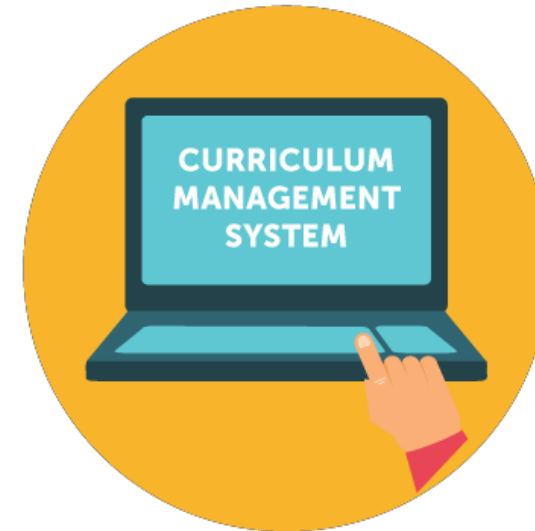




# Editing Majors User Guide for Schools and Colleges

This guide provides information for staff/faculty using the Curriculum Management System to edit majors. School-or College-level access is required for this task.

Further information and support on how to use the Curriculum Management System is available on the Curriculum Team [website](#).





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## Introduction

### What is meant by editing a major on the Curriculum Management System (CMS)?

Editing a major describes the following series of tasks:

- Addition/removal of core/option modules linked to majors and stages, referred to as the **structure** of the major.
- Changes to stage and option rule (instructions to students) text.
- Creation of new option rules.
- Amendment of existing option rules.
- Update of explanatory text.

These details are published on the [Current Students Course Search](#) and are visible to students on SISWeb during registration.

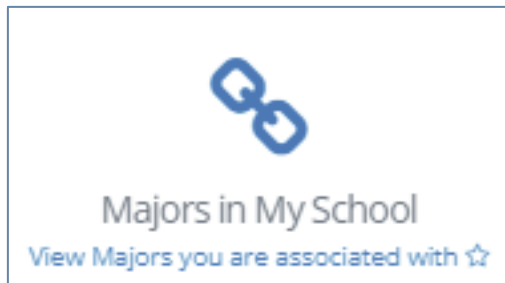
Edits to majors are completed on the [Majors in my School](#) menu of the Curriculum Management System (CMS). Editing can take place when CMS is open, please see the [Major and Module List Management Edit Timeline](#). See the Curriculum Team [website](#) for latest news and updates.

## Introduction (continued)

### Who has access to edit majors on the CMS?

The [Majors in my School](#) menu is available to staff/faculty with School-/College-level access to the CMS, e.g., Head of School, School Head of Teaching & Learning, School/Unit Administrator, etc.

A UCD InfoHub report, [Curriculum Management Access Roles](#), shows the people who have been assigned this level of CMS access in each School/Unit. Additional staff can be granted access upon request to your [Curriculum College Liaison](#).



### How do I log in to edit a major on the CMS?

#### To access the [Majors in my School](#) menu on the CMS

- Log into InfoHub and click on the **Students** menu
- Select **Curriculum, Module Capacity & Timetables**, then **Curriculum Management System**
- Click on the **Majors in my School** menu

## Editing a Major: First Steps

Majors in My School

Select: Academic Year 2024/2025

Select School/Unit: UCD Registry

**Please Note:**

**2024/25 Academic Year Edits to Majors/Programmes**  
The CMS will open for edits to September-intake majors on **14 February**, as per the [Major & Module List Mgmt Edit Timelines for 2024/25](#).

**2023/24 Academic Year Edits to Majors/Programmes**

**September & January-intake majors:**  
The Curriculum Management System (CMS) is **CLOSED** for edits to major and programme structures. Changes to structures will require Governing Board Approval via a [PDARF 16 Structure Change Proposal Form](#) for submission to your [Curriculum College Liaison](#) or [curriculum@ucd.ie](mailto:curriculum@ucd.ie). 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.

**May-Intake Majors:**  
The CMS is **CLOSED** for edits to majors & programme structures. There will be further opportunities to edit structures for May-intake majors, as outlined on the [Major & Module List Mgmt Edit Timelines for 2023/24](#) document.

**Other Programme Information:**  
If changes to programme outcomes, vision and value statements, continuation or non-standard progression information for any intake term are required, please return these details to your [Curriculum College Liaison](#) or [curriculum@ucd.ie](mailto:curriculum@ucd.ie) on an approved [PDARF 7 Programme Change Form](#) following Governing Board approval.

Filter...

