UCD REGISTRY

2023/24 Curriculum Management Update for Schools/Colleges: Spring and Summer Module Edits Closing

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 reminders about Spring/Summer module edits on the Curriculum Management System.

Edits to Module Places for Spring / Summer Modules Closing 22 December
The Module List Management: Update Module Places menu on the Curriculum Management System (CMS) will close for edits to places on modules commencing in the Spring and Summer trimesters on **Friday, 22 December**. Please ensure that you have reviewed and amended this information as required in advance of this date. From Wednesday, 3 January, further amendments to module places should be directed to systems.data@ucd.ie.

Edits to Spring / Summer Module Descriptors Closing 4 January
The My Modules menu on the Curriculum Management System (CMS) will close for changes to modules commencing in the Spring and Summer trimesters on **Thursday, 4 January 2024**. The following items may be helpful in finalising module information:

- Module descriptor user guides, checklists and video guides
- The Modules Missing Data report on InfoHub highlights gaps and anomalies in module information

After module edits close, amendments to modules on offer in Spring must be requested and approved as an exemption on the basis of exceptional circumstances. There will be a final opportunity to amend modules on offer in the Summer trimester 2023/24 from 23 April to 7 May. Please see the Module Descriptor Edit Timelines 2023/24 for further details.

This message has been communicated separately to Module Coordinators and the email is included below for your information.

Further Support and Assistance
The following resources are available to assist with making descriptor changes:

- 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 Curriculum College Liaison or curriculum@ucd.ie

With best wishes for the festive season.

Kate Griffin

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

Useful Links
[Contact your Curriculum College Liaison](#)
[Drop-in with Curriculum (Zoom)](#)
[Module Descriptor Edit Timelines](#)
[Curriculum Management Guides, Checklists & Video Guides](#)
[Modules Missing Data](#)
[Curriculum Management Reporting - InfoHub](#) / [Curriculum Management Reports Checklist](#)
[Academic Regulations](#)

Get in Touch

Curriculum Team

Tierney Building

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Module Coordinators
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