Clárlann UCD | UCD Registry

2025/26 January Major Structure Edits Closing 28 November

This email has been circulated to: Schools and Colleges with January-intake majors
CC: Chairs of Governing Boards, Programme Deans, Vice Principals for Teaching & Learning, College/School Office Directors, Programme Directors, College/School Administrators, Programme Managers

Dear Colleagues,

The [Curriculum Management System](#) (CMS) will close for edits to 2025/26 January-intake majors on **Friday, 28 November**.

Kind regards,

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

Finalising 2025/26 January-intake Major Edits prior to 28 November

The following resources will assist in a final review of your January-intake major structures in advance of Friday, 28 November:

- InfoHub [Structures Reporting](#): details of core and option modules by major/stage.

- [Majors Missing Data](#) reports: indicate where inactive modules remain linked to majors/stages to allow you to remove them prior to 28 November.

- [Structures Review checklist](#): key items for review prior to finalising your structures.

From Monday, 1 December, amendments to programme structures for January-intake majors will require Governing Board approval via a [PDARF 16 Structure Change proposal](#). For further clarification on the type of changes that require this PDARF form, please refer to this [Structure Changes to Majors outside CMS Timelines](#) document.

Updates to Programme Outcomes, Vision & Values statements, continuation or non-standard progression information should be forwarded to curriculum@ucd.ie for update on a Programme Change Proposal form (PDARF7).

Editing & Reviewing Majors

Support

If you would like help editing major structures, contact your Curriculum College Liaison.

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

This email was sent by UCD Registry