



UCD Registry
Clárann UCD



Editing the Module Descriptor

This guide provides information for staff/faculty using the Curriculum Management System to edit module descriptors. Module Coordinator or School/College level access is required.

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



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Introduction

What is a Module Descriptor?

A module is a self-contained unit of teaching and learning, normally delivered over one trimester. Each module has a credit value. One credit equals approximately 25 hours (20-30 hours) of student effort.

Section 3.16 of the [Academic Regulations](#) outlines the required elements of the module descriptor. These elements are recorded and maintained on the [Curriculum Management System \(CMS\)](#).

Who can edit a Module Descriptor?

Module Coordinators have access to amend their own descriptors using the [My Modules](#) menu of the Curriculum Management System.

Staff and faculty with School or College-level access to the Curriculum Management System have access to make changes to descriptors from their 'home' School or Unit via the same menu.

The [Curriculum Management Access Roles](#) report on InfoHub displays details of individuals in your School/College who currently have the different levels of access outlined above.

When can information be edited?

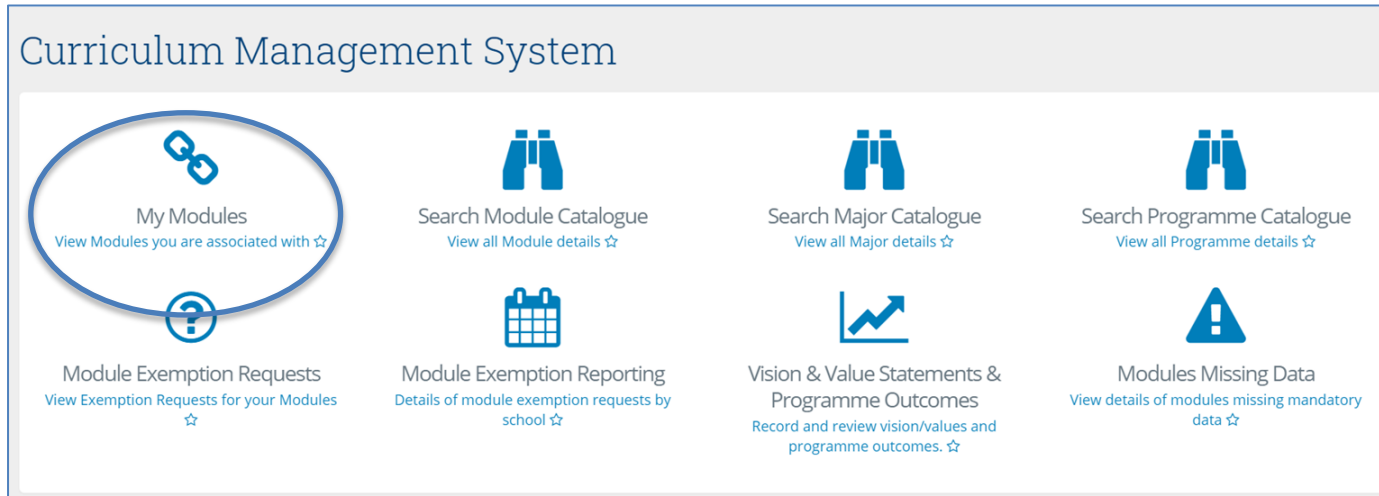
Modules should be reviewed and edited to ensure compliance with the [Academic Regulations](#) during the specified curriculum management timelines published on the [Curriculum website](#).

Please note: changes to the module descriptor outside of curriculum management timelines or after delivery of a module has commenced will require approval as an [Exemption](#) on the basis of Exceptional Circumstances, as per the Academic Regulations.

Accessing the Module Descriptor

Modules are accessed via the **My Modules** 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 **My Modules** menu to view your modules (or all modules associated with your School/Unit if you have School/College-level access)



Select the correct Academic Year from the dropdown menu at the top of the page and click **View** to edit the module.

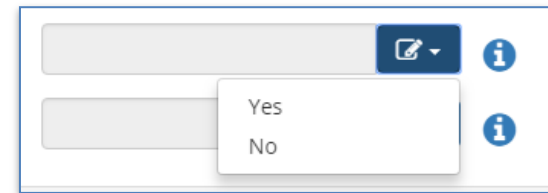
Academic Year	School/Unit	Module ID	Module Title	Module Coordinator	Credits	Trimester	Status	Click to
2023/2024	Registry	CURR10010	Intro Curriculum Management	Lizanne Hutton	5.00	Autumn	Pending	View

[<< Back to Contents](#)

Editing the Module Descriptor

There are several ways in which information is recorded on the Module Descriptor:

- Select values from dropdown menus



- Direct entry to fields

	Capacity					
Academic Year	Overall Places	Core/Option	General Elective	First Year Elective	International	Open Learning
2023/2024	25	<input type="text" value="25"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

- Edit / delete values using the pencil / dustbin icons



- Add / Update / Save text



- The 'i' icon indicates that further information on the section is available. Click on the icon to view the additional detail.



