UCD REGISTRY

2023/24 Curriculum Management Update: Final Changes to Module Descriptors/Major Structures

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,

Please see below updates on module descriptor and major structure edits for the upcoming Academic Year.

CMS: Module Descriptor Edits Closing Friday, 8 September

Edits to descriptors via the My Modules menu of the Curriculum Management System (CMS) will close on Friday, 8 September. The Module Descriptor Change Request Form that has been used to record final amendments to Requirements/Prior Learning, Student Effort Hours, Credit Split by Trimester, Module Status and Trimester for Delivery will also close on the same day.

Arrangements for Module Descriptor Amendments from Monday, 11 September

- From Monday, 11 September, amendments to modules commencing in the Autumn trimester will require approval as an exemption on the basis of exceptional circumstances.
- There will be further opportunities to amend modules commencing in the Spring and Summer Trimesters later in the Academic Year. Please see the published Module Descriptor Edit Timelines for further details.
- Updates to module places may be made by contacting systems.data@ucd.ie.
- Module Coordinator changes may be made year-round via Module List Management – Update Module Details.

Finalising Module Descriptors

Completed descriptors allow students to make fully informed decisions when selecting their modules for the upcoming Academic Year. Incomplete or inaccurate descriptors have operational implications for the smooth running of registration, assessment and grading processes. Please review your descriptor to ensure that:

- Purpose and overarching content, learning outcomes and approaches to teaching & learning are articulated
- The mode of delivery accurately reflects how the module will be delivered to students
- The student effort hours are recorded and are appropriate for the module credit value (1 x ECTS = 20-30 hours student effort)
- Assessment (including type, grade scale, weighting), remediation and feedback strategies are reviewed and are accurate
- Details of the staff/faculty associated with the module are reviewed so that only those with current requirement to view module and student information have this access

- Any additional information (reading lists, internship indicator, prior learning) is recorded as required.

This information has also been circulated to Module Coordinators and the communication is included below for reference.

Major Structures Amendments

The Structure Change Request Form that has been used to record final changes to majors will also close on Friday, 8 September. From Monday, 11 September changes to structures such as those below will require approval as a programme change by your Governing Board (via a PDARF16 form):

- Amendments to available modules
- Alterations to the balance of core and option credits

Further Support and Assistance

The following resources are available for finalising curriculum information in advance of the start of the new Academic Year:

- Modules Missing Data / Majors Missing Data reports on InfoHub highlight gaps and anomalies in module and major structure information that need to be addressed
- Curriculum Management user guides, checklists and video guides
- Drop-in with Curriculum via Zoom - subscribe to this Google calendar for dates and links
- Contact your College Liaison or curriculum@ucd.ie.

Thank you for your continued cooperation as we approach the beginning of the new Academic Year.

Kind regards

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

Useful Links
Contact your College Liaison
Drop-in with Curriculum (Zoom)
Curriculum Management Timelines for Schools/Colleges 2023/24 / Module Descriptor Edit Timelines for 2023/24
Modules Missing Data / Majors Missing Data
User Guides, Checklists & Video Guides
Curriculum Management Reporting - InfoHub / Curriculum Management Reports Checklist
Academic Regulations

Get in Touch

 Curriculum Team

 Tierney Building