



2025/26 Final Changes to September-intake Majors

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,

Edits to 2025/26 September-intake Major Structures and Vision/Values & Programme Outcomes are now **closed**. Additional time will be provided for Programme Director updates to Careers & Skills Statements to **Friday, 27 June**.

Edits to Requirements/Prior Learning and Module Places via the module descriptor have also **closed**. A copy of the email circulated to Module Coordinators is appended below for your information.

Please note the arrangements for final amendments up until the start of the new Academic Year below.

Kind regards,

Kate Griffin

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



Final changes to September-intake Major Structures

Requests to amend major structures (i.e. add/remove core or option modules, remove inactive modules, update Stage/Instructions to Students text) can be submitted on this [Structure Change Request Form](#) to the Curriculum Team.

Requested changes must be in line with guidance provided on the [Major Structure Review Checklist](#) and Timetable Coordinators must be advised of any changes to structures so that corresponding changes can be made on the relevant timetable submission, if

required.

Staff with School or College-level responsibilities can monitor the major structures for their area via the [Structures reporting](#) menu in Infohub.

[Structure Change Request Form](#)



Programme Directors: Vision and Values, Programme Outcomes and Careers & Skills Statements

Programme Director edits to Careers & Skills Statements have been extended to **Friday, 27 June**. See the [How to Add/Update Careers & Skills Statements for Majors](#) video for advice on recording this information.

Edits to Vision/Values & Programme Outcomes for 2025/26 September-intake majors are now closed. If any final changes are required, they can be submitted to curriculum@ucd.ie on an approved [PDARF 7 Programme Change Form](#)

[Further Programme Information](#)



Changes to Modules on September Majors *New website section*

The Curriculum website now features a new section outlining actions required from School/College staff when making module changes with wider operational impacts between **19 May - 5 September**.

These changes include making modules inactive, changing the trimester of a module and introducing a new module.

[Changes to Modules on Sept Majors \(19 May-5 Sept\)](#)



Support

If you would like any help, you can contact your [Curriculum College Liaison](#).

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](#)

This email was sent by [UCD Registry](#)



19 May 2025



Clárlann UCD | UCD Registry

2025/26 Module Descriptors: Edits to Requirements/Prior Learning & Module Places From 19 May

This email has been circulated to: Module Coordinators

CC: Heads of School, School Heads of Teaching & Learning, Chairs of Governing Boards, Programme Deans, Vice Principals for Teaching & Learning, College/School Office Directors, School Managers, Programme Directors, College/School Administrators, Programme Managers

Dear Colleagues,

Edits to Module Places and Requirements/Prior Learning via the [My Modules](#) menu of the [Curriculum Management System](#) (CMS) are now closed. See below for arrangements that apply for final changes to these sections.

Kind regards,

Kate Griffin

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



Module Requirements/Prior Learning & Places

Requests to amend Requirements/Prior Learning details (pre-, co-requisite, required or incompatible modules) can be submitted on this [Module Descriptor Change Request Form](#) to the Curriculum Team until **Friday, 5 September**. From Monday, 8 September these changes must be requested and approved as a [module exemption](#).

Your School Manager/Administrator will be able to update module places on your behalf until **Friday, 1 August**.

All remaining sections of the module descriptor will remain open as per the published [Module Descriptor Edit Timelines 2025/26](#).

The [Editing & Reviewing Module Descriptors](#) section of our [Guides & FAQs](#) page provides you with helpful guides, checklists & videos to help you edit your modules.

[Editing & Reviewing Module Descriptors](#)



Support

If you would like help editing your modules, contact your [Curriculum College Liaison](#).

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

[See more about the Curriculum Team](#)