

Editing Majors Checklist

Overview

Why edit my majors?

- To ensure that the structure (core/option modules offered as part of a stage) of your major/programme is correct for the next intake of students.

Where can I make these changes?

- These changes can be made via the [Majors in my School](#) menu on the Curriculum Management System (CMS)

When can I edit majors on the CMS?

- These changes can be made when the CMS is open for Major edits as per [CMS Timelines](#)

Who has access to edit majors?

- Staff /Faculty with School-level access to the CMS
- Staff /Faculty with College-level access to the CMS

Responsibility for editing majors may vary according to local arrangements

How do I edit a major structure?

- For detailed instructions refer to the main [Editing Majors user guide](#).

Some important items to look out for when editing your majors:

- Ensure each major has a named Programme Director assigned to it in the CMS
- Be particularly aware of the following sections of the [Academic Regulations](#): **1.12 & 1.13** (programme specification), **3.21** (minimum elective requirement for undergraduates), **3.23** (provision of additional option places) & **3.6** (student workload). A deviation from these or any other Academic Regulation will require approval of a [derogation](#) through UPB

Did You Know

- When you have completed your edits, you can refer to the [Major Structure Review Checklist](#) to help you review the structure of your major.
- Visions/Values & Programme Outcomes are edited by the Programme Director linked to the major on the [Curriculum Review & Enhancement](#) menu on InfoHub.
- Once the relevant intake term has commenced, changes to a structure will require Governing Board approval via a [PDARF16 Structure Change Proposal](#) for submission to the Curriculum Team.
- Certain minor structure amendments can be made without a PDARF form. Please refer to the [Structure Changes to Majors outside CMS Timelines](#) document for further details.

Useful Links

- [Editing Majors User Guide](#)
- [Majors in My School](#)
- [CMS Timelines for Schools/Colleges](#)
- [Structures Reporting](#)
- [Major Structure Review Checklist](#)
- [Curriculum Management Reports Checklist](#)
- [Academic Regulations](#)
- [Contact your College Liaison](#)

