3 July 2023

UCD REGISTRY

2023/24 Curriculum Management Update: Module Descriptor Edits in July and August

To: Module Coordinators
CC: 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

The following sections of the module descriptor are now closed for direct edit on the My Modules menu of the Curriculum Management System (CMS):

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

If you need to make final adjustments to these sections 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. Requests to amend module places should be directed to your School Administrator.

All remaining sections of the Module Descriptor will remain open for direct edit on the CMS until Friday, 8 September. Please see the Module Descriptor Edit Timelines 2023/24 for further details.

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

- Module descriptor guide, video guide and checklist
- The Modules Missing Data report will identify modules where mandatory details have not yet been recorded
- Twice weekly Drop-in with Curriculum Zoom slots on Tuesday and Thursday afternoons: subscribe to this Google calendar for details

If you have any queries on the details above, please contact your College Liaison or curriculum@ucd.ie.

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)
Module Descriptor Edit Timelines for 2023/24
Modules Missing Data
User Guides, Checklists & Video Guides
Curriculum Management Reporting - InfoHub / Curriculum Management Reports Checklist
Academic Regulations