



# UCD REGISTRY

## 2022/23 Curriculum Management Update: Module Descriptor Edits in July & August

**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 are now closed for direct edit on the [My Modules](#) menu on the [Curriculum Management System \(CMS\)](#):

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

If you need to make final adjustments to these sections up to and including **9 September**, please use the Module Descriptor Change Request [form](#) to submit your request and a member of the Curriculum Team will confirm when changes are complete. Requests to amend module places should be directed to your School Administrator.

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 editing module descriptors:

- How to edit the Module Descriptor [guide](#), [video guide](#) and [checklist](#)
- [Modules Missing Data](#) report - to identify where there are gaps or anomalies in mandatory module information
- Drop-in with Curriculum – subscribe to this Google [calendar](#) for details and Zoom links

If you have any queries on the details above, please contact your [College Liaison](#) or [curriculum@ucd.ie](mailto:curriculum@ucd.ie).

With thanks for your continued cooperation as we prepare for the Academic Year 2022/23.

Kind regards

Kate Griffin  
Director of Customer & Curriculum Operations  
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

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