3 July 2023

UCD REGISTRY

2023/24 Curriculum Management Update for Schools/Colleges: Arrangements for Final Module Trimester/Status Edits

To: *Heads of School, School Heads for 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

Edits to 2023/24 module trimesters and statuses are now closed on Module List Management Update Module Details menu on the Curriculum Management System (CMS). If you need to make final adjustments to these details up to and including 8 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 List Management - Update Module Places will remain open for changes to module capacities until Friday, 28 July. Amendments to Module Coordinator details can continue to be made via Module List Management - Update Module Details. Please see the published Curriculum Management Timelines for Schools/Colleges 2023/24 for further details.

If you have any queries on the details above, please contact your College Liaison / curriculum@ucd.ie or join one of the team's biweekly drop-in sessions on Tuesdays and Thursdays via Zoom (subscribe to this Google calendar for dates/links).

With thanks for your continued cooperation as we prepare for the Academic Year 2023/24.

Kind regards

Kate Griffin
Stiúrthóir | Director
Oibríochtaí Custaiméirí & Curaclaim | Customer & Curriculum Operations
Clárlann UCD | UCD Registry

Useful Links
Contact your College Liaison
Drop-in with Curriculum (Zoom)
Curriculum Management Timelines for Schools/Colleges 2023/24
Modules Missing Data
User Guides, Checklists & Video Guides
Curriculum Management Reporting - InfoHub / Curriculum Management Reports Checklist
Academic Regulations

Get in Touch

curriculum@ucd.ie

Tierney Building

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