

Editing the Module Descriptor

This guide provides information for staff/faculty using the Curriculum Management System to edit module descriptors. Module Coordinator or School/College level access is required

Further information and support on how to use the Curriculum Management System is available on the Curriculum Team [website](#)





Table of Contents

<u>Introduction</u>	3
<u>Accessing the Module Descriptor</u>	5
<u>Module Status Explained</u>	6
<u>Module Details</u>	7
<u>Mandatory Data</u>	8
<u>General Information / Quick Facts: Module Trimester</u>	9
<u>Trimesters Explained</u>	10
<u>Quick Facts: Brightspace Set-up / Mode of Delivery</u>	11
<u>Credit Split by Trimester/Additional Characteristics / Micro-credential Flag</u>	12
<u>Reading List / Module Places</u>	13
<u>Content / Learning Outcomes</u>	14
<u>Student Effort Hours / FTE</u>	15
<u>Requirements / Prior Learning</u>	16
<u>Assessment & Feedback: Grade Scale and Component Carry Forward</u>	18
<u>Assessment & Feedback: Assessment Strategies</u>	19
<u>Assessment Feedback Strategy / Exam Concurrencies</u>	22
<u>Assessment & Feedback: Remediation</u>	23
<u>Access to Modules</u>	24
<u>Associated Majors</u>	25
<u>Micro-credential Details</u>	26
<u>Useful Links and Reporting</u>	27



Introduction

What is a Module Descriptor?

A module is a self-contained unit of teaching and learning, normally delivered over one trimester. Each module has a credit value. One credit equals approximately 25 hours (20-30 hours) of student effort.

Section 3.18 of the [Academic Regulations](#) outlines the required elements of the module descriptor. These elements are recorded and maintained on the [Curriculum Management System](#) (CMS).

Who can edit a Module Descriptor?

Module Coordinators have access to amend their own descriptors using the [My Modules](#) menu of the Curriculum Management System.

Staff and faculty with School or College-level access to the Curriculum Management System have access to make changes to descriptors from their 'home' School or Unit via the same menu.

The [Curriculum Management Access Roles](#) report on InfoHub displays details of individuals in your School/College who have the levels of access outlined above.



Introduction (continued)

When can information be edited?

Modules should be reviewed and edited to ensure compliance with the [Academic Regulations](#) during the specified curriculum management edit timelines published on the [Curriculum website](#).

Please note: changes to the module descriptor outside of curriculum management timelines or after delivery of a module has commenced will require approval as an [Exemption](#) on the basis of Exceptional Circumstances, as per the Academic Regulations.

Accessing the Module Descriptor

Modules are accessed via the [My Modules](#) menu on the Curriculum Management System:

1. Log into **InfoHub** and click on the **Students** menu.

2. Select **Curriculum, Module Capacity & Timetables**, then **Curriculum Management System**.

3. Click on the **My Modules** menu to view your modules (or all modules associated with your School/Unit if you have School/College-level access).

Select the correct Academic Year from the dropdown menu at the top of the page and click **View** to edit the module.

Academic Year	School/Unit	Module ID	Module Title	Module Coordinator	Credits	Trimester	Status	Click to Request
2024/2025	Registry	CURR10010	Intro Curriculum Management	Lizanne Hutton	5.00	Spring	Continuing Module	View Exemptions



Module Status Explained

Modules visible on the [My Modules](#) menu will have a **Status** associated. The table below gives information on the different statuses and their significance.

Module Status	Definition	Editable?
Continuing Module	Details rolled forward from previous Academic Year. Some mandatory fields missing	Yes
Active	All mandatory elements completed OR module rolled forward with all mandatory fields complete	Yes
Inactive	Module has been marked as no longer on offer, or details have not been rolled forward from previous Academic Year	No. Contact your School Administrator for assistance Please note: Your School Administrator may need to contact your Curriculum College Liaison to reactivate modules made inactive in a previous Academic Year.*
Pending	New module; mandatory requirements not yet complete	Yes

