UCD REGISTRY

Curriculum Management Update: Edits to May-intake Majors Closing

To: *Programme Directors and Schools/Colleges with May-intake Majors*
CC: *Chairs of Governing Boards, Programme Deans, Vice-Principals for Teaching & Learning, College/School Office Directors, School Managers, College/School Administrators, Programme Managers*

Dear Colleagues,

This is a short reminder that the Majors in my School menu of the Curriculum Management System will close for structure changes to May-intake majors on **Friday, 22 April**. The following resources will assist in a final review of your structures ahead of this date:

- InfoHub Structures Reporting: details of core and option modules by major/stage
- Majors Missing Data reports: indicate where inactive modules remain linked to majors/stages to allow you to remove them prior to 22 April
- Major structure review checklist: key items for review prior to finalising your structures

After Friday, 22 April, the following arrangements apply:

- Amendments to programme structures for May-intake majors will require Governing Board approval via a PDARF 16 Structure Change proposal. 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.
- Updates to Programme Outcomes, Vision & Values statements, continuation or non-standard progression information should be forwarded to curriculum@ucd.ie for update on a Programme Change Proposal form (PDARF 7).

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

Regards

Kate Griffin
Deputy Director of Administrative Services
UCD Registry

Useful Links
Contact your College Liaison
Drop-in with Curriculum (Zoom)
Majors in my School - CMS / Majors Missing Data
Editing Majors Checklist / How to Edit Majors
Video guides: How to add/remove modules from majors / Creating and amending option module list rules
Major Structure Review Checklist
Curriculum Management Reporting - InfoHub
Academic Regulations

Get in Touch

curriculum@ucd.ie

Tierney Building