UCD REGISTRY

2024/25 Curriculum Management Update for Schools/Colleges: Edits to Majors Closing 15 May

To: *Heads of School, School Heads of Teaching & Learning, Chairs of Governing Boards, Programme Deans, Vice Principals for Teaching and Learning, College/School Office Directors, School Managers, Programme Directors, College/School Administrators, Programme Managers*

Dear Colleagues,

Please see below updates relating to curriculum management edits for 2024/25.

Edits to Majors Closing 15 May
The following sections of the Curriculum Management System (CMS) are scheduled to close on **Wednesday, 15 May**:

- September-intake major structures (core and option modules), and Careers & Skills statements on the Majors in my School menu
- Programme Outcomes and Vision & Value Statements on the Curriculum Review & Enhancement menu (Programme Directors only)

Reviewing Major Structure Edits
The reports and checklist below will assist in a final review of September-intake major structures ahead of 15 May:

- Structures Reporting on InfoHub: details of core and option modules by major/stage
- Majors Missing Data report: highlights option rule anomalies and inactive modules linked to majors/stages so that these can be resolved prior to 15 May
- Major Structure Review checklist: key items for review prior to finalising your structures

Module Descriptor Edits & Assessment Strategies

- Amendments to Requirements/Prior Learning and Module Places (via the module descriptor) for 2024/25 will close on **Wednesday, 15 May**. Amendments to module places can still be made by staff and faculty with School/College-level access via the Update Module Places menu until 26 July.
- All other sections of the descriptor will remain open for changes as outlined on the Module Descriptor Edit Timelines 2024/25.

- Please note in particular the requirement for Module Coordinators to update the assessment strategies of all modules according to the new component types and timings implemented for 2024/25, and the impending publication of curriculum information for the upcoming Academic Year in early June. As students are heavily reliant on this information captured on the descriptor for planning their module selections, it is critical that assessment information is populated to aid in their registration planning.
- The new Assessment Workload Report provides Schools and Colleges with an overview of assessment strategies recorded to date.
- Module Coordinators have also been advised of this information and the communication is appended to the end of this mail.

Further Information & Supports
The following resources are available to assist with making curriculum updates:

- Your Curriculum College Liaison
- Curriculum Management guides, checklists and FAQs
- Drop-in with Curriculum – subscribe to this Google calendar for details and Zoom links

An update on arrangements for final curriculum changes through the summer will be circulated after 15 May. If you have queries on the details above, please contact your Curriculum College Liaison or curriculum@ucd.ie.

With thanks for your cooperation in this regard as we prepare for the Academic Year 2024/25.

Kind regards

Kate Griffin
Stiúrthóir Oibríochtaí Custaiméirí & Curaclaim | Director of Customer & Curriculum Operations
Clárlann UCD | UCD Registry

Useful Links
Contact your Curriculum College Liaison / Drop-in with Curriculum (Zoom)
Major Structures & Programme Edits / Majors Missing Data
Modules Missing Data / Assessment Workload Report
Curriculum Management Guides, Checklists & FAQs
Academic Regulations 2024/25

Get in Touch

Curriculum Team   Tierney Building

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Module Coordinators

9 May 2024

UCD REGISTRY

2024/25 Curriculum Management Update for Module Coordinators: Edits to Requirements/Prior Learning & Module Places Closing 15 May

To: *Module Coordinators*
CC: *Heads of School, School Heads of Teaching & Learning, Chairs of Governing Boards, Programme Deans, Vice Principals for Teaching and Learning, College/School Office Directors, School Managers, Programme Directors, College/School Administrators, Programme Managers*

Dear Colleagues,

Please see below updates relating to module descriptor edits for 2024/25.

Requirements/Prior Learning and Module Places Edits Closing 15 May
The Requirements/Prior Learning and Module Places sections of the module descriptor will close for edits to 2024/25 information on **Wednesday, 15 May**. Please ensure that you have reviewed and updated these details on the My Modules menu of the Curriculum Management System (CMS) in advance of this date. All other sections of the descriptor will remain open for edits as per the published Module Descriptor Edit Timelines 2024/25. Your School Administrator will be able to amend module places on your behalf up until 26 July. An update on arrangements for final Requirements/Prior Learning changes through the summer will be circulated after 15 May.

Assessment Strategies 2024/25
As part of changes to the CMS for 2024/25, an updated set of assessment strategies and timings has been made available on the module descriptor in order to:

- Better reflect current and best assessment practice
- Give School/College teams a better overview of how and when assessment is taking place
- Provide greater clarity and transparency for students, and allow for more informed decisions when selecting modules

As part of the implementation of these changes, UPB mandated that assessment details for 2024/25 should be removed so that colleagues would engage with the updated list of assessment types and timings as part of the regular cycle of edits to module descriptors.

Assessment Strategies: Key Actions Required
The timeline for the publication of 2024/25 curriculum information to students in early June is approaching. As students rely heavily on information captured on the descriptor for planning their module selections for the upcoming Academic Year, please ensure that assessment information is populated to aid in their registration planning.

Further Information & Supports
The following resources are available to assist with making module descriptor updates:

- Your Curriculum College Liaison
- Curriculum Management guides, checklists and FAQs
- Drop-in with Curriculum – subscribe to this Google calendar for details and Zoom links

If you have queries on the details above, please contact your Curriculum College Liaison or curriculum@ucd.ie.

Kind regards

Kate Griffin
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Assessment Strategy FAQs
Curriculum Management Guides, Checklists & FAQs
Module Descriptor Edit Timelines 2024/25
Academic Regulations 2024/25

Get in Touch

Curriculum Team   Tierney Building

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