Module Status Explained

Modules visible on the **My Modules** menu will have a **Status** associated. The table below gives information on the different statuses and their significance.

Module Status	Definition	Editable?
Continuing Module	Details rolled forward from previous Academic Year. Some mandatory fields missing.	Yes
Active	Module has been edited and all mandatory elements have been completed OR module was rolled forward with all mandatory fields complete.	Yes
Inactive	Module has been marked as no longer on offer, or details have not been rolled forward from previous Academic Year	No. Contact your School Administrator for assistance Please note: Your School Administrator may need to contact your College Liaison to reactivate modules made inactive in a previous Academic Year.*
Pending	New module; mandatory requirements not yet complete	Yes

*Use the Curriculum Management – School Module Summary menu on InfoHub to view modules from previous Academic Years.

Module Details

Clicking to **View** your module will bring you to the screen below:

CURR10010 - Intro Curriculum Management for 2023/2024

Module Menu | Module Descriptor (PDF) | Request Exemption

Module Details

- Content/Learning Outcomes
- Student Effort Hours/FTE
- Requirements/Prior Learning
- Assessment & Feedback
- Associated Staff
- Associated Majors

Module ID: CURR10010

Long Title: Intro Curriculum Management

Short Title: Intro Curriculum Management

Subject Area: Curriculum Management

College: Academic Affairs

Additional Info

- Teaching and Learning resources available here
- Curriculum Management Timelines available here
- Guide to editing the Module Descriptor available here

Quick Facts for CURR10010

- Trimester: Autumn
- VLE Setup: Module in Brightspace
- Mode of Delivery: Face-to-Face

Additional Characteristics for CURR10010

- The **Module Menu** dropdown is used to navigate through the different sections of the descriptor
- There are buttons to generate a PDF report of the module descriptor and to initiate an exemption request (after module delivery has commenced, or for changes outside of published curriculum management timelines)
- On the right hand side there are links back to Curriculum Management System menu items and quick links to teaching and learning resources and curriculum management timelines

Mandatory Data

Section **3.16** of the [Academic Regulations](#) sets out the mandatory requirements for the module descriptor. If any of these elements are incomplete, it will be indicated on the Module Details section as follows:

Completion Status

⚠
Mandatory Data Incomplete
View

Clicking the red **View** button will generate a list of missing mandatory information for your module descriptor:

Section	Comment	Review
Mode Of Delivery	is missing	click
Assessment Feedback Strategy	is missing	click
Assessment Strategy	is missing	click
Carry forward Component ind	is missing	click
Remediation Strategy	is missing	click
Purpose and overarching Content	is missing	click
Approaches to Teaching and Learning	are missing	click
Learning Outcomes	are missing	click
Student Effort Hours	are missing	click

Use the '**Click**' link to view and edit incomplete sections of the descriptor.

General Information / Quick Facts – Module Trimester

General Information

- Most details in this section are fixed and based on information supplied when the module was first created.
- The **Long Title** field can be edited while the module has a status of 'Pending'.
- Contact your [College Liaison](#) for assistance with minor title amendments that cannot be made on the Curriculum Management System.

General Information for CM40010	
Module ID	CM40010
Long Title	Introduction to Curriculum Management
Short Title	Intro to Curriculum Mgmt
Subject Area	Curriculum Management
College	Academic Affairs
School/Unit	Registry
UCD Level	4 - Masters
Credits (ECTS)	10
Status	Pending

Quick Facts - Module Trimester

- Changes to the **Trimester** field are made on the **Update Module Details** menu of Module List Management by staff/faculty with School/College level access to the CMS.
- If your module trimester requires amendment, please also notify your local timetabling representatives.
- An explanation of trimester categories is available on [page 10](#) of this guide.

