

Editing the Module Descriptor

This guide provides information for staff/faculty using the Curriculum Management System to edit module descriptors. Module Coordinator or School/College level access is required

Further information and support on how to use the Curriculum Management System is available on the Curriculum Team [website](#)





Table of Contents

<u>Introduction</u>	3
<u>Accessing the Module Descriptor</u>	5
<u>Module Status Explained</u>	6
<u>Module Details</u>	7
<u>Mandatory Data</u>	8
<u>General Information / Quick Facts: Module Trimester</u>	9
<u>Trimesters Explained</u>	10
<u>Quick Facts: Brightspace Set-up / Mode of Delivery</u>	11
<u>Credit Split by Trimester/Additional Characteristics / Micro-credential Flag</u>	12
<u>Reading List / Module Places</u>	13
<u>Content / Learning Outcomes</u>	14
<u>Student Effort Hours / FTE</u>	15
<u>Requirements / Prior Learning</u>	16
<u>Assessment & Feedback: Grade Scale and Component Carry Forward</u>	18
<u>Assessment & Feedback: Assessment Strategies</u>	19
<u>Assessment Feedback Strategy / Exam Concurrencies</u>	22
<u>Assessment & Feedback: Remediation</u>	23
<u>Access to Modules</u>	24
<u>Associated Majors</u>	25
<u>Micro-credential Details</u>	26
<u>Useful Links and Reporting</u>	27



Introduction

What is a Module Descriptor?

A module is a self-contained unit of teaching and learning, normally delivered over one trimester. Each module has a credit value. One credit equals approximately 25 hours (20-30 hours) of student effort.

Section 3.18 of the [Academic Regulations](#) outlines the required elements of the module descriptor. These elements are recorded and maintained on the [Curriculum Management System](#) (CMS).

Who can edit a Module Descriptor?

Module Coordinators have access to amend their own descriptors using the [My Modules](#) menu of the Curriculum Management System.

Staff and faculty with School or College-level access to the Curriculum Management System have access to make changes to descriptors from their 'home' School or Unit via the same menu.

The [Curriculum Management Access Roles](#) report on InfoHub displays details of individuals in your School/College who have the levels of access outlined above.



Introduction (continued)

When can information be edited?

Modules should be reviewed and edited to ensure compliance with the [Academic Regulations](#) during the specified curriculum management edit timelines published on the [Curriculum website](#).

Please note: changes to the module descriptor outside of curriculum management timelines or after delivery of a module has commenced will require approval as an [Exemption](#) on the basis of Exceptional Circumstances, as per the Academic Regulations.

Accessing the Module Descriptor

Modules are accessed via the [My Modules](#) menu on the Curriculum Management System:

1. Log into **InfoHub** and click on the **Students** menu.

2. Select **Curriculum, Module Capacity & Timetables**, then **Curriculum Management System**.

3. Click on the **My Modules** menu to view your modules (or all modules associated with your School/Unit if you have School/College-level access).

Curriculum Management System

- My Modules**
View Modules you are associated with ☆
- Search Module Catalogue
View all Module details ☆
- Search Major Catalogue
View all Major details ☆
- Search Programme Catalogue
View all Programme details ☆
- Module Exemption Requests
View Exemption Requests for your Modules ☆
- Module Exemption Reporting
Details of module exemption requests by school ☆
- Vision & Value Statements & Programme Outcomes
Record and review vision/values and programme outcomes. ☆
- Modules Missing Data
View details of modules missing mandatory data ☆

Select the correct Academic Year from the dropdown menu at the top of the page and click **View** to edit the module.

Academic Year	School/Unit	Module ID	Module Title	Module Coordinator	Credits	Trimester	Status	Click to
2025/2026	Registry	CURR10010	Intro to Curriculum Management	Lizanne Hutton	5.00	Autumn	Active	View



Module Status Explained

Modules visible on the [My Modules](#) menu will have a **Status** associated. The table below gives information on the different statuses and their significance.

Module Status	Definition	Editable?
Continuing Module	Details rolled forward from previous Academic Year. Some mandatory fields missing	Yes
Active	All mandatory elements completed OR module rolled forward with all mandatory fields complete	Yes
Inactive	Module has been marked as no longer on offer, or details have not been rolled forward from previous Academic Year	No. Contact your School Administrator for assistance. Please note: Your School Administrator must contact your Curriculum College Liaison to reactivate modules made inactive in a previous Academic Year.*
Pending	New module; mandatory requirements not yet complete	Yes

