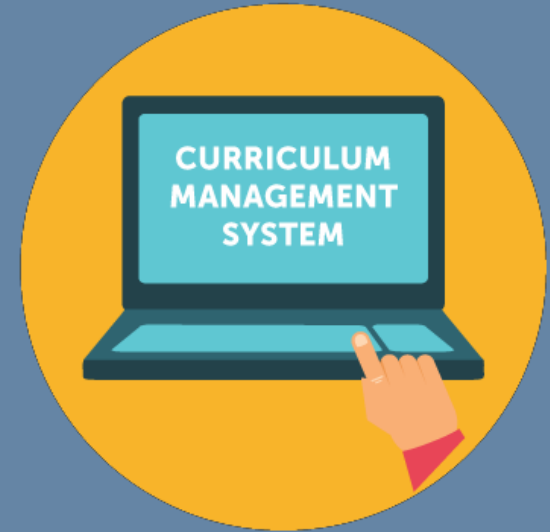# School/College User Guide:
# Editing Majors

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 2023

# CONTENTS

# 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 explanatory text

These details are published on the Current Students Course Search and are visible to students on SISWeb during registration

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?

Majors in My School
View Majors you are associated with ☆

**To access the Majors in my School menu on the CMS**

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 for a given Academic Year. Majors are 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.

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# 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 records 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 2023/2024

☰ 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.

| | |
|---|---|
| Major Code | XXX1 |
| Description | Banner 9 Test Major |
| School/Unit | UCD Registry |
| Major Type | Single Major |
| Full-Time or Part-Time | Full Time |
| UCD Level | UG Certificates & Diplomas |
| Credits(ECTS) | |
| NFQ Level | NFQ Level |
| Mode of Delivery | Face-to-Face |
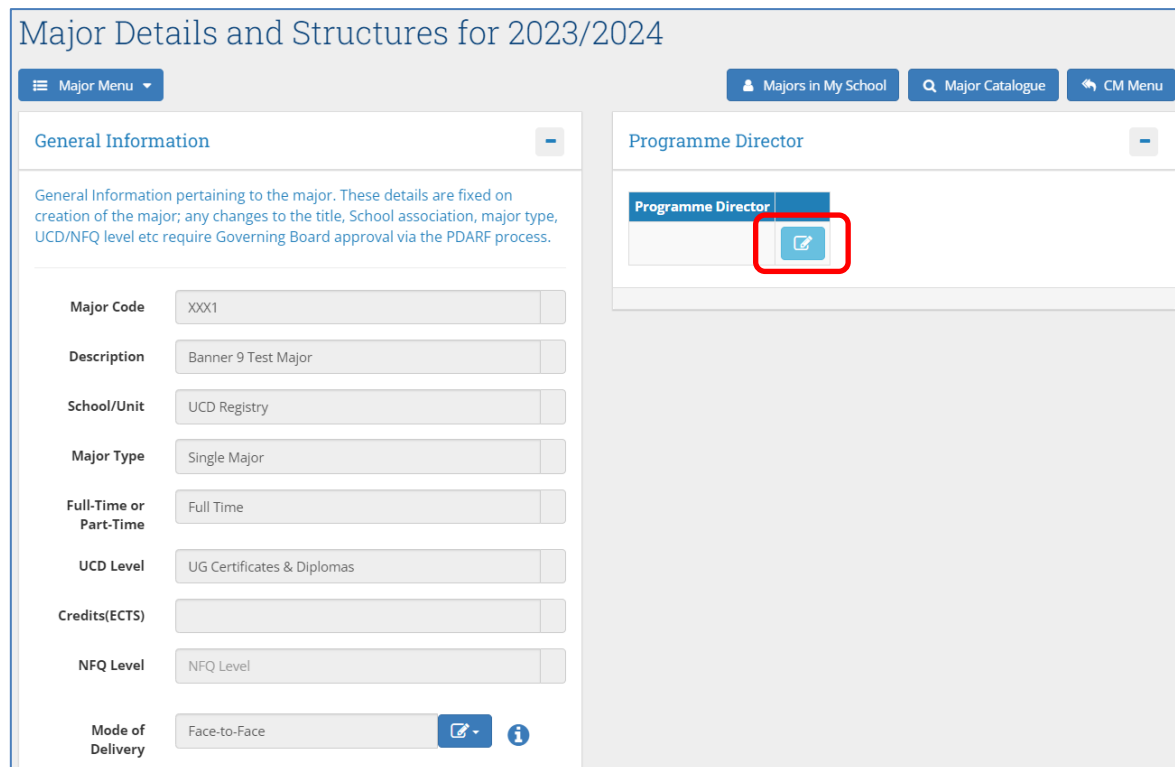
**Programme Director**   −

Programme Director

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 of the major details **Non-Standard Progression Requirements** or **Additional Standards for Continuation** (1.13 (h)), this information will display in the corresponding fields on the CMS.

