



UCD Registry  
Clárann UCD



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# School/College User Guide: New Module Requests

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This guide provides information for staff/faculty using the Curriculum Management System (CMS) to request new modules. School/ College-level access to the CMS is required for this task.

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

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# Introduction

New modules are requested on the [New Module Requests](#) menu of the Curriculum Management System (CMS).

This menu is available to staff/faculty with School/College-level access to the system, e.g., Head of School, School Head of Teaching & Learning, School/Unit Administrator, etc.

Individual Module Coordinators cannot request new modules directly. This is to avoid duplication of effort and to facilitate Schools/Units in managing their module lists.

A UCD InfoHub report, [Curriculum Management Access Roles](#), shows people with different levels of access to the CMS within each School or Unit. Additional staff can be granted access on request to your [College Liaison](#).

## To access the [New Module Requests](#) 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 **New Module Requests** menu



# Creating a New Module Request

- To request a new module, click **Add New Module Request** to bring you to the screen below.
- Complete all fields and click **Create Request** to send your module request to the Curriculum Team so they can create the module code.

**My Requests**

**Add New Module Request**

Subject	Title	Module Level	Credits	Trimester	Places	Module Coordinator	Date Requested	Requested By	Request Status
No module request to display									

**New Module Request**

Please enter basic details for the new module below. All fields are required. See [Schools User Guide](#) for further information.

**School/Unit\***    
School/Unit that the module belongs to.

**Subject\***

**Module Title\***    
The title must be less than 30 characters

**Module Level\***    
UCD Module Level. [i](#)

**Credits\***    
Credit value associated with the module. [i](#)

**Trimester\***    
Trimester in which the module will be delivered. [i](#)

**Module Places\***    
Refers to the total number of places across all offerings.

**Module Coordinator\***     
Module Coordinators are members of faculty of the University [i](#)

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## New Module Request: Required Fields

- The following basic module details are required to set up a new module as per the [Academic Regulations](#) (section 3.16):

Field	Details
<b>School/Unit</b>	The School/Unit to which the module belongs
<b>Subject</b>	The subject associated with the module request
<b>Module Title</b>	Short title of the module (30 characters or less). The long title can be edited via the module descriptor as long as the status is 'Pending'
<b>Module Level</b>	The UCD level of the module, e.g. Introductory, Degree
<b>Credits</b>	Credits associated with the module. The default value is 5. Other credit values are available in the dropdown menu
<b>Trimester</b>	Trimester(s) in which module will be delivered (see explanation <a href="#">overleaf</a> )
<b>Module Places</b>	The total number of places available on the module
<b>Module Coordinator</b>	Module Coordinators must be members of faculty or have approval to act as such from the <a href="#">University Programmes Board</a> , as outlined in section 3.14 in the Academic Regulations.

## Trimesters Explained

**Note:** A module must be completed during a single trimester, unless it meets one of the criteria outlined in section 3.5 of the [Academic Regulations](#).

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

# My Requests and My School Requests

- The **My Requests** section displays new modules you have requested with statuses of:
  - **Submitted:** request has been sent to the Curriculum Team for coding
  - **Reviewed:** a code has been assigned to the request
  - **Queried:** there is a query on the new module request – please contact your [College Liaison](#) if they have not already been in touch

If you wish to remove a request, click on **Cancel request** in the right-hand column.

- All new module requests for your School/Unit are listed under **My School Requests**.

My Requests										
<a href="#">Add New Module Request</a>										
Subject	Module Title	Module Level	Module Coordinator	Credits	Trimester	Places	Date Requested	Requested By	Request Status	
Curriculum Team	Requesting new modules	1 Introductory	Sarah Butler [Staff - Registry]	5.00	Autumn	100	07 Feb 2022	Lizanne Hutton	Submitted	<a href="#">Cancel Request</a>
My School(s) Requests										
School/Unit	Subject	Module Title	Module Level	Module Coordinator	Credits	Trimester	Places	Date Requested	Requested By	Request Status
UCD Registry	Curriculum Team	Testing the system	1 Introductory	Lizanne Hutton [Staff - Registry]	5.00	Spring	10	28 Jan 2022	Paola Carrettoni	Submitted

- Once a code has been assigned, the module is ready to be edited and will appear on the [My Modules](#) menu for the individual Module Coordinator and for those with a School/Unit Management role. It will also appear on the **Search Module Catalogue** menu.
- **Note:** the turnaround time for assigning codes to new modules is approximately two working days. There may be delays at peak times.

## When are New Module Codes Required?

### New module codes are needed when:

A module is brand new

There is a change to the credit value of an existing module

The module level changes

The learning outcomes or overall content of an existing module changes significantly

The title of an existing module changes significantly

Schools amalgamate and need new subjects to reflect the change

A new subject code is required (approved on the subject register or created for administrative purposes)

### A new module code is not required when:

The Module Coordinator or trimester in which a module is delivered changes

Assessment strategy or module capacity is amended

A minor edit to a module title is required

Further detail needs to be added to a module descriptor



## Useful Links and Reporting

- System Access and Training: contact your [College Liaison](#) or email [curriculum@ucd.ie](mailto:curriculum@ucd.ie)
- 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	<a href="#">Curriculum Management Access Roles</a>
See modules in my School for current and previous Academic Years	<a href="#">Curriculum Management - School Module Summary</a>
Do a wildcard search of entire module catalogue for current or previous Academic Years across all Schools/Units	<a href="#">Curriculum Management - School Module Summary - Keyword Search</a>
View details of modules missing mandatory data or with anomalies to be addressed	<a href="#">Modules Missing Data</a>
View details of all modules for which I am currently the Module Coordinator and who else has access	<a href="#">Manage My Modules - Who has Access?</a>
View core and option modules on a major/stage	<a href="#">Structures by Major</a>
Review inactive modules on stages, majors/stages with no associated modules, option rules with no associated modules	<a href="#">Majors Missing Data</a>



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The Curriculum Team | An Fhoireann Curaclam  
Customer and Curriculum Operations | Oibríochtaí Custaiméirí agus Curaclaim  
UCD Registry | Clárann UCD  
Tierney Building | Áras Uí Thiarnaigh  
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**W:** <https://www.ucd.ie/registry/staff/registrieservices/curriculum/> **E:** [curriculum@ucd.ie](mailto:curriculum@ucd.ie)

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