UCD REGISTRY

Curriculum Management Update: Final Changes to Modules/Major Structures

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

Dear Colleagues,

Please see below updates on module descriptor and major structure edits for the upcoming Academic Year.

CMS: Module Descriptor Edits Closing Friday, 10 September

- Edits to descriptors via the My Modules menu of the Curriculum Management System (CMS) will close on **Friday, 10 September.**
- The Module Descriptor Change Request Form that has been used to record final amendments to Requirements/Prior Learning, Student Effort Hours, Credit Split by Trimester, Module Status and Trimester for Delivery will also close on the same day.

Arrangements for Module Descriptor Amendments from Monday, 13 September

- From **Monday, 13 September**, amendments to modules commencing in the Autumn trimester will require approval as an exemption on the basis of exceptional circumstances.
- There will be further opportunities to amend modules commencing in the Spring and Summer Trimesters later in the Academic Year (see the published Module Descriptor Edit Timelines for further details).
- Updates to module places may be made by contacting systems.data@ucd.ie.
- Module Coordinator changes may be made year-round via Module List Management – Update Module Details.

Key Reminders for Finalising Module Descriptors

- **Module Descriptor Accuracy:** completed descriptors allow students to make fully informed decisions when selecting their modules for the upcoming Academic Year. Incomplete or inaccurate descriptors also have operational implications for the smooth running of registration, assessment and grading processes.
- **Mode of Delivery:** please ensure that the mode of delivery field is reviewed and updated **from online or blended to face-to-face** as necessary for your module. This provides clarity for students presented with in-person scheduling information on SISWeb that conflicts with the designated module mode of delivery and is in line with recent communications from the President and Registrar about on-campus teaching delivery.
- **Scheduling of Autumn End-of-Trimester Exams:** in order to meet overall capacity and demand for end-of-trimester exams (both in-person / online) that will be required for scheduling in the Autumn session, colleagues are reminded to please plan for continuous assessment where this is possible for your module. Furthermore, it is requested that resit assessments should also be completed during the teaching period where circumstances permit. Further details on plans for Autumn examinations will be circulated by Assessment, UCD Registry shortly. Immediate queries in this regard should be addressed to assessment@ucd.ie.

Major Structures Amendments

- The Structure Change Request Form that has been used to record final changes to majors will also close on **Friday, 10 September**
- From **Monday, 13 September** changes to structures such as those below will require approval as a programme change by your Governing Board (via a PDARF16 form):
    - Amendments to available modules
    - Alterations to the balance of core and option credits

Further Support and Assistance

The following resources are available for finalising curriculum information in advance of the start of the new Academic Year:

- Modules Missing Data / Majors Missing Data reporting on InfoHub highlight where there are gaps and anomalies in module and major information to be addressed
- Curriculum Management guides and checklists
- Drop-in with Curriculum via Zoom - see dates below and subscribe to this Google calendar for further dates throughout the trimester:
  - Tuesday, 7 September, 2.30 - 3.30pm
  - Wednesday, 8 September, 3 - 4pm (dedicated Module Coordinator session)
  - Thursday, 9 September, 3 - 4pm
- Contact your College Liaison or curriculum@ucd.ie.

Thank you for your continued cooperation as we approach the beginning of the new Academic Year.

Regards

Jeremy Britton
Director of Administrative Services
UCD Registry

Useful Links
Contact your College Liaison
Drop-in with Curriculum (Zoom)
Curriculum Management Timelines
How to use the Module Descriptor / Module Descriptor Checklist
Modules Missing Data / Majors Missing Data
Curriculum Management Reporting - InfoHub
Academic Regulations

Get in Touch

curriculum@ucd.ie

Tierney Building

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