

Overview

Why submit an exemption?

- You may need to have the module descriptor amended outside of Curriculum Management System (CMS) edit timelines, such as a change to the teaching and assessment strategy, or if circumstances might prevent the completion of a task on schedule, such as the provision of feedback or grade entry after 20 working days

Who can submit an exemption?

- Module Coordinators (note: in exceptional circumstances, such as the absence of a Module Coordinator, staff with School-/College-level access to the CMS can submit exemption requests for their School/Unit)

How do I submit an exemption?

- Go to the My Modules menu in the CMS
- Select the relevant Academic Year from the dropdown list
- Click on the 'Exemptions' link to the right of the applicable module OR click on the 'Request Exemption' button within the module descriptor itself
- Select the appropriate Exemption Type and click on the '+ Start Request' button

What happens after I submit an exemption?

- The approval route for exemptions is as specified in the Academic Regulations. Your exemption request will be submitted to your Head of School for initial approval before being directed to your College Vice Principal for Teaching & Learning (VP T&L) for final approval.
- If the exemption request is in respect of a change to the module descriptor, it will be passed to UCD Registry for action once approved by the VP T&L.
- You can track your exemption via the Module Exemption Requests menu in the CMS
- Automatic emails are generated at each step of the exemption process to inform those involved of its progress.
- Exemption requests, including those that do not require a change to the module descriptor, such as delays to provision of feedback or grade entry are reviewed on an annual basis by the University Programmes Board.

Did You Know

- A request to change the Trimester for Delivery will require you to review and potentially amend (via an exemption) the type or timing of the module remediation strategy.
- If submitting an exemption to amend the Assessment Strategy, please note that the 'submit' button will not appear until all fields for all assessment components have been completed (*this may also require review of existing components*)
- Changes to certain sections do not require an exemption and can be submitted directly to your College Liaison or curriculum@ucd.ie. For more details, please refer to the 'Module Descriptor Edits' section of our Curriculum website.
- You can report on your exemptions via the 'Module Exemption Reporting' menu in the CMS.
Derogation vs Exemption
 - A Derogation is a deviation from the Academic Regulations which requires approval from UPB
 - An Exemption is a deviation from, or change to, a module descriptor once delivery of the module has commenced
- For more detailed information on the Exemption process, please refer to our guide on How to Request and Approve a Module Exemption



Useful Links

- [How to request & Approve a Module Exemption guide](#)
- [My Modules – CMS / CMS Module Descriptor Edit Timelines](#)
- [Teaching and Learning resources](#)
- [Academic Regulations](#)
- [Contact your College Liaison](#)