



Clárlann UCD | UCD Registry

Module and Major Edits Closing Friday, 5 September

This email has been circulated to: Heads of School, School Heads of 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,

The [Structure Change Request Form](#) that has been used to record final changes to major structures prior to the start of teaching will close on **Friday, 5 September**.

Edits to descriptors by Module Coordinators will close on the same day. A copy of the email circulated to Module Coordinators is included below for your information.

Kind regards,

Kate Griffin

Stiúrthóir Oibríochtaí Custaiméirí & Curaclaim | Director of Customer & Curriculum Operations
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Amendments to Major Structures Closing Friday, 5 September

The [Structure Change Request Form](#) that has been used to record final changes to September-intake majors will close on **Friday, 5 September**. From **Monday, 8 September** changes to major structures will require approval by your Governing Board on a [Structure Change Proposal Form](#) (PDARF16).

Requests to update Careers & Skills Statements, Vision/Values & Programme Outcomes for 2025/26 September-intake majors should be submitted to curriculum@ucd.ie on an approved [Programme Change Proposal Form](#) (PDARF7).

[Structure Change Request Form](#)



Module Descriptor Edits Closing Friday, 5 September

Edits to descriptors via the [My Modules](#) menu on the CMS will close on **Friday, 5 September**. The [Module Descriptor Change Request Form](#) that has been used to record final amendments to Requirements/Prior Learning, Student Effort Hours, Credit Split by Trimester, Module Status and Trimester for Delivery will also close on the same day.

From **Monday, 8 September**, amendments to modules commencing in the Autumn trimester will require approval as an [exemption](#) on the basis of exceptional circumstances approved by the Head of School and College VP for Teaching & Learning.

Updates to module places should be directed to systems.data@ucd.ie. Module Coordinator changes may be made year-round via [Module List Management - Update Module Details](#).

[Editing & Reviewing Module Descriptors](#)



Support

If you would like any help, you can contact your [Curriculum College Liaison](#) / curriculum@ucd.ie.

Weekly drop-in Q&A sessions are hosted by the Curriculum Team via Zoom. View this [Google calendar](#) for time slots.

[About the Curriculum Team](#)

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Module Descriptor Edits Closing Friday, 5 September

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Dear Colleagues,

Edits to descriptors via the [My Modules](#) menu on the [Curriculum Management System](#) (CMS) will close on **Friday, 5 September**. The [Module Descriptor Change Request Form](#) that has been used to record final amendments to Requirements/Prior Learning, Student Effort Hours and Credit Split by Trimester fields will also close on the same day. Please see below for further information.

Kind regards,

Kate Griffin

Stiúrthóir Oibríochtaí Custaiméirí & Curaclaim | Director of Customer & Curriculum Operations
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From **Monday, 8 September**, amendments to modules commencing in the Autumn trimester will require an [exemption](#) on the basis of exceptional circumstances approved by your Head of School and College VP for Teaching & Learning.

Please review your descriptor carefully to ensure that:

- Assessment components, remediation and feedback strategies are recorded and are accurate. Missing or incorrect

strategies impact how your module appears on Grade Entry and may lead to its exclusion from end-of-trimester exam scheduling (if applicable).

- The Approaches to Teaching & Learning field in the Content/Learning Outcomes section is updated to indicate whether / to what extent AI may be used.
- Details of the staff/faculty associated with the module on [Module Access Management](#) are reviewed in compliance with GDPR so that only colleagues with a current requirement to view student information have this access.
- All other mandatory information is complete and anomalies highlighted on the [Modules Missing Data](#) report are addressed.

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