UCD REGISTRY

2022/23 Curriculum Management Update: Edits to Student Effort Hours / Credit Split by Trimester Closing Friday, 1 July

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

The following sections of the module descriptor will close for edits to 2022/23 information on Friday, 1 July:

- Student Effort Hours
- Credit Split by Trimester (credit allocation per trimester for modules that extend across more than one trimester continuously)

Please ensure that you have reviewed and updated these details on the My Modules menu of the Curriculum Management System (CMS) in advance of this date. All other sections of the descriptor will remain open for edits on the CMS as per the published Module Descriptor Edit Timelines 2022/23.

The following resources are available to assist with making the necessary updates:

- How to edit the Module Descriptor guide, video guide and checklist
- Drop-in with Curriculum – subscribe to this Google calendar for details and Zoom links

An update on arrangements for making changes after Friday, 1 July will be circulated next week. In the meantime if you have any queries on the details above, please contact your College Liaison or curriculum@ucd.ie.

Kind regards

Kate Griffin
Deputy Director of Administrative Services
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

Tierney Building