



UCD REGISTRY

2023/24 Curriculum Management Update for Schools/Colleges: Edits to May-intake Majors Closing

To: Schools/Colleges with May-intake majors

CC: Chairs of Governing Boards, Programme Deans, Vice Principals for Teaching and Learning, College/School Office Directors, Programme Directors, College/School Administrators, Programme Managers

Dear Colleagues,

This is a short reminder that the [Majors in my School](#) menu of the [Curriculum Management System](#) (CMS) will close for structure changes to May-intake majors on **Friday, 19 April**. The following resources will assist in a final review of your structures ahead of this date:

- [Structures Reporting](#): details of core and option modules by major/stage
- [Majors Missing Data reports](#): indicate where inactive modules remain linked to majors/stages to allow you to remove them prior to 19 April
- [Major Structure Review Checklist](#): key items for review prior to finalising your structures

After Friday, 19 April, the following arrangements apply to edits to May-intake majors:

- Amendments to structures of May-intake majors will require Governing Board approval via a [PDARF 16 Structure Change proposal](#). For further clarification on the type of changes that require this PDARF form, please refer to this [Structure Changes to Majors outside CMS Timelines](#) document.
- Updates to Programme Outcomes and Vision & Values statements, continuation or non-standard progression information should be forwarded to curriculum@ucd.ie for update on a Programme Change Proposal form ([PDARF 7](#)).

Should you have any queries on the details above, please contact your [Curriculum College Liaison](#) or curriculum@ucd.ie.

Kind regards

Kate Griffin

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UCD Registry | Clárlann UCD

Useful Links

[Contact your Curriculum College Liaison](#)

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

[Curriculum Management Guides, Checklists & Video Guides](#)

[Curriculum Management Reporting](#)

[Booking Centre](#)

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