Major Catalogue CM Menu

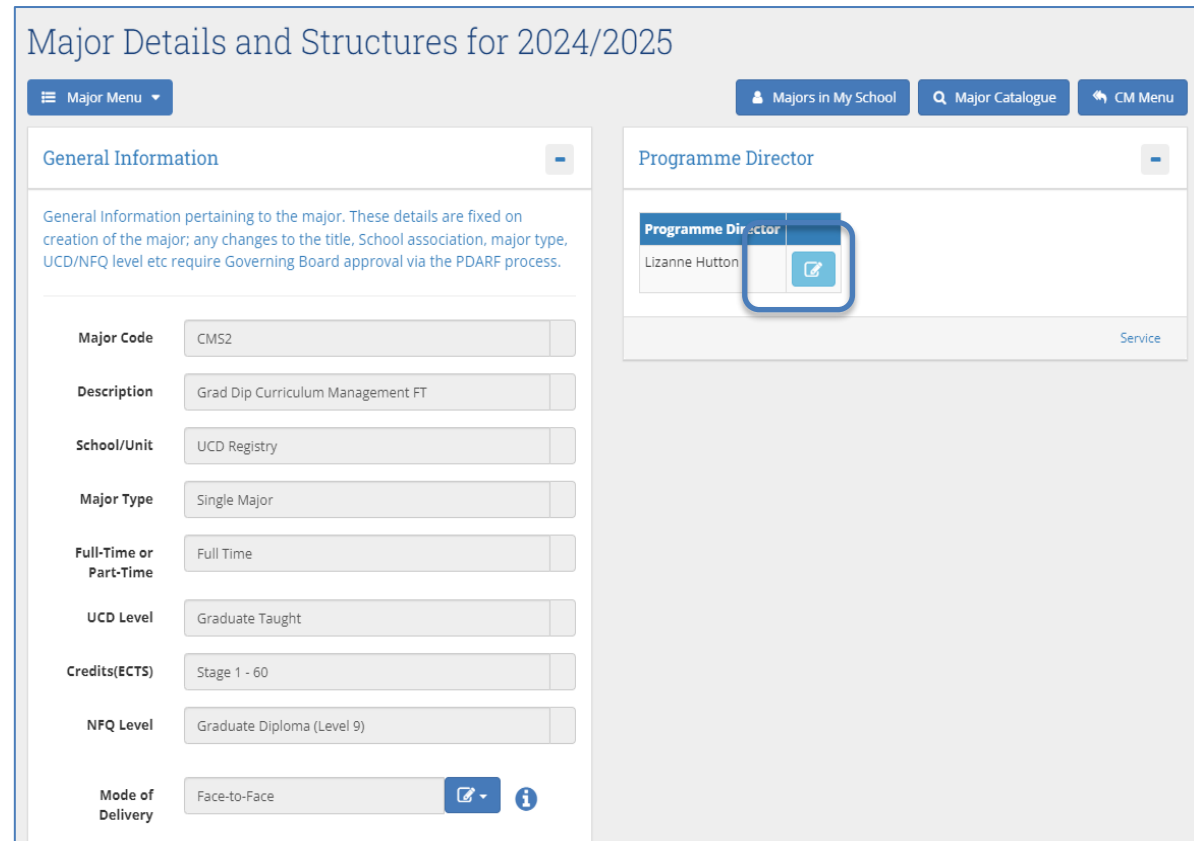
Major Code	Description	Level Description	Click to
2024/2025 September			
CMS2	Grad Dip Curriculum Management FT	Graduate Taught	<a href="#">View</a>

- On [Majors in my School](#), you will see all majors linked to your School/Unit for a given Academic Year. Majors are grouped by intake term (September, January or May) as applicable.
- Select the correct Academic Year from the dropdown menu at the top of the page. Click on the link to **View** to make changes to the corresponding major.
- If you have CMS access to more than one School or Unit, you can use the **Select School/Unit** dropdown menu to change your view.



## General Information / Programme Director

- The **General Information** section displays basic information about the major and its stages. These details are fixed at the point of programme/major creation and amendments must be approved as a change through the [programme approvals](#) process.
- The **Programme Director** field records details of the member of faculty responsible for the major (see [Academic Regulations](#), section 1.7). Changes can be made by clicking the edit icon. This field can be updated outside of curriculum management timelines.
- The named Programme Director will have access to amend programme outcomes and vision & value statements for the majors on the [Curriculum Review and Enhancement](#) menu.



Major Details and Structures for 2024/2025

Major Menu Majors in My School Major Catalogue CM Menu

**General Information**

General Information pertaining to the major. These details are fixed on creation of the major; any changes to the title, School association, major type, UCD/NFQ level etc require Governing Board approval via the PDARF process.

Major Code CMS2

Description Grad Dip Curriculum Management FT

School/Unit UCD Registry

Major Type Single Major

Full-Time or Part-Time Full Time

UCD Level Graduate Taught

Credits(ECTS) Stage 1 - 60

NFQ Level Graduate Diploma (Level 9)

Mode of Delivery Face-to-Face

**Programme Director**

Programme Director  
Lizanne Hutton

Service

An explanation of details recorded on the **General Information** section is available on the next page.



