



UCD Registry
Clárann UCD



School/College User Guide: Editing Majors

This guide provides information for staff/faculty using the Curriculum Management System to edit majors. School- or College-level access is required for this task.

Further information and support on how to use the Curriculum Management System is available on the Curriculum Team [website](#).

Last Updated: February 2022



UCD Registry
Clárann UCD

CONTENTS

| | |
|---|----|
| <u>Introduction</u> | 3 |
| <u>Editing a Major: First Steps</u> | 4 |
| <u>General Information / Programme Director</u> | 5 |
| <u>Progression & Continuation</u> | 7 |
| <u>Stage Text Changes</u> | 8 |
| <u>Making Structure Changes: Associated Modules</u> | 9 |
| <u>Adding Core Modules to a New Stage</u> | 10 |
| <u>Adding a New Option Rule</u> | 11 |
| <u>Editing Existing Core/Option Modules</u> | 12 |
| <u>Amending / Deleting an Existing Option Rule</u> | 13 |
| <u>Vision and Values/Outcomes and Additional Information</u> | 14 |
| <u>Useful Links and Reporting</u> | 15 |
| Appendices | |
| <u>Appendix A: Key Regulations for Major Edits</u> | 16 |
| <u>Appendix B: Core and Option Modules</u> | 17 |
| <u>Appendix C: Option Rule Edits – Worked Examples</u> | 18 |

Introduction

What is meant by editing a major on the Curriculum Management System (CMS)?

Editing a major describes the following series of tasks:

- Addition/removal of core and option modules linked to majors and stages, referred to as the **structure** of the major
- Changes to stage and option rule (instructions to students) text
- Creation of new option rules
- Amendment of existing option rules
- Update of text for publication on the [Current Students Course Search](#)

Edits to majors are completed on the [Majors in my School](#) menu of the Curriculum Management System (CMS) during specified [timelines](#). See the Curriculum Team [website](#) for latest news and updates.

Who has access to edit majors on the CMS?

The [Majors in my School](#) menu is available to staff/faculty with School-/College-level access to the CMS, e.g., Head of School, School Head of Teaching & Learning, School/Unit Administrator, etc.

A UCD InfoHub report, [Curriculum Management Access Roles](#), shows the people who have been assigned this level of CMS access in each School/Unit. Additional staff can be granted access upon request to your [College Liaison](#).

How do I log in to edit a major on the CMS?



To access the [Majors in my School](#) menu on the Curriculum Management System:

1. Log into InfoHub and click on the **Students** menu
2. Select **Curriculum, Module Capacity & Timetables**, then **Curriculum Management System**
3. Click on the **Majors in my School** menu

Editing a Major: First Steps

- On [Majors in my School](#), you will see all majors linked to your School/Unit in a given Academic Year. Majors will be grouped by intake term (September, January or May) as applicable.
- Select the correct Academic Year from the dropdown menu at the top of the page. Click on the link to **View** to make changes to the corresponding major.
- If you have CMS access to more than one School or Unit, you can use the **Select School/Unit** dropdown menu to change your view.

Majors in My School

Select: Academic Year 2022/2023

Select School/Unit: UCD Registry

⚠ Please Note:

2021/22 Academic Year Edits

Structure Edits September + January Intake Majors:
The Curriculum Management System is now **closed** for edits to September + January major and programme structures. Changes to structures (i.e adding/removing core/option modules) will require Governing Board Approval via a [PDARF 16 Structure Change Proposal Form](#) for submission to your your [College Liaison](#) or curriculum@ucd.ie. For further clarification on the type of changes that require this PDARF form, please refer to this [Structure Changes to Majors outside CMS Timelines](#) document.

Structure Edits May Intake Majors:
There will be an opportunity to edit major structures for May intake majors during the academic year. Communication will be sent to the relevant areas closer to the time. Please contact your [College Liaison](#) if you have any queries on this.

Other Programme Information:
If changes to programme outcomes, vision and value statements, continuation or non-standard progression information for any intake term are required, please return these details to your [College Liaison](#) or curriculum@ucd.ie on an approved [PDARF 7 Programme Change Proposal Form](#) following Governing Board approval.

Filter...

