



2025/26 Spring and Summer Module Descriptors Open for Edit on the CMS

This email has been circulated 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, School Managers, Programme Directors, College/School Administrators, Programme Managers

Dear Colleagues,

Modules commencing in the Spring and Summer trimesters are open for edit via the [My Modules](#) menu on the [Curriculum Management System](#) (CMS) until **Tuesday, 6 January**. Please see below for further information.

Kind regards,

Kate Griffin

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



Spring/Summer Module Descriptor Edits Open

The [My Modules](#) menu on the CMS is open for changes to modules commencing in the Spring and Summer trimesters until **Tuesday, 6 January**. The [Module Descriptor Edit Timelines 2025/26](#) explain the sections that may be edited at this time. Amendments to trimester for delivery and addition of requisites / prior learning cannot be completed directly on the descriptor and will require approval as an [exemption](#) on the basis of exceptional circumstances.

If a module has already been offered in the Autumn trimester, it will not re-open for edit and any changes will also require approval as an exemption.

[Editing & Reviewing Module Descriptors](#)



Schools and Colleges: Module List Management

Faculty and professional staff with [School- or College-level access](#) to the CMS can make changes to module places on Module List Management - [Update Module Places](#) until **Tuesday, 23 December**. After this date, requests to amend these details should be directed to systems.data@ucd.ie. Module Coordinator changes can be made year-round on [Update Module Details](#). If modules are no longer on offer, please contact your [Curriculum College Liaison](#) or curriculum@ucd.ie to ensure that they are marked inactive.

[Managing Modules](#)



Support

If you would like any help, you can contact your [Curriculum College Liaison](#) / curriculum@ucd.ie.

Alternatively, weekly drop-in Q&A sessions are hosted by the Curriculum Team via Zoom. You can now use this [Google calendar](#) to view available time slots and book an appointment with a member of the team.

[About the Curriculum Team](#)

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