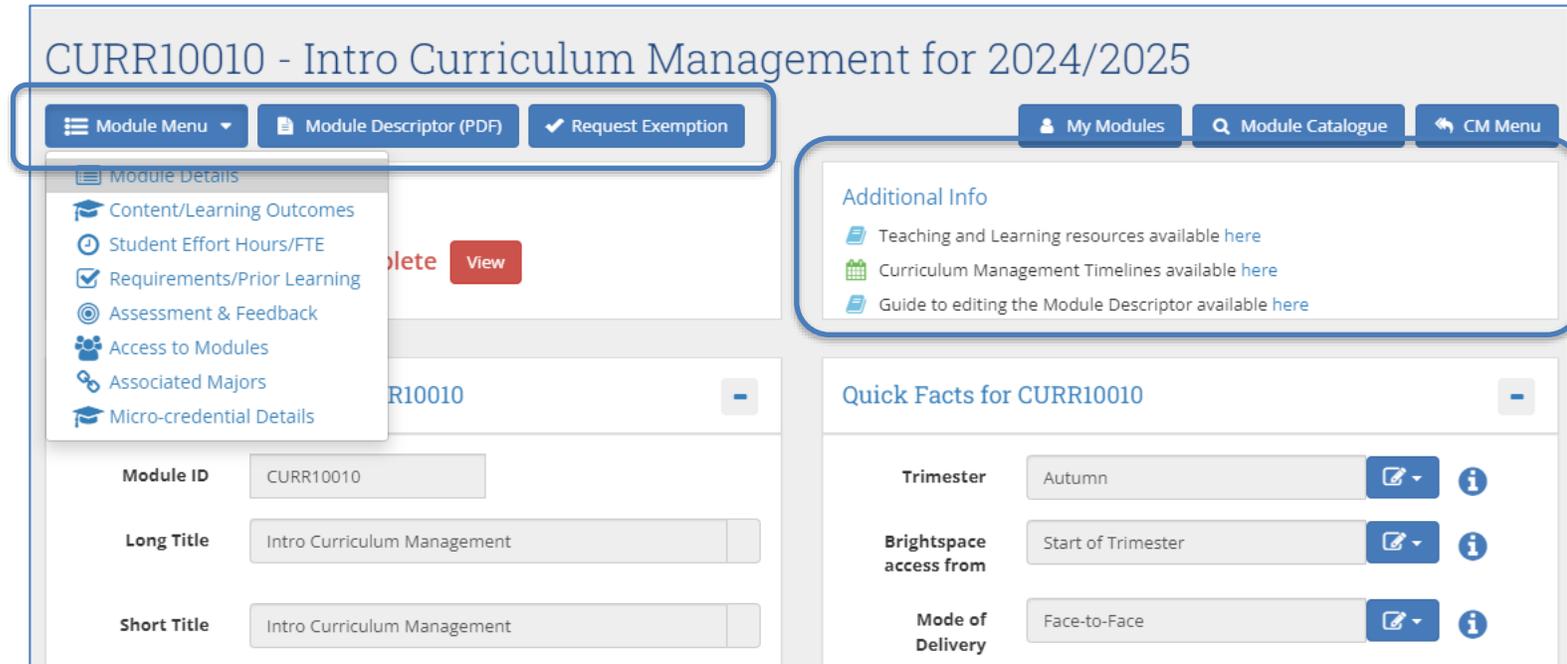


*Use the [Curriculum Management – School Module Summary](#) menu on InfoHub to view modules from previous Academic Years

Module Details

- The **Module Menu** dropdown is used to navigate through the different sections of the descriptor.
- There are buttons to generate a PDF report of the module descriptor and to initiate an exemption request (after module delivery has commenced, or for changes outside of published curriculum management timelines).
- On the right-hand side there are links back to Curriculum Management System menu items and quick links to teaching and learning resources and curriculum management timelines.

Clicking to **View** your module will bring you to the screen below:



CURR10010 - Intro Curriculum Management for 2024/2025

Module Menu | Module Descriptor (PDF) | Request Exemption

Module Details

- Content/Learning Outcomes
- Student Effort Hours/FTE
- Requirements/Prior Learning
- Assessment & Feedback
- Access to Modules
- Associated Majors
- Micro-credential Details

View

My Modules | Module Catalogue | CM Menu

Additional Info

- Teaching and Learning resources available [here](#)
- Curriculum Management Timelines available [here](#)
- Guide to editing the Module Descriptor available [here](#)

Quick Facts for CURR10010

Trimester	Autumn		
Brightspace access from	Start of Trimester		
Mode of Delivery	Face-to-Face		

Mandatory Data

Section **3.18** of the [Academic Regulations](#) sets out the mandatory requirements for the module descriptor. If any of these elements are incomplete or inaccurate, they will display on the Module Details section as follows:

Clicking the red **View** button will generate a list of items to be addressed in order to complete your module descriptor:

Use the **'Click'** link to view and edit incomplete or inaccurate sections of the descriptor.

Completion Status

 **Mandatory Data Incomplete** [View](#)

CURR10010 - Intro Curriculum Management for 2024/2025 ×

Section	Comment	Review
Carry forward Component ind	is missing	click
Remediation Strategy	is missing	click
Assessment Strategy	is missing	click
Assessment Feedback Strategy	is missing	click
Purpose and overarching Content	is missing	click
Learning Outcomes	are missing	click
Approaches to Teaching and Learning	are missing	click
Student Effort Hours	Details entered are not within the permissible range for the module credit value	click

General Information / Quick Facts: Module Trimester

General Information

- Details in this section are fixed and based on information supplied when the module was first created.
- The **Long Title** field can be edited while the module has a status of 'Pending'.
- Contact your [Curriculum College Liaison](#) for assistance with minor title amendments that cannot be made on the Curriculum Management System.

Quick Facts - Module Trimester

- Changes to the **Trimester** field are made on the [Update Module Details](#) menu of Module List Management by staff/faculty with School/College level access to the CMS.
- If your module trimester requires amendment, please also notify your local timetabling representatives.
- An explanation of trimester categories is available on [page 10](#) of this guide.

General Information for CURR10010

Module ID	CURR10010
Long Title	Intro Curriculum Management
Short Title	Intro Curriculum Management
Subject Area	Curriculum Management
College	Academic Affairs
School/Unit	Registry
UCD Level	1 - Introductory i
Credits (ECTS)	5 i
Status	Continuing Module

Quick Facts for CURR10010

Trimester	Spring ✎
Brightspace access from	Start of Trimester ✎
Mode of Delivery	Face-to-Face ✎

Face-to-Face
Blended
Online



Trimesters Explained

Trimester	Description
Autumn	The module is offered in the Autumn Trimester only
Spring	The module is offered in the Spring Trimester only
Summer	The module is offered in the Summer Trimester only
Two Trimesters (Autumn – Spring)	The module spans the Autumn and Spring Trimesters continuously (September to May)
Year long (12 months)	The module spans a full 12 months (3 continuous trimesters from the student's intake term)
Two Trimesters (Spring-Summer)	The module spans the Spring and Summer Trimesters continuously (January to August)
Autumn & Spring	The module is offered at least once in Autumn and at least once in Spring
Autumn & Summer	The module is offered at least once in Autumn and at least once in Summer
Spring & Summer	The module is offered at least once in Spring and at least once in Summer
Autumn & Spring & Summer	The module is offered at least once in each of the three trimesters - Autumn, Spring and Summer

Quick Facts: Brightspace Set-up / Mode of Delivery

Brightspace Setup

- You can indicate if your module will be available on the Brightspace Virtual Learning Environment (VLE) using the dropdown menu in the **Brightspace access available from** field.
- The default offering is 'Start of Trimester'.
- Use the information button to generate details of the different Brightspace configuration options available.
- Caution should be exercised when switching to or from any of the 'by CRN' options as it may lead to loss of data. Contact [UCD IT Services](#) for advice.