## General Information / Programme Director (continued)

Field	Description
<b>Major Code</b>	The code that has been assigned to the major
<b>Description</b>	A description of the major with some administrative details, such as whether it is full-time or part-time, the qualification with which it is associated, etc
<b>School/Unit</b>	The School/Unit with which the major is associated
<b>Major Type</b>	The categorisation of the major e.g. Single Major, Joint Major etc
<b>Full-Time or Part-Time</b>	Whether the major is defined as full- or part-time
<b>UCD Level</b>	A definition of the level of the major e.g. Undergraduate, Graduate Taught
<b>Credits (ECTS)</b>	The total credits for each stage (excluding elective credit)
<b>NFQ Level</b>	The award level as defined by the <a href="#">National Framework of Qualifications</a>
<b>Mode of Delivery</b>	How teaching will be delivered i.e. Face-to-Face, Blended or Online



## Progression & Continuation

### Approved Non-Standard Progression Requirements for CMS2


Non-standard progression requirements which have been approved by the relevant Governing Board, will be shown here. Amendments to this section requires Governing Board approval via a PDARF 7 form. Additional progression requirements shown here will not be supported by University systems and must be monitored at the local level. The information contained here will be published to students.

Approved Non-Standard Progression Requirements have not been recorded.

+ Add

Service

### Approved Additional Standards for Continuation for CMS2

Non-standard continuation criteria which have been approved by the relevant Governing Board, will be shown here. Amendments to this section requires Governing Board approval via a PDARF 7 form. The information contained here will be published to students. 

Approved Additional Standards for Continuation have not been recorded.


+ Add

- If the [Programme Specification](#) of the major details **Non-Standard Progression Requirements** or **Additional Standards for Continuation** (regulation 1.13 (h)), this information will display in the corresponding fields on the CMS.
- These details are published to students on the [Current Students Course Search](#).
- Amendments or additions to these fields should be forwarded to [curriculum@ucd.ie](mailto:curriculum@ucd.ie) as an approved programme change ([PDARF 7 Programme Change Proposal](#)).



## Stage Text Changes

- The **Stage Text** section is used to record general explanatory text about each stage of the major.
- Stage text is published on the [Current Students Course Search](#) and as advisory text on the SISWeb during registration so it's a useful means to remind students of important information about their major and stage as they register.
- Use the edit icon to add new text or edit existing text on the screen below.
- Use the **Save** button to keep your changes.

Stage ↑	Instructions to Students ↓	
Stage 1		

### Add/Update Stage Instructions

**Academic Year** Academic Year 2024/2025

**Major** CMS2 - Grad Dip Curriculum Management FT

**Section** Stage 1

**Text**  
Students must take all core modules. Please contact the Programme Director for advice on option module selection.

**Save**







## Making Structure Changes: Associated Modules

*Refer to the Appendices of this document for key [regulatory](#) and [operational](#) considerations when editing structures.*

- All taught majors require a **structure** i.e., a statement of **core and option modules/option rules** linked to the major and stage (see section **1.13 (e)**) of the [Academic Regulations](#)).
- Structures are published to students on the [Current Students Course Search](#) and display on SISWeb as part of registration.
- Structures must be reviewed each year in line with published curriculum management [timelines](#) to ensure that details are accurate. **Incorrect details will affect students during registration and potentially their degree compliance.**
- Changes to core and option modules, changes to option rule requirements and instructions to students are made on the **Associated Modules** section of the [Majors in My School](#) menu.
- **\*NEW for 2024/25\*** It's now possible to bulk remove/replace modules on majors via the above menu. Info text & buttons have been added to provide support & guidance while using this new function.
- It's good practice to generate a structures report for the major you intend to edit using the [Structures Reporting](#) menu on InfoHub. This can then be used as a reference while you make your changes.

## Associated Modules: Navigation

The action buttons at the top of the **Associated Modules** section are used to make changes to core and option modules:

- To add new core modules to a stage where none existed previously, click the plus icon 
- To add a new option rule to a stage, click the relevant plus icon 
- To edit core / option modules on existing stages, click the edit icon  next to the stage
- To view a comparison of the new structure with a previous Academic Year, click the 'Compare Structure with previous Academic Year' button 

### Compare Previous Structures

Select Choose structure to compare to: 2023/2024 September

Major Stages and Associated Modules for 202300 -


Module ID	Title
<b>Stage 1 - Core Modules</b>	
CURR10010	Intro Curriculum Management


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Major Stages and Associated Modules for 202400 -

Module ID	Title
<b>Stage 1 - Core Modules</b>	
CURR10030	CMS Module I
CURR10020	CMS Module II
CURR10040	CMS Module III

## Adding/Editing/Removing Core Modules

To **add** core modules to a new stage, or to a stage where no cores have been assigned previously, click the corresponding edit icon  as described on the previous slide to display the screen below and take the following steps:

- Select the appropriate stage from the **Stage** dropdown menu.
- Search for modules by typing two or more characters the module ID or title into the **Core Modules** field. Use your mouse to select the module(s) you wish to include as cores, making sure that you are selecting modules with the correct credit value.
- Use the **Save** button to keep your changes.
- To **edit** existing core modules, click the info  icon for the relevant stage:
  - To **remove** a core module, click the X to the left of the module ID.
  - To **add** a new core module, navigate to the blank space at the end of the existing list of cores and search for modules as described above.
  - Use the **Save** button to keep your changes.