[Major Catalogue](#)
[CM Menu](#)

| Major Code | Description | Level Description | Click to |
|---------------------|--------------|-------------------|----------------------|
| 2022/2023 September | | | |
| XXX1 | BSc Banner 9 | Undergraduate | View |

General Information / Programme Director

- The **General Information** section displays basic information about the major and its stages. These details are fixed at the point of programme/major creation and amendments must be approved as a change through the [programme approvals](#) process.
- The **Programme Director** field is used to record details of the member of faculty responsible for the major (see [Academic Regulations](#), section 1.7). Changes can be made by clicking the edit icon (circled). This field can be updated outside of curriculum management timelines.
- The named Programme Director will have access to amend programme outcomes and vision & value statements for the majors on the [Curriculum Review and Enhancement menu](#) of the CMS.

Major Details and Structures for 2022/2023

Major Menu

Majors in My School Major Catalogue CM Menu

General Information

General Information pertaining to the major. These details are fixed on creation of the major; any changes to the title, School association, major type, UCD/NFQ level etc require Governing Board approval via the PDARF process.

Programme Director

Programme Director

Major Code XXX1

Description BSc Banner 9

School/Unit UCD Registry

Major Type Single Major

Full-Time or Part-Time Full Time

UCD Level Undergraduate

Credits(ECTS)

NFQ Level NFQ Level

Mode of Delivery Face-to-Face

An explanation of details recorded on the **General Information** section is available on the next page.

General Information / Programme Director (contd.)

| Field | Description |
|-------------------------------|--|
| Major Code | The code that has been assigned to the major |
| Description | A description of the major with some administrative details, such as whether it is full-time or part-time, the qualification with which it is associated, etc. |
| School/Unit | The School/Unit with which the major is associated |
| Major Type | The categorisation of the major e.g. Single Major, Joint Major etc. |
| Full-Time or Part-Time | Whether the major is defined as full- or part-time |
| UCD Level | A definition of the level of the major e.g. Undergraduate, Graduate Taught |
| Credits (ECTS) | The total credits for each stage (excluding elective credit) |
| NFQ Level | The award level as defined by the National Framework of Qualifications |
| Mode of Delivery | How teaching will be delivered i.e. Face-to-Face, Blended or Online |

Progression & Continuation

- If the [Programme Specification](#) (1.13 (h)) of the major details **Non-Standard Progression** requirements or **Additional Standards for Continuation**, this information will display in the corresponding fields on the CMS (see below).
- These details will be published to students on the [Current Students Course Search](#).
- Amendments or additions to these fields should be forwarded to curriculum@ucd.ie as an approved programme change ([PDARF 7 Programme Change Proposal](#)).

| |
|--|
| Approved Non-Standard Progression Requirements for XXX1  |
| <p>Non-standard progression requirements which have been approved by the relevant Governing Board, will be shown here. Amendments to this section requires Governing Board approval via a PDARF 7 form. Additional progression requirements shown here will not be supported by University systems and must be monitored at the local level. The information contained here will be published to students.</p> <hr/> |
| <p>Approved Non-Standard Progression Requirements have not been recorded.</p> |
| Approved Additional Standards for Continuation for XXX1  |
| <p>Non-standard continuation criteria which have been approved by the relevant Governing Board, will be shown here. Amendments to this section requires Governing Board approval via a PDARF 7 form. The information contained here will be published to students. </p> <hr/> |
| <p>Approved Additional Standards for Continuation have not been recorded.</p> |

Stage Text Changes

- The **Stage Text** section is used to record general explanatory text about each stage of the major.
- Stage text is published on the [Current Students Course Search](#) and as advisory text on the SISWeb registration application so it's a useful means to remind students of important information about their major and stage as they register.
- Use the edit icon  to add new text or edit existing text on the screen below.
- Use the **Save** button to keep your changes.

Add/Update Stage Instructions

| | |
|---------------|--|
| Academic Year | Academic Year 2022/2023 |
| Major | XXX1 - Banner 9 Test Major |
| Section | Stage 1 |
| Text | <p>Students must take all core modules and two option modules. Additional options may be selected in place of electives.</p> |

Save

Making Structure Changes: Associated Modules

Before starting to edit your structure, please refer to the Appendices of this document for key [regulatory](#) (Appendix A) and [operational](#) (Appendices B and C) considerations when editing structures.

- All taught majors require a **structure** i.e., a statement of **core and option modules/rules** linked to the major and stage (see section **1.13 (e)** of the [Academic Regulations](#)).
- Structures are published to students on the [Current Students Course Search](#) and display on SISWeb as part of online registration.
- Structures must be reviewed each year in line with published curriculum management [timelines](#) to ensure that details are accurate. **Incorrect details will affect students during registration and potentially their degree compliance.**
- It's good practice to generate a structures report for the major you intend to edit on the [Structures Reporting](#) menu on InfoHub. This can be used as a reference while you make your changes.

