Clárlann UCD
UCD Registry

Editing Majors User Guide for Schools and Colleges

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

Version: February 2025

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Introduction

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

Editing a major **structure** 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

Major 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, as per the CMS Timelines.

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Introduction (continued)

Who has access to edit majors on the CMS?
The Majors in my School menu is available to staff 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 staff/faculty who have been assigned this level of CMS access in each School/Unit.

How do I log in to edit a major 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

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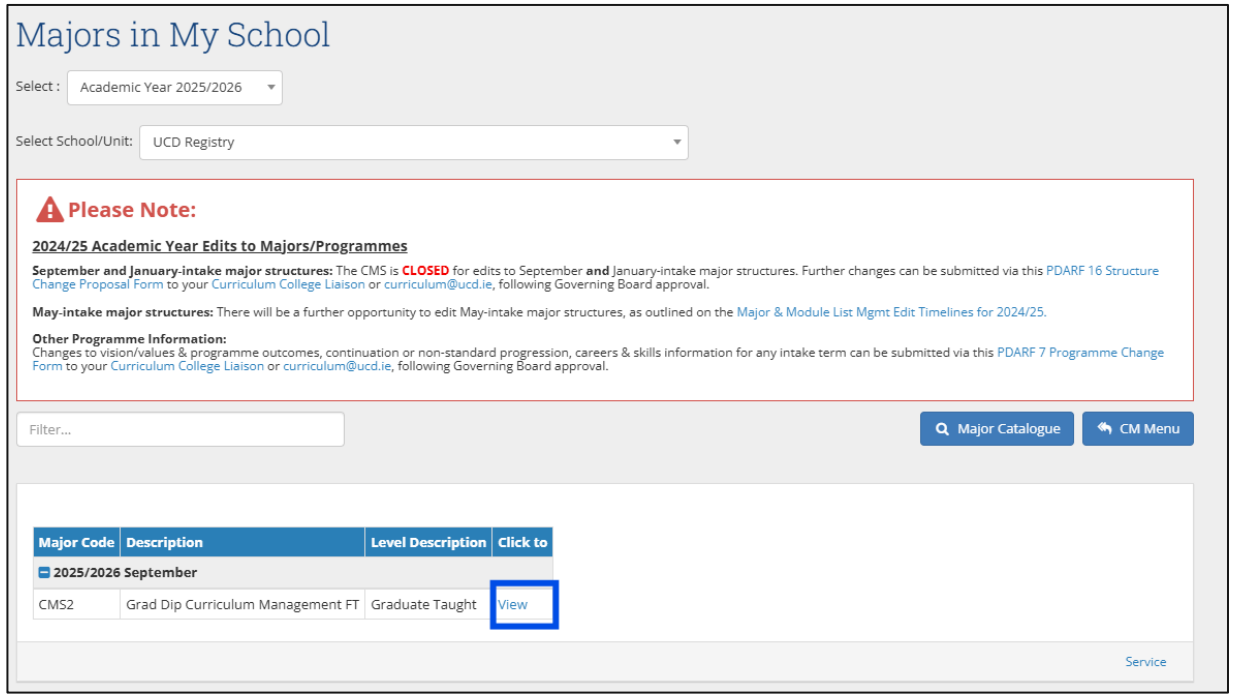
Editing a Major: First Steps



- 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).
- Select the correct Academic Year from the dropdown menu at the top of the page. Click on **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.

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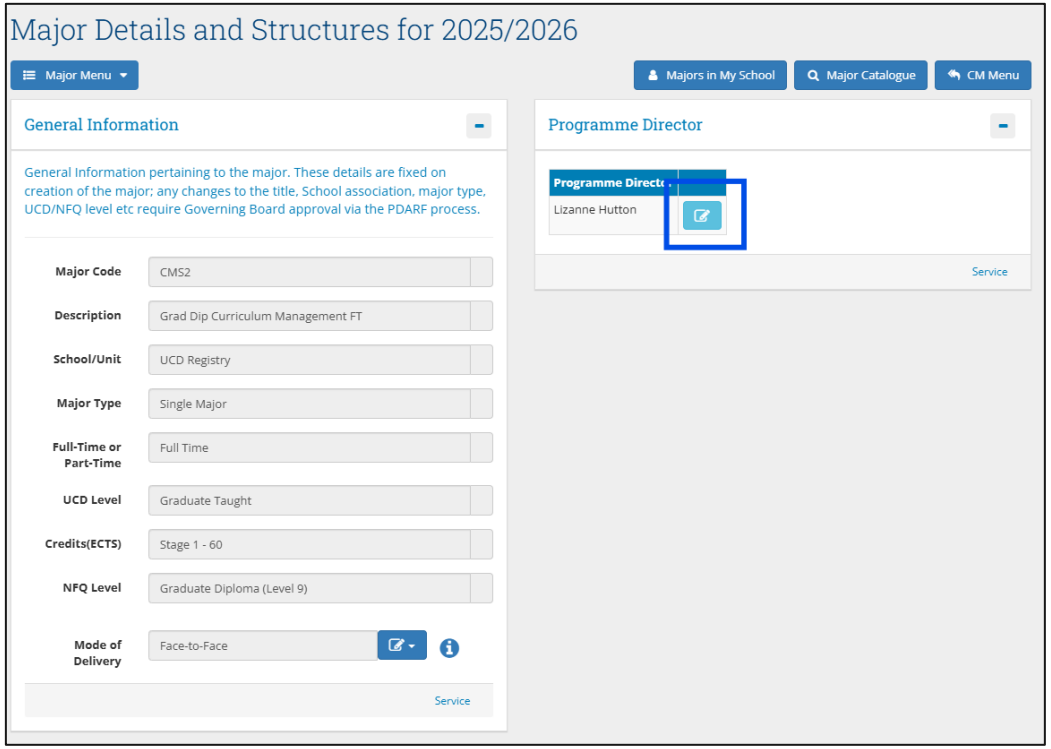
General Information/Programme Director