Add Core Modules for a new stage record

Save

Stage	Core Modules
Stage 1	<input type="text" value="curr1"/> CURR10010 - Intro Curriculum Management 5 Credits

Module ID	Title	Credits	Trimesters	Status
Stage 1 - Core Modules				

Save

Module List
Stage 1
Core Modules
<input type="text" value="CURR10010 - Intro Curriculum Management 5 Credits"/>

## Option Rules

An **Option Rule** is a list of modules with an instruction about the number of modules that students are required to select

To add a new option rule to a major or stage, use the relevant plus icon as described [previously](#) to display the following screen:

Add New Option Rule

Save

Stage	Type	No of Modules Required	Required Credits*		Description (Max 30 Characters)	Modules for Rule	Instructions to Students
			Minimum	Maximum			
	<div style="border: 1px solid #ccc; padding: 2px;">                     Select x of                      Minimum of x                      Credit Rule                 </div>						

There are three types of option rule available. Each indicates a different type of requirement:

- **Select X of:** students must select exactly the number of *modules* specified in the **No of Modules Required** field. Minimum/Maximum credits are not recorded.
- **Minimum of X:** students must select at least the number of *modules* specified in the **No of Modules Required** field. Minimum/Maximum credits are not recorded.
- **Credit Rule:** students must select at least the number of *credits* specified in the **Minimum Required Credits** section, and no more than the number of *credits* specified in the **Maximum Required Credits** section. No of Modules Required is not recorded

These option rule types are explained in greater detail overleaf.



## Types of Option Rule

Type	Detail	Impact on Option Rule / Registration
<b>Select X of:</b>	Students must select exactly the number of <b>modules</b> specified in the <b>No of Modules Required</b> field	Students select specified number of modules only. They will be prevented from selecting more than this number of modules on SISWeb when registering
<b>Minimum X of:</b>	Students must select at least the number of <b>modules</b> specified in the <b>No of Modules Required</b> field	Students may select more than the specified number of modules if they wish to do so and if appropriate in the context of the overall core/option credit requirements for the major and stage
<b>Credit Rule:</b>	Students must select at least the number of <b>credits</b> specified in the <b>Minimum Required Credits</b> section, and no more than the number of credits specified in the <b>Maximum Required Credits</b> section	<p>Maximum and Minimum credits must both be specified. Maximum credits can be the equal to or greater than the Minimum credits</p> <p>Students can select modules within the credit range specified. They will be prevented from selecting more than the Maximum Required Credits when registering on SISWeb</p> <p>Useful where there is a mixture of option module credit values, e.g. 5- and 10- credit modules on a single option list, or when a limit needs to be set on the number of credits students can take from an option rule</p>

## Adding a New Option Rule

- To add detail to a new **'Select X of'** or **'Minimum X of'** option rule, select the **Stage**, **Type** of rule ('Select X of' or 'Minimum X of') and complete the **No of Modules Required** field. Minimum/Maximum credits must be left blank.
- To add detail to a new **'Credit Rule'**, select the **Stage** and choose 'Credit Rule' from the **Type** dropdown. Complete both the **Minimum** and **Maximum Required Credits** fields, leaving the No of Modules Required field blank.
- Modules are added to the **Modules for Rule** field by following the same steps described for [core modules](#).

Stage	Type	No of Modules Required	Required Credits*	
			Minimum	Maximum
Stage 1	Select x of	1		


Select x of  
Minimum of x

Stage	Type	No of Modules Required	Required Credits*	
			Minimum	Maximum
Stage 1	Credit Rule		5	10

Stage	Type	No of Modules Required	Required Credits*		Description (Max 30 Characters)	Modules for Rule	Instructions to Students
			Minimum	Maximum			
Stage 1	Credit Rule		5	10	Autumn - pick at least one	× CURR10010 - Intro Curriculum Management 5 Credits × CURR10020 - Intro to Options A 5 Credits × CURR10030 - Intro to Options B 5 Credits	Autumn Option Modules: select at least one

- A short, 30-character description of the option rule must be added to the **Description** field. A more detailed explanation of requirements can be recorded in the **Instructions to Students** field. If this field is completed, the details will appear on the [Current Students Course Search](#) and on SISWeb during registration. In this case, the shorter text recorded in the Description field will not appear.
- Press **Save** to keep your changes.
- Option rules will be added with a sequential letter prefix (A, B, C, etc) that will determine the order in which they display on reports, the Course Search and SISWeb.

