



UCD REGISTRY

Curriculum Management Update for Schools/Colleges: Final Module Trimester/Status Changes

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

Dear Colleagues

Please see below updates relating to module descriptor edits for the Academic Year 2024/25.

Module Descriptor Sections Closed

Edits to 2024/25 module trimesters and statuses are now closed on [Module List Management - Update Module Details](#) on the Curriculum Management System (CMS). If you need to make final adjustments to these details up to and including 6 September, please use the [Module Descriptor Change Request Form](#) to submit your request and a member of the Curriculum Team will confirm when changes are complete.

The same form can also be used for amendments to sections of the module descriptor that are now closed for direct edit on the [My Modules](#) menu of the CMS, namely:

- Requirements/Prior Learning
- Student Effort Hours
- Credit Split by Trimester

Module Coordinators have been informed separately of this arrangement and the communication is included below for information.

Module Descriptor Edits in July and August: Key Actions Required

All remaining sections of the Module Descriptor will remain open for direct edit on the CMS until Friday, 6 September as per the published [Module Descriptor Edit Timelines 2024/25](#). As a number of changes have been implemented for the Academic Year 2024/25, please ensure that the following items in particular are updated for modules in your School:

- Assessment strategies: details from previous years have not rolled forward and assessment strategies must be recorded for **all** modules for 2024/25 using the updated list of types and timings available on the descriptor
- Module type: an appropriate category may be selected from the expanded list of descriptor types on the Module Details tab
- Academic integrity: record whether / to what extent AI may be used on modules in the Approaches to Teaching & Learning field on the Content/Learning Outcomes tab

Edits to Module Places and Coordinators

[Module List Management - Update Module Places](#) will remain open for changes to module capacities until Friday, 26 July. Amendments to Module Coordinator details may be made year-round via [Module List Management - Update Module Details](#). Please see the published [Major and Module List Management Timelines](#)

[for Schools/Colleges 2024/25](#) for further details.

Further Support

The following resources are available to assist with editing module descriptors:

- [Module Descriptor Guides, Checklists and FAQs](#)
- [Assessment Strategy FAQs](#)
- The [Modules Missing Data](#) report will identify modules where mandatory information has yet to be recorded
- Weekly Drop-in with Curriculum Zoom slots: subscribe to this [Google calendar](#) for details

If you have any queries on the details above, please contact your [Curriculum College Liaison](#) or curriculum@ucd.ie.

Kind regards

Kate Griffin

Stiúrthóir | Director

Oibríochtaí Custaiméirí & Curaclaim | Customer & Curriculum Operations

Clárlann UCD | UCD Registry

Useful Links

[Contact your Curriculum College Liaison / Drop-in with Curriculum \(Zoom\)](#)

[Curriculum Management Guides, Checklists & FAQs](#)

[Assessment Strategy FAQs](#)

[Modules Missing Data](#)

[Academic Regulations 2024/25](#)

Get in Touch



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