



Clárann UCD | UCD Registry

Major Structure Review Checklist

Taught Majors

1) Refer to the Structures by Major report on the Structures Reporting menu on InfoHub, select 'click to view' the 'Excluding CRNs' column for the relevant major/stage and check the following items:

- **Credits:** combined core/option credits for each stage match the 'Credits' field in the 'Summary Information' section. This must be reviewed each time modules are added/removed from a major
- **Stage text:** stage text for each stage has been recorded correctly in the 'Details' field in the 'Summary Information' section
- **Credit Split by Trimester:** credits are allocated to each trimester in which a module spanning multiple trimesters is available and the workload implications for the associated major(s) considered
- **Student Workload:** students must not be required to take more than 30 credits per trimester*
- **Option rule text (instructions to students):** correctly describes the number of modules students need to take. Refer to the section below on option rules for further details

Undergraduate Majors only*

- **Electives:** 25 elective credits across all stages
- **Additional Option Modules:** available for students who don't want to take electives
- **Stage 1:** 30 core and option credits are available in Autumn (additional options cannot be used to make up to 30 credits)

*Exceptions will require approval as a derogation from UPB

2) Use the Structures Check - Majors Missing Data report available on the Structures Reporting menu on InfoHub to check that:

- There are no inactive modules on any major
- There are no majors without a structure
- There are no option module lists without any modules

Reviewing Option List Rules (review when modules added/removed from major)

Rule Type: 'MIN OF' Rule / 'Minimum of x' Rule (MIN 1 OF/ MIN 2OF etc)

- Students must take the minimum number of modules recorded in the 'No of modules required' field
- For example; a 'MIN 1 OF' rule indicates students must take at least one module from a list, meaning there should be more than one module in the list for them to select
- 'MIN0OF' rule means students can choose modules from that list but are not required to do so
- 'MIN0OF' can be used to offer students additional option modules as alternatives to electives

Rule Type: 'X OF' Rule / 'Select x of' Rule (1 OF/ 2 OF etc)

- Students must take the exact number of modules recorded in the 'No of modules required' field
- Note that a '0 OF'* rule means students will not be able to choose modules from the list in that option rule and should not be used

Rule Type: 'Credit Rule' (10Cr / Min 10Cr etc)

- Students must take at least the number of credits recorded in the Minimum field of the Required Credits section
- The Maximum field sets a limit on the number of credits a student can take from the list of options. It can be the same or greater than the Minimum credits
- A 'Credit Rule' is useful when there are a mixture of module credit values on an option list, or when you want to limit the number of credits students can select from an option list



Useful Links

- [Academic Regulations 2024/25](#)
- [Editing Majors Guide](#)
- [Editing Majors Checklist](#)
- [Curriculum Management Reports Checklist](#)
- [Major & Module List Management Edit Timelines 2024/25](#)
- [Contact your Curriculum College Liaison](#)