



FOR SCHOOLS/COLLEGES

MAJOR & PROGRAMME EDITS

SEPTEMBER INTAKE STRUCTURES	OPEN 07 FEB – 12 MAY via Majors in my School	15 MAY – 08 SEPT Changes via Structure Change Request Form	11 SEPT ONWARDS Changes via PDARF 16
VISIONS/VALUES & PROGRAMME OUTCOMES *SEPT ONLY*	OPEN 07 FEB – 12 MAY via Curriculum Review & Enhancement Note: Only the Programme Director can make edits	15 MAY ONWARDS Changes via PDARF 7	
JANUARY INTAKE STRUCTURES	OPEN 12 OCT – 05 DEC via Majors in my School	06 DEC ONWARDS Changes via PDARF 16	
MAY INTAKE STRUCTURES	OPEN 14 MARCH – 19 APR 2024 via Majors in my School	22 APR 2024 ONWARDS Changes via PDARF 16	

- ☐ [School/College-level](#) access is required to edit Major & Programme information outlined above
- ☐ 2023/24 Curriculum Information will be published to the [Course Search](#) in June 2023
- ☐ Changes to *Vision/Values & Programme Outcomes* for January/May intake majors must be submitted via an approved [PDARF 7](#).
- ☐ Refer to the [Editing Majors /Major Structure Review Checklists](#) for instructions

MODULE LIST MANAGEMENT

MODULE STATUS & TRIMESTER	OPEN 07 FEB – 30 JUNE via Module List Management	3 JULY ONWARDS Module Status Changes via your Curriculum College Liaison Trimester changes via Exemption Request	
MODULE PLACES	OPEN 07 FEB – 28 JULY via Module List Management	31 JULY ONWARDS Email systems.data@ucd.ie for all module trimesters	Spring/Summer edits: 23 Nov - 22 Dec 2023 Summer edits: 23 Apr - 07 May 2024
MODULE COORDINATOR	OPEN ALL YEAR via Module List Management		

- ☐ [School/College-level](#) access is required to edit module information outlined above
- ☐ [New Module Requests](#) can be submitted all year round by staff with school/college-level access
- ☐ An [Exemption](#) will be required to update the module trimester from **11 September** onwards
- ☐ Email your [Curriculum College Liaison](#) or curriculum@ucd.ie to change the module status from **11 September** onwards
- ☐ Refer to the [Module List Management](#) guide for instructions on how to make changes
- ☐ For further assistance, contact your [Curriculum College Liaison](#) or curriculum@ucd.ie.