## Amending/Deleting an Existing Option Rule

- To delete an existing option rule, click the edit icon  for the relevant stage and option rule, tick the **Remove Rule** checkbox and press **Save**
- To make changes to an existing option rule, click the edit icon for the relevant stage and option rule. Possible amendments are outlined in the table below
- **Note:** adding or removing modules to/from an option rule may have implications for core/option credit requirements for that major and stage. Ensure that updated requirements are reflected in the **Description** and **Instructions to Students** text, and that the changes are consistent with the overall credit requirements for the major and stage

Amendment	Method
Change the type of option rule	Use the dropdown menu in the <b>Type</b> column to switch between 'Select X of', 'Minimum X of' and 'Credit Rule' Switching to/from a Credit Rule means the <b>No of Modules Required</b> and <b>Minimum/Maximum Required Credits</b> fields must also be updated accordingly
Change the number of modules to be taken from an option rule	Edit the value in the <b>No of Modules Required</b> field There must be sufficient modules linked to the option rule to ensure students have some choice as to how they meet the condition. The Description/Instructions to Students fields may need to be edited to take account of the updated requirements
Change the number of credits to be taken from an option rule	Edit the <b>Minimum and Maximum Required Credits</b> fields. There must be sufficient modules linked to the option rule to ensure students have some choice as to how they meet the condition. The Description/Instructions to Students fields may need to be edited to take account of the updated requirements.
Remove an option rule and linked text	Tick the <b>Remove Rule</b> checkbox and press <b>Save</b> .

## Bulk Remove/Replace Modules on Majors

[Majors in My School](#) menu > Associated Modules > Remove/Replace Module for the relevant module on the structure.

Associated Modules (Core/Option) for CMS2

A Governing Board shall approve, and review as necessary, a programme specification for each taught programme under its control, and as appropriate will further develop programme specifications for majors and minors within that programme (1.13). It is understood any changes made to your Programme structure e.g. change in Modules, have been approved by your Governing Board.

[Compare Structure with previous Academic Year](#)

To add a new stage record for **core modules** click here [+](#)  
 To add in **new option rule** click here [+](#)  
 To edit core modules or option rules for existing stages click on the [✎](#) icon below next to the stage.

If you use the Remove/Replace function below for any option modules, please ensure that you refer to the **Majors with Invalid Option Module List Rules/Conditions & Majors with Duplicate Core/Option Modules** section of the [Structures Check - Majors Missing Data](#) report.

Module ID	Title	Credits	Trimesters	Status	Other Associated Majors Click to:
<b>✎ Stage 1 - Core Modules</b>					
CURR10010	Curriculum Management Disserta	25.00	Autumn	Continuing Module	<a href="#">Remove/Replace Module</a>
<b>✎ Stage 1 - Choose 5 credits (A)10F:</b>					
Select one module from the list below					
CURR10030	CMS Module I	5.00	Autumn	Continuing Module	<a href="#">Remove/Replace Module</a>

## Bulk Remove/Replace Modules on Majors (continued)

Select the major you would like to remove/replace the module on by ticking the box & clicking on the **Select to include in updates** button:

### Majors associated with CURR10010 that can be included in remove/replace updates

- ➔ The above module is linked to the majors and stages listed below.
- ➔ This module can be removed or replaced with another module on majors that are associated with your School/Unit, or College if you have College-level access.
- ➔ If a module is listed on more than one option list/stage on a major, it will be removed from **all** option lists/ stages through this function.
- ➔ Refer to the **Majors with Invalid Option Module List Rules/Conditions** section of the [Structures Check - Majors Missing Data](#) report to check for anomalies.

Intake Term & Code	Major Code	Major Description	Core/ Option List	Select to include in updates
UCD Registry				
Sept - 202400	CMS2	Grad Dip Curriculum Management FT	(Stage 1) Core Module	<input type="checkbox"/>

### Remove/replace module on selected majors/stages for 2024/2025

- ➔ Use the **Excel Download** button to populate details of majors/stages you have selected to be included in the remove/replace update.
- ➔ To change the majors to be included in the update, return to the previous step and amend the major code selection.

Excel Download

Remove/replace module CURR10010 on major structures for 2024/2025 as specified

Update Major Structures

Module ID	Module Title	Credits	Select Action Type	Enter Replacement Module Code
CURR10010	Curriculum Management Disserta	25	<input type="text"/>	<input type="text"/>

Update Major Structures

- Remove from major structures
- Replace with another module

1 rows took .18 seconds to run [Export to Excel](#)

Select either the remove or replace option from the drop down. If you opt to replace the module, enter the replacement module code in the **Enter Replacement Module Code** field > Click **Update Major Structures**.