The following action buttons at the top of the **Associated Modules** section are used to make changes to core and option modules:

- To add new core modules to a stage (where none existed before), click the plus icon 
- To add a new option rule to a stage, click the relevant plus icon 
- To edit core / option modules for existing stages, click the edit icon  next to the stage
- To view a comparison of the new structure [seen below] with a previous Academic Year, click  Compare Structure with previous Academic Year

Select Choose structure to compare to: 2021/2022 September

Major Stages and Associated Modules for 202100

| Module Details | |
|----------------|-------|
| Module ID | Title |
| | |

Major Stages and Associated Modules for 202200

| Module Details | |
|----------------|-------|
| Module ID | Title |
| | |

Adding Core Modules to a New Stage

- To add core modules to a stage where none have been assigned previously, click the  icon to display the screen below.
- Select the appropriate stage from the **Stage** dropdown menu.
- Search for modules by typing two or more characters of either the module ID or title into the **Core Modules** field.
- Use your mouse to select the module(s) you wish to include as cores, making sure that you are selecting a module with the correct credit value.
- Use the **Save** button to keep your changes.

Major Details and Structures for 2022/2023

Core modules should be added to your structure here. Please select the Stage that the Core modules are associated with and then proceed to select the modules. To add modules please enter two or more characters for list to appear. Use the Save button to save your changes.

Add Core Modules for a new stage record

Save

| Stage | Core Modules |
|---------|----------------------------------|
| Stage 1 | accp |
| | ACCP10010 - New Module 5 Credits |

Save

Adding a New Option Rule

- An **Option Rule** is a list of modules with an instruction about the number of modules that students are required to select.
- Click the relevant  icon to create a new Option Rule and display the section to the right.
- Select the **Stage**, **Type** of rule (see table below), **No. of modules** to be taken from the option rule (i.e. a condition), and a brief **description**.

This section is used to add a new option requirements to a Major/Stage where no requirements currently exist. 

Add New Option Rule

| Stage | Type | No Required | Description (Max 30 Characters) | Modules for Rule | Instructions to Students |
|---------|-------------|-------------|---------------------------------|---|--|
| Stage 1 | Select x of | 2 | Select two modules | <input type="checkbox"/> ACCP10010 - New Module 5 Credits <input type="checkbox"/> ACCP10020 - Banner 9 Go Live Test 7.5 Credits | Select two modules to complete your Stage 1 registration |

- To add modules, follow the same steps for searching and selecting modules as described for [core modules](#).
- The **Instructions to Students** field (also referred to as option rule text) is used to provide a more detailed description of requirements to students. It will display on the [Current Students Course Search](#) and as advisory text on the SISWeb registration application so it is important that accurate information is entered.
- Press **Save** to keep your changes. Option rules will be added with a letter prefix (A, B, C, etc) that determines the order in which they display on the [Current Students Course Search](#), SISWeb and InfoHub reporting.

| | |
|----------------------|---|
| Select X of: | Indicates students must select exactly the number of modules specified in the 'No Required' field. |
| Minimum of X: | <p>Indicates students must select at least the number of modules specified, but they may select more than this number.</p> <p>NOTE: this type of option rule is often used to allow undergraduate students select additional option modules in lieu of electives. There are two ways to configure this:</p> <ul style="list-style-type: none"> A non-mandatory group of option modules (condition = minimum 0), or An existing option list is amended to allow students select more modules from it |

Editing Existing Core/Option Modules

- To **edit** existing core or option modules, click the  icon for the relevant stage and section (core or option).

| Module Details | | | | |
|------------------------|-------|---------|------------|--------|
| Module ID | Title | Credits | Trimesters | Status |
| Stage 1 - Core Modules | | | | |

- To **remove** a core or option module, identify the module you wish to remove and click the X to the left of the module ID. Click save to keep your changes.

Add or Remove Core Modules for a Stage

Save

| | Module List | Number of Modules |
|--------------|---|-------------------|
| Stage 1 | | |
| Core Modules | <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> ✕ ACCP10010 - New Module 5 Credits </div> <div style="display: flex; justify-content: space-between; align-items: center;"> ✕ ACCP10020 - Banner 9 Go Live Test 7.5 Credits </div> </div> | 2 |

Save

- To **add** a core or option module, click the  icon for the relevant stage and section (core or option) and follow the steps for adding modules as outlined previously.
- When amending option modules, ensure there is a sufficient number of modules are provided to allow students some choice as to how they meet the conditions (select 5, select at least 3 etc) of the option rule. For example, if an option rule has five modules listed and students are required to choose three, removing two modules from that list renders the optional element obsolete as all choice is removed.