Quick Facts for CM40010	
Trimester	2 Trimester duration (Aut-Spr)
VLE Setup	Module in Brightspace
Mode of Delivery	Face-to-Face Blended Online

Trimesters Explained

Trimester	Description
Autumn	The module is offered in the Autumn Trimester only
Spring	The module is offered in the Spring Trimester only
Summer	The module is offered in the Summer Trimester only
Two Trimesters (Autumn – Spring)	The module spans the Autumn and Spring Trimesters continuously (September to May)
Year long (12 months)	The module spans a full 12 months (3 continuous trimesters from the student's intake term)
Two Trimesters (Spring-Summer)	The module spans the Spring and Summer Trimesters continuously (January to August)
Autumn & Spring	The module is offered at least once in Autumn and at least once in Spring
Autumn & Summer	The module is offered at least once in Autumn and at least once in Summer
Spring & Summer	The module is offered at least once in Spring and at least once in Summer
Autumn & Spring & Summer	The module is offered at least once in each of the three trimesters - Autumn, Spring and Summer

Quick Facts (contd.)

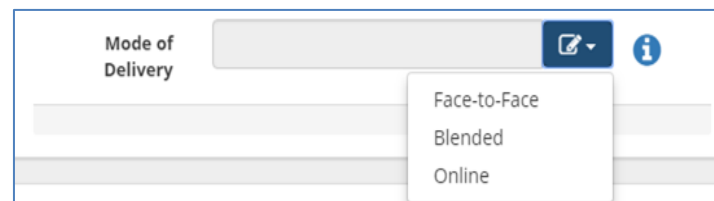
VLE Setup

You can indicate if your module will be available on the Brightspace Virtual Learning Environment (VLE) using the dropdown menu in the **VLE Setup** field.

- The default offering is 'Module in Brightspace'.
- **NOTE:** caution should be exercised if changing between 'Module in Brightspace' and 'Module in Brightspace (CRN)' after module delivery has commenced as it will lead to loss of data. Contact **IT Services** for advice.

VLE Setup Option	Description
Module in Brightspace	This is the default set up in Brightspace. This option creates a separate module offering for each trimester the module is offered in - e.g. if it runs in Autumn and also in Spring, then in Brightspace you will have two module offerings as distinguished by the trimester in the title.
Module in Brightspace (CRN)	This option creates a separate module offering for each CRN. It is not suitable if your module will only have one CRN.
Module not in Brightspace	No module offering will be created on Brightspace, and it will not be visible to staff or students.

- The module **Mode of Delivery** should be classified as either:
 - Face-to-face
 - Online
 - Blended (a combination of the two)



Credit Split by Trimester/Additional Characteristics / Micro-credential Flag

Credit Split by Trimester

- Modules that span multiple trimesters will prompt a Credit Split by Trimester window to appear.
- Information recorded in this section is used to accurately calculate student workload per trimester.
- Ensure that credits are allocated to each trimester in which the module will be delivered

Additional Characteristics

- **Internship** modules should be flagged in the appropriate field.
- Similarly, any module that involves a clinical, fieldwork or placement component should be identified in this section.
- Information in the **Clinical/Fieldwork/Placement** field will have implications for the timing of remediation of fail grades.

Micro-credential Flag

- Modules available as **micro-credentials** should be indicated in this field. This will ensure that additional information can be recorded on the **Micro-credentials Details** tab.

Credit Split by Trimester

Module Credits	Autumn Allocation	Spring Allocation
10	<input style="width: 80px;" type="text" value="5"/>	<input style="width: 80px;" type="text" value="5"/>

Additional Characteristics for CM40010 -

Please complete if applicable:

Internship Module

Clinical/ Fieldwork/ Placement Module

Micro-credential Flag for CURR10010 -

Setting this indicator to 'Yes' will display additional fields for completion on the Micro-credentials tab:

Micro-credential

Reading List / Module Places

Reading List

- Modules that have a **Reading List** can be denoted in this section using the checkbox. This alerts UCD Library that reading materials are required for the module. Requests can also be requested using the UCD Library Book Request Form (linked on screen).
- The text box can be used to list required reading materials (where these are known).

Reading List for CURR10010

Please indicate if your module has a reading list. You may then enter details by clicking on the Update button.

During the COVID-19 situation, please consider if your chosen titles can be accessed by students online. Not all titles are available to the Library as ebooks. Please contact the Library using the book ordering form link below if you wish to discuss or to source alternatives.

This information will be shared with the Library on a regular basis. The Library will place orders for all relevant book titles listed here. The Book ordering form is a fast and reliable way to place requests for all books you would like to add to our collection.

