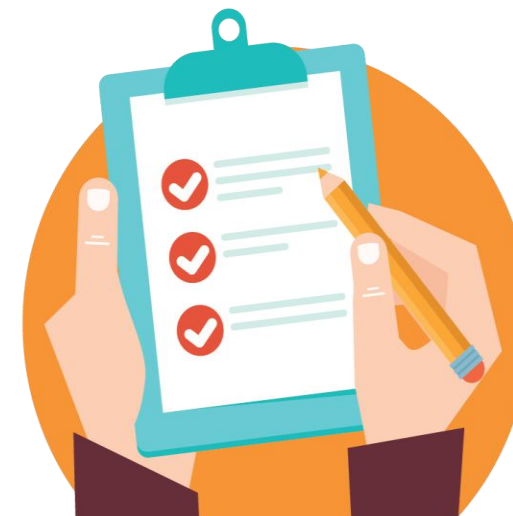# New Module Requests Guide for Schools & Colleges

This guide provides information for staff/faculty using the Curriculum Management System (CMS) to request new modules. School/ College-level access to the CMS is required for this task.

Further information and support on how to use the Curriculum Management System is available on the Curriculum Team [website](#).

Table of Contents

Introduction

New modules are requested on the New Module Requests menu of the Curriculum Management System (CMS).

This menu is available to staff and faculty with School/College-level access to the system, e.g., Head of School, School Head of Teaching & Learning, School/Unit Administrator, etc.

Individual Module Coordinators cannot request new modules directly. This is to avoid duplication of effort and to facilitate Schools/Units in managing their module lists.

A UCD InfoHub report, Curriculum Management Access Roles, shows people with different levels of access to the CMS within each School or Unit. Additional staff can be granted access on request to your Curriculum College Liaison.

To access the New Module Requests menu on the Curriculum Management System:

1. Log into InfoHub and click on the **Students** menu

2. Select **Curriculum, Module Capacity & Timetables**, then **Curriculum Management System**

3. Click on the **New Module Requests** menu

Curriculum Management System

New Module Requests	My Modules	Module List Management	Majors in My School
Request New Modules ☆	View Modules you are associated with ☆	Update Module Coordinator, Module Trimester, Module Status, Module Places ☆	View Majors you are associated with ☆

Search Module Catalogue	Search Major Catalogue	Search Programme Catalogue	Module Exemption Requests
View all Module details ☆	View all Major details ☆	View all Programme details ☆	View Exemption Requests for your Modules ☆

Module Exemption Reporting	Vision & Value Statements & Programme Outcomes	Modules Missing Data	
Details of module exemption requests by school ☆	Record and review vision/values and programme outcomes. ☆	View details of modules missing mandatory data ☆	

Creating a New Module Request

- To request a new module, click **Add New Module Request**
- Complete all fields and click **Create Request** to send your module request to the Curriculum Team for assignment of a module code.

New Module Request: Required Fields

The following basic module details are required to set up a new module as per the **Academic Regulations** (section 3.18):

Field	Details
School/Unit	The School/Unit to which the module belongs
Subject	The subject associated with the module request
Module Title	Short title of the module (30 characters or less, including spaces). The long title can be edited via the module descriptor as long as the status is 'Pending'
Module Level	The UCD level of the module, e.g. Introductory (1), Degree (3)
Credits	Credits associated with the module. Permissible credit values are described in the Academic Regulations (3.18 (f))
Trimester	Trimester(s) in which module will be delivered (see explanation)
Module Places	The total number of places available on the module
Module Coordinator	Module Coordinators are members of faculty, but in exceptional circumstances a Head of School may appoint a non-faculty Module Coordinator, as outlined in section 3.16 of the Academic Regulations.

Trimesters Explained

Trimester	Description
Autumn	The module is offered in the Autumn Trimester only
Spring	The module is offered in the Spring Trimester only
Summer	The module is offered in the Summer Trimester only
Two Trimesters (Autumn – Spring)	The module spans the Autumn and Spring Trimesters continuously (September to May)
Year long (12 months)	The module spans a full 12 months (3 continuous trimesters from the student's intake term)
Two Trimesters (Spring-Summer)	The module spans the Spring and Summer Trimesters continuously (January to August)
Autumn & Spring	The module is offered at least once in Autumn and at least once in Spring
Autumn & Summer	The module is offered at least once in Autumn and at least once in Summer
Spring & Summer	The module is offered at least once in Spring and at least once in Summer
Autumn & Spring & Summer	The module is offered at least once in each of the three trimesters - Autumn, Spring and Summer

When are New Module Codes Required?

New module codes are needed when:
A module is brand new
There is a change to the credit value of an existing module
The module level changes
The learning outcomes or overall content of an existing module changes significantly
The title of an existing module changes significantly
Schools amalgamate and need new subjects to reflect the change
A new subject code is required (approved on the subject register or created for administrative purposes)
A new module code is not required when:
The Module Coordinator, or trimester in which a module is delivered, changes
Assessment strategy or module capacity is amended
A minor edit to a module title is required
Further detail needs to be added to a module descriptor

Useful Links and Reporting

- Support and Training: contact your [Curriculum College Liaison](#) / [curriculum@ucd.ie](#)
- [Curriculum Management Edit Timelines 2024/25](#)
- Curriculum Management [guides and checklists](#)
- [Academic Regulations 2024/25](#)
- [Current Students Course Search](#)
- InfoHub Reporting: see below / [Curriculum Management Reports Checklist](#)

I want to:	InfoHub Report
Check CMS access for staff and faculty in my School	[Curriculum Management Access Roles](#)
See modules in my School for current and previous Academic Years	[Curriculum Management - School Module Summary](#)
Do a wildcard search of entire module catalogue for current or previous Academic Years across all Schools/Units	[Curriculum Management - School Module Summary](#) – Keyword Search
View details of modules missing mandatory data or with anomalies to be addressed	[Modules Missing Data](#)
Details of all modules for which you are currently the Module Coordinator and who else has access	[Manage My Modules – Who has Access?](#)
View core and option modules on a major/stage	[Structures by Major](#)
Review inactive modules on stages, majors/stages with no associated modules, option rules with no associated modules	[Majors Missing Data](#)

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