



UCD REGISTRY

2023/24 Curriculum Update for Module Coordinators: Late Changes to Requirements/Prior Learning; Module Access Management Amendments

To: Module Coordinators

CC: 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 arrangements for final changes to module Requirements/Prior Learning information, and details of minor amendments to Module Access Management.

Module Requirements/Prior Learning and Module Places

The Requirements/Prior Learning (module requisites) section of the module descriptor is now closed for direct edit on the [My Modules](#) menu on the [Curriculum Management System](#) (CMS). This earlier timeline arises because of the operational importance of this information for registration preparations.

If final amendments or corrections to Requirements/Prior Learning information are required, please complete this [Module Descriptor Change Request Form](#) for implementation by the Curriculum Team until 8 September. Details of how changes can be made after this date will be communicated closer to the time.

Module Places can no longer be edited on the Module Descriptor, but instead can be amended via the [Update Module Places](#) menu in the CMS by staff with School-level [access](#) to the CMS.

All other sections of the descriptor will remain open for edits on the CMS as per the published [Module Descriptor Edit Timelines 2023/24](#).

Minor Amendments to Module Access Management

The following amendments have been made to Module Access Management screens:

- Improved on-screen layout and guidance text
- Facility to specify both a start and end Academic Year when granting a colleague new access to module information
- Enhanced checking to ensure colleagues are not set up with duplicate access on a single module in order to avoid issues with conflicting permissions to view module information.

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

Kind regards

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Useful Links

Contact your College Liaison
[Drop-in with Curriculum \(Zoom\)](#)
[Module Descriptor Edit Timelines for 2023/24](#)
[Module Edits](#)
[User Guides, Checklists & Video Guides](#)
[Curriculum Management Reporting - InfoHub / Curriculum Management Reports Checklist](#)
[Academic Regulations](#)

Get in Touch



Curriculum Team



Tierney Building

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