Tick to indicate if a reading list is available:

Last Edited - 01st Feb 2022

[Update](#)

Module Places

- This section allows you to update individual categories of module places.
- To edit the **Core/Option, General Elective, International, First Year Elective** or **Open Learning** places, type new values in the relevant fields. For information on the different categories, click the **i** button.
- Use the **Update Places** button to save your changes. The **Overall Places** will calculate automatically based on details entered in the other fields.

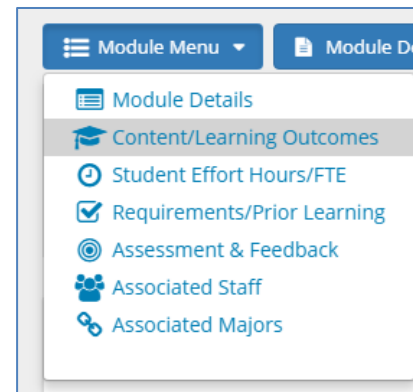
Academic Year	Capacity					
	Overall Places	Core/Option	General Elective	First Year Elective	International	Open Learning
2023/2024	25	25	0	0	0	0

[Update Places](#)

Note: Open Learning places are designated for students on the Open Learning programme offered through Access & Lifelong Learning. Modules available on the Open Learning programme structure must have Open Learning places assigned. Contact your School Office or Access & Lifelong Learning (all@ucd.ie) for further assistance.

Content / Learning Outcomes

- Navigate to the **Content/Learning Outcomes** section via the **Module Menu** dropdown located in the top left of the page.
- **Overarching Content** (formerly the module description), **Learning Outcomes** and **Approaches to Teaching** are mandatory for all modules.
- In each case, click the **Add** button to enter new information or the **Update** button to edit existing information.
- The description of the module is referred to as **Purpose and Overarching Content**.
- The **Learning Outcomes** section indicates what students should be able to do on completion of the module.
- The **Indicative Module Content** section is not mandatory, but may be required by some Schools/Units to support study abroad activities in consultation with partner Universities.
- **Approaches to Teaching and Learning** may include: active/task-based learning; peer and group work; lectures; critical writing etc.



[Purpose and Overarching Content for CM40010](#)

[Learning Outcomes for CM40010](#)


[Indicative Module Content for CM40010](#)











[Approaches to Teaching and Learning for CM40010](#)

Student Effort Hours / FTE

Student Effort Hours

Student Effort Hours indicate the time and effort expected of a student enrolled to the module. This is linked to the credit value of the module (1 ECTS = 20-30 hours student effort). Student Effort Hours are made up of the following elements:

- **Contact Time:** all scheduled learning activities where the lecturer/teacher is present. A range of deliveries is available – for more information see the  button on the module descriptor. **Note:** if a particular contact time is to be timetabled, it must be recorded on the module in this section.
- **Specified Learning Activities:** prescribed tasks that students are expected to complete 'out-of-class' and without the lecturer/teacher being present, e.g. projects, online activities (i.e. blogs, quizzes, online group discussion without a teacher present), some forms of practical work, and preparation for and time for assessment.
- **Autonomous Student Learning:** independent study essential to achieving a full understanding of the specified learning outcomes for the module.

Student Effort - Type	Hours	Last Modified		
Contact Time				
Lectures	12	25 Jan 2023		
Tutorial	12	25 Jan 2023		
Laboratories	6	25 Jan 2023		
Total Contact Time	30			
Specified Learning Activities				
Specified Learning Activities	30	25 Jan 2023		
Total Specified Learning Activities	30			
Autonomous Student Learning				
Autonomous Student Learning	50	25 Jan 2023		
Total Autonomous Student Learning	50			
Total	110			

FTE Breakdown

- **FTE** (Full Time Equivalent) information is entered when teaching on a module is shared between two or more Schools/Units. The shared percentage between Schools/Units must total 100%.
- **If there is no shared teaching, do not complete this section.**







Requirements / Prior Learning

Prior Learning

The **Prior Learning** section is used to record advisory text about module learning:

- Recommendations
- Requirements, and
- Exclusions

Information entered here is published to students but will not systematically control or restrict registration to the module during online module registration.







Requirement	Details	Last Modified		
Learning Exclusions	Students any prior knowledge in this subject are not eligible for this module.	26 Jan 2023		
Learning Recommendations	Prior publication experience, interest in an academic career.	26 Jan 2023		
Learning Requirements	No prior knowledge of the subject required.	26 Jan 2023		

Module Requisites

The **Requisites** section is used to record details of:

- Pre-requisites
- Co-requisites
- Required modules

A full description of each is available on [page 17](#) of this guide.

