



UCD REGISTRY

Exemptions on the Basis of Exceptional Circumstances

To: Module Coordinators, Heads of School, School Heads for Teaching & Learning, Vice Principals for Teaching and Learning, Chairs of Governing Boards, Programme Deans, College/School Office Directors, Programme Directors, College/School Administrators, Programme Managers

Dear Colleagues,

Module descriptor edits on the [My Modules](#) menu of the [Curriculum Management System](#) (CMS) are now closed. If a change is required for a module commencing in Autumn or if there is a delay in grade entry or the provision of assessment feedback, approval as an exemption on the basis of exceptional circumstances is now necessary (see [Academic Regulations](#) Key Terms for details). Please see below for further information.

Situations that may require an exemption on the basis of exceptional circumstances

An amendment to a module descriptor commencing in Autumn, to include:

1. Change to assessment details: assessment or remediation strategy; grade scale; feedback strategy
2. Changes to any other aspect of module information, e.g. trimester for delivery; requirements/prior learning; mandatory text fields (purpose & overarching content; learning outcomes; approaches to teaching & learning); student effort hours, mode of delivery
3. Entry of grades into University systems more than 20 working days after assessment submission (4.12)
4. Provision of assessment feedback to students more than 20 working days after the deadline for submission of assessed work (4.35)

Modules commencing in Spring and Summer trimesters that require amendment outside of published [Module Descriptor Edit Timelines](#) or changes to descriptor sections that will not re-open for amendment (such as Requirements/Prior Learning) will also require approval via the same process.

Approval of exemptions on the basis of exceptional circumstances

- Requests for exemptions on the basis of exceptional circumstances are initiated by the Module Coordinator via the [My Modules](#) menu of the CMS and require approval by both Head of School and College Vice-Principal for Teaching and Learning.
- If approved, changes requested under (1) and (2) above are implemented by UCD Registry.
- A report of applications for all exemptions on the basis of exceptional circumstances will be reviewed annually by Academic Council or its relevant committee.

Further Support and Assistance

- A [checklist](#) and [guide](#) outlining the process are available on both the Curriculum Team and UCD Assessment websites
- Contact [Assessment](#) for queries relating to assessment and remediation strategies, assessment feedback
- Contact your [College Liaison](#) / curriculum@ucd.ie for queries relating to changes to all other sections of the module descriptor.

Kind regards

Kate Griffin, Deputy Director, Administrative Services, UCD Registry
Bianca Shaw, Deputy Director, Assessment, UCD Registry

Useful Links

[Contact your College Liaison](#) / [Contact Assessment](#)
[Curriculum Management Timelines](#)
[How to use the Module Descriptor](#) / [Module Descriptor Checklist](#)
[Modules Missing Data](#)

Get in Touch



registry@ucd.ie



Tierney Building

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