

27 June 2023



UCD REGISTRY

2023/24 Curriculum Management Update for Schools/Colleges: Edits to Module Trimester/Status Closing Friday, 30 June

To: 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

The Module List Management [Update Module Details](#) menu on the [Curriculum Management System](#) (CMS) will close for edits to 2023/24 trimesters and module statuses on **Friday, 30 June**.

The Student Effort Hours and Credit Split by Trimester sections of the module descriptor will also close on the same day. Module Coordinators have been informed separately of this and the communication is included below for reference. Please ensure that information in all sections scheduled to close has been reviewed and updated in advance of Friday, 30 June.

Module List Management - [Update Module Places](#) will remain open for changes to module capacities until Friday, 28 July. Amendments to Module Coordinator details can continue to be made via Module List Management - [Update Module Details](#). Please see the published [Curriculum Management Timelines for Schools/Colleges 2023/24](#) for further details.

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

- Module List Management [guide / video guide](#)
- 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
Clárlann UCD | UCD Registry

Useful Links

[Contact your College Liaison](#)
[Drop-in with Curriculum \(Zoom\)](#)
[Curriculum Management Timelines for Schools/Colleges 2023/24](#)
[Modules Missing Data](#)
[User Guides, Checklists & Video Guides](#)
[Curriculum Management Reporting - InfoHub](#) / [Curriculum Management Reports Checklist](#)
[Academic Regulations](#)

Get in Touch



curriculum@ucd.ie



[Tierney Building](#)

This is an automated message. Please do not respond to this email. Click on the links above to contact us.



This email was sent by UCD Registry