



UCD REGISTRY

2022/23 Curriculum Management Update for Module Coordinators: Spring and Summer Module Edits Open

To: Module Coordinators

CC: Heads of School, School Heads for 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 Spring and Summer module descriptors on the Curriculum Management System.

CMS: Spring / Summer 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 Spring and Summer trimesters. It will remain open until **Thursday, 5 January**.

The [Module Descriptor Edit Timelines 2022/23](#) document indicates the sections that may be edited during this time. Please note that amendments to the trimester for delivery and addition of requisites / prior learning cannot be made directly and will require approval as an [exemption](#) on the basis of exceptional circumstances.

Key Actions

- Changes to assessment strategies and remediation represent the majority of requests for exemptions on the basis of exceptional circumstances. Please ensure these sections of your module are reviewed carefully to identify potential edits that might be required.
- The [Modules Missing Data](#) report on InfoHub highlights gaps and anomalies in module information.

Further Support and Assistance

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

- Curriculum Management [user guides, checklists and video guides](#)
- Drop-in with Curriculum via Zoom - subscribe to this Google [calendar](#) for dates and links
- Contact your [College Liaison](#) or curriculum@ucd.ie

Kind regards

Kate Griffin

Director of Customer & Curriculum Operations | Stúirthóir Oibríochtaí Custaiméirí & Curaclaim
UCD Registry | Clárann UCD

Useful Links

[Contact your College Liaison](#)

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

[How to edit the Module Descriptor](#)

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

[Modules Missing Data](#)

[Curriculum Management Reporting - InfoHub](#) / [Curriculum Management Reports Checklist](#)

[Academic Regulations](#)

Get in Touch



Curriculum Team



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