## Bulk Remove/Replace Modules on Majors (continued 1)

- Note that the majors outside your School/Unit or College, or majors associated with an intake term that is not open for edit, cannot be included in the update.
- These majors will instead appear on the below section of the major selection page:

### Majors associated with CURR10010 that will NOT be included in remove/replace updates

- The above module is also linked to the majors and stages listed below.
- The module cannot be removed/replaced on these majors as they are not associated with your School/College, or the CMS is not open for edit for the major's intake term.
- You can refer to [Curriculum Management](#) section of our website for information on edit timelines.

Intake Term & Code	Major Code	Major Description	Core/Option List
--------------------	------------	-------------------	------------------

There are no rows to display

## Bulk Remove/Replace Modules on Majors – Reporting

- Two new sections have been added to the [Structures Check – Majors Missing Data](#) report that allow you to review any anomalies on foot of the bulk remove/replace function.

### Majors with Invalid Option Module List Rules/Conditions -

Supporting Information & Guidance i

Intake Term & Code	Major	Stage	Option List	Rule Type	No. of Modules Required	No. of Modules Remaining	Min Credits	Max Credits	Remaining Credits	Anomalies to be Reviewed
Sept - 202400	CMS2	Stage 1	A)2OF:	Select x of	2	1				Number of modules incorrect

1 rows took .03 seconds to run 📄 [Export to Excel](#) Service

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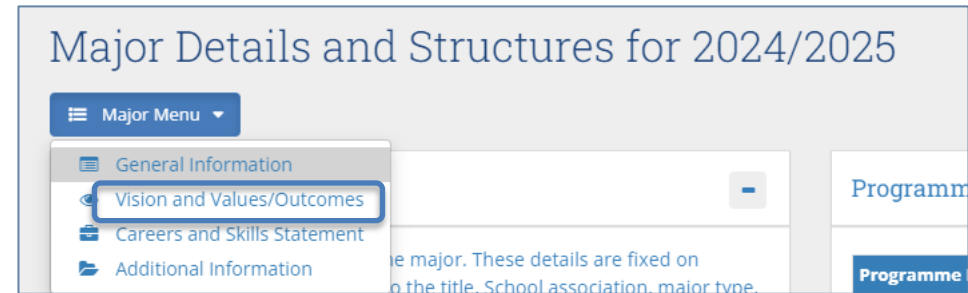
### Majors with Duplicate Core/Option Modules -

Supporting Information & Guidance i

Intake Term & Code	Major	Stage	Core/Option	Option List	Module ID
There are no rows to display					

## Vision and Values/Outcomes & Additional Information

- Use the **Major Menu** on the top left to navigate to text fields linked to your major.
- **Vision & Values / Outcomes:** Programme Outcomes and Vision and Values are editable by the Programme Director on the [Curriculum Review and Enhancement](#) menu. They cannot be edited directly from the Majors in my School menu
- **Additional Information:** details entered on the Additional Information tab will display to undergraduate students on the [Current Students Course Search](#)
- To update text, click **Add a new Section** and select the appropriate category of information from the drop-down list that appears.
- **NOTE:** this applies to undergraduate majors, minors and concentrations only

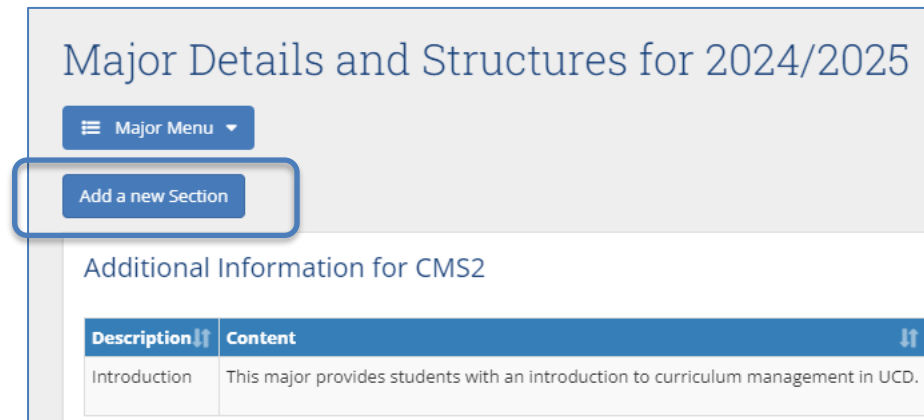


Major Details and Structures for 2024/2025

Major Menu

- General Information
- Vision and Values/Outcomes**
- Careers and Skills Statement
- Additional Information

Programme



Major Details and Structures for 2024/2025

Major Menu

**Add a new Section**

Additional Information for CMS2

Description	Content
Introduction	This major provides students with an introduction to curriculum management in UCD.

## Careers & Skills Statement

- The **Careers & Skills Statement** for the major can be recorded on the corresponding tab of the Major Menu.
- Use the **Add Careers Details** and **Add Skills Details** buttons to record relevant information for the major.