And/Or	Required Module	Type	Last Modified		
	CURR10020 - Test Module One	Required	26 Jan 2023		
And	CURR10030 - Test Module Three	Pre-requisite	26 Jan 2023		
And	CURR10040 - Test Module Two	Co-requisite	26 Jan 2023		

Registration to the module will be restricted by the conditions set out in the requisites section.

If there is more than one requisite module, 'and' will automatically display in the **And/Or** column.

If students are required to complete only some requisite modules e.g. 'either/or' combinations of modules, the details must be recorded in the **Complex Requisite Request** section. Requisites will be configured by the Curriculum Team based on these instructions.

Complex requirements for this module

One of the three modules listed.

Requirements / Prior Learning (contd.)

Requisite Type	Brief Description
Pre-Requisite	Students must have achieved credit for demonstrating the required learning outcomes associated with the modules listed or through appropriate recognition of prior learning or concurrent learning.
Required	Students must have attempted the modules listed as 'Required' in order to register to the module.
Co-Requisite	Students must also take or have taken the modules listed as co-requisites in order to register to the module.

Incompatible and Equivalent Modules

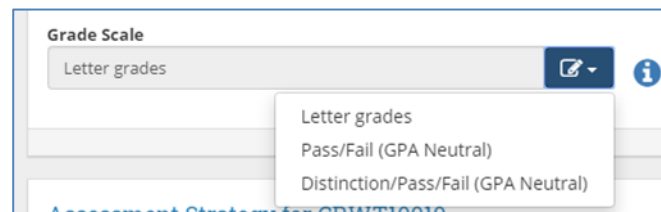
- The **Incompatibles** section is used to record modules whose material is so similar that students cannot earn credit for both modules.
- Entering an incompatible module in this section will create a corresponding record on the other module descriptor.
- If your module is a direct replacement for another, the previous module code should be recorded in the **Equivalent Modules** section.
- Both the Incompatible and Equivalent module sections will restrict student access to modules during registration.

Assessment & Feedback: Grade Scale and Components

Grade Scale

There are three grade scale options for a module:

- Letter grades
- Pass/Fail (GPA Neutral)
- Distinction/Pass/Fail (GPA Neutral)



Grade Scale

Letter grades

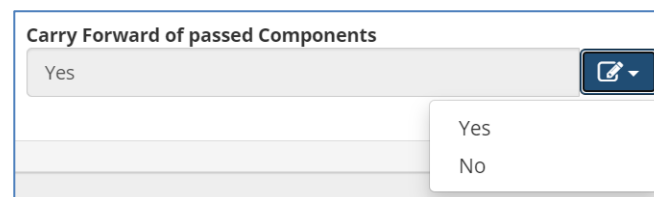
Letter grades

Pass/Fail (GPA Neutral)

Distinction/Pass/Fail (GPA Neutral)

Carry Forward of passed Components

- This field indicates to students whether passed components from the initial attempt at a module can be carried forward to a repeat attempt
- If 'Yes' is selected, passed components must be manually entered in Grade Entry / Brightspace as part of grading of the repeat attempt



Carry Forward of passed Components



Yes

Yes

No

Assessment Strategy

- The assessment strategy of the module outlines how students will be assessed. Details recorded in this section will appear on the Grade Entry system and are published to students on the [Current Students Course Search](#).
- All modules require at least one assessment component (type to be selected from a predefined list), and the total weighting of all components must equal 100%.

Assessment Type	Details	Timing	Component Information	% of Final Grade	Component Scale	Must-Pass	In-module Component Repeat Offered	Last Modified		
Essay	Essay appropriate to this level of study reflecting the module themes and course readings.	END_SEM_SUB	Open Book:No	100.00	Graded	Yes	Yes	26 Jan 2023		
Total				100.00						

[+ Add](#)


- See overleaf for further detail on information gathered in this section.

