Editing Majors Checklist

Overview

Why edit my majors?
o To ensure that the structure (core/option modules offered as part of a stage) of your major/programme is correct for the next intake of students

Where can I make these changes?
o These changes can be made via the Majors in my School menu on the Curriculum Management System (CMS)

When can I edit majors on the CMS?
o These changes can be made when the CMS is open for Major edits as per CMS Timelines

Who has access to edit majors?
o Staff /Faculty with School-level access to the CMS
o Staff /Faculty with College-level access to the CMS
Responsibility for editing majors may vary according to local arrangements

How do I edit a major structure?
o For detailed instructions refer to the main Editing Majors user guide

Some important items to look out for when editing your majors:
o Ensure each major has a named Programme Director assigned to it in the CMS
o 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). A deviation from these or any other Academic Regulation will require approval of a derogation through UPB

Did You Know

o When you have completed your edits, you can refer to the Major Structure Review Checklist to help you review the structure of your major
o Visions/Values & Programme Outcomes are edited by the Programme Director linked to the major on the Curriculum Review & Enhancement menu on InfoHub
o Once the relevant intake term has commenced, *c*hanges to a structure will require Governing Board approval via a PDARF16 Structure Change Proposal for submission to the Curriculum Team
o Certain minor structure amendments can be made without a PDARF form. Please refer to the Structure Changes to Majors outside CMS Timelines document for further details

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 2024/25
❑ Contact your Curriculum College Liaison

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