Mode of Delivery

- The module **Mode of Delivery** should be classified as either:
 - Face-to-face
 - Online
 - Blended (a combination of the two)

VLE Setup

Brightspace access from	Description
Start of Trimester	This is the default set up in Brightspace. This option creates a separate module offering for each trimester the module is offered in - e.g. if your module runs in Autumn and also in Spring, then in Brightspace you will have two module offerings as distinguished by the trimester in the title.
Start of Trimester (by CRN)	CRNs (Course Reference Numbers) are used to make up different elements of a module such as lectures, tutorials etc. This option creates a separate Brightspace module offering for each CRN. This option is not suitable if your module has only one CRN.
Start of Academic Year	This option creates a separate module offering for each trimester the module is offered in. This will be available to registered students on Brightspace from the start of the Academic Year.
Start of Academic Year (by CRN)	CRNs (Course Reference Number) are used to make up different elements of a module such as lectures, tutorials etc. This option creates a separate Brightspace module offering for each CRN available to registered students on Brightspace from the start of the Academic Year. This option is not suitable if your module has only one CRN.
Module not in Brightspace	No module offering will be created on Brightspace, the module will not be visible to staff or students.

Mode of Delivery

Face-to-Face
Blended
Online

Credit Split by Trimester/Additional Characteristics / Micro-credential Flag

Credit Split by Trimester

- Modules that span multiple trimesters require credits to be allocated to each trimester in which the module will be delivered.
- Information recorded in this section is used to accurately calculate student workload per trimester.

Additional Characteristics

- **Internship** modules should be flagged in the appropriate field.
- The **Module Type** field can be used to apply a categorisation to your module.
- Modules designated **Clinical, Fieldwork, or Professional/Work Placement** will have different timings for the remediation of fail grades.

Micro-credential Flag

- Modules available as [micro-credentials](#) should be indicated in this field. This will ensure that additional information can be recorded on the **Micro-credentials Details** tab.

Credit Split by Trimester

Save credit split

Module Credits	Autumn Allocation	Spring Allocation
10	5	5

Additional Characteristics for CURR10010

Please complete as applicable:

Internship Module

Module Type

- Clinical
- Fieldwork
- Professional/Work Placement
- Research/Capstone
- Studio
- Other

Micro-credential Flag for CURR10010

Micro-credential Flag for CURR10010

Setting this indicator to 'Yes' will display additional fields for completion on the Micro-credentials tab:

Micro-credential

Reading List / Module Places

Reading List

- Modules that have a **Reading List** can be denoted in this section using the checkbox. This alerts UCD Library that reading materials are required for the module.
- Use the **Update** button to list required reading materials (where these are known).
- Requests for reading materials can be raised using the UCD Library Book Ordering Form link.

Please indicate if your module has a reading list. You may then enter details by clicking on the Update button.

This information will be shared with the Library on a regular basis. The Library will place orders for all relevant book titles listed here. The Book ordering **form** is a fast and reliable way to place requests for all books you would like to add to our collection.

Tick to indicate if a reading list is available:

Last Edited - 13th Feb 2024

[Update](#)

Module Places

- This section allows individual categories of module places be edited.
- To amend **Core/Option**, **General Elective**, **International**, **First Year Elective** or **Open Learning** places, type new values in the relevant fields. For information on the different categories, click the info  button.
- Use **Update Places** to save your changes. **Overall Places** will calculate automatically based on details entered in the other fields.

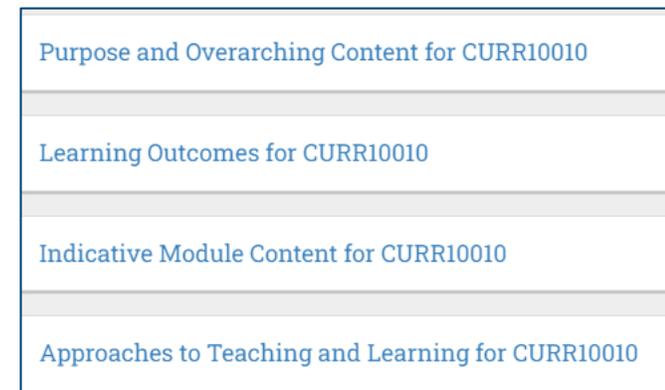
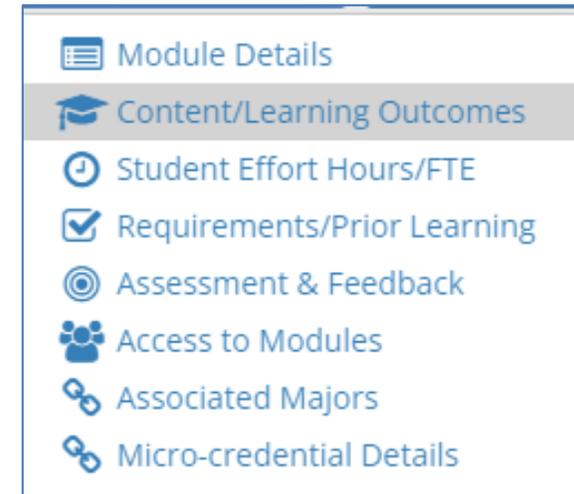
 [Update Places](#)

Academic Year	Overall Places	Capacity				
		Core/Option	General Elective	First Year Elective	International	Open Learning
2024/2025	15	<input type="text" value="15"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

[Update Places](#)

Content / Learning Outcomes

- Navigate to the **Content/Learning Outcomes** section via the **Module Menu** dropdown located in the top left of the page.
- The **Purpose and Overarching Content, Learning Outcomes** and **Approaches to Teaching** are mandatory for all modules.
- In each case, use the **Add/Update** buttons to enter new information or edit existing details.
- The description of the module is referred to as **Purpose and Overarching Content**.
- The **Learning Outcomes** section indicates what students should be able to do on completion of the module.
- The **Indicative Module Content** section is not mandatory but may be required by some Schools/Units to support study abroad activities in consultation with partner Universities.
- **Approaches to Teaching and Learning** include active/task-based learning; peer and group work; lectures; critical writing etc.