- 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 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 **Programme Director** has access to edit Careers & Skills Statements via the Majors in My School menu. They can also amend Visions/Values & Programme Outcomes on the Curriculum Review & Enhancement menu on InfoHub.



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General Information/Programme Director (continued)

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

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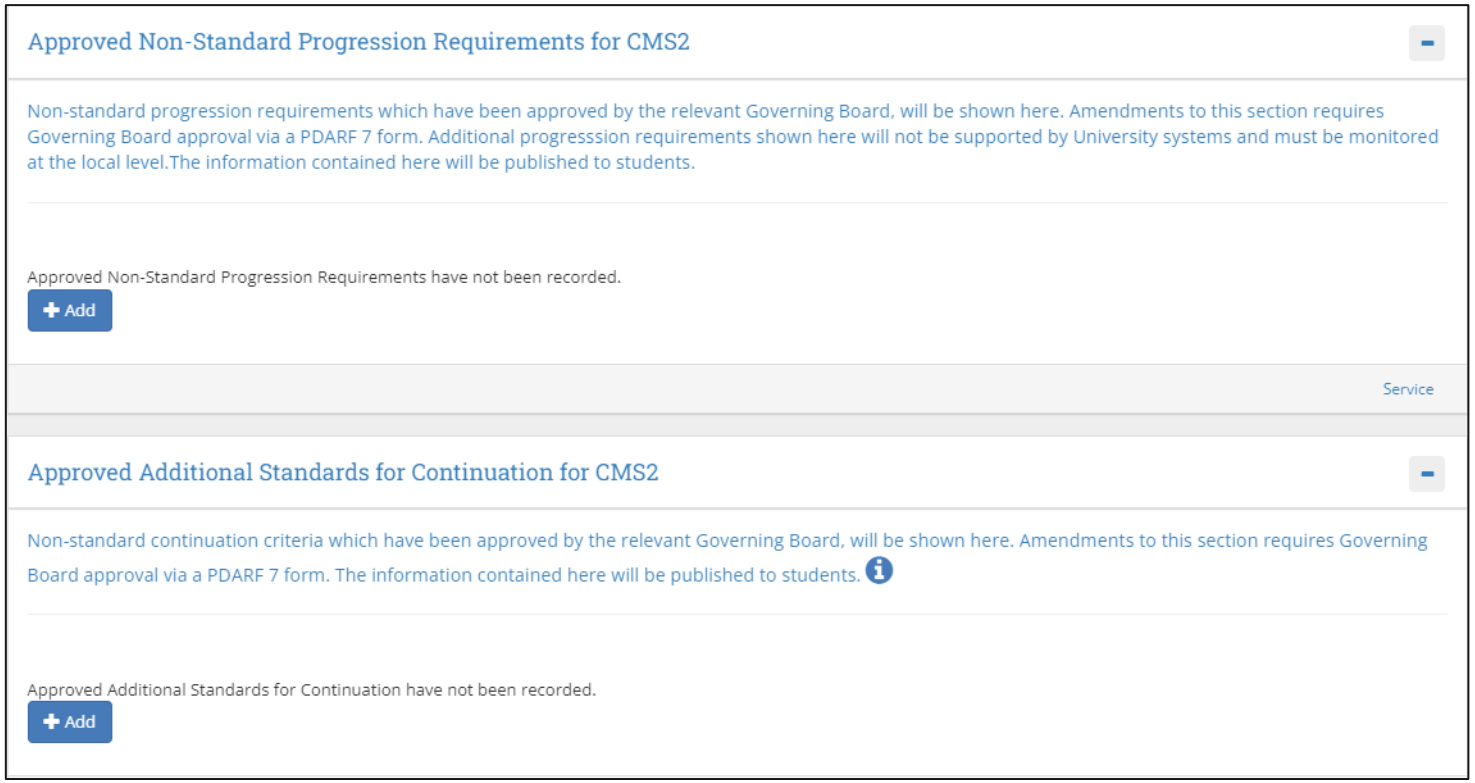
Progression & Continuation



- 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 as an approved programme change (PDARF 7 Programme Change Proposal).

