



Clárlann UCD | UCD Registry

## 2025/26 Module Descriptor Edits to 5 September

**This email has been circulated 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 Student Effort Hours field on the module descriptor is now **closed** for direct edits on the [Curriculum Management System](#) (CMS). Please see below for further information about module descriptor edits prior to the start of the new Academic Year.

Kind regards,

Kate Griffin

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



### Student Effort Hours - Final Changes up to Friday, 5 September

Direct edits to Student Effort Hours on the [My Modules](#) menu of the CMS are now closed.

If these details have yet to be recorded or require amendment, please fill out the [Module Descriptor Change Request Form](#). A member of the Curriculum Team will action your request and confirm when changes are complete. The same form may be used to request changes to the Requirements/Prior Learning and Credit Split by Trimester sections of the descriptor that have already closed for direct edits.

[Module Descriptor Change Request Form](#)



## Key Actions for Finalising 2025/26 Module Descriptors

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All other sections of the module descriptor remain open for edits according to the published [Module Descriptor Edit Timelines](#).

The [Editing & Reviewing Module Descriptors](#) section of our [Guides & FAQs](#) page provides you with helpful guides, checklists & videos to help you edit your modules. Please review your descriptor to ensure that:

- Assessment components, remediation and feedback strategies are recorded and are accurate
- The Approaches to Teaching & Learning field in the Content/Learning Outcomes section is updated to indicate whether / to what extent AI may be used
- Details of the staff/faculty associated with the module in the Access to Modules section are reviewed in line with GDPR principles, so that only those with current requirement to view student information have this access
- All other mandatory sections of the descriptor are complete and anomalies addressed. The [Modules Missing Data](#) report on InfoHub will highlight where action is required

**[Editing & Reviewing Module Descriptors](#)**



## Support

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If you would like any help, you can contact your [Curriculum College Liaison](#).

Weekly drop-in Q&A sessions are hosted by the Curriculum Team via Zoom. View this [Google calendar](#) for time slots.

**[About the Curriculum Team](#)**

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