UCD Registry
Clárlann UCD

New Module Requests Guide for Schools & Colleges

This guide provides information for staff/faculty using the Curriculum Management System (CMS) to request new modules. School/ College-level access to the CMS is required for this task.

Further information and support on how to use the Curriculum Management System is available on the Curriculum Team website.

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Introduction

New modules are requested on the New Module Requests menu of the Curriculum Management System (CMS).
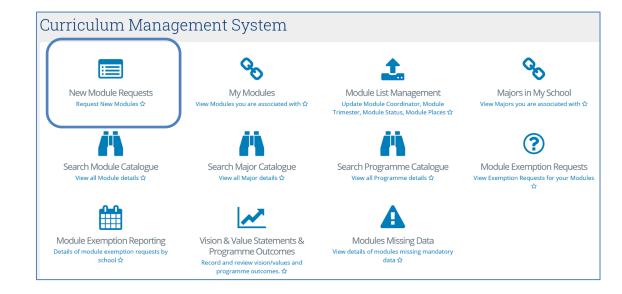
This menu is available to staff and faculty with School/College-level access to the system, e.g., Head of School, School Head of Teaching & Learning, School/Unit Administrator, etc.

Individual Module Coordinators cannot request new modules directly. This is to avoid duplication of effort and to facilitate Schools/Units in managing their module lists.

A UCD InfoHub report, Curriculum Management Access Roles, shows people with different levels of access to the CMS within each School or Unit. Additional staff can be granted access on request to your Curriculum College Liaison.

To access the New Module Requests 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 **New Module Requests** menu

Curriculum Management System

New Module Requests Request New Modules ☆	**My Modules** View Modules you are associated with ☆	**Module List Management** Update Module Coordinator, Module Trimester, Module Status, Module Places ☆	**Majors in My School** View Majors 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 ☆	

Creating a New Module Request

- To request a new module, click **Add New Module Request**
- Complete all fields and click **Create Request** to send your module request to the Curriculum Team for assignment of a module code.

New Module Request: Required Fields

- The following basic module details are required to set up a new module as per the **Academic Regulations** (section 3.18):

Field	Details
School/Unit	The School/Unit to which the module belongs
Subject	The subject associated with the module request
Module Title	Short title of the module (30 characters or less, including spaces). The long title can be edited via the module descriptor as long as the status is 'Pending'
Module Level	The UCD level of the module, e.g. Introductory (1), Degree (3)
Credits	Credits associated with the module. Permissible credit values are described in the Academic Regulations [link] (3.18 (f))
Trimester	Trimester(s) in which module will be delivered (see explanation overleaf)
Module Places	The total number of places available on the module
Module Coordinator	Module Coordinators are members of faculty, but in exceptional circumstances a Head of School may appoint a non-faculty Module Coordinator, as outlined in section 3.16 of the Academic Regulations

Trimesters Explained

Note: A module must be completed during a single trimester, unless it meets one of the criteria outlined in section 3.5 of the Academic Regulations

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 start of a 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

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My Requests and My School Requests

- The **My Requests** section displays new modules you have requested with statuses of:

    o **Submitted:** request has been sent to the Curriculum Team for coding
    o **Reviewed:** a code has been assigned to the request
    o **Queried:** there is a query on the new module request – please contact your <u>Curriculum College Liaison</u> if they have not already been in touch

  If you wish to remove a request before a code has been assigned, click on **Cancel request** in the right-hand column

- All new module requests for your School/Unit are listed under **My School Requests**

My Requests										−
Add New Module Request										
Subject	**Module Title**	**Module Level**	**Module Coordinator**	**Credits**	**Trimester**	**Places**	**Date Requested**	**Requested By**	**Request Status**	
Curriculum Team	Requesting new modules	1 Introductory	Sarah Butler [Staff - Registry]	5.00	Autumn	100	07 Feb 2022	Lizanne Hutton	Submitted	Cancel Request

My School(s) Requests										−
School/Unit	**Subject**	**Module Title**	**Module Level**	**Module Coordinator**	**Credits**	**Trimester**	**Places**	**Date Requested**	**Requested By**	**Request Status**
UCD Registry	Curriculum Team	Testing the system	1 Introductory	Lizanne Hutton [Staff - Registry]	5.00	Spring	10	28 Jan 2022	Paola Carrettoni	Submitted

- Once a code has been assigned, the module is ready to be edited and will appear on the **My Modules** menu for the individual Module Coordinator and for those with a School/Unit Management role. It will also appear on the **Search Module Catalogue** menu

- **Note:** the turnaround time for assigning codes to new modules is approximately two working days. There may be delays at peak times

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When are New Module Codes Required?

New module codes are needed when:
A module is brand new
There is a change to the credit value of an existing module
The module level changes
The learning outcomes or overall content of an existing module changes significantly
The title of an existing module changes significantly
Schools amalgamate and need new subjects to reflect the change
A new subject code is required (approved on the subject register or created for administrative purposes)
A new module code is not required when:
The Module Coordinator, or trimester in which a module is delivered, changes
Assessment strategy or module capacity is amended
A minor edit to a module title is required
Further detail needs to be added to a module descriptor

Useful Links and Reporting

- System Access and Training: contact your Curriculum College Liaison or email curriculum@ucd.ie
- Curriculum Management System guides and checklists
- Academic Regulations
- InfoHub Reporting: key reports listed in the table below; see the Curriculum Management Reports Checklist for more comprehensive details

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
View details of all modules for which I am 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	Structures Check - Majors Missing Data

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