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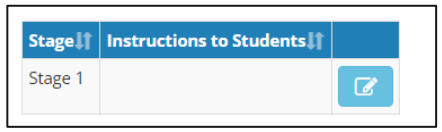
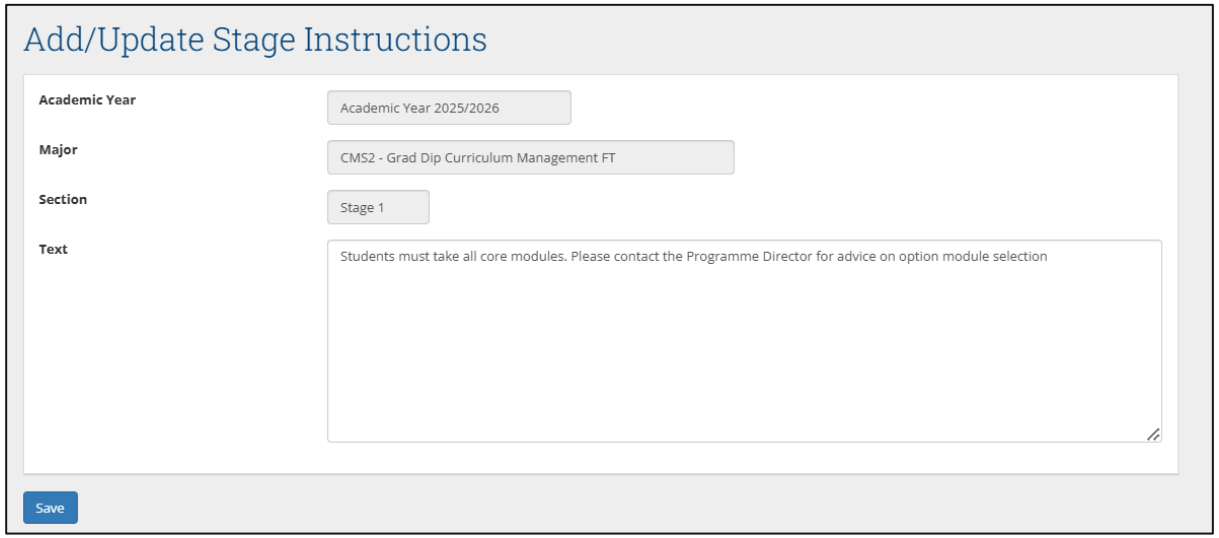
Stage Text Changes

- 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.





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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.
- It is possible to bulk remove/replace modules on majors via the above menu. Info text & buttons provide support and guidance. There are more details on this on Bulk Remove/Replace Modules on Majors section.
- 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.

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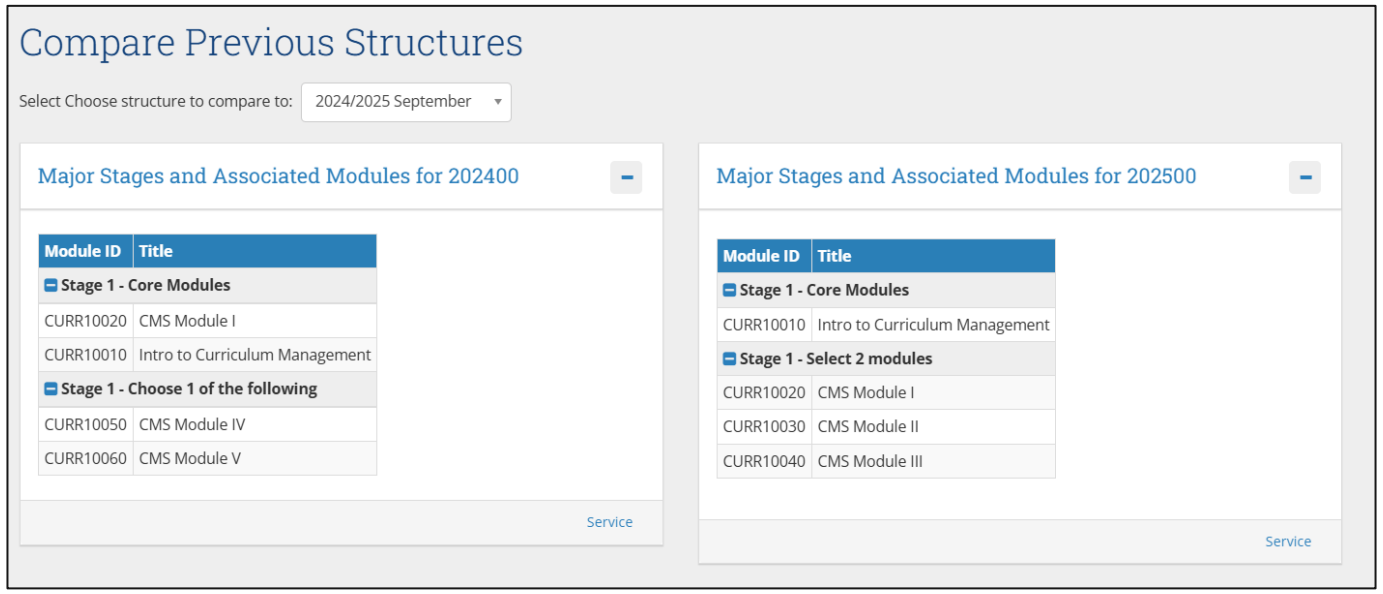
Associated Modules: Navigation