Academic Year: Academic Year 2024/2025

Major: CMS2 - Grad Dip Curriculum Management FT

Section: Careers Statement

Tick all that apply

<input type="checkbox"/> Career development initiatives with UCD Careers Network	<input type="checkbox"/> Enhancing digital literacy skills
<input checked="" type="checkbox"/> Career and professional development e.g. internships and work placements	<input type="checkbox"/> Development of critical thinking, problem solving skills and decision-making e.g. through individual and group projects and assignments
<input type="checkbox"/> Career and professional development e.g. clinical placements	<input type="checkbox"/> Development of self-reflection skills
<input checked="" type="checkbox"/> Professional accreditations	<input type="checkbox"/> Creativity and entrepreneurship e.g. elective modules at UCD Innovation Academy
<input type="checkbox"/> Cultural awareness, resilience and self-confidence e.g. Study Abroad/ERASMUS	<input checked="" type="checkbox"/> Other
<input type="checkbox"/> Language skills e.g. Chinese and Spanish via UCD Centre for English & Global Languages	
<input type="checkbox"/> Social responsibility e.g. UCD In the Community and UCD Volunteers Overseas	

Others (Please Specify):

Academic Year: Academic Year 2024/2025

Major: CMS2 - Grad Dip Curriculum Management FT

Section: Skills Statement

Tick all that apply

<input type="checkbox"/> ICT e.g. spreadsheets	<input type="checkbox"/> Project management
<input type="checkbox"/> Numeracy	<input type="checkbox"/> Creativity
<input checked="" type="checkbox"/> Writing	<input type="checkbox"/> Professionalism e.g. internships
<input type="checkbox"/> Researching	<input type="checkbox"/> Global awareness
<input type="checkbox"/> Communication Oral	<input type="checkbox"/> Social responsibility
<input type="checkbox"/> Communication Written	<input type="checkbox"/> Critical thinking
<input type="checkbox"/> Presentations	<input checked="" type="checkbox"/> Self-awareness
<input checked="" type="checkbox"/> Teamwork	<input type="checkbox"/> Entrepreneurship
<input type="checkbox"/> Leadership	<input type="checkbox"/> Life-long learning
<input type="checkbox"/> Negotiation	<input type="checkbox"/> Other
<input type="checkbox"/> Networking	

Others (Please Specify):

- In each case, selections may be made from the predefined options available, developed by the [UCD Careers Network](#).
- Where **'Other'** is selected, further details can be recorded in the text box provided.



## Useful Links and Reporting

- Support and Training: contact your [Curriculum College Liaison](#) / [curriculum@ucd.ie](mailto:curriculum@ucd.ie)
- [Curriculum Management Edit Timelines 2024/25](#)
- Curriculum Management [guides and checklists](#)
- [Academic Regulations 2024/25](#)
- [Current Students Course Search](#)
- InfoHub Reporting: see below / [Curriculum Management Reports Checklist](#)

I want to:	InfoHub Report
Check CMS access for staff and faculty in my School	<a href="#">Curriculum Management Access Roles</a>
See modules in my School for current and previous Academic Years	<a href="#">Curriculum Management - School Module Summary</a>
Do a wildcard search of entire module catalogue for current or previous Academic Years across all Schools/Units	<a href="#">Curriculum Management - School Module Summary – Keyword Search</a>
View details of modules missing mandatory data or with anomalies to be addressed	<a href="#">Modules Missing Data</a>
Details of all modules for which you are currently the Module Coordinator and who else has access	<a href="#">Manage My Modules – Who has Access?</a>
View core and option modules on a major/stage	<a href="#">Structures by Major</a>
Review inactive modules on stages, majors/stages with no associated modules, option rules with no associated modules	<a href="#">Majors Missing Data</a>



## Appendix A: Key Regulations for Major Edits

- **Programme Specification:** Governing Boards are required to maintain a programme specification for new and existing programmes/majors (**1.12**). The Curriculum Management System captures much of this information, but full details of all required elements must be maintained locally. Section **1.13** of the Academic Regulations details the required elements of the programme specification.
- It is understood any changes made to majors on the Curriculum Management System e.g. swapping modules in/out, have been approved by your Governing Board as per local arrangements.
- **Credit Workload per Trimester:** a programme may not require a student to take more than 30 credits per trimester including elective credit (**3.6**).
- **Undergraduate Elective Credit:** undergraduate degree programmes by design must allow students to take a minimum of 25 credits of elective modules (**3.23**). They may choose to take less elective credit by taking additional option modules from within their programme (**3.25**), either by selecting more modules from existing options or selecting modules from a special list of non-mandatory modules. Schools/Colleges should bear this in mind when setting the capacity for option modules.
- **Autumn Trimester, Stage 1:** incoming Stage 1 students do not take electives in their first trimester (**3.24**) unless it is necessary to meet a module requirement (**3.28 (f)**) as set out in the programme specification. Schools and Colleges must therefore ensure that 30 credits (**3.6**) of core and/or option modules are available in the Autumn Trimester of Stage 1.
- Further details on the items above are available in the [Academic Regulations 2024/25](#).