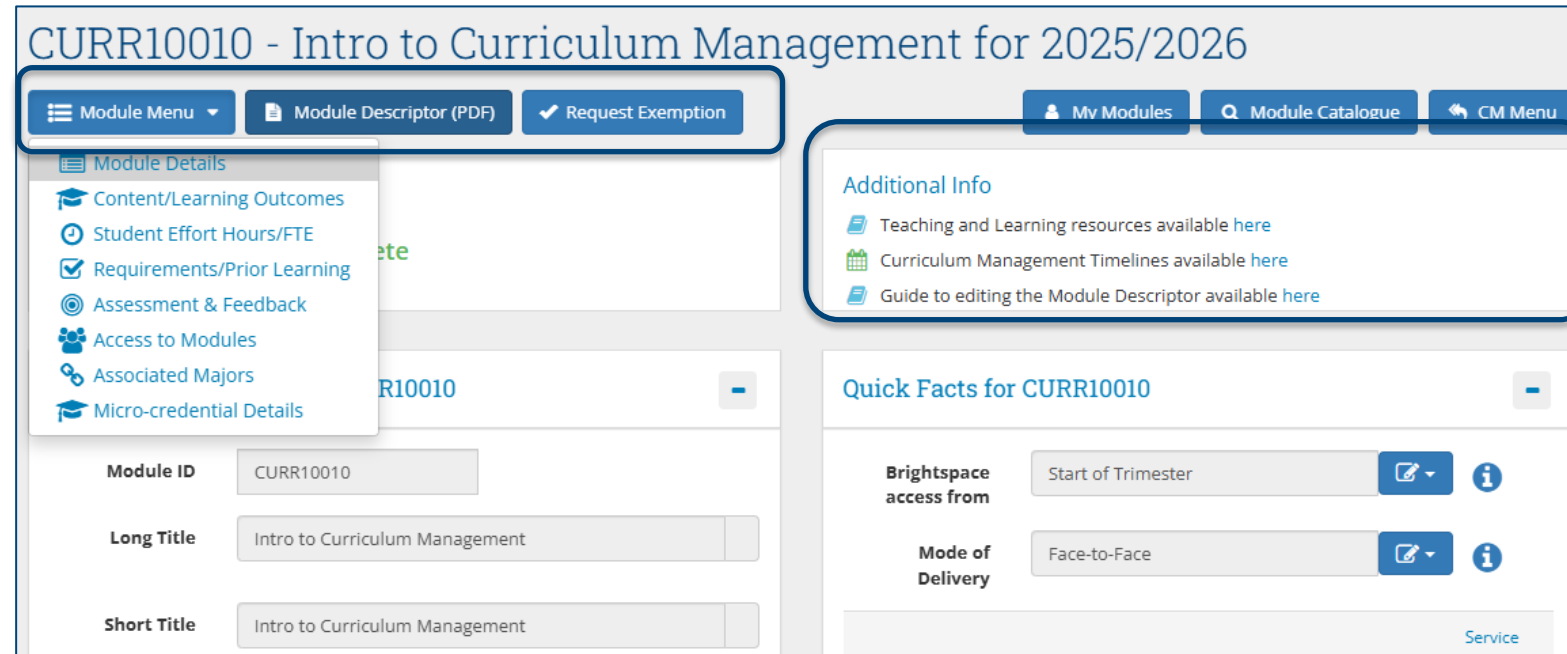
*Use the [Curriculum Management – School Module Summary](#) menu on InfoHub to view modules from previous Academic Years



Module Details

Clicking to **View** your module will bring you to the screen below.

- The **Module Menu** dropdown is used to navigate through the different sections of the descriptor.
- There are buttons to generate a PDF report of the module descriptor and to initiate an [exemption](#) request (after module delivery has commenced, or for changes outside of published curriculum management [timelines](#)).



The screenshot displays the 'Module Details' page for CURR10010 - Intro to Curriculum Management for 2025/2026. The page features a navigation bar with 'Module Menu', 'Module Descriptor (PDF)', and 'Request Exemption' buttons. A dropdown menu is open under 'Module Menu', listing options such as 'Content/Learning Outcomes', 'Student Effort Hours/FTE', 'Requirements/Prior Learning', 'Assessment & Feedback', 'Access to Modules', 'Associated Majors', and 'Micro-credential Details'. The main content area includes a table with fields for 'Module ID', 'Long Title', and 'Short Title'. To the right, there are sections for 'Additional Info' with links to resources and 'Quick Facts for CURR10010' showing 'Brightspace access from' and 'Mode of Delivery'.

Mandatory Data

Section **3.18** of the [Academic Regulations](#) sets out the mandatory requirements for the module descriptor. If any of these elements are incomplete or inaccurate, they will display on the Module Details section as follows:

Clicking the red **View** button will generate a list of items to be addressed in order to complete your module descriptor:

Use the '**Click**' link to view and edit incomplete or inaccurate sections of the descriptor.

Completion Status

 **Mandatory Data Incomplete** [View](#)

Section	Comment	Review
Carry forward Component ind	is missing	click
Remediation Strategy	is missing	click
Assessment Strategy	is missing	click
Assessment Feedback Strategy	is missing	click
Purpose and overarching Content	is missing	click
Learning Outcomes	are missing	click
Approaches to Teaching and Learning	are missing	click
Student Effort Hours	Details entered are not within the permissible range for the module credit value	click

General Information / Quick Facts: Module Trimester

General Information

- Details in this section are fixed and based on information supplied when the module was first created.
- The **Long Title** field can be edited while the module has a status of 'Pending'.
- Contact your [Curriculum College Liaison](#) for assistance with minor title amendments that cannot be made on the Curriculum Management System.

Quick Facts - Module Trimester

- Changes to the **Trimester** field are made on the [Update Module Details](#) menu of Module List Management by staff/faculty with School/College level access to the CMS.
- If your module trimester requires amendment, please also notify your local timetabling representatives.
- An explanation of trimester categories is available on [page 10](#) of this guide.