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 Structure with previous Academic Year]



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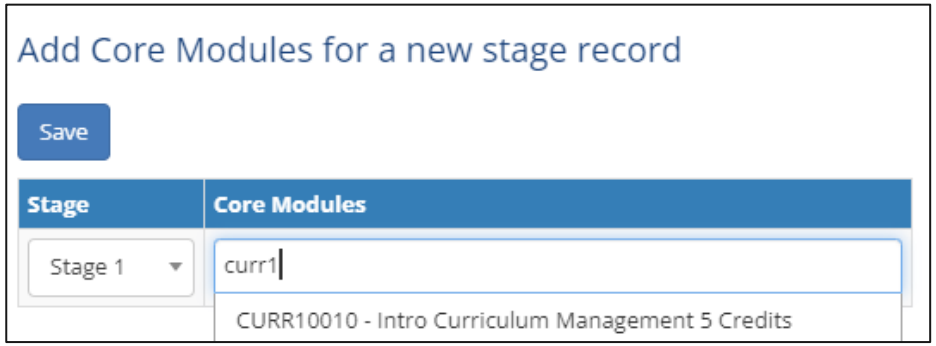
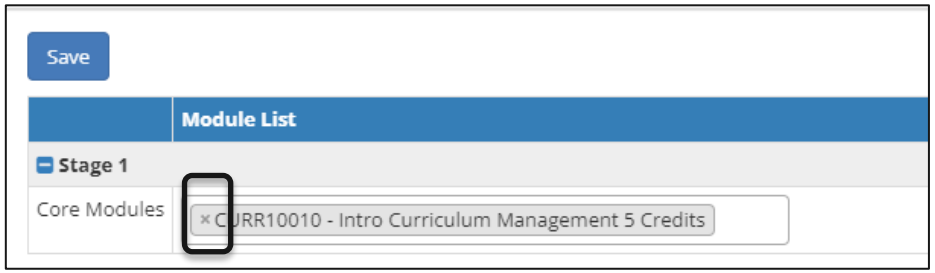
Adding/Editing/Removing Core Modules

To **add** core modules to a new stage, or to a stage where no cores have been assigned previously, click the corresponding edit icon ⊞ 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 of 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 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 end of the existing list of cores and search for modules as described above
  - Use the **Save** button to keep your changes





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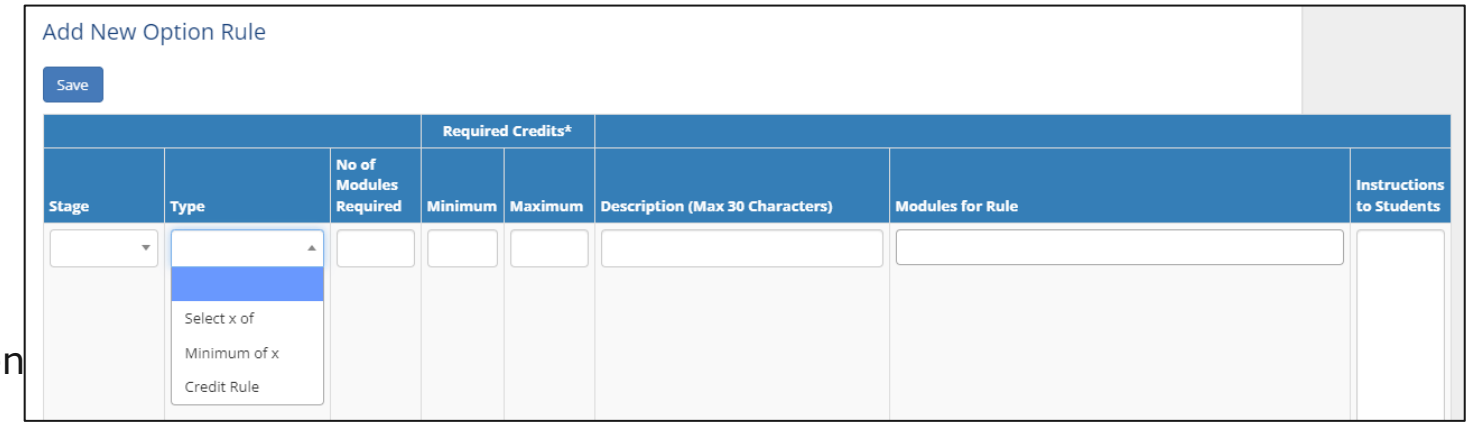
Option Rules

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 screen shown on the right.



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.

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Types of Option Rule

Type	Detail	Impact on Option Rule / Registration
Select X of:	Students must select exactly the number of **modules** specified in the **No of Modules Required** field	Students select specified number of modules only. They will be prevented from selecting more than this number of modules when registering on SISWeb.
Minimum X of:	Students must select at least the number of **modules** specified in the **No of Modules Required** field	Students may select more than the specified number of modules if they wish to do so and if this is appropriate in the context of the overall core/option credit requirements for the major and stage.
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	Maximum and Minimum credits must both be specified. Students can select modules within the credit range specified. Maximum credits can be the equal to or greater than the Minimum credits. Students will be prevented from selecting more than the Maximum Required Credits when registering on SISWeb. Credit rules are useful where there is a mixture of 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.

