



Clárlann UCD | UCD Registry

2025/26 Spring and Summer Module Descriptors: Edits Closing on the CMS

This email has been circulated to: Module Coordinators, 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,

Please see below reminders about Spring/Summer module descriptor edits closing on the Curriculum Management System.

With best regards for the upcoming break,

Kate Griffin

Stiúrthóir Oibríochtaí Custaiméirí & Curaclaim | Director of Customer & Curriculum Operations
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Module Coordinators: Edits to Spring / Summer Module Descriptors Closing 6 January 2026

The [My Modules](#) menu on the CMS will close for changes to modules commencing in the Spring and Summer trimesters on **Tuesday, 6 January 2026**. After module edits close, amendments to modules on offer in the Spring trimester must be requested and approved as an [exemption](#) on the basis of exceptional circumstances.

There will be a final opportunity to amend modules commencing in Summer trimester 2025/26 from 21 April to 8 May 2026. See the [Module Descriptor Edit Timelines 2025/26](#) for further details.

[Editing & Reviewing Module Descriptors](#)



Schools and Colleges: Edits to Spring / Summer Module Places Closing 23 December 2025

Changes to module places on Module List Management - [Update Module Places](#) will close on **Tuesday, 23 December**. After this date, requests to amend these details should be directed to systems.data@ucd.ie.

Module Coordinator changes can be made year-round on [Update Module Details](#). If modules are no longer on offer, please contact your [Curriculum College Liaison](#) or curriculum@ucd.ie to ensure that they are marked inactive.

[Managing Modules](#)



Support

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

Alternatively, weekly drop-in Q&A sessions are hosted by the Curriculum Team via Zoom. You can now use this [Google calendar](#) to view available time slots and book an appointment with a member of the team.

[About the Curriculum Team](#)