Student Effort Hours / FTE

Student Effort Hours indicate the time and effort expected of a student enrolled to the module. This is linked to the credit value of the module (1 ECTS = 20-30 hours student effort). Student Effort Hours are made up of the following elements:

- **Contact Time:** all scheduled learning activities where the lecturer/teacher is present. A range of deliveries is available – for more information see the button on the module descriptor. **Note:** if a particular contact time is to be timetabled, it must be recorded on the module in this section.
- **Specified Learning Activities:** prescribed tasks that students are expected to complete 'out-of-class' and without the lecturer/teacher being present, e.g. projects, online activities (i.e. blogs, quizzes, online group discussion without a teacher present), some forms of practical work, and preparation for and time for assessment.
- **Autonomous Student Learning:** independent study essential to achieving a full understanding of the specified learning outcomes for the module.

FTE Breakdown

- **FTE** (Full Time Equivalent) information is entered when teaching on a module is shared between two or more Schools/Units. The shared percentage between Schools/Units must total 100%.
- **If there is no shared teaching, do not complete this section.**

Student Effort - Type	Hours	Last Modified		
Contact Time				
Lectures	32	19 Jan 2024		
Practical	12	05 Feb 2024		
Total Contact Time	44			
Specified Learning Activities				
Specified Learning Activities	15	19 Jan 2024		
Total Specified Learning Activities	15			
Autonomous Student Learning				
Autonomous Student Learning	55	19 Jan 2024		
Total Autonomous Student Learning	55			
Total	114			

Requirements / Prior Learning

Prior Learning

The **Prior Learning** section is used to record advisory text about module learning:

- Recommendations
- Requirements
- Exclusions

Requirement	Details	Last Modified		
Learning Exclusions	Students with any prior knowledge in this subject are not eligible to take this module	08 Feb 2024		
Learning Recommendations	Interest in learning about curriculum management	08 Feb 2024		
Learning Requirements	Involvement in module delivery	08 Feb 2024		

Information entered here is published to students but **will not** systematically control or restrict registration to the module during online module registration.

Module Requisites

The **Requisites** section is used to record details of:

- Pre-requisites: modules that a student must have passed previously.
- Co-requisites: modules that a student must have taken or be taking.
- Required modules: modules that a student must have attempted (but not necessarily passed) previously.

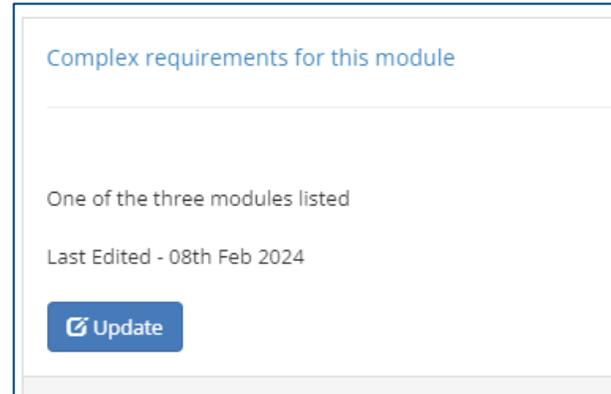
And/Or	Required Module	Type	Last Modified		
	CURR10020 - CMS Module II	Pre-requisite	08 Feb 2024		
And	CURR10030 - CMS Module I	Required	08 Feb 2024		
And	CURR10040 - CMS Module III	Co-requisite	08 Feb 2024		

Registration to the module will be restricted by the conditions set out in the requisites section.



Requirements / Prior Learning (continued)

- If there is more than one requisite module, 'and' will automatically display in the And/Or column.
- If students are required to complete only some requisite modules e.g. 'either/or' combinations of modules, the details must be recorded in the Complex Requisite Request section. Requisites will be configured by the Curriculum Team based on these instructions.



Incompatible and Equivalent Modules

- The **Incompatibles** section is used to record modules whose material is so similar that students cannot earn credit for both modules.
- Entering an incompatible module in this section will create a corresponding record on the other module descriptor.
- If your module is a direct replacement for another, the previous module code should be recorded in the **Equivalent Modules** section.
- Both the Incompatible and Equivalent module sections will restrict student access to modules during registration.

The application of requisites and incompatibles to a module must be on an exceptional basis, on pedagogical grounds, and be of an appropriate number. Requisites must not be used to manage enrolment or otherwise exclude students from taking a module (section 3.28 of the [Academic Regulations](#)).

