



CURRICULUM MANAGEMENT EDIT TIMELINES FOR SCHOOLS/COLLEGES

MAJOR & PROGRAMME EDITS

SEPTEMBER INTAKE STRUCTURES	OPEN 14 FEB – 15 MAY 2024 via Majors in my School	16 MAY – 06 SEPT 2024 Changes via Structure Change Request Form	09 SEPT 2024 ONWARDS Changes via PDARF 16
VISION/VALUES & PROG OUTCOMES *SEPT ONLY*	OPEN 14 FEB – 15 MAY 2024 via Curriculum Review & Enhancement Note: Only the Programme Director can make edits	16 MAY 2024 ONWARDS Changes via PDARF 7	
CAREERS & SKILLS STATEMENTS	OPEN 14 FEB – 6 SEPTEMBER 2024		09 SEPT 2024 ONWARDS Changes via PDARF 7
JANUARY INTAKE STRUCTURES & CAREERS & SKILLS	OPEN 10 OCT – 03 DEC 2024 via Majors in my School	04 DEC 2024 ONWARDS Changes via PDARF 16	
MAY INTAKE STRUCTURES	OPEN 13 MAR – 17 APR 2025 via Majors in my School	22 APR 2025 ONWARDS Changes via PDARF 16	

- [School/College-level](#) access is required to edit Major/Programme structures
- 2024/25 Curriculum Information will be published to the [Course Search](#) in June 2024
- Changes to *Vison/Values & Programme Outcomes* for January/May intake majors must be submitted via an approved [PDARF 7](#).
- Refer to the [Editing Majors /Major Structure Review Checklists](#) for instructions

MODULE LIST MANAGEMENT

MODULE STATUS & TRIMESTER	OPEN 14 FEB – 28 JUNE 2024 via Module List Management	01 Jul – 06 Sept 2024 Changes via Module Descriptor Change Form 09 Sept 2024 ONWARDS Module Status Changes via your Curriculum College Liaison Trimester changes via Exemption Request
MODULE PLACES	OPEN 14 FEB – 26 JULY 2024 via Module List Management	29 JULY 2024 ONWARDS Email systems.data@ucd.ie for all module trimesters
MODULE COORDINATOR	OPEN 21 Nov - 23 Dec 2024 Spring/Summer modules OPEN 22 Apr - 06 May 2025 Summer modules	

- [School/College-level](#) access is required to edit module information outlined above
- [New Module Requests](#) can be submitted all year round by staff with school/college-level access
- An [Exemption](#) will be required to update the module trimester from **09 September** onwards
- Email your [Curriculum College Liaison](#) or curriculum@ucd.ie to change the module status from **09 September** onwards
- Refer to the [Module List Management](#) guide for instructions on how to make changes
- For further assistance, contact your [Curriculum College Liaison](#) or curriculum@ucd.ie.