Amending/Deleting an Existing Option Rule

- To make changes to an existing option rule, click the edit icon  for the relevant stage and option rule as before
- The method for making various changes is described below. In each instance, use the **Save** button to keep your changes

| Amendment | Method |
|---|---|
| Change the type of option rule | Edit the selection in the Type column to switch between 'Select X of' and 'Minimum X of' |
| Change the number of modules to be taken from an option rule | Edit the value in the No of Modules Required field |
| Remove an option rule and linked text | Tick the Remove Rule checkbox |

Edit Option Rules -

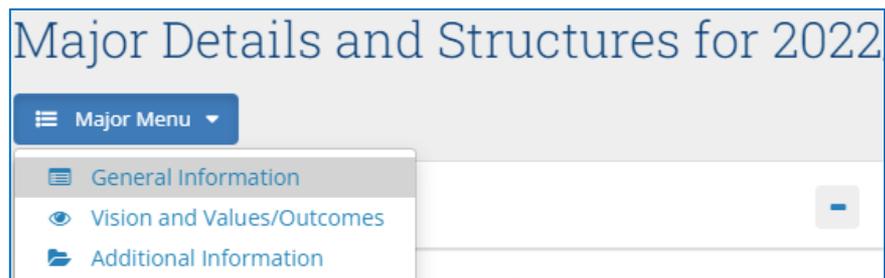
This section allows you to remove a rule entirely or update the number of conditions, the description of the rule and add new modules to the rule.

| Description | Type | No of Modules Required | Module List | Instructions to Students | Remove Rule |
|---------------------------|--------------|------------------------|--|---|--------------------------|
| Stage 1-B)MIN00F: | | | | | |
| Stage 1 Additional option | Minimum of x | 0 | × GER10010 - German Language I a 5 Credits | This module may be selected in place of an elective in the Spring trimester | <input type="checkbox"/> |

Please Note: if the sequence of option rules is important, further adjustments to the structure may be required. See [Appendix C](#) of this guide for further details, or contact your [College Liaison](#) / curriculum@ucd.ie for advice.

Vision and Values/Outcomes & Additional Information

- Use the **Major Menu** on the top left to navigate to text fields linked to your major.
- **Vision & Values and Outcomes:** Programme Outcomes and Vision and Values are editable by the Programme Director on the [Curriculum Review and Enhancement](#) menu. They cannot be edited directly from the Majors in my School menu.
- **Additional Information:** details entered on the Additional Information tab will display to undergraduate students on the [Current Students Course Search](#).
- To update text, click **Add a new Section** and select the appropriate category of information from the drop-down list that appears.
- **NOTE:** this applies to undergraduate majors, minors and concentrations only.



Useful Links and Reporting

- System Access and Training: contact your [College Liaison](#) or email curriculum@ucd.ie
- [Curriculum Management Edit Timelines 2022/23](#)
- Curriculum Management System [guides and checklists](#)
- [Academic Regulations](#)
- [UCD Assessment](#)
- [Current Students Course Search](#)
- InfoHub Reporting: key reports listed in the table below; see the [Curriculum Management Reports Checklist](#) for more comprehensive details

| I want to: | InfoHub Report |
|--|--|
| Check CMS access for staff and faculty in my School | Curriculum Management Access Roles |
| See modules in my School for current and previous Academic Years | Curriculum Management - School Module Summary |
| Do a wildcard search of entire module catalogue for current or previous Academic Years across all Schools/Units | Curriculum Management - School Module Summary – Keyword Search |
| View details of modules missing mandatory data or with anomalies to be addressed | Modules Missing Data |
| Details of all modules for which you are currently the Module Coordinator and who else has access | Manage My Modules – Who has Access? |
| View core and option modules on a major/stage | Structures by Major |
| Review inactive modules on stages, majors/stages with no associated modules, option rules with no associated modules | Majors Missing Data |

