UCD REGISTRY

2024/25 Curriculum Management Update for Schools/Colleges: CMS Opening

To: *Heads of School, School Heads for 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 Curriculum Management System (CMS) will open for changes to 2024/25 curricular information on Wednesday, 14 February. An email regarding this will be circulated to Module Coordinators on 14 February. Timelines for edits to majors and module descriptors are published on the Curriculum Team website.

Curriculum Management Changes 2024/25
The implementation of the revised Academic Regulations from September, and the continuing enhancement of information gathered on the CMS will see the following functional changes in place for 2024/25:

- Regulation-related changes:
    - Changes to procedures for the approval and recording of non-faculty Module Coordinators: advance approval from UPB is no longer required, rather Schools will be able to record these details and their duration on the CMS and will report to UPB on such appointments
    - Revisions to the eligibility criteria for Structured Electives: a student's final degree major/minor rather than module registration status will be the key to eligibility. Relevant Governing Boards will be contacted directly about the implementation of this change
    - Changes to approval requirements for three-hour terminal examinations: may be approved by Governing Boards and recorded on the CMS where this is required for accreditation purposes
    - Expanded list of module descriptor types: updated list of module categories reflecting terminology in the Academic Regulations
- Revisions to assessment strategies and timings available for selection on the module descriptor: all module assessment details for 2024/25 have been removed as mandated by UPB and Module Coordinators will be asked to record details according to the updated list of types and timings
- Gathering of Careers & Skills Statements for majors: details of skills and supports for students' career development and employability as required by the HEA, selected from a predefined list developed by the UCD Careers Network
- A more comprehensive Mandatory Data Checklist on module descriptors highlighting missing or inaccurate information
- Improvements in major structure editing allowing a module to be removed or replaced on multiple majors *(coming soon)*

Training and Support
Support and assistance is available through:

- Your [Curriculum College Liaison](#)
- Updated guides and checklists on the [Curriculum Team website](#)
- Information sessions via Zoom, highlighting changes to module and major edits in 2024/25, see [Booking Centre](#) for further details.
- Weekly drop-in Q&A sessions via Zoom for Module Coordinators and Schools/College staff. Please subscribe to this [Google calendar](#) to view time slots
- Full details of all regulation changes (including those of a curricular nature) are available on the [Registry intranet](#)

If you have queries on the details above, please contact your [Curriculum College Liaison](#) or curriculum@ucd.ie.
Kind regards

Kate Griffin
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UCD Registry | Clárlann UCD

Useful Links
[Contact your Curriculum College Liaison](#)
[Drop-in with Curriculum (Zoom)](#)
[Major & Module List Management Edit Timelines](#)
[Curriculum Management Guides, Checklists & Video Guides](#)
[Academic Regulations 2024/25](#)

Get in Touch

[Curriculum Team](#)   [Tierney Building](#)