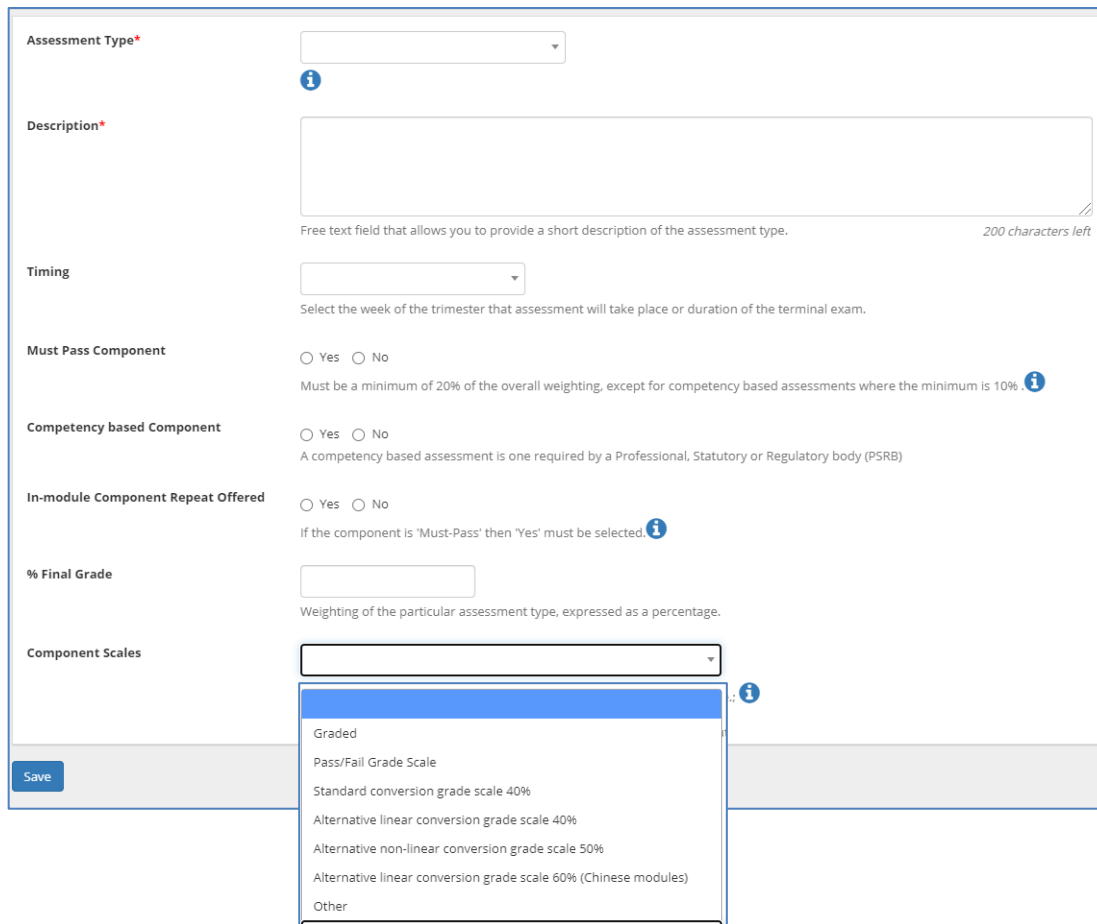
Assessment & Feedback: Grade Scale and Components (contd.)

Timing: if an end-of-trimester examination is to be centrally timetabled, an End of Trimester Exam of appropriate duration must be selected in the **Timing** field.

Must-Pass Components: must be a minimum of 20% of the overall weighting, except for competency-based assessments where the minimum is 10%. Modules with must-pass components must offer an **in-module component repeat** ahead of the Programme Examination Board, with the exception of Clinical, Fieldwork or Placement modules. See section **4.15** of the Academic Regulations for more information.

Open Book: the Open Book option will only appear if Examination has been selected as the **Assessment Type**.

Component Conversion Scale: there are seven component scale options available. Further details are available on the Assessment website or by clicking on the  button.




The screenshot shows a form for editing an assessment type. The fields and their options are as follows:

- Assessment Type***: A dropdown menu with an information icon.
- Description***: A text area with a character limit of 200. Below it is the text: "Free text field that allows you to provide a short description of the assessment type." and "200 characters left".
- Timing**: A dropdown menu with the text: "Select the week of the trimester that assessment will take place or duration of the terminal exam."
- Must Pass Component**: Radio buttons for "Yes" and "No". Below it is the text: "Must be a minimum of 20% of the overall weighting, except for competency based assessments where the minimum is 10%." and an information icon.
- Competency based Component**: Radio buttons for "Yes" and "No". Below it is the text: "A competency based assessment is one required by a Professional, Statutory or Regulatory body (PSRB)".
- In-module Component Repeat Offered**: Radio buttons for "Yes" and "No". Below it is the text: "If the component is 'Must-Pass' then 'Yes' must be selected." and an information icon.
- % Final Grade**: A text input field with the text: "Weighting of the particular assessment type, expressed as a percentage."
- Component Scales**: A dropdown menu with an information icon. The dropdown list is open, showing the following options:
 - Graded
 - Pass/Fail Grade Scale
 - Standard conversion grade scale 40%
 - Alternative linear conversion grade scale 40%
 - Alternative non-linear conversion grade scale 50%
 - Alternative linear conversion grade scale 60% (Chinese modules)
 - Other

A "Save" button is located at the bottom left of the form.