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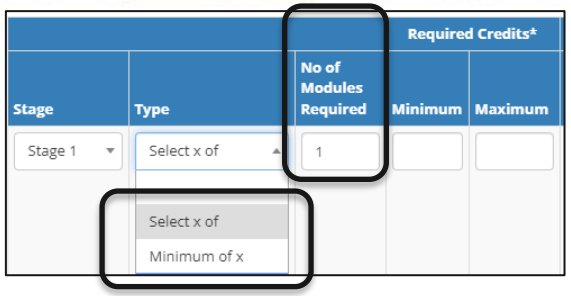
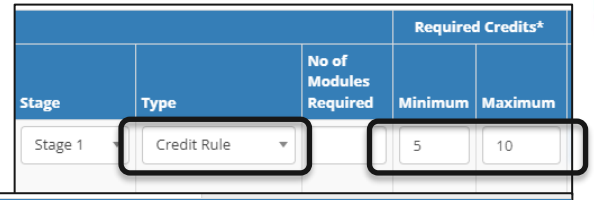
Adding a New Option Rule

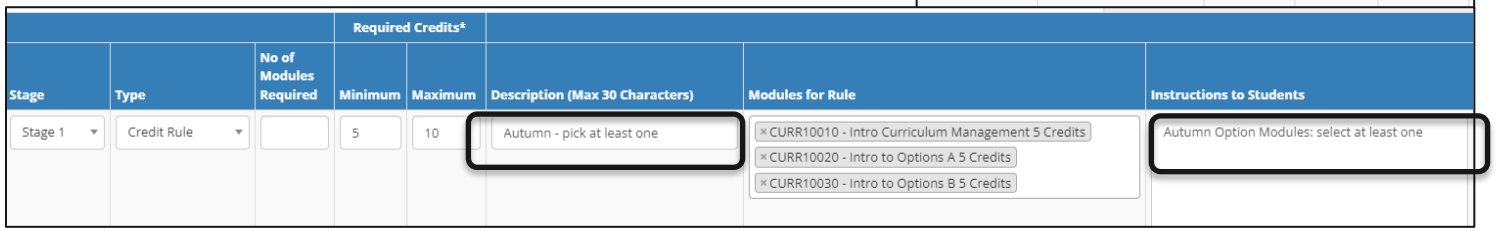
- To add detail to a new '**Select X of**' or '**Minimum X of**' option rule, select the **Stage**, **Type** of rule ('Select X of' or 'Minimum X of') and complete the **No of Modules Required** field. Minimum/Maximum credits must be left blank.



- To add detail to a new '**Credit Rule**', select the 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 following the same steps described for core modules.



- 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 and 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.

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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
- See Appendix C for further details on sequence of option rules, or contact your Curriculum College Liaison for advice
- **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 **Type** column to switch between 'Select X of', 'Minimum X of' and 'Credit Rule'. Switching to/from a Credit Rule means the **No of Modules Required** and **Minimum/Maximum Required Credits** fields must also be updated accordingly.
Change the number of modules to be taken from an option rule	Edit the value in the **No of Modules Required** 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 **Minimum and Maximum Required Credits** 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 **Remove Rule** checkbox and press **Save**.