- These details are 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　　　　　　　　　　　　　−

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 progresssion 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.

Approved Non-Standard Progression Requirements have not been recorded.

### Approved Additional Standards for Continuation for XXX1　　　　　　　　　　　　　　−

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. ⓘ

Approved Additional Standards for Continuation have not been recorded.

---

# 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 during registration 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.

| Stage⇅ | Instructions to Students⇅ | |
|--------|----------------------------|---|
| Stage 1 | | ✎ |

- Use the **Save** button to keep your changes.



## Add/Update Stage Instructions

| | |
|---|---|
| **Academic Year** | Academic Year 2023/2024 |
| **Major** | XXX1 - Banner 9 Test Major |
| **Section** | Stage 1 |
| **Text** | Students must take all core modules and two option modules. Additional options may be selected in place of electives. |

Save

# Making Structure Changes: Associated Modules

*Refer to the Appendices of this document for key <u>regulatory</u> and <u>operational</u> considerations when editing structures.*

- All taught majors require a **structure** i.e., a statement of **core and option modules/option rules** linked to the major and stage (see section **1.13 (e)**) of the <u>Academic Regulations</u>).

- Structures are published to students on the <u>Current Students Course Search</u> and display on SISWeb as part of registration.

- Structures must be reviewed each year in line with published curriculum management <u>timelines</u> to ensure that details are accurate. **Incorrect details will affect students during registration <u>and</u> potentially their degree compliance.**

- Changes to core and option modules, changes to option rule requirements and instructions to students are made on the **Associated Modules** section of the <u>Majors in My School</u> menu.

- It's good practice to generate a structures report for the major you intend to edit using the <u>Structures Reporting</u> menu on InfoHub. This can then be used as a reference while you make your changes.

# Associated Modules: Navigation

The 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 on existing stages, click the edit icon 🖊 next to the stage

- To view a comparison of the new structure with a previous Academic Year, click the 'Compare Structure with previous Academic Year' icon

# Adding/Editing/Removing Core Modules

- To **add** core modules to a new stage, or a stage where none have been assigned previously, click the ⊞ icon to display the screen on the right.

- 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 modules with the correct credit value.

- Use the **Save** button to keep your changes.

- To **edit** existing core modules, click the ✎ icon for the relevant stage:

  - To **remove** a core module, click the *X* to the left of the module ID.

  - To **add** a new core module, navigate to the blank space at the end of the existing list and search for modules as described above.

  - Use the **Save** button to keep your changes.

Add Core Modules for a new stage record

Save

| Stage | Core Modules |
|-------|--------------|
| Stage 1 ▾ | curr1 |
| | CURR10010 - Intro Curriculum Management 5 Credits |

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

Save

| | Module List |
|---|-------------|
| ⊟ Stage 1 | |
| Core Modules | × CURR10010 - Intro Curriculum Management 5 Credits |

# Option Rules

- An **Option Rule** is a list of modules with an instruction about the number of modules that students are required to select.

- To add a new option rule to a major or stage, use the ⊞ icon as described <u>previously</u> to display the following screen:

| Add New Option Rule |
|---|
| Save |

| | | | Required Credits* | | | | |
|---|---|---|---|---|---|---|---|
| Stage | Type | No of Modules Required | Minimum | Maximum | Description (Max 30 Characters) | Modules for Rule | Instructions to Students |
| ▼ | ▲ | | | | | | |
| | Select x of | | | | | | |
| | Minimum of x | | | | | | |
| | Credit Rule | | | | | | |

- There are three types of option rule available. Each indicates a different type of requirement:

  - **Select X of:** students must select exactly the number of *modules* specified in the **No of Modules Required** field. Minimum/Maximum credits are not recorded.