Assessment & Feedback: Grade Scale and Component Carry Forward

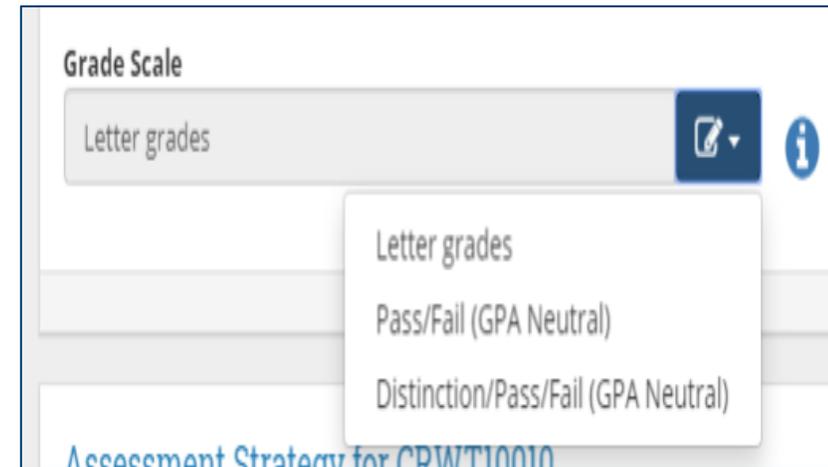
Grade Scale

There are three grade scale options for a module:

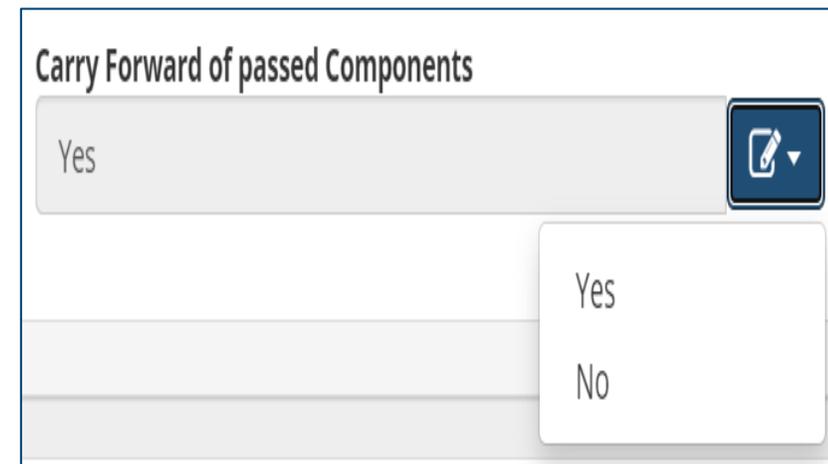
- Letter grades
- Pass/Fail (GPA Neutral)
- Distinction/Pass/Fail (GPA Neutral)

Carry Forward of passed Components

- This field indicates to students whether passed components from an initial attempt at a module can be carried forward to a repeat attempt.
- If 'Yes' is selected, passed components must be manually entered in Grade Entry / Brightspace as part of grading of the repeat attempt Distinction/Pass/Fail (GPA Neutral).



The screenshot shows a dropdown menu titled "Grade Scale". The selected option is "Letter grades". The dropdown menu is open, showing three options: "Letter grades", "Pass/Fail (GPA Neutral)", and "Distinction/Pass/Fail (GPA Neutral)". Below the dropdown, the text "Assessment Strategy for CPWT10010" is visible.



The screenshot shows a dropdown menu titled "Carry Forward of passed Components". The selected option is "Yes". The dropdown menu is open, showing two options: "Yes" and "No".

Assessment & Feedback: Assessment Strategies

Assessment Strategy

- The assessment strategy of the module outlines how students will be assessed. Details recorded in this section will appear on the Grade Entry system and are published to students on the [Current Students Course Search](#).
- All modules require at least one assessment component (type to be selected from a predefined list), and the total weighting of all components must equal 100%.
- For 2024/25, a new suite of assessment types and timings has been developed on foot of a consultation with the University Teaching & Learning community. As part of the implementation of this change, UPB mandated that all existing module assessment strategies should be removed so that Module Coordinators can engage with the updated details.
- See overleaf for further detail on information gathered in this section.

Assessment Type	Description	Schedule Details	% of Final Grade	Component Scale	Must-Pass	In-module Component Repeat Offered	Last Modified	Edit	Remove
Portfolio	New text	Week 4, Week 6, Week 11	50.00	Graded	Yes	Yes	06 Feb 2024		
Exam (In-person)	New text	Location:Exam Centre Duration:1 hr(s)	50.00	Graded	Yes	Yes	06 Feb 2024		
Total			100.00						

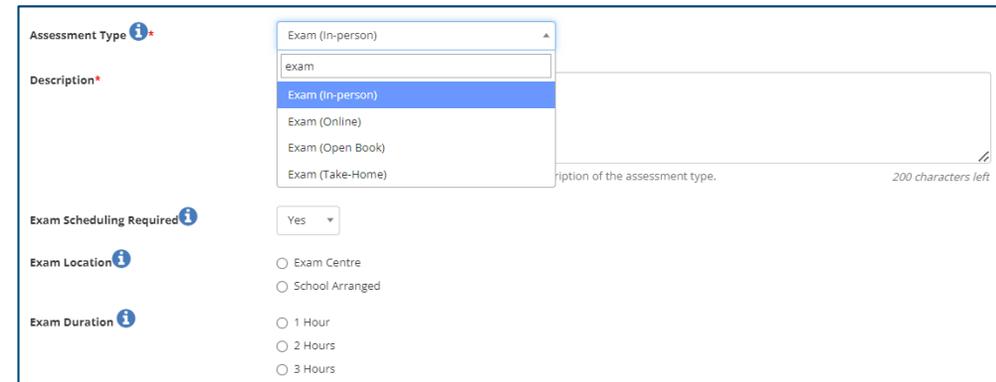
Assessment & Feedback: Assessment Strategies (continued)

Exam Components

- In-person, Online and Open Book components will require Module Coordinators to indicate the nature of scheduling required.
- A selection of 'Yes' means the assessment will be included in the University's end of trimester timetable in weeks 14 and 15 of the relevant trimester.
- An exam location must also be specified, either Exam Centre (such as the RDS), School Arranged, (locally determined in an on-campus venue), or Remote (applies to online exams only).
- Exam duration must also be indicated. Three-hour exams require Governing Board approval where this duration is necessary for accreditation purposes. In all other cases, three-hour exams require approval from UPB (regulation 4.11).