Assessment Feedback Strategy / Exam Concurrencies

Assessment Feedback Strategy

- At least one feedback strategy must be selected per module, together with an indication of when feedback will be given.
- Academic Regulations (section **4.35**) specify that feedback must be given no later than 20 working days after the deadline for submission of each piece of assessed work.
- A full explanation of available feedback strategies can be viewed by clicking on the  button.

Exam Concurrencies

This section records operational information about modules with assessments that must be timetabled at the same time, and whether separate papers are required for separate CRNs.

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Assessment Feedback Strategies

Select the feedback strategy/strategies that will be used in this module (select all that apply).

Feedback Strategies

Select all that apply.

- Feedback individually to students, post-assessment
- Group/class feedback, post-assessment
- Feedback individually to students, on an activity or draft prior to summative assessment
- Online automated feedback
- Self-assessment activities
- Peer review activities

Sequence of Feedback

Describe, for your students, how the feedback strategy/strategies relate to the module's assessment(s), including the sequence of assessment and feedback activities throughout the module.

4000 characters left

Save

Exam Concurrency for CURR10010


Indicate here if another module should be assessed at the same time as your module.

Concurrent Module ID	Matching Papers	Last Edited		
CURR10020: Test Module One		26 Jan 2023		

+ Add

Tick to indicate separate exam papers per CRN:

Assessment & Feedback: Remediation

- A remediation strategy must be specified for each offering of a module.
- There are three remediation types to choose from: In-Module Resit, Resit and Repeat.
- The remediation options visible on the dropdown menu will depend on the trimester and duration of the module – see the  button for full details. A resit will not be presented as a remediation option for modules that span more than one trimester continuously.

Remediation Type	Description
In-module resit	An in-module resit assessment is offered to students with a provisional failing grade. This must be communicated to students and the in-module resit assessment must take place before the relevant Programme Exam Board. The timing must be made clear to students and the arrangements managed locally.
Resit	An opportunity for students to demonstrate that they have achieved the major learning outcomes of the module. Reattendance is not required. The Module Coordinator must decide the trimester in which the resit will take place from the two options offered. A resit is not permitted if an in-module resit is offered or if a repeat is available within two trimesters.
Repeat	Students re attend the module in full. The module must be available to reattend within two subsequent trimesters, unless it's a clinical/fieldwork/placement where the repeat must be offered within three trimesters.

- If a formally timetabled end of trimester examination is required for a resit, 'Yes' and the appropriate duration should be entered in the **Terminal Exam** field.

Remediation Type	Remediation Timing	Resit In	Terminal Exam	Last Edited		
Resit	Within Two Trimesters	Spring	No	20 Jan 2023		

Associated Staff

- All faculty involved in the teaching of a module must be recorded on the module descriptor (see section **3.16(d)** [Academic Regulations](#))
- These details can be recorded on the Associated Staff section. Use the **Add Associated Staff** button and the edit/delete icons on the right can be used to complete the details.
- This section is linked to the [Module Access Management](#) menu on InfoHub and details recorded here will grant access to certain aspects of module information. An explanation of roles and the level of access associated with each is summarised on the [FAQ page](#).
- Details of Associated Staff should be reviewed regularly to ensure access to module information is appropriate and up-to-date in line with GDPR principles.

Associated Staff for CURR10010

Staff associated with this module may be added here.

+ Add Associated Staff

Role	Name	Which Academic Year's data can be viewed?	When can data be viewed?	Which CRNs can be viewed?
Lecturer / Co-Lecturer	Test Test	From 2023/24 onwards	Always	All

- Changes to Module Coordinator can be made by staff/faculty with School/College-level [access](#) to the CMS on the [Module List Management](#) menu.

Associated Majors

This section is for information purposes only and indicates the Programmes, Majors and Stages where the module is currently used, and whether it is a core or option.

Please note: Only September intake majors will be displayed here. Please contact your [College Liaison](#) for advice on modules linked to January and May-intake majors.