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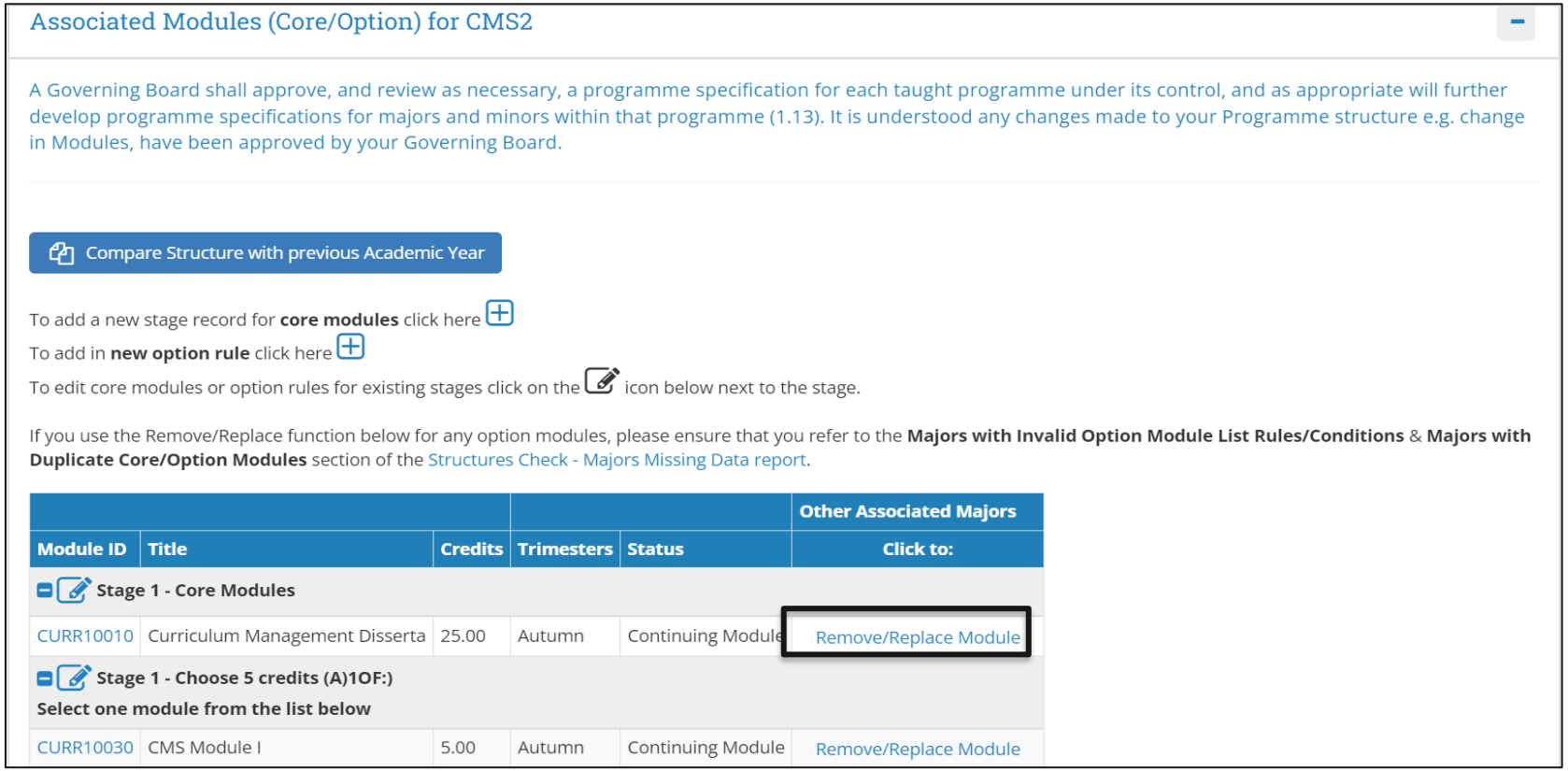
Bulk Remove/Replace Modules on Majors

The Remove/Replace Module option can be used to remove or replace a single module on multiple majors and stages.



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.

					Other Associated Majors
Module ID	**Title**	**Credits**	**Trimesters**	**Status**	**Click to:**
Stage 1 - Core Modules					
CURR10010	Curriculum Management Disserta	25.00	Autumn	Continuing Module	Remove/Replace Module
Stage 1 - Choose 5 credits (A)1OF:) **Select one module from the list below**					
CURR10030	CMS Module I	5.00	Autumn	Continuing Module	Remove/Replace Module

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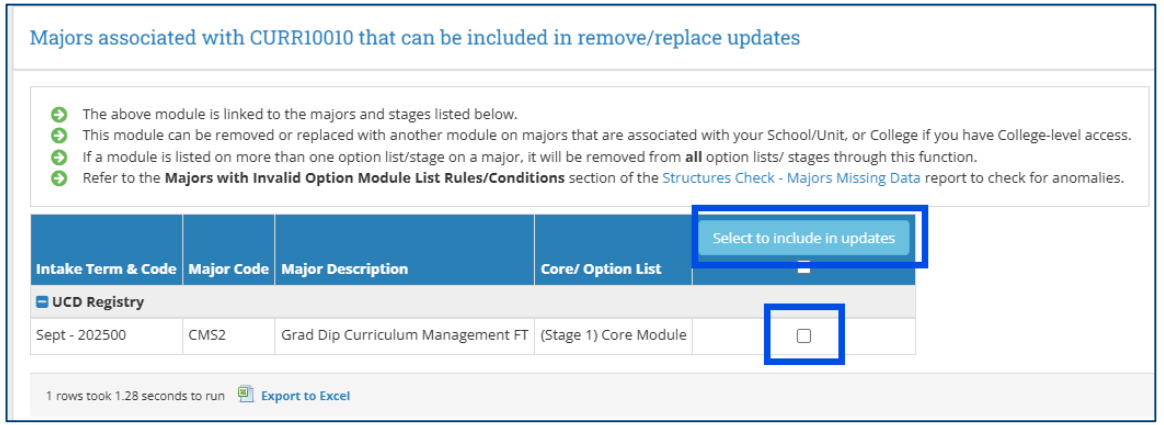
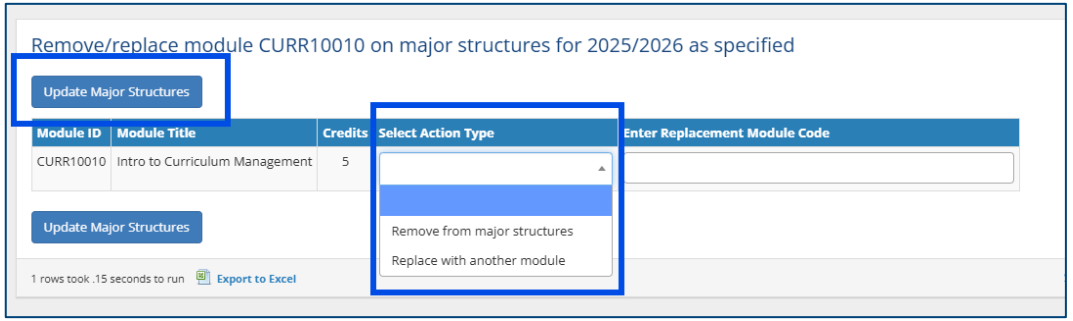
Bulk Remove/Replace Modules on Majors

Click **Remove/Replace Module** to generate a list of majors and stages that the module is linked to.

