- [CMS Timelines for Schools/Colleges](#)
- [Structures Reporting](#)
- [Major Structure Review Checklist](#)
- [Curriculum Management Reports Checklist](#)
- [Academic Regulations](#)
- [Contact your Curriculum College Liaison](#)