  - **Minimum of X:** students must select at least the number of *modules* specified in the **No of Modules Required** field. Minimum/Maximum credits are not recorded.

  - **Credit Rule:** students must select at least the number of *credits* specified in the **Minimum Required Credits** section, and no more than the number of *credits* specified in the **Maximum Required Credits** section. No of Modules Required is not recorded.

- These option rule types are explained in greater detail on the next slide.

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# Types of Option Rule

| Type | Detail | Impact on Option Rule / Registration |
|---|---|---|
| **Select X of:** | Students must select exactly the number of *modules* specified in the **No of Modules Required** field | Students select specified number of modules only. They will be prevented from selecting more than this number of modules on SISWeb when registering. |
| **Minimum X of:** | Students must select at least the number of *modules* specified in the **No of Modules Required** field | Students may select more than the specified number of modules if they wish and if appropriate in the context of the overall core/option credit requirements for the major and stage. |
| **Credit Rule:** | Students must select at least the number of *credits* specified in the **Minimum Required Credits** section, and no more than the number of *credits* specified in the **Maximum Required Credits** section | Maximum and Minimum credits must both be specified. Maximum credits can be the same or more than the Minimum credits.<br><br>Students can select modules within the credit range specified. They will be prevented from selecting more than the Maximum Required Credits when registering on SISWeb.<br><br>Useful where there is a mixture of option module credit values, e.g. 5- and 10-credit modules on a single option list, or when a limit needs to be set on the number of credits students can take from an option rule. |

# Adding a New Option Rule

- To add detail to a new '**Select X of**' or '**Minimum X of**' option rule, select the **Stage**, **Type** of rule ('Select X of' or 'Minimum X of') and complete the **No of Modules Required** field. Minimum/Maximum credits must be left blank.

- To add detail to a new '**Credit Rule**', select the select the **Stage** and choose 'Credit Rule' from the **Type** dropdown. Complete both the **Minimum** and **Maximum** Required Credits fields, leaving the No of Modules Required field blank.

- Modules are added to the **Modules for Rule** field by following the same steps described for core modules.

| | | | Required Credits* | |
|---|---|---|---|---|
| **Stage** | **Type** | **No of Modules Required** | **Minimum** | **Maximum** |
| Stage 1 ▼ | Select x of ▲ | 1 | | |
| | Select x of | | | |
| | Minimum of x | | | |

| | | | Required Credits* | |
|---|---|---|---|---|
| **Stage** | **Type** | **No of Modules Required** | **Minimum** | **Maximum** |
| Stage 1 ▼ | Credit Rule ▼ | | 5 | 10 |

| | | | Required Credits* | | | | |
|---|---|---|---|---|---|---|---|
| **Stage** | **Type** | **No of Modules Required** | **Minimum** | **Maximum** | **Description (Max 30 Characters)** | **Modules for Rule** | **Instructions to Students** |
| Stage 1 ▼ | Credit Rule ▼ | | 5 | 10 | Autumn - pick at least one | ×CURR10010 - Intro Curriculum Management 5 Credits / ×CURR10020 - Intro to Options A 5 Credits / ×CURR10030 - Intro to Options B 5 Credits | Autumn Option Modules: select at least one |

- A short, 30-character description of the option rule must be added to the **Description** field.

- A more detailed explanation of requirements can be recorded in the **Instructions to Students** field. If this field is completed, the details will appear on the Current Students Course Search and on SISWeb during registration in lieu of the shorter text recorded in the Description field.

- Press **Save** to keep your changes. Option rules will be added with a sequential letter prefix (A, B, C, etc) that will determine the order in which they display on reports, the Course Search and SISWeb.