## Appendix B: Core and Option Modules

	Context	Impact on Structure / Registration	Examples
A module is typically added to a structure as CORE when:	The module is mandatory for the major, stage and Academic Year	<ul style="list-style-type: none"> <li>Module added to core section of structure</li> <li>Student automatically added to module during registration (if there is no choice of class time)</li> </ul>	<ul style="list-style-type: none"> <li>Full-time undergraduate or graduate taught major and stage completed within one Academic Year</li> <li>Part-time graduate taught major and stage completed within one Academic Year</li> </ul>
A module is typically added to a structure as an OPTION when:	The module is part of the major and stage, but there is an element of student choice	<ul style="list-style-type: none"> <li>Module added to option rule on major / stage</li> <li>Student selects module during registration</li> </ul>	<ul style="list-style-type: none"> <li>Full-time undergraduate or graduate taught major and stage completed within one Academic Year</li> <li>Part-time graduate taught major completed within one Academic Year</li> </ul>
Special circumstances when a CORE module should be added to a structure as an OPTION:	The relevant stage spans more than one Academic Year, or, There are different core or option requirements, depending on a student's prior learning or pathways within the major and stage	<ul style="list-style-type: none"> <li>Module added to option rule on major/stage</li> <li>Student is guided to select appropriate modules during registration</li> <li>'Minimum 0' or 'Credit Rule' option rule types are appropriate where core or option credit requirements vary</li> <li>If the structure is not defined in this way, students will be registered incorrectly</li> </ul>	<ul style="list-style-type: none"> <li>As above, plus:</li> <li>Full- or part-time undergraduate / graduate taught major, and stage taken over more than one Academic Year</li> </ul>

In some circumstances, core and option modules on a major and stage must be recorded in a particular way to ensure students are correctly registered. Contact your [Curriculum College Liaison / curriculum@ucd.ie](mailto:curriculum@ucd.ie) for further advice on the details above.

## Appendix C: Option Rule Edits – Worked Examples

Current Configuration	Proposed Amendment	How to Implement
<p>Stage has a single option rule, e.g., '2 of'. All modules are 5 credits</p>	Students must now select three modules instead of two from the same list of option modules	Edit existing option rule and change the value in the <b>No of Modules Required</b> field from '2' to '3'
	Students must now select <b>at least</b> three modules from the same list of option modules	Edit the existing option rule by changing: <ul style="list-style-type: none"> <li>The selection in the <b>Type</b> column from 'Select X of' to 'Minimum X of'</li> <li>The value in the <b>No of Modules Required</b> field from '2' to '3'</li> <li>The text in the <b>Description</b> and <b>Instructions to Students</b> sections as necessary</li> </ul>
	Students must now select exactly 15 credits from the option rule. The list of available modules has changed to include a mixture of 5 and 10 credits	Edit the existing option rule by: <ul style="list-style-type: none"> <li>Changing the selection in the <b>Type</b> column from 'Select X of' to 'Credit Rule'</li> <li>Deleting '2' from the <b>No of Modules Required</b> field</li> <li>Adding '15' to both the <b>Minimum</b> and <b>Maximum Required Credits</b> fields</li> <li>Adding/removing modules in the <b>Modules for Rule</b> field</li> <li>Editing the text in the <b>Description</b> and <b>Instructions to Students</b> fields as necessary</li> </ul>
	Students must now select at least 15 but no more than 20 credits from the option rule. The list of available modules has changed to include a mixture of 5 and 10 credits	Edit the existing option rule by: <ul style="list-style-type: none"> <li>Changing the selection in the <b>Type</b> column from 'Select X of' to 'Credit Rule'</li> <li>Deleting '2' from the <b>No of Modules Required</b> field</li> <li>Adding '15' to the <b>Minimum</b> and '20' to the <b>Maximum Required Credits</b> fields</li> <li>Adding/removing modules in the <b>Modules for Rule</b> field</li> <li>Editing the text in the <b>Description</b> and <b>Instructions to Students</b> fields as necessary</li> </ul>
<p>Stage has three option rules with prefixes A, B and C</p>	A new option rule is to be created and listed between existing rules B and C	<ul style="list-style-type: none"> <li>Delete existing option rule 'C'</li> <li>Create a new option rule (will become 'C')</li> <li>Recreate the group of options that was removed – this will be a new option group labelled 'D'</li> <li>Contact your <a href="mailto:curriculum@ucd.ie">Curriculum College Liaison / curriculum@ucd.ie</a> prior to making changes if further advice is required</li> </ul>



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