



UCD REGISTRY

2022/23 Curriculum Management Update: Final Changes to Module Descriptors

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 an update on module descriptor edits for the upcoming Academic Year.

CMS: Module Descriptor Edits Closing Friday, 9 September

Edits to descriptors via the [My Modules](#) menu of the [Curriculum Management System](#) (CMS) will close on Friday, 9 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.

Arrangements for Module Descriptor Amendments from Monday, 12 September

- From Monday, 12 September, amendments to modules commencing in the Autumn trimester will require approval as an [exemption](#) on the basis of exceptional circumstances.
- There will be further opportunities to amend modules commencing in the Spring and Summer Trimesters later in the Academic Year. Please see the published Module Descriptor Edit [Timelines](#) for further details.

Finalising Module Descriptors

Completed descriptors allow students to make fully informed decisions when selecting their modules for the upcoming Academic Year. Incomplete or inaccurate descriptors have operational implications for the smooth running of registration, assessment and grading processes. Please review your descriptor to ensure that:

- Purpose and overarching content, learning outcomes and approaches to teaching & learning are articulated
- The mode of delivery accurately reflects how the module will be delivered to students
- The student effort hours are recorded and are appropriate for the module credit value (1 x ECTS = 20-30 hours student effort)
- Assessment (including type, grade scale, weighting), remediation and feedback strategies are reviewed and are accurate
- Details of the staff/faculty associated with the module are reviewed so that only those with current requirement to view module and student information have this access
- Any additional information (reading lists, internship indicator, prior learning) is recorded as required.

Further Support and Assistance

The following resources are available for finalising curriculum information in advance of the start of the new Academic Year:

- The [Modules Missing Data](#) report on InfoHub highlights where there are gaps and anomalies in module information to be addressed
- Module Descriptor [user guide](#), [checklist](#) and [video guide](#)

- Drop-in with Curriculum via Zoom - subscribe to this [Google calendar](#) for dates and links
- Contact your [College Liaison](#) or curriculum@ucd.ie.

Regards

Kate Griffin
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UCD Registry

Useful Links

[Contact your College Liaison](#)
[Drop-in with Curriculum \(Zoom\)](#)
[Module Descriptor Edit Timelines for 2022/23](#)
[How to edit the Module Descriptor](#)
[Editing the Module Descriptor \(video guide\)](#) / [Module Descriptor Checklist](#)
[Modules Missing Data](#)
[Curriculum Management Reporting - InfoHub](#)
[Academic Regulations](#)

Get in Touch



Curriculum Team



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