Non-exam Components

- Module Coordinators will be required to indicate the week(s) in which the assessment takes place.
- If a component is assessed across multiple weeks in the trimester, all potential weeks should be included.



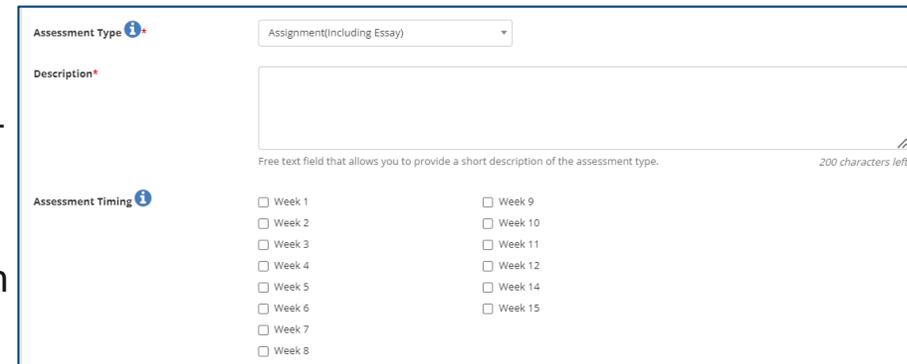
Assessment Type *i* ⁺ Exam (In-person)

Description* exam

Exam Scheduling Required *i* Yes

Exam Location *i* Exam Centre School Arranged

Exam Duration *i* 1 Hour 2 Hours 3 Hours



Assessment Type *i* ⁺ Assignment(Including Essay)

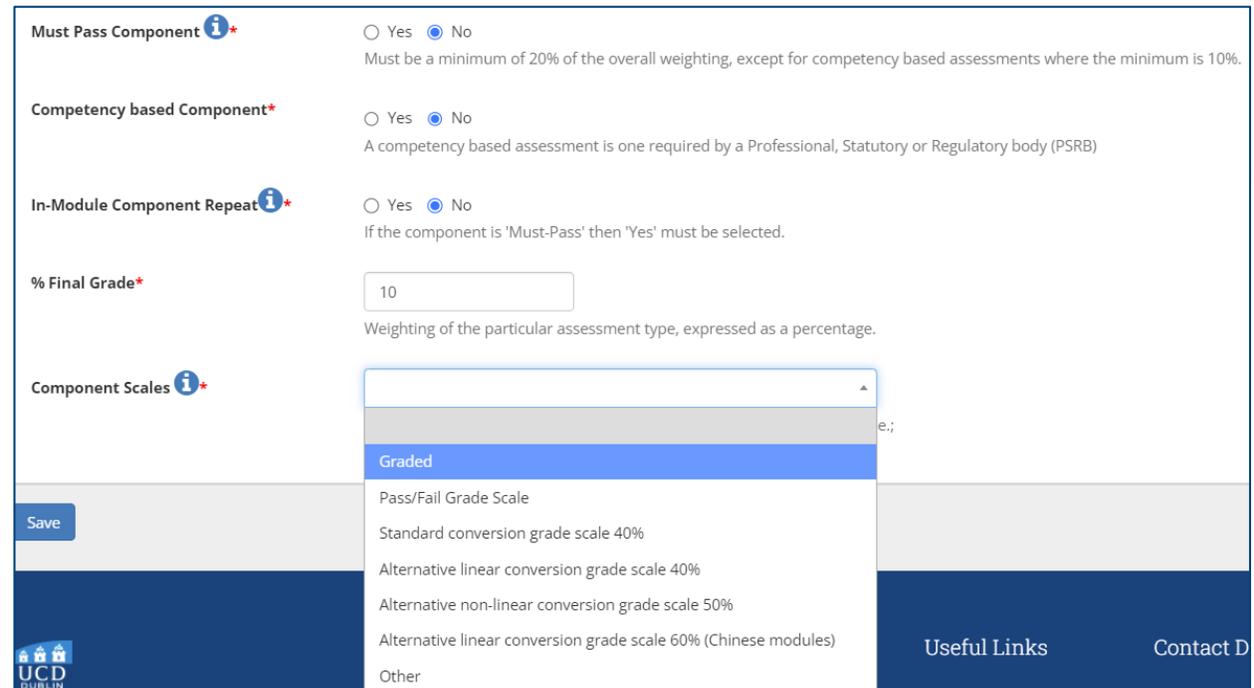
Description* Free text field that allows you to provide a short description of the assessment type. 200 characters left

Assessment Timing *i* Week 1 Week 9 Week 2 Week 10 Week 3 Week 11 Week 4 Week 12 Week 5 Week 14 Week 6 Week 7 Week 8 Week 15

Assessment & Feedback: Assessment Strategies (continued 1)

The remaining fields on the Assessment Strategy section are common to all assessment types:

- **Must-Pass Components:** must be a minimum of 20% of the overall weighting, except for competency-based assessments where the minimum is 10%.
- **In-Module Component Repeat:** an in-module repeat opportunity of the component may be offered ahead of the SMEC, see section 4.23 of the [Academic Regulations](#) for more information. Such an opportunity is mandatory for modules with must-pass components.
- **Component Scale:** there are seven component scale options available. Further details are available on the UCD Assessment [website](#) or by clicking on the inf  button.