Associated Majors			
Programme	Major/Concentration	Stage	Module Type
BHACS001 - BA	PT11 - Politics Minor	2	Core Module
BHACS001 - BA	PTJ1 - Politics Joint Major	2	Core Module
BHACS001 - BA	PTS2 - Politics & Internl Relations	2	Core Module
BHACS004 - BA International German	PTJ1 - Politics Joint Major	2	Core Module
BHACS005 - BA International Spanish	PTJ1 - Politics Joint Major	2	Core Module
BHACS011 - BA International	PT11 - Politics Minor	2	Core Module
BHACS011 - BA International	PTJ1 - Politics Joint Major	2	Core Module
BHACS011 - BA International	PTS2 - Politics & Internl Relations	2	Core Module
BHACS014 - Arts (P/T)	PT11 - Politics Minor	2	Core Module
BHACS014 - Arts (P/T)	PTJ1 - Politics Joint Major	2	Core Module
BHACS014 - Arts (P/T)	PTS2 - Politics & Internl Relations	2	Core Module
BHLAW012 - Law with Politics	PTI2 - BCL Politics	2	Option Module
BHSOC001 - Social Science	PT11 - Politics Minor	2	Core Module
BHSOC001 - Social Science	PTJ1 - Politics Joint Major	2	Core Module
BHSOC001 - Social Science	PTJ2 - Politics Core Modules	2	Core Module
BHSOC002 - Social Science International	PTJ1 - Politics Joint Major	2	Core Module

Micro-credential Details

This section is used to record additional information for modules that are available as micro-credentials

Please note: Modules can only be offered as micro-credentials when authorised by a Head of School and approved through relevant processes. See www.ucd.ie/microcredentials or contact microcredentials@ucd.ie for further information and advice.

The following additional information should be recorded:

- **Duration:** select the micro-credential duration in weeks, typically 12 for a module delivered within a trimester
- **Attributes:** select up to three attributes from the list provided
- **Who Should Apply:** a description of the target audience for the micro-credential
- **How Will I Benefit:** a description of how the micro-credential will benefit the learner and their employer
- **Am I Eligible:** an outline of the entry requirements for the micro-credential. If the micro-credential forms part of a major, these requirements must match the eligibility criteria of the major
- **Related Micro-credentials & Awards:** if the micro-credential is part of a UCD award details can be recorded in this field

The screenshot shows the 'Micro-credential Details' form for CURR10010. It consists of several sections, each with an 'Update' button and a 'Service' link.

- Micro-credential Duration for CURR10010:** A dropdown menu is set to '12 Weeks'.
- Micro-credential Attributes for CURR10010:** A list of attributes is shown, with 'Industry Speakers, Funded Places' selected.
- Who Should Apply? - Micro-credential Content for CURR10010:** The text describes the target audience as 'employees in the private or public sector'. The last edited date is '21st Nov 2023'.
- How will I Benefit? - Micro-credential Content for CURR10010:** The text describes the benefit as 'key knowledge and skills relevant to curriculum management'. The last edited date is '21st Nov 2023'.
- Am I Eligible? - Micro-credential Content for CURR10010:** The text describes the entry requirements as 'an NQ level 8 Honours degree (minimum 2nd Class Honours Lower) in a cognate subject'. The last edited date is '21st Nov 2023'.
- Related Micro-credentials and Awards for CURR10010:** The text describes related awards as 'Advanced Curriculum Management (CURR20020)'. The last edited date is '21st Nov 2023'.

Importance of Accurate Module Descriptors

- Accurate module descriptors allow students to make fully-informed module selections during registration
- Module descriptor information for the upcoming Academic Year is published on the Currents Students [Course Search](#) in June
- Information recorded on the module descriptor also have important operational implications. A selection of these is outlined in the table below.

Section	Why is this important?
Long Title	Formal module title that appears on transcripts and diploma supplements
VLE Set-up (Brightspace)	Determines the availability of the module on Brightspace
Trimester and Module Places	Referenced by Room Allocations during the timetabling process. Inaccurate information can lead to delays in timetabling the module
Reading List	Indicates to UCD Library that reading materials will be required for the module
Student Effort Hours	Class contact (lecture, tutorial, etc.) must be listed in the Student Effort Hours section in order to be timetabled by Room Allocations. Inaccurate or incomplete information can lead to delays in timetabling the module
Assessment Strategy	Required to enable grades to be entered in the grade entry system. End-of-trimester exams will not be centrally timetabled unless this is specified here
Remediation	Resit opportunities are set up for registration on the basis of details entered into this section

Useful Links and Reporting

- System Access and Training: contact your [College Liaison](#) or email curriculum@ucd.ie
- [Module Descriptor Edit Timelines 2023/24](#)
- [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
View details of all modules for which I am 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



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