General Information for CURR10010

Module ID	CURR10010
Long Title	Intro Curriculum Management
Short Title	Intro Curriculum Management
Subject Area	Curriculum Management
College	Academic Affairs
School/Unit	Registry
UCD Level	1 - Introductory i
Credits (ECTS)	5 i
Status	Continuing Module

Quick Facts for CURR10010

Trimester	Spring ✎
Brightspace access from	Start of Trimester ✎
Mode of Delivery	Face-to-Face ✎

Face-to-Face
Blended
Online



Trimesters Explained

Trimester	Description
Autumn	The module is offered in the Autumn Trimester only
Spring	The module is offered in the Spring Trimester only
Summer	The module is offered in the Summer Trimester only
Two Trimesters (Autumn – Spring)	The module spans the Autumn and Spring Trimesters continuously (September to May)
Year long (12 months)	The module spans a full 12 months (3 continuous trimesters from the student's intake term)
Two Trimesters (Spring-Summer)	The module spans the Spring and Summer Trimesters continuously (January to August)
Autumn & Spring	The module is offered at least once in Autumn and at least once in Spring
Autumn & Summer	The module is offered at least once in Autumn and at least once in Summer
Spring & Summer	The module is offered at least once in Spring and at least once in Summer
Autumn & Spring & Summer	The module is offered at least once in each of the three trimesters - Autumn, Spring and Summer

Quick Facts: Brightspace Set-up / Mode of Delivery

Brightspace Setup

- Use the dropdown menu in the **Brightspace access available from** field to indicate if your module will be available on Brightspace.
- The default offering is 'Start of Trimester'.
- Use the information button to generate details of the different Brightspace configuration options available.
- Caution should be exercised when switching to or from any of the 'by CRN' options after registration has commenced as it will lead to loss of data. Contact [UCD IT Services](#) for advice before making any changes.

Mode of Delivery

- The module Mode of Delivery should be classified as either:
 - Face-to-face
 - Blended (a combination of the two)
 - Online

Brightspace access from	Description
Start of Trimester	This is the default set up in Brightspace. This option creates a separate module offering for each trimester the module is offered in - e.g. if your module runs in Autumn and also in Spring, then in Brightspace you will have two module offerings as distinguished by the trimester in the title.
Start of Trimester (by CRN)	CRNs (Course Reference Numbers) are used to make up different elements of a module such as lectures, tutorials etc. This option creates a separate Brightspace module offering for each CRN. This option is not suitable if your module has only one CRN.
Start of Academic Year	This option creates a separate module offering for each trimester the module is offered in. This will be available to registered students on Brightspace from the start of the Academic Year.
Start of Academic Year (by CRN)	CRNs (Course Reference Number) are used to make up different elements of a module such as lectures, tutorials etc. This option creates a separate Brightspace module offering for each CRN available to registered students on Brightspace from the start of the Academic Year. This option is not suitable if your module has only one CRN.
Module not in Brightspace	No module offering will be created on Brightspace, the module will not be visible to staff or students.

Mode of Delivery

Face-to-Face

Blended

Online

Credit Split by Trimester/Additional Characteristics / Micro-credential Flag

Credit Split by Trimester

- Modules that span multiple trimesters require credits to be allocated to each trimester in which the module will be delivered.
- Information recorded in this section is used to accurately calculate student workload per trimester.

Additional Characteristics

- **Internship** modules should be flagged in the appropriate field.
- The **Module Type** field can be used to apply a categorisation to your module.
- Modules designated **Clinical, Fieldwork, or Professional/Work Placement** will have different timings for the remediation of fail grades.

Micro-credential Flag

- Modules available as [micro-credentials](#) should be indicated in this field. This will ensure that additional information can be recorded on the **Micro-credentials Details** tab.

Credit Split by Trimester

Save credit split

Module Credits	Autumn Allocation	Spring Allocation
10	5	5

Additional Characteristics for CURR10010

Please complete as applicable:

Internship Module

Module Type

- Clinical
- Fieldwork
- Professional/Work Placement
- Research/Capstone
- Studio
- Other

Micro-credential Flag for CURR10010

Micro-credential Flag for CURR10010

Setting this indicator to 'Yes' will display additional fields for completion on the Micro-credentials tab:

Micro-credential

Reading List / Module Places

Reading List

- Modules that have a **Reading List** can be denoted in this section using the checkbox. This alerts UCD Library that reading materials are required for the module.
- Use the **Update** button to list required reading materials (where these are known).
- Requests for reading materials can be raised using the UCD Library Book Ordering Form link.

Reading List for CURR10010

Please indicate if your module has a reading list. You may then enter details by clicking on the Update button.

This information will be shared with the Library on a regular basis. The Library will place orders for all relevant book titles listed here. The [Book ordering form](#) is a fast and reliable way to place requests for all books you would like to add to our collection.

Tick to indicate if a reading list is available:

[How to Update the Module Descriptor Guide](#)
[UCD Academic Regulations](#)

Last Edited - 27th Jan 2025

Module Places

- This section allows individual categories of module places be edited.
- To amend **Core/Option**, **General Elective**, **International**, **First Year Elective** or **Open Learning** places, type new values in the relevant fields. For information on the different categories, click the info button.
- Use **Update Places** to save your changes. **Overall Places** will calculate automatically based on details entered in the other fields.

Academic Year	Overall Places	Capacity				
		Core/Option	General Elective	First Year Elective	International	Open Learning
2025/2026	100	<input type="text" value="80"/>	<input type="text" value="10"/>	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="0"/>



Content / Learning Outcomes


- The **Purpose and Overarching Content, Learning Outcomes** and **Approaches to Teaching** sections are mandatory for all modules. Use the **Add/Update** buttons to enter new information or edit existing details.
- The description of the module is referred to as **Purpose and Overarching Content**.
- The **Learning Outcomes** section indicates what students should be able to do on completion of the module.
- The **Indicative Module Content** section is not mandatory but may be required by some Schools/Units to support study abroad activities in consultation with partner Universities.
- **Approaches to Teaching and Learning** include active/task-based learning; peer and group work; lectures; critical writing etc.
- **New for 2025/26:** Module Coordinators can specify if their module includes large group active and collaborative learning.
- This information will be used when allocating classroom.