The screenshot shows a form with the following fields and options:

- Must Pass Component** : Radio buttons for Yes and No (No is selected). Text: "Must be a minimum of 20% of the overall weighting, except for competency based assessments where the minimum is 10%."
- Competency based Component** ⁺: Radio buttons for Yes and No (No is selected). Text: "A competency based assessment is one required by a Professional, Statutory or Regulatory body (PSRB)"
- In-Module Component Repeat**  ⁺: Radio buttons for Yes and No (No is selected). Text: "If the component is 'Must-Pass' then 'Yes' must be selected."
- % Final Grade** ⁺: Text input field containing "10". Text below: "Weighting of the particular assessment type, expressed as a percentage."
- Component Scales**  ⁺: A dropdown menu is open, showing options: "Graded" (highlighted), "Pass/Fail Grade Scale", "Standard conversion grade scale 40%", "Alternative linear conversion grade scale 40%", "Alternative non-linear conversion grade scale 50%", "Alternative linear conversion grade scale 60% (Chinese modules)", and "Other".

At the bottom left of the form is a "Save" button. At the bottom right are links for "Useful Links" and "Contact D".

Assessment Feedback Strategy / Exam Concurrencies

Assessment Feedback Strategy

- At least one feedback strategy must be selected per module, together with an indication of when feedback will be given.
- [Academic Regulations](#) (section **4.30**) specify that feedback must be given no later than 20 working days after the deadline for submission of each piece of assessed work.
- A full explanation of available feedback strategies can be viewed by clicking on the info  button.

Exam Concurrencies

- This section records operational information about modules with assessments that must be timetabled at the same time, and whether separate papers are required for separate CRNs.

Assessment Feedback Strategies

Select the feedback strategy/strategies that will be used in this module (select all that apply).

Feedback Strategies

Select all that apply.

- Feedback individually to students, post-assessment
- Group/class feedback, post-assessment
- Feedback individually to students, on an activity or draft prior to summative assessment
- Online automated feedback
- Self-assessment activities
- Peer review activities

Sequence of Feedback

Describe, for your students, how the feedback strategy/strategies relate to the module's assessment(s), including the sequence of assessment and feedback activities throughout the module.

4000 characters left

Save

Concurrent Module ID	Matching Papers	Last Edited		
CURR10020: CMS Module II	Y	08 Feb 2024		

+ Add

Tick to indicate separate exam papers per CRN:

Assessment & Feedback: Remediation

- There are three remediation strategies: In-Module Resit, Resit and Repeat.
- The available remediation options depend on the trimester and duration of the module.
- A resit will not be presented as a remediation option for modules that span more than one trimester continuously or are delivered in multiple trimesters. Similarly, a repeat will not appear as a remediation option for a module offered within a single trimester.

Remediation Type	Description
In-module resit	An in-module resit assessment is offered to students with a provisional failing grade. This must be communicated to students and the in-module resit assessment must take place before the relevant Programme Exam Board. The timing must be made clear to students and the arrangements managed locally
Resit	An opportunity for students to demonstrate that they have achieved the major learning outcomes of the module. Reattendance is not required. The Module Coordinator must decide the trimester in which the resit will take place from the two options offered. A resit is not permitted if an in-module resit is offered or if a repeat is available within two trimesters
Repeat	Students re attend the module in full. The module must be available to reattend within two subsequent trimesters, unless it's a clinical, fieldwork, or professional/work placement where the repeat must be offered within three trimesters

- If a formally timetabled end of trimester examination is required for a resit, 'Yes' and the appropriate duration should be entered in the **Terminal Exam** field.

Remediation Type	Remediation Timing	Resit In	Terminal Exam	Last Edited		
Resit	Within Two Trimesters	Spring	Yes - 2 Hour	08 Feb 2024		

Access to Modules

- All faculty involved in the teaching of a module must be recorded on the module descriptor (see section **3.18 (d)** [Academic Regulations](#)).
- This section links [Module Access Management](#) menu on InfoHub. Use the **Add Associated Staff or Add New Role** button, and the edit/delete icons to grant access to colleagues associated with module delivery or management. An explanation of roles and the level of access associated with each is summarised on the [FAQ page](#).
- Use the **End Academic Year** field to manage access to module details. It is the responsibility of the relevant Module Coordinator to ensure that details of Associated Staff are reviewed regularly so that access to module information is appropriate and compliant with GDPR principles.
- Changes to Module Coordinator can be made by staff/faculty with School/College-level [access](#) to the CMS on the [Module List Management](#) menu.

Manage access to modules for CURR10010 -

Add/update access to modules for roles outlined on the info button. Note that you cannot amend Module Coordinator details in this section i

+ Add Associated Staff or Add New Role

		Access Module Data for Academic Years				
Role	Name	From	To	Which CRNs can be viewed?		
Lecturer / Co-Lecturer	Sarah Butler	2024/2025	2025/2026	All		

Associated Majors

This section is for information purposes only and indicates the Programmes, Majors and Stages where the module is currently used, and whether it is a core or option.

Note: Only September intake majors will be displayed here. Please contact your [Curriculum College Liaison](#) for advice on modules linked to January and May-intake majors.

Associated Majors			
Programme	Major/Concentration	Stage	Module Type
BHACS001 - BA	PT11 - Politics Minor	2	Core Module
BHACS001 - BA	PTJ1 - Politics Joint Major	2	Core Module
BHACS001 - BA	PTS2 - Politics & Internl Relations	2	Core Module
BHACS004 - BA International German	PTJ1 - Politics Joint Major	2	Core Module
BHACS005 - BA International Spanish	PTJ1 - Politics Joint Major	2	Core Module
BHACS011 - BA International	PT11 - Politics Minor	2	Core Module
BHACS011 - BA International	PTJ1 - Politics Joint Major	2	Core Module
BHACS011 - BA International	PTS2 - Politics & Internl Relations	2	Core Module
BHACS014 - Arts (P/T)	PT11 - Politics Minor	2	Core Module
BHACS014 - Arts (P/T)	PTJ1 - Politics Joint Major	2	Core Module
BHACS014 - Arts (P/T)	PTS2 - Politics & Internl Relations	2	Core Module
BHLAW012 - Law with Politics	PT12 - BCL Politics	2	Option Module
BHSOC001 - Social Science	PT11 - Politics Minor	2	Core Module
BHSOC001 - Social Science	PTJ1 - Politics Joint Major	2	Core Module
BHSOC001 - Social Science	PTJ2 - Politics Core Modules	2	Core Module
BHSOC002 - Social Science International	PTJ1 - Politics Joint Major	2	Core Module

