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Final Edits to Module Trimester and Status, and Careers & Skills Statements

This email has been circulated to: 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,

Direct edits to 2025/26 module trimester and status, and Careers & Skills Statements are now **closed** on the Curriculum Management System (CMS).

Edits to the Credit Split by Trimester field on the module descriptor are also **closed**. A copy of the email circulated to Module Coordinators is appended below for your information.

Please note the arrangements for final amendments below.

Kind regards,

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

Edits to Module Trimester and Status Closed

Edits to module trimester and status on the CMS are now closed. If you need to make final adjustments to these details up to and including 5 September, fill out the Module Descriptor Change Request Form. A member of the Curriculum Team will action your request and confirm when changes are complete.

Edits to the trimester and status of modules can have wider operational implications for September-intake major structures. The Changes to Modules on September Majors for 2025/26 from 19 May-5 September section of the Curriculum website outlines actions required from Schools and Colleges in these instances.

The Module List Management - Update Module Places menu will remain open for changes to capacities until **Friday, 1 August**. Module Coordinator details can be updated year-round on Module List Management - Update Module Details. See the published Module List Management timelines for further details.

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Careers & Skills Statements: Edits Closed

Programme Director edits to the Careers & Skills Statements of 2025/26 September-intake majors are now closed. If any final changes are required, they can be submitted to curriculum@ucd.ie on an approved PDARF 7 Programme Change Form.

Schools, Colleges and Governing Boards can review details recorded to date on the InfoHub Careers & Skills Statement Details for Majors report.

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Support

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