



Overview

Why submit an exemption?

- You may need to amend module descriptor information after module delivery has commenced, or outside of Curriculum Management System (CMS) timelines.

Who can submit an exemption?

- Module Coordinators (note: in exceptional circumstances, such as the absence of a Module Coordinator, staff with School/College-level access to the CMS can submit exemption requests for their School/Unit).

How do I submit an exemption?

- A module [exemption request](#) can be submitted via the [My Modules](#) menu on the CMS.

What happens after I submit an exemption?

- Your exemption request will be submitted to your Head of School for initial approval before receiving final approval from your College Vice Principal for Teaching & Learning (VP T&L), as per academic regulations.
- Exemption requests that require a change to the module descriptor will be passed to UCD Registry for action, once it has been fully approved.
- Changes such as delays to provision of feedback or grade entry do not require a change to the module descriptor.
- Automatic emails are generated at each step of the exemption process to inform those involved of its progress.
- Exemption requests are reviewed by the University Programmes Board (UPB).

Did You Know

- A request to change the Trimester for Delivery will require you to review and potentially amend (via an exemption) the type or timing of the module remediation strategy.
- If submitting an exemption to amend the Assessment Strategy, please note that the 'submit' button will not appear until all fields for all assessment components have been completed (*this may also require review of existing components*).
- Changes to certain sections do not require an exemption and can be submitted directly to your [Curriculum College Liaison](#) or curriculum@ucd.ie. For more details, refer to the [Module Edits](#) section of our website.
- You can report on your exemptions via the [Module Exemption Reporting](#) menu in the CMS.

Derogation vs Exemption

- A Derogation is a deviation from the Academic Regulations which requires approval from UPB.
- An Exemption is a deviation from, or change to, a module descriptor once delivery of the module has commenced, or outside edit timelines.



Useful Links

- [How to Request & Approve a Module Exemption guide](#)
- [How to request a Module Exemption \(video guide\)](#)
- [Module Exemptions](#)
- [My Modules – CMS /CMS Edit Timelines](#)
- [Teaching and Learning resources](#)
- [Academic Regulations](#)
- [Contact your Curriculum College Liaison](#)