



CURRICULUM MANAGEMENT EDIT TIMELINES FOR SCHOOLS/COLLEGES

MAJOR & PROGRAMME EDITS

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| SEPTEMBER INTAKE STRUCTURES | OPEN 14 FEB – 15 MAY 2024 via Majors in my School | 16 MAY – 06 SEPT 2024 Changes via Structure Change Request Form | 09 SEPT 2024 ONWARDS Changes via PDARF 16 |
| VISION/VALUES & PROG OUTCOMES + CAREERS & SKILLS STATEMENTS *SEPT ONLY* | OPEN 14 FEB – 15 MAY 2024 via Curriculum Review & Enhancement Note: Only the Programme Director can make edits | 16 MAY 2024 ONWARDS Changes via PDARF 7 | |
| JANUARY INTAKE STRUCTURES | OPEN 10 OCT – 03 DEC 2024 via Majors in my School | 04 DEC 2024 ONWARDS Changes via PDARF 16 | |
| MAY INTAKE STRUCTURES | OPEN 13 MAR – 17 APR 2025 via Majors in my School | 22 APR 2025 ONWARDS Changes via PDARF 16 | |

- [School/College-level](#) access is required to edit Major/Programme structures
- 2024/25 Curriculum Information will be published to the [Course Search](#) in June 2024
- Changes to *Vison/Values & Programme Outcomes* for January/May intake majors must be submitted via an approved [PDARF 7](#).
- Refer to the [Editing Majors /Major Structure Review Checklists](#) for instructions

MODULE LIST MANAGEMENT

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| MODULE STATUS & TRIMESTER | OPEN 14 FEB – 28 JUNE 2024 via Module List Management | 01 Jul – 06 Sept 2024 Changes via Module Descriptor Change Form 09 Sept 2024 ONWARDS Module Status Changes via your Curriculum College Liaison Trimester changes via Exemption Request | |
| MODULE PLACES | OPEN 14 FEB – 26 JULY 2024 via Module List Management | 29 JULY 2024 ONWARDS Email systems.data@ucd.ie for all module trimesters | OPEN 21 Nov - 23 Dec 2024 Spring/Summer modules OPEN 22 Apr - 06 May 2025 Summer modules |
| MODULE COORDINATOR | OPEN ALL YEAR via Module List Management | | |

- [School/College-level](#) access is required to edit module information outlined above
- [New Module Requests](#) can be submitted all year round by staff with school/college-level access
- An [Exemption](#) will be required to update the module trimester from **09 September** onwards
- Email your [Curriculum College Liaison](#) or curriculum@ucd.ie to change the module status from **09 September** onwards
- Refer to the [Module List Management](#) guide for instructions on how to make changes
- For further assistance, contact your [Curriculum College Liaison](#) or curriculum@ucd.ie.