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





Select the remove or replace option from the dropdown menu. If you opt to replace the module, enter the replacement module code in the **Enter Replacement Module Code** field and click **Update Major Structures.**

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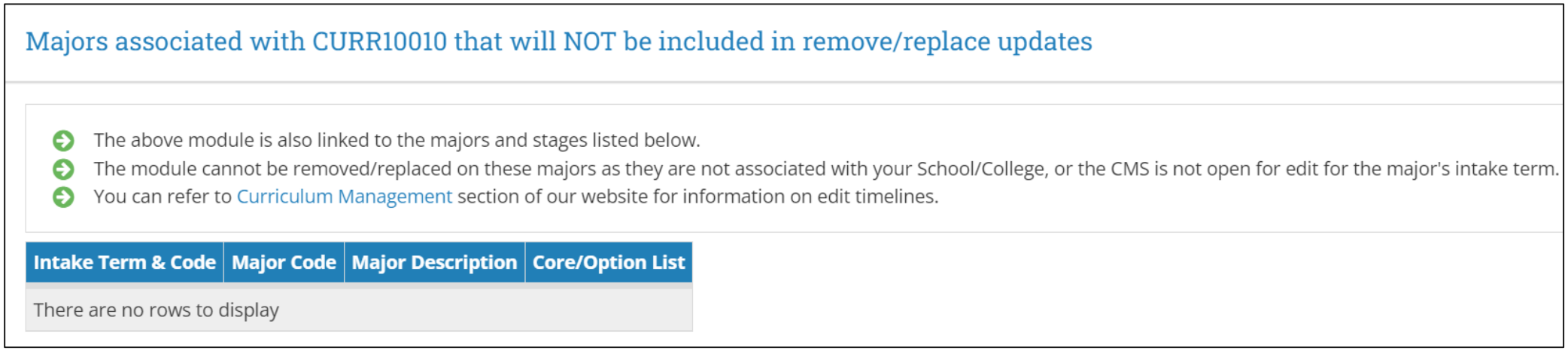
Bulk Remove/Replace Modules on Majors

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 appear on the section of the major selection page shown below.



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Bulk Remove/Replace Modules on Majors: Reporting

The Structures Check – Majors Missing Data report show anomalies that might arise on foot of the bulk remove/replace function.

Majors with Invalid Option Module List Rules/Conditions

Supporting Information & Guidance

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 - 202500	CMS2	Stage 1	A)2OF:	Select x of	2	1				Number of modules incorrect

1 rows took .04 seconds to run Export to Excel

Service

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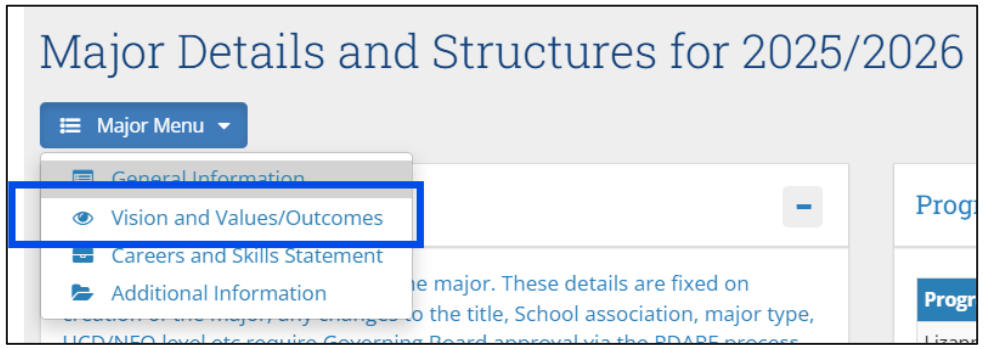
Vision and Values/Outcomes & Additional Information

Use the **Major Menu** on the top left to navigate to text fields linked to your major.

- **Vision and Values/Outcomes**: Programme Outcomes and Vision and Values can be edited 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.