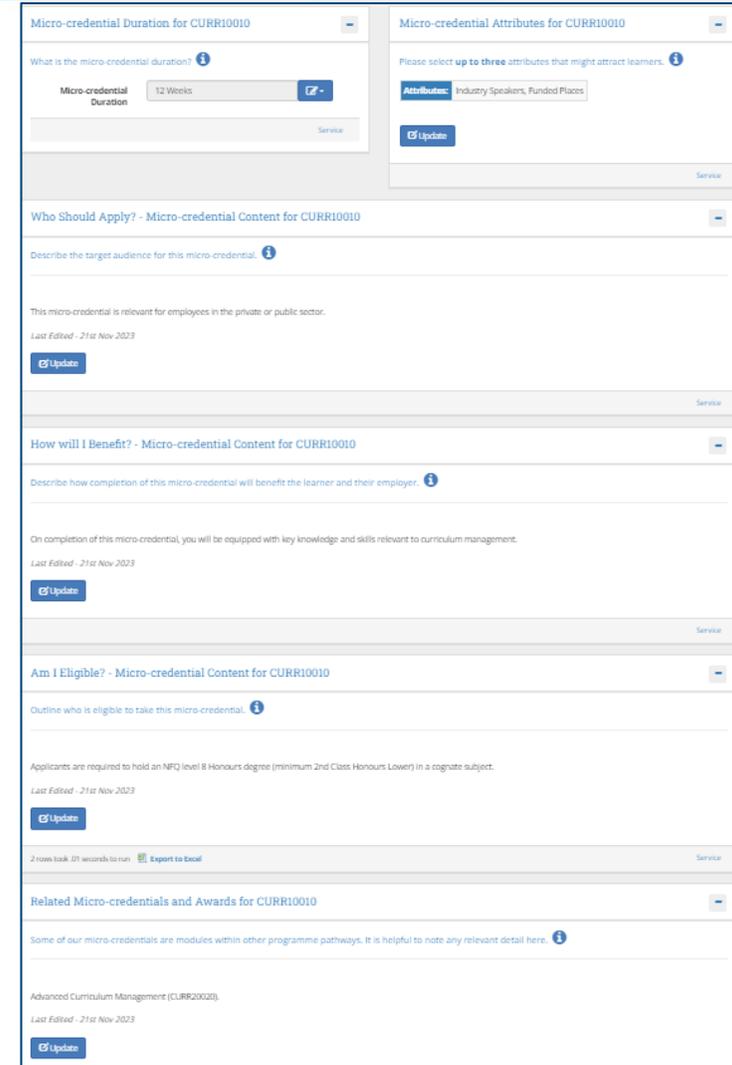
Micro-credential Details

This section is used to record additional information for modules that are available as micro-credentials.

Note: Modules can only be offered as micro-credentials when authorised by a Head of School and approved through relevant processes. See www.ucd.ie/microcredentials or contact microcredentials@ucd.ie for further information and advice.

The following additional information should be recorded:

- **Duration:** select the micro-credential duration in weeks, typically 12 for a module delivered within a trimester.
- **Attributes:** select up to three attributes from the list provided.
- **Who Should Apply:** a description of the target audience for the micro-credential.
- **How Will I Benefit:** a description of how the micro-credential will benefit the learner and their employer.
- **Am I Eligible:** an outline of the entry requirements for the micro-credential. If the micro-credential forms part of a major, these requirements must match the eligibility criteria of the major .
- **Related Micro-credentials & Awards:** if the micro-credential is part of a UCD award details can be recorded in this field.



The screenshot shows a web form for 'Micro-credential Duration for CURR10010'. It is divided into several sections:

- Micro-credential Duration for CURR10010:** A dropdown menu is set to '12 Weeks'. There is an 'Update' button.
- Micro-credential Attributes for CURR10010:** A section titled 'Please select up to three attributes that might attract learners.' The 'Attributes' dropdown is set to 'Industry Speakers, Funded Places'. There is an 'Update' button.
- Who Should Apply? - Micro-credential Content for CURR10010:** A text area with the content: 'Describe the target audience for this micro-credential.' Below it, the text reads: 'This micro-credential is relevant for employees in the private or public sector.' It includes a 'Last Edited - 21st Nov 2023' timestamp and an 'Update' button.
- How will I Benefit? - Micro-credential Content for CURR10010:** A text area with the content: 'Describe how completion of this micro-credential will benefit the learner and their employer.' Below it, the text reads: 'On completion of this micro-credential, you will be equipped with key knowledge and skills relevant to curriculum management.' It includes a 'Last Edited - 21st Nov 2023' timestamp and an 'Update' button.
- Am I Eligible? - Micro-credential Content for CURR10010:** A text area with the content: 'Outline who is eligible to take this micro-credential.' Below it, the text reads: 'Applicants are required to hold an NFQ level 8 Honours degree (minimum 2nd Class Honours Lower) in a cognate subject.' It includes a 'Last Edited - 21st Nov 2023' timestamp and an 'Update' button.
- Related Micro-credentials and Awards for CURR10010:** A text area with the content: 'Some of our micro-credentials are modules within other programme pathways. It is helpful to note any relevant detail here.' Below it, the text reads: 'Advanced Curriculum Management (CURR20020)'. It includes a 'Last Edited - 21st Nov 2023' timestamp and an 'Update' button.



Useful Links and Reporting

- Support and Training: contact your [Curriculum College Liaison](#) / curriculum@ucd.ie
- [Curriculum Management Edit Timