UCD REGISTRY

2022/23 Curriculum Management Update for Module Coordinators: Spring and Summer Module Edits Closing

To: *Module Coordinators*
CC: *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 for reminders about Spring/Summer module edits on the Curriculum Management System.

Edits to Spring / Summer Module Descriptors Closing 5 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, 5 January**. The following items may be helpful in finalising module information:

- How to edit the Module Descriptor guide and checklist
- The Modules Missing Data report on InfoHub highlights gaps and anomalies in module information
- Amendments to trimester for delivery and addition of requisites / prior learning cannot be completed directly on the CMS and will require approval as an exemption on the basis of exceptional circumstances

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 from 25 April to 9 May. Please see the Module Descriptor Edit Timelines 2022/23 for further details.

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 College Liaison or curriculum@ucd.ie

With best wishes for the festive season.

Kate Griffin
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UCD Registry | Clárlann UCD

Useful Links
Contact your College Liaison
Drop-in with Curriculum (Zoom)
How to edit the Module Descriptor
Editing the Module Descriptor (video guide) / Module Descriptor Checklist
Modules Missing Data
Curriculum Management Reporting - InfoHub / Curriculum Management Reports Checklist
Academic Regulations

Get in Touch