Appendix A: Key Regulations for Major Edits

- **Programme Specification:** Governing Boards are required to maintain a programme specification for new and existing programmes/majors (**1.12**). The Curriculum Management System captures much of this information, but full details of all required elements must be maintained locally. Section **1.13** of the Academic Regulations details the required elements of the programme specification.
- It is understood any changes made to majors on the Curriculum Management System e.g. swapping modules in/out, have been approved by your Governing Board as per local arrangements.
- **Credit Workload per Trimester:** a programme may not require a student to take more than 30 credits per trimester including elective credit (**3.6**). Governing Boards must ensure all new and existing programmes and majors are compliant with this regulation.
- **Undergraduate Elective Credit:** undergraduate students are entitled to take a minimum of 25 credits of electives as part of their programme (**3.21**). They may choose to take less elective credit by taking additional option modules from within their programme (**3.23**), either by selecting more modules from existing options or selecting modules from a special list of non-mandatory modules. Schools/Colleges should bear this in mind when setting the capacity for option modules.
- **Autumn Trimester, Stage 1:** incoming Stage 1 students do not take electives in their first trimester (**3.22**) unless it is necessary to meet a module requirement (**3.27 (f)**) as set out in the programme specification. Schools and College must therefore ensure that 30 credits (**3.6**) of core and/or option modules are available in the Autumn Trimester of Stage 1.
- Further details on the items above are available in the [Academic Regulations](#).

Appendix B: Core and Option Modules

In some circumstances, the core and option modules on a major and stage must be recorded in a particular manner to ensure students are correctly registered. Contact your [College Liaison](#) or curriculum@ucd.ie for further advice on the details below.

| | Context | Impact on Structure / Registration | Examples |
|--|--|---|---|
| A module is typically added to a structure as CORE when: | <ul style="list-style-type: none"> The module is mandatory for the major, stage and Academic Year | <ul style="list-style-type: none"> Module added to core section of structure; Student automatically added to module during registration (if there is no choice of class time) | <ul style="list-style-type: none"> Full-time undergraduate or graduate taught major and stage completed within one Academic Year Part-time graduate taught major and stage completed within one Academic Year |
| A module is typically added to a structure as an OPTION when: | <ul style="list-style-type: none"> The module is part of the major and stage, but there is an element of student choice | <ul style="list-style-type: none"> Module added to option rule on major/stage Student selects module during registration | <ul style="list-style-type: none"> Full-time undergraduate or graduate taught major and stage completed within one Academic Year Part-time graduate taught major completed within one Academic Year |
| Special circumstances when a CORE module should be added to a structure as an OPTION: | <ul style="list-style-type: none"> The relevant stage spans more than one Academic Year, or, There are different core or option requirements, depending on a student's prior learning or pathways within the major and stage | <ul style="list-style-type: none"> Module added to option rule on major/stage Student is guided to select appropriate modules during registration 'Minimum 0' option rule is appropriate where core or option credit requirements vary If the structure is not defined in this way, students will be registered incorrectly | <ul style="list-style-type: none"> As above, plus: Full- or part-time undergraduate / graduate taught major and stage taken over more than one Academic Year |

Appendix C: Option Rule Edits – Worked Examples

Contact your [College Liaison](#) or curriculum@ucd.ie for further advice on the details below.

| Current | Amendment | Action | Considerations |
|--|---|---|--|
| <ul style="list-style-type: none"> Stage has a single option rule, e.g., '2 of' | <ul style="list-style-type: none"> Students must now select three modules | <ul style="list-style-type: none"> Edit existing option group by changing the value in the No. Modules Required field from 2 to 3 | <ul style="list-style-type: none"> None |
| <ul style="list-style-type: none"> Stage has a single option rule, e.g. '2 of' | <ul style="list-style-type: none"> Students must now select at least three modules from the same list of option modules | <ul style="list-style-type: none"> Edit existing option group by changing: <ul style="list-style-type: none"> The value in the No. Modules Required field from 2 to 3 The value in the Type column from 'Select X of' to 'Minimum X of' The text in the Description and Instructions to Students sections as appropriate | <ul style="list-style-type: none"> None |
| <ul style="list-style-type: none"> Stage has three option rules, listed A, B, C | <ul style="list-style-type: none"> Students must now select more modules from group B so its condition must be updated A new group of option modules is to be created and listed between existing rules B and C | <ul style="list-style-type: none"> Delete option rule C Create a new group of option modules Recreate the group of options that was removed – this will be a new option group labelled 'D' | <ul style="list-style-type: none"> Contact your College Liaison or curriculum@ucd.ie prior to making changes if further advice is required |



UCD Registry
Clárann UCD

The Curriculum Team | An Fhoireann Churaclam

Customer & Curriculum Operations | Oibríochtaí Custaiméirí agus Curaclaim

Tierney Building | Áras Uí Thiarnaigh

UCD | UCD

Belfield | Belfield

Dublin 4 | Baile Átha Cliath 4

Ireland | Éire

W: www.ucd.ie/registry/staff/registryservices/curriculum/ **E:** curriculum@ucd.ie