

27 June 2023



UCD REGISTRY

2023/24 Curriculum Management Update: Edits to Student Effort Hours / Credit Split by Trimester Closing Friday, 30 June

To: Module Coordinators

CC: 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

The following sections of the module descriptor will close for edits to 2023/24 information on Friday, 30 June:

- Student Effort Hours
- Credit Split by Trimester (credit allocation per trimester for modules that extend across more than one trimester continuously)

Please ensure that you have reviewed and updated these details on the [My Modules](#) menu of the [Curriculum Management System](#) (CMS) in advance of this date. All other sections of the descriptor will remain open for edits on the CMS as per the published [Module Descriptor Edit Timelines 2023/24](#).

The following resources are available to assist with making the necessary updates:

- How to edit the Module Descriptor [guide, video guide and checklist](#)
- The [Modules Missing Data](#) report will identify modules where Student Effort Hours or Credit Split per Trimester details have not yet been recorded
- Twice weekly Drop-in with Curriculum Zoom slots on Tuesday and Thursday afternoons: subscribe to this Google [calendar](#) for details

An update on arrangements for making changes after Friday, 30 June will be circulated next week. In the meantime if you have any queries on the details above, please contact your [College Liaison](#) or curriculum@ucd.ie.

Kind regards

Kate Griffin

Stiúrthóir | Director

Oibríochtaí Custaiméirí & Curaclaim | Customer & Curriculum Operations

Clárann UCD | UCD Registry

Useful Links

[Contact your College Liaison](#)

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

[Module Descriptor Edit Timelines for 2023/24](#)

[Modules Missing Data](#)

[User Guides, Checklists & Video Guides](#)

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

[Academic Regulations](#)

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