Purpose and Overarching Content for CURR10010
Learning Outcomes for CURR10010
Indicative Module Content for CURR10010
Approaches to Teaching and Learning for CURR10010

Active & Collaborative Learning Space for CURR10010	-		
To use an ALE space, a significant amount of the activities must constitute active and collaborative learning with no more than 20% of the time is spent on micro lectures or teacher/lecturer delivered content			
Active Learning	<input type="text" value="No"/>		

Student Effort Hours / FTE

Student Effort Hours indicate the time and effort expected of a student enrolled to the module. This is linked to the credit value of the module (1 ECTS = 20-30 hours student effort). Student Effort Hours are made up of the following elements:

- **Contact Time:** all scheduled learning activities where the lecturer/teacher is present. A range of deliveries is available – for more information see the  button on the module descriptor. **Note:** if a particular contact time is to be timetabled, it must be recorded on the module in this section.
- **Specified Learning Activities:** prescribed tasks that students are expected to complete 'out-of-class' and without the lecturer/teacher being present, e.g. projects, online activities (i.e. blogs, quizzes, online group discussion without a teacher present), some forms of practical work, and preparation for and time for assessment.
- **Autonomous Student Learning:** independent study essential to achieving a full understanding of the specified learning outcomes for the module.

Student Effort - Type	Hours	Last Modified		
Contact Time				
Lectures	24	27 Jan 2025		
Tutorial	12	27 Jan 2025		
Total Contact Time	36			
Specified Learning Activities				
Specified Learning Activities	40	27 Jan 2025		
Total Specified Learning Activities	40			
Autonomous Student Learning				
Autonomous Student Learning	48	27 Jan 2025		
Total Autonomous Student Learning	48			
Total	124			

FTE Breakdown







- **FTE** (Full Time Equivalent) information is entered when teaching on a module is shared between two or more Schools/Units. The shared percentage between Schools/Units must total 100%.
- **If there is no shared teaching, do not complete this section.**

Requirements / Prior Learning

Prior Learning

The **Prior Learning** section is used to record advisory text about module learning:

- Recommendations
- Requirements
- Exclusions







Requirement	Details	Last Modified		
Learning Exclusions	Students with any prior knowledge of this subject are not eligible to take this module	27 Jan 2025		
Learning Recommendations	Interest in learning about curriculum management	27 Jan 2025		
Learning Requirements	Involvement in module delivery	27 Jan 2025		

Information entered here is published to students but **will not** systematically control or restrict registration to the module during online module registration.

Module Requisites

The **Requisites** section is used to record details of:

- Pre-requisites: modules that a student must have passed previously.
- Co-requisites: modules that a student must have taken or be taking.
- Required modules: modules that a student must have attempted (but not necessarily passed) previously.

And/Or	Required Module	Type	Last Modified		
	CURR10020 - CMS Module I	Pre-requisite	27 Jan 2025		
And	CURR10030 - CMS Module II	Required	27 Jan 2025		
And	CURR10040 - CMS Module III	Co-requisite	27 Jan 2025		

[Add Pre-Requisite Module](#)
[Add Required Module](#)
[Add Co-Requisite Module](#)

Registration to the module will be restricted by the conditions set out in the requisites section.

Requirements / Prior Learning (continued)

- If there is more than one requisite module, 'and' will automatically display in the And/Or column.
- If students are required to complete only some requisite modules e.g. 'either/or' combinations of modules, the details must be recorded in the Complex Requirement section. Requisites will be configured by the Curriculum Team based on these instructions.

Complex requirements for this module

One of the three modules listed

Last Edited - 27th Jan 2025

[Update](#)

Incompatible and Equivalent Modules

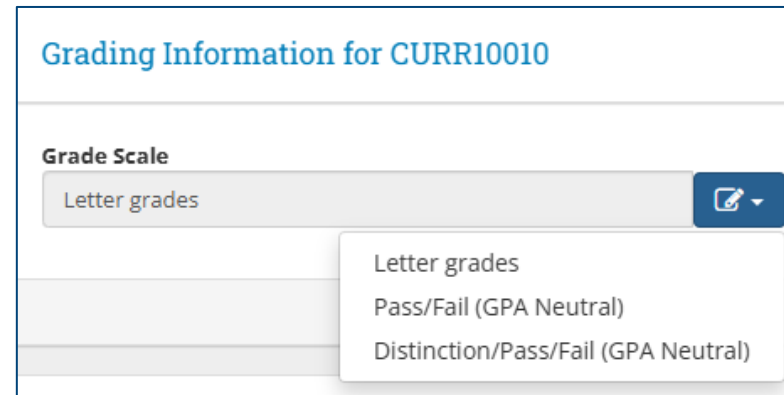
- The **Incompatibles** section is used to record modules whose material is so similar that students cannot earn credit for both modules.
- Entering an incompatible module in this section will create a corresponding record on the other module descriptor.
- If your module is a direct replacement for another, the previous module code should be recorded in the **Equivalent Modules** section.
- Both the Incompatible and Equivalent module sections will restrict student access to modules during registration.

