13 September 2022

# UCD REGISTRY

## Module Descriptor Changes: Exemptions on the Basis of Exceptional Circumstances

*To:* *Module Coordinators, 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,

Module descriptor edits on the My Modules menu of the Curriculum Management System (CMS) are now closed. If a change is required for a module commencing in Autumn or if there is a delay in grade entry or the provision of assessment feedback, approval as an exemption on the basis of exceptional circumstances is now necessary (see Academic Regulations Key Terms for details).

For 2022/23, amendments have been made to improve the layout of certain categories of exemption requests (remediation strategy, trimester for delivery, mode of delivery, student effort hours, requisites) and to increase the availability of help text on-screen in order to simplify the process of requesting, reviewing and approving an exemption.

Please see below for further information on circumstances that require an exemption on the basis of exceptional circumstances and their approval.

**Situations that may require an exemption on the basis of exceptional circumstances**

An amendment to a module descriptor commencing in Autumn, to include:

1. Change to assessment details: assessment or remediation strategy; grade scale; feedback strategy
2. Changes to any other aspect of module information, e.g. trimester for delivery; requirements/prior learning; mandatory text fields (purpose & overarching content; learning outcomes; approaches to teaching & learning); student effort hours, mode of delivery
3. Entry of grades into University systems more than 20 working days after assessment submission (4.12)
4. Provision of assessment feedback to students more than 20 working days after the deadline for submission of assessed work (4.35)

Modules commencing in Spring and Summer trimesters that require amendment outside of published Module Descriptor Edit Timelines or changes to descriptor sections that will not re-open for amendment (such as Requirements/Prior Learning) will also require approval via the same process.

**Approval of exemptions on the basis of exceptional circumstances**

- Requests for exemptions on the basis of exceptional circumstances are initiated by the Module Coordinator via the My Modules menu of the CMS and require approval by both Head of School and College Vice-Principal for Teaching and Learning.
- If approved, changes requested under (1) and (2) above are implemented by UCD Registry.
- A report of applications for all exemptions on the basis of exceptional circumstances is reviewed annually by Academic Council or its relevant committee.

**Further Support and Assistance**

- A checklist and guide outlining the process are available on both the Curriculum Team and UCD Assessment websites.
- Contact Assessment / grading.support@ucd.ie for queries relating to assessment and remediation strategies, assessment feedback.
- Contact your College Liaison / curriculum@ucd.ie for queries relating to changes to all other sections of the module descriptor.

Kind regards

Kate Griffin, Director of Customer & Curriculum Operations, UCD Registry | Stiúrthóir Oibríochtaí Custaiméirí & Curaclaim, Clárlann UCD
Bianca Shaw, Deputy Director of Assessment, UCD Registry | Measúnú, Clárlann UCD

**Useful Links**
Contact your College Liaison / Contact Assessment
Module Descriptor Edit Timelines
How to edit the Module Descriptor guide / Module Descriptor Checklist
Modules Missing Data
Curriculum Management Reporting - InfoHub / Curriculum Management Reports Checklist
Academic Regulations

# Get in Touch

**Curriculum Team**

**Tierney Building**

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