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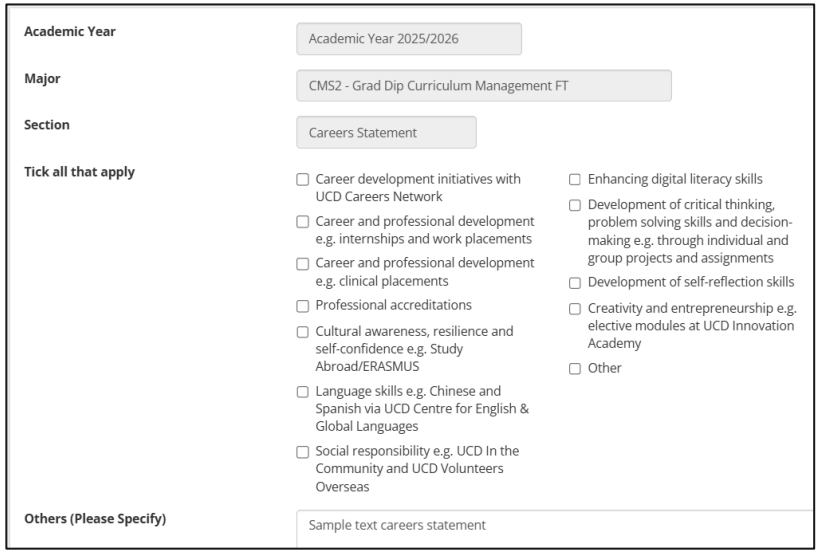
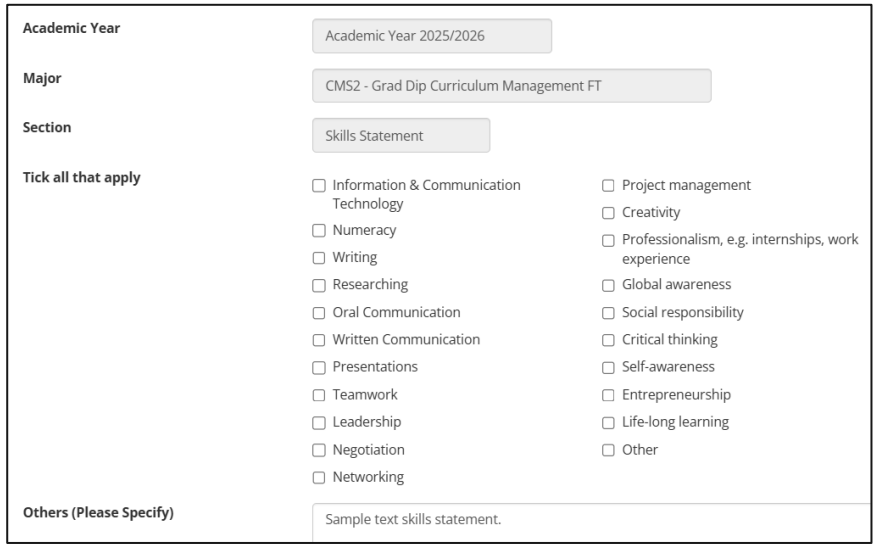
Careers & Skills Statement

- 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.





- 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.

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Useful Links and Reporting

- **Contact: curriculum@ucd.ie/ Curriculum College Liaison**
- Curriculum Management Edit Timelines 2025/2026
- Curriculum Management Guides, Checklists, Video Guides & FAQs
- Academic Regulations
- Current Students Course Search
- **InfoHub Reporting: see below**/Curriculum Management Useful Reports Checklist

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

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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. add/dropping modules, 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 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.

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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	• Module added to core section of structure • Student automatically added to module during registration (if there is no choice of class time)	• Full-time undergraduate or graduate taught major and stage completed within one academic year • Part-time graduate taught major and stage completed within one academic year
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	• Module added to option rule on major/stage • Student selects module during registration	• Full-time undergraduate or graduate taught major and stage completed within one academic year • Part-time graduate taught major completed within one academic year
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	• Module added to option rule on major/stage • Student is guided to select appropriate modules during registration • 'Minimum 0' or 'Credit Rule' option rule types are appropriate where core or option credit requirements vary • If the structure is not defined in this way, students will be registered incorrectly	• As above, plus: • Full- or part-time undergraduate/graduate taught major, and stage taken over more than one academic year

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 for further advice on the details above.

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Appendix C: Option Rule Edits – Worked Examples

Current Configuration	Proposed Amendment	How to Implement
Stage has a single option rule, e.g., '2 of'. All modules are 5 credits	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 No of Modules Required** field from '2' to '3'
	Students must now select **at least** three modules from the same list of option modules	Edit the existing option rule by changing: • The selection in the **Type** column from 'Select X of' to 'Minimum X of' • The value in the **No of Modules Required** field from '2' to '3' • The text in the **Description** and **Instructions to Students** sections as necessary
	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: • Changing the selection in the **Type** column from 'Select X of' to 'Credit Rule' • Deleting '2' from the **No of Modules Required** field • Adding '15' to both the **Minimum** and **Maximum Required Credits** fields • Adding/removing modules in the **Modules for Rule** field • Editing the text in the **Description** and **Instructions to Students** fields as necessary
	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: • Changing the selection in the **Type** column from 'Select X of' to 'Credit Rule' • Deleting '2' from the **No of Modules Required** field • Adding '15' to the **Minimum** and '20' to the **Maximum Required Credits** fields • Adding/removing modules in the **Modules for Rule** field • Editing the text in the **Description** and **Instructions to Students** fields as necessary
Stage has three option rules with prefixes A, B and C	A new option rule is to be created and listed between existing rules B and C	• Delete existing option rule 'C' • Create a new option rule (will become 'C') • Recreate the group of options that was removed – this will be a new option group labelled 'D' • Contact your Curriculum College Liaison / curriculum@ucd.ie prior to making changes if further advice is required

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