# 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.
- The table below describes possible amendments. In each case, 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', 'Minimum X of' and 'Credit Rule'.<br><br>Switching to/from a Credit Rule means the No of Modules Required and Minimum/Maximum Required Credits fields must also be updated accordingly. |
| **Change the number of *modules* to be taken from an option rule** | Edit the value in the No of Modules Required field.<br><br>There must be sufficient modules linked to the option rule to ensure students have some choice as to how they meet the condition. The Description/Instructions to Students fields may need to be edited to take account of the updated requirements. |
| **Change the number of *credits* to be taken from an option rule** | Edit the Minimum and Maximum Required Credits fields.<br><br>There must be sufficient modules linked to the option rule to ensure students have some choice as to how they meet the condition. The Description/Instructions to Students fields may need to be edited to take account of the updated requirements. |
| **Remove an option rule and linked text** | Tick the **Remove Rule** checkbox and press **Save**. |

*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.*

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# 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 / 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](#) / [curriculum@ucd.ie](#)
- [Curriculum Management Edit Timelines 2023/24](#)
- Curriculum Management [user guides, checklists and video guides](#)
- [Academic Regulations](#)
- [Current Students Course Search](#)
- InfoHub Reporting: see below / [Curriculum Management Reports Checklist](#)

| 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**).

- **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 Colleges 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](Academic Regulations).

# Appendix B: Core and Option Modules

In some circumstances, core and option modules on a major and stage must be recorded in a particular way to ensure students are correctly registered. Contact your College Liaison / 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:** | • The module is mandatory for the major, stage and Academic Year | • Module added to core section of structure <br>• Student automatically added to module during registration (if there is no choice of class time) | • Full-time undergraduate or graduate taught major and stage completed within one Academic Year <br>• Part-time graduate taught major and stage completed within one Academic Year |
| **A module is typically added to a structure as an OPTION when:** | • The module is part of the major and stage, but there is an element of student choice | • Module added to option rule on major/stage <br>• Student selects module during registration | • Full-time undergraduate or graduate taught major and stage completed within one Academic Year <br>• 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:** | • The relevant stage spans more than one Academic Year, or, <br>• There are different core or option requirements, depending on a student's prior learning or pathways within the major and stage | • Module added to option rule on major/stage <br>• Student is guided to select appropriate modules during registration <br>• 'Minimum 0' or 'Credit Rule' option rule types are appropriate where core or option credit requirements vary <br>• If the structure is not defined in this way, students will be registered incorrectly | • As above, plus: <br>• Full- or part-time undergraduate / graduate taught major and stage taken over more than one Academic Year |

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# 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 |
|---|---|---|
| Stage has a single option rule, e.g., '2 of'. All modules have the same credit value. | Students must now select three modules instead of two from the same list of option modules | Edit existing option rule and change the value in the **No of Modules Required** field from '2' to '3' |
| Stage has a single option rule, e.g., '2 of'. All modules have the same credit value. | Students must now select **at least** three modules from the same list of option modules | Edit the existing option rule by changing:<br>• The selection in the **Type** column from 'Select X of' to 'Minimum X of'<br>• The value in the **No of Modules Required** field from '2' to '3'<br>• The text in the **Description** and **Instructions to Students** sections as necessary |
| Stage has a single option rule, e.g., '2 of'. All modules have the same credit value. | Students must now select exactly 15 credits from the option rule. The list of available modules has changed to include a range of different credit values. | Edit the existing option rule by:<br>• Changing the selection in the **Type** column from 'Select X of' to 'Credit Rule'<br>• Deleting '2' from the **No of Modules Required** field<br>• Adding '15' to both the **Minimum** and **Maximum Required Credits** fields<br>• Adding/removing modules in the **Modules for Rule** field<br>• Editing the text in the **Description** and **Instructions to Students** fields as necessary |
| Stage has a single option rule, e.g., '2 of'. All modules have the same credit value. | Students must now select at least 15 but no more than 20 credits from the option rule. The list of available modules has changed to include a range of different credit values. | Edit the existing option rule by:<br>• Changing the selection in the **Type** column from 'Select X of' to 'Credit Rule'<br>• Deleting '2' from the **No of Modules Required** field<br>• Adding '15' to the **Minimum** and '20' to the **Maximum Required Credits** fields<br>• Adding/removing modules in the **Modules for Rule** field<br>• Editing the text in the **Description** and **Instructions to Students** fields as necessary |
| Stage has three option rules with prefixes A, B and C | A new option rule is to be created and listed between existing rules B and C | • Delete existing option rule 'C'<br>• Create a new option rule (will become 'C')<br>• Recreate the group of options that was removed – this will be a new option group labelled 'D'<br>• Contact your College Liaison or curriculum@ucd.ie prior to making changes if further advice is required |

**UCD Registry**
Clárlann 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

*Last updated February 2023*