



# UCD REGISTRY

## 2021/22 Curriculum Management Update: Summer Module Edits Open

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

Dear Colleagues,

Please see below for information on edits to 2021/22 Summer trimester module descriptors on the [Curriculum Management System \(CMS\)](#).

### **CMS: Summer 2021/22 Module Descriptor Edits Now Open**

The [My Modules](#) menu on the [Curriculum Management System \(CMS\)](#) is now open for changes to modules commencing in the 2021/22 Summer trimester. It will remain open until **Tuesday, 10 May**.

### **Reminders for Module Descriptor Edits**

- Only modules commencing in the Summer trimester may be edited at this time.
- When editing modules, please ensure that you are making your changes in the correct Academic Year by selecting 2021/22 from the dropdown menu at the top of the [My Modules](#) menu.
- The [Module Descriptor Edit Timelines 2021/22](#) indicate the sections that may be edited at this time. Please note that amendments to trimester for delivery and addition of requisites / prior learning cannot be completed directly and will require approval as an [exemption](#) on the basis of exceptional circumstances.
- Edits to 2021/22 Summer modules will apply to the Academic Year 2021/22 only. The 2022/23 version of the module descriptor must be updated separately if the same change is also required for the next Academic Year.
- Amendments to module places for Summer 2021/22 should be directed to [systems.data@ucd.ie](mailto:systems.data@ucd.ie).
- Module Coordinator changes may be made year-round on the [Update Module Details](#) menu by staff/faculty with School or College level access to the CMS.
- The [Modules Missing Data](#) report can be used to identify gaps in mandatory module information or anomalies that need to be addressed.

### **Further Support and Assistance**

The following resources are available to assist with making descriptor changes:

- Curriculum management [guides, video guides and checklists](#)
- Drop-in with the Curriculum Team via Zoom - subscribe to this [Googlecalendar](#) for dates/Zoom details
- Contact your [College Liaison](#) or email [curriculum@ucd.ie](mailto:curriculum@ucd.ie)

Kind regards

Jeremy Britton

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UCD Registry

### **Useful Links**

[Contact your College Liaison](#)

[Drop-in with Curriculum \(Zoom\)](#)

[Curriculum Management Timelines](#)

[How to use the Module Descriptor](#)

[Editing the Module Descriptor \(video guide\)](#) / [Module Descriptor Checklist](#)

[Modules Missing Data](#)

[Curriculum Management Reporting - InfoHub](#)

[Academic Regulations](#)