



UCD REGISTRY

2021/22 Curriculum Management Update: Spring/Summer Module Edits Closing

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

Dear Colleagues,

The [My Modules](#) menu on the [Curriculum Management System \(CMS\)](#) will close for changes to modules commencing in Spring and Summer on **Thursday, 6 January**. The following items may be helpful in finalising module information in advance of this deadline:

- [How to use the Module Descriptor guide and checklist](#)
- The [Modules Missing Data](#) report on InfoHub can be used to identify gaps in mandatory module information or anomalies that need to be addressed
- Amendments to trimester for delivery and addition of requisites / prior learning cannot be completed directly on the CMS and will require approval as an [exemption](#) on the basis of exceptional circumstances
- [Drop-in with Curriculum](#) via Zoom:
 - [Tuesday 4 January](#), 2.30 - 3.30pm
 - [Wednesday 5 January](#), 3 - 4pm (dedicated Module Coordinator session)
 - [Thursday 6 January](#), 3 - 4pm
- Requests to adjust module places should be directed to systems.data@ucd.ie

After module edits close, amendments to modules on offer in Spring must be requested and approved as an [exemption](#) on the basis of exceptional circumstances. There will be a final opportunity to amend modules on offer in the Summer trimester from 26 April to 10 May. Please see the [Module Descriptor Edit Timelines 2021/22](#) for further details.

For assistance with any of the items above, please contact your [College Liaison](#) or email curriculum@ucd.ie. With every good wish for 2022.

Regards

Jeremy Britton
Director of Administrative Services
UCD Registry

Useful Links

[Contact your College Liaison](#)
[Drop-in with Curriculum \(Zoom\)](#)
[Curriculum Management Timelines](#)
[How to use the Module Descriptor / Module Descriptor Checklist](#)
[Modules Missing Data](#)
[Curriculum Management Reporting - InfoHub](#)
[Academic Regulations](#)