Assessment & Feedback: Grade Scale and Component Carry Forward

Grade Scale

There are three grade scale options for a module:

- Letter grades
- Pass/Fail (GPA Neutral)
- Distinction/Pass/Fail (GPA Neutral)



Grading Information for CURR10010

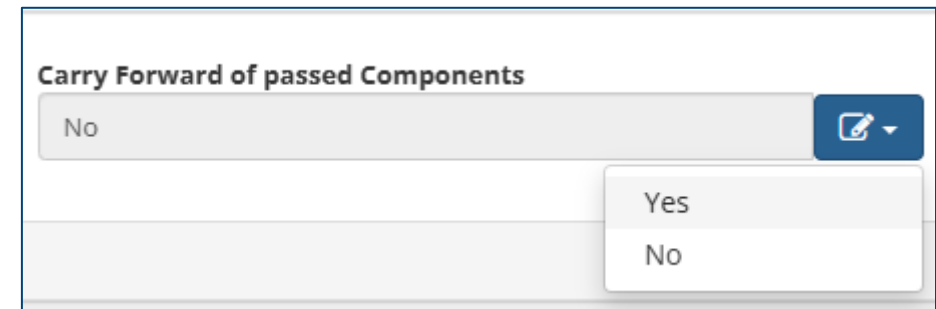
Grade Scale

Letter grades

Letter grades
Pass/Fail (GPA Neutral)
Distinction/Pass/Fail (GPA Neutral)

Carry Forward of passed Components

- This field indicates to students whether passed components from an initial attempt at a module can be carried forward to a repeat attempt.
- If 'Yes' is selected, passed components must be manually entered in Grade Entry / Brightspace as part of grading of the repeat attempt Distinction/Pass/Fail (GPA Neutral).



Carry Forward of passed Components







No

Yes
No

Assessment & Feedback: Assessment Strategies

Assessment Strategy

- The assessment strategy of the module outlines how students will be assessed. Details recorded in this section will appear on the Grade Entry system and are published to students on the [Current Students Course Search](#).
- All modules require at least one assessment component (type to be selected from a predefined list), and the total weighting of all components must equal 100%.
- See overleaf for further detail on information gathered in this section.

Assessment Type	Description	Schedule Details	% of Final Grade	Component Scale	Must-Pass	In-module Component Repeat Offered	Last Modified	Edit	Remove
Reflective Assignment	3,000 word assignment	Week 10	20.00	Standard conversion grade scale 40%	Yes	Yes	05 Feb 2025		
Exam (In-person)	Formal exam in the RDS. Three questions	Location:Exam Centre Duration:2 hr(s)	60.00	Graded	No	No	05 Feb 2025		
Participation in Learning Activities	Short presentations during class. Students will be assigned a slot in a specific week.	Week 5, Week 6, Week 7	20.00	Graded	No	Yes	05 Feb 2025		
Total			100.00						

Assessment & Feedback: Assessment Strategies (continued)

Exam Components

- In-person, Online and Open Book components require Module Coordinators to specify the nature of scheduling required.
- A selection of 'Yes' means the assessment will be included in the University's end of trimester timetable in weeks 14 and 15 of the relevant trimester.
- An exam location must also be specified: either Exam Centre (such as the RDS), School Arranged, (locally determined in an on-campus venue), or Remote (applies to online exams only).
- Exam duration must also be stated. Three-hour exams require Governing Board approval where this duration is necessary for accreditation purposes, or from UPB in all other cases (regulation 4.11).

Non-exam Components

- Module Coordinators must indicate the specific week(s) in which the assessment takes place.
- If a component is assessed across multiple weeks in the trimester, all potential weeks should be included.

Assessment Type *i* *****

Description *****

Assessment Timing *i*

Must Pass Component *i* *****

Competency based Component *****

In-Module Component Repeat *i* *****

Assignment(Including Essay)
Exam (In-person)
Exam (Online)
Exam (Open Book)
Exam (Take-Home)
Group Work Assignment
Individual Project
Participation in Learning Activities
Portfolio
Practical Skills Assessment
Quizzes/Short Exercises
Reflective Assignment

Free text field that allows you to provide a short description of the assessment type. 200 characters left

week 9
week 10
week 11
week 12
week 14
week 15

Must be a minimum of 20% of the overall weighting, except for competency based assessments where the minimum is 10%.

Yes No
A competency based assessment is one required by a Professional, Statutory or Regulatory body (PSRB)

Yes No
If the component is 'Must-Pass' then 'Yes' must be selected.

Assessment Type *i* *****

Description *****

Assessment Timing *i*


Assignment(Including Essay)

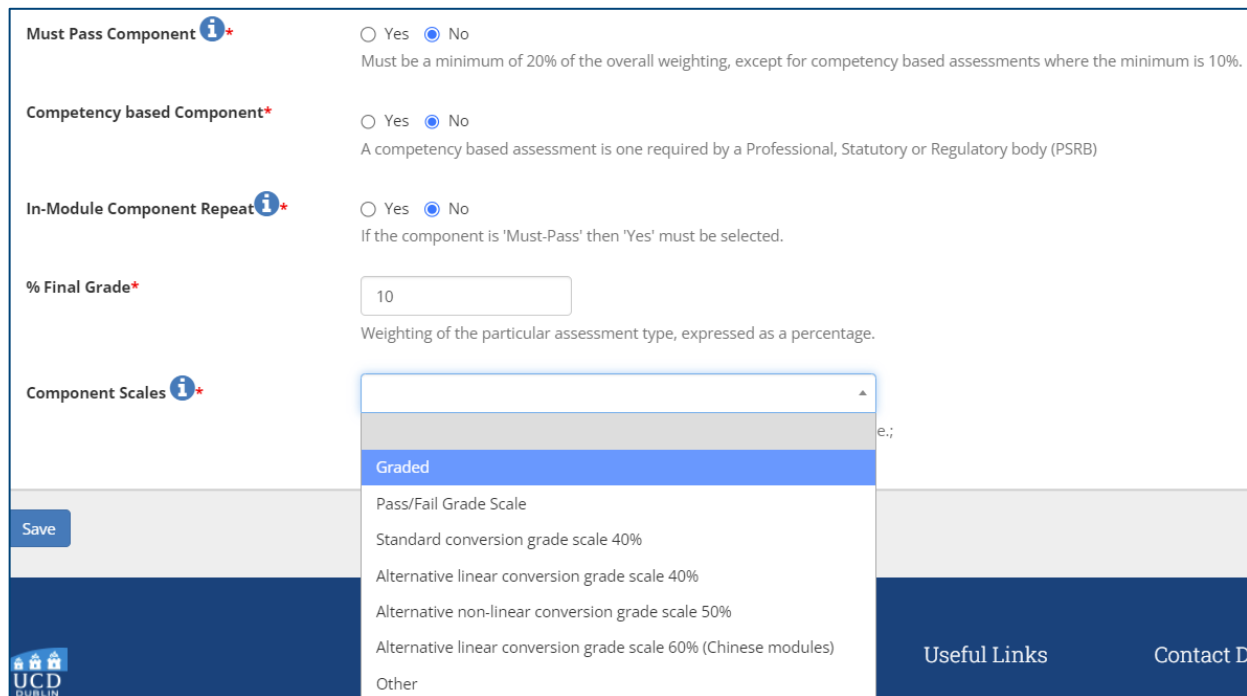
Free text field that allows you to provide a short description of the assessment type. 200 characters left

Week 1 Week 9
 Week 2 Week 10
 Week 3 Week 11
 Week 4 Week 12
 Week 5 Week 14
 Week 6 Week 15
 Week 7
 Week 8





Assessment & Feedback: Assessment Strategies (continued 1)

The remaining fields on the Assessment Strategy section are common to all assessment types:

- **Must-Pass Components:** must be a minimum of 20% of the overall weighting, except for competency-based assessments where the minimum is 10%.
- **In-Module Component Repeat:** an in-module repeat opportunity of the component may be offered ahead of the SMEC, see section **4.23** of the [Academic Regulations](#) for more information. Such an opportunity is mandatory for modules with must-pass components.
- **Component Scale:** there are seven component scale options available. Further details are available on the UCD Assessment [website](#) or by clicking on the info  button.




The screenshot shows a form with the following fields and options:

- Must Pass Component** : Radio buttons for Yes and No (No is selected). Text: "Must be a minimum of 20% of the overall weighting, except for competency based assessments where the minimum is 10%."
- Competency based Component** : Radio buttons for Yes and No (No is selected). Text: "A competency based assessment is one required by a Professional, Statutory or Regulatory body (PSRB)"
- In-Module Component Repeat** : Radio buttons for Yes and No (No is selected). Text: "If the component is 'Must-Pass' then 'Yes' must be selected."
- % Final Grade**: Input field containing "10". Text: "Weighting of the particular assessment type, expressed as a percentage."
- Component Scales** : A dropdown menu is open, showing options: "Graded" (highlighted), "Pass/Fail Grade Scale", "Standard conversion grade scale 40%", "Alternative linear conversion grade scale 40%", "Alternative non-linear conversion grade scale 50%", "Alternative linear conversion grade scale 60% (Chinese modules)", and "Other".

At the bottom left is a "Save" button. At the bottom right are "Useful Links" and "Contact D" buttons. The UCD DUBLIN logo is in the bottom left corner of the form area.

Assessment Feedback Strategy / Exam Concurrencies

Assessment Feedback Strategy


- At least one feedback strategy must be selected per module, together with an indication of when feedback will be given.
- [Academic Regulations](#) (section **4.30**) specify that feedback must be given no later than 20 working days after the deadline for submission of each piece of assessed work.
- A full explanation of available feedback strategies can be viewed by clicking on the info  button.

Exam Concurrencies

- This section records operational information about modules with assessments that must be timetabled at the same time, and whether separate papers are required for separate CRNs.

Assessment Feedback Strategies

Select the feedback strategy/strategies that will be used in this module (select all that apply).

Feedback Strategies 

Select all that apply.



- Feedback individually to students, post-assessment
- Group/class feedback, post-assessment
- Feedback individually to students, on an activity or draft prior to summative assessment
- Online automated feedback
- Self-assessment activities
- Peer review activities

Sequence of Feedback

Describe, for your students, how the feedback strategy/strategies relate to the module's assessment(s), including the sequence of assessment and feedback activities throughout the module.

Feedback individually to students, post-assessment	This can be through different approaches such as oral, audio, video and/or written/annotated feedback, either in-class, out of class, in meetings, through the VLE, by email, using rubrics, etc.
Group/class feedback, post-assessment	This can be through different approaches such as oral, audio, video and/or written/annotated feedback, either in-class, out of class, in meetings, through the VLE, by email, using rubrics, etc.
Feedback individually to students, on an activity or draft prior to summative assessment	This can be through different approaches such as oral, audio, video and/or written/annotated feedback, either in-class, out of class, in meetings, through the VLE, by email, using rubrics, etc.
Online automated feedback	This can be facilitated through online MCQs/quizzes (with feedback), essay correcting software, on-line polling activities, other automated feedback approaches, etc.
Self-assessment activities	Activities to facilitate students to self-monitor and critically evaluate their own work i.e. discussion following in-class student response systems/quizzes; discussion forums around assignments either in class/online/out-of-class; use of a self-assessment form (or rubric) when submitting their work; self assessing their work against descriptive criteria on a rubric, etc.
Peer review activities	Opportunities for students to peer review a range of different exemplars of other students' work, either in class/online; opportunities to discuss standards required based on peer exemplars or descriptive criteria on a rubric; peer reviewing other students work against descriptive criteria on a rubric, etc.

Feedback via Brightspace

Concurrent Module ID	Matching Papers	Last Edited		
CURR10020: CMS Module I	Y	27 Jan 2025		

3976 characters left

[Save](#) [+ Add](#)

Untick to indicate single exam paper per Module:

Assessment & Feedback: Remediation

- There are three remediation strategies: In-Module Resit, Resit and Repeat.
- The available remediation options depend on the trimester and duration of the module.
- A resit will not be presented as a remediation option for modules that span more than one trimester continuously or are delivered in multiple trimesters. Similarly, a repeat will not appear as a remediation option for a module offered within a single trimester.

Remediation Type	Description
In-module resit	An in-module resit assessment is offered to students with a provisional failing grade. This must be communicated to students and the in-module resit assessment must take place before the relevant Programme Exam Board. The timing must be made clear to students and the arrangements managed locally
Resit	An opportunity for students to demonstrate that they have achieved the major learning outcomes of the module. Reattendance is not required. The Module Coordinator must decide the trimester in which the resit will take place from the two options offered. A resit is not permitted if an in-module resit is offered or if a repeat is available within two trimesters
Repeat	Students re attend the module in full. The module must be available to reattend within two subsequent trimesters, unless it's a clinical, fieldwork, or professional/work placement where the repeat must be offered within three trimesters


- If a formally timetabled end of trimester examination is required for a resit, 'Yes' and the appropriate duration should be entered in the **Terminal Exam** field.

Remediation Type	Remediation Timing	Resit In	Terminal Exam	Last Edited		
Resit	Within Two Trimesters	Spring	Yes - 1 Hour	27 Jan 2025		



Access to Modules

- This section links [Module Access Management](#) menu on InfoHub.
- All faculty involved in the teaching of a module must be recorded on the module descriptor (see **3.18 (d)** [Academic Regulations](#)).
- It is the responsibility of the Module Coordinator to ensure that details of Associated Staff are reviewed regularly so that access to module information is appropriate and compliant with GDPR principles.
- Use the **Add Associated Staff or Add New Role** button, and the edit/delete icons to add or modify access. The **End Academic Year** field is used to limit access to module information to an appropriate timeframe.
- An explanation of roles and the level of access associated with each is summarised on the [FAQ page](#).
- Changes to Module Coordinator can be made by staff/faculty with School/College-level [access](#) to the CMS on the [Module List Management](#) menu.

Manage access to modules for CURR10010

Add/update access to modules for roles outlined on the info button. Note that you cannot amend Module Coordinator details in this section 

[+ Add Associated Staff or Add New Role](#)

		Access Module Data for Academic Years			
Role	Name	From	To	Which CRNs can be viewed?	
Assistant Grader	Sarah Butler	2025/2026	2027/2028	All	 

Associated Majors

This section shows the programmes, majors, and stages that the module is currently linked to across all intake terms (September, January, and May) for informational purposes.

Intake Term & Code	Programme	Major/Concentration	Stage	Module Type
Jan - 202401	DREMP001 - Doctor of Philosophy (Post 06)	T238 - Biosystems & Food Eng PhD FT	1	Option Module
Jan - 202401	DREMP001 - Doctor of Philosophy (Post 06)	T238 - Biosystems & Food Eng PhD FT	1	Option Module
Jan - 202401	DREMP001 - Doctor of Philosophy (Post 06)	T238 - Biosystems & Food Eng PhD FT	2	Option Module
Jan - 202401	DREMP001 - Doctor of Philosophy (Post 06)	T238 - Biosystems & Food Eng PhD FT	2	Option Module
Jan - 202401	DREMP001 - Doctor of Philosophy (Post 06)	T239 - Biosystems & Food Eng PhD PT	1	Option Module
Jan - 202401	DREMP001 - Doctor of Philosophy (Post 06)	T239 - Biosystems & Food Eng PhD PT	2	Option Module
May - 202404	DREMP001 - Doctor of Philosophy (Post 06)	T238 - Biosystems & Food Eng PhD FT	1	Option Module
May - 202404	DREMP001 - Doctor of Philosophy (Post 06)	T238 - Biosystems & Food Eng PhD FT	1	Option Module
May - 202404	DREMP001 - Doctor of Philosophy (Post 06)	T238 - Biosystems & Food Eng PhD FT	2	Option Module
May - 202404	DREMP001 - Doctor of Philosophy (Post 06)	T238 - Biosystems & Food Eng PhD FT	2	Option Module
May - 202404	DREMP001 - Doctor of Philosophy (Post 06)	T239 - Biosystems & Food Eng PhD PT	1	Option Module
May - 202404	DREMP001 - Doctor of Philosophy (Post 06)	T239 - Biosystems & Food Eng PhD PT	2	Option Module
May - 202404	MTEMP009 - Master of Science	T395 - MSc Env Sustainability Impl FT	1	Core Module
Sept - 202400	BHAGR001 - Agricultural Science	ETS2 - Agricultural Systems Tech	4	Core Module
Sept - 202400	BHENG004 - Engineering Science	NOS3 - Biosystems & Food Eng Stream	4	Option Module

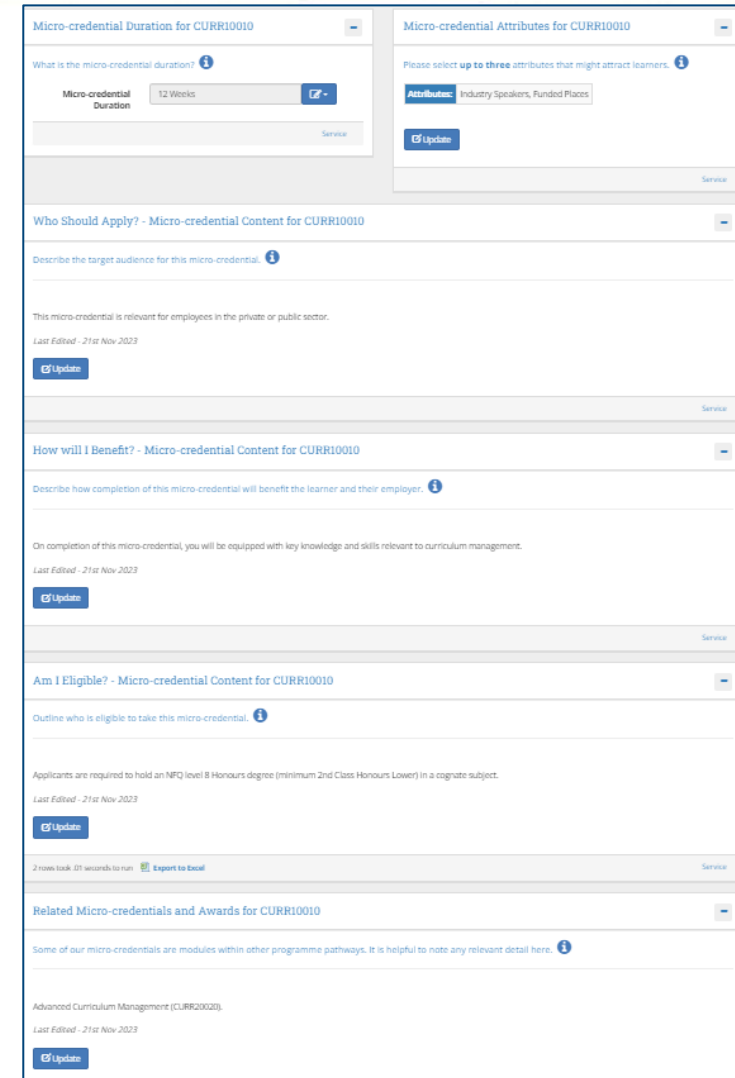
Micro-credential Details

This section is used to record additional information for modules that are available as micro-credentials.

Note: modules can only be offered as micro-credentials when authorised by a Head of School and approved through relevant processes. See www.ucd.ie/microcredentials or contact microcredentials@ucd.ie for further information and advice.

The following additional information should be recorded:

- **Duration:** select the micro-credential duration in weeks, typically 12 for a module delivered within a trimester.
- **Attributes:** select up to three attributes from the list provided.
- **Who Should Apply:** a description of the target audience for the micro-credential.
- **How Will I Benefit:** a description of how the micro-credential will benefit the learner and their employer.
- **Am I Eligible:** an outline of the entry requirements for the micro-credential. If the micro-credential forms part of a major, these requirements must match the eligibility criteria of the major .
- **Related Micro-credentials & Awards:** if the micro-credential is part of a UCD award details can be recorded in this field.



The screenshot displays a web form for recording micro-credential details for a specific module (CURR10010). The form is organized into several sections, each with a title and a description of the required information. Each section includes a 'Last Edited' timestamp and an 'Update' button.

- Micro-credential Duration for CURR10010:** A dropdown menu is set to '12 Weeks'. A 'Service' button is visible.
- Micro-credential Attributes for CURR10010:** A prompt asks to select up to three attributes. The selected attribute is 'Industry Speakers, Funded Places'. An 'Update' button is present.
- Who Should Apply? - Micro-credential Content for CURR10010:** The description is 'This micro-credential is relevant for employees in the private or public sector.' The last edited date is '21st Nov 2023'. An 'Update' button is present.
- How will I Benefit? - Micro-credential Content for CURR10010:** The description is 'On completion of this micro-credential, you will be equipped with key knowledge and skills relevant to curriculum management.' The last edited date is '21st Nov 2023'. An 'Update' button is present.
- Am I Eligible? - Micro-credential Content for CURR10010:** The description is 'Applicants are required to hold an NQF level 8 Honours degree (minimum 2nd Class Honours Lower) in a cognate subject.' The last edited date is '21st Nov 2023'. An 'Update' button is present.
- Related Micro-credentials and Awards for CURR10010:** The description is 'Some of our micro-credentials are modules within other programme pathways. It is helpful to note any relevant detail here.' The last edited date is '21st Nov 2023'. An 'Update' button is present.



Useful Links and Reporting

- Support and Training: contact your [Curriculum College Liaison](#) / curriculum@ucd.ie
- [Curriculum Management Edit Timelines](#)
- Curriculum Management [guides and checklists](#)
- [Academic Regulations](#)
- [Current Students Course Search](#)
- InfoHub Reporting: see below / [Curriculum Management Useful Reports Checklist](#)

I want to:	InfoHub Report
Check CMS access for staff and faculty in my School	Curriculum Management Access Roles
See modules in my School for current and previous Academic Years	Curriculum Management - School Module Summary
Do a wildcard search of entire module catalogue for current or previous Academic Years across all Schools/Units	Curriculum Management - School Module Summary - Keyword Search
View details of modules missing mandatory data or with anomalies to be addressed	Modules Missing Data
Details of all modules for which you are currently the Module Coordinator and who else has access	Manage My Modules - Who has Access?
View core and option modules on a major/stage	Structures by Major
Review inactive modules on stages, majors/stages with no associated modules, option rules with no associated modules	Majors Missing Data

Clárann UCD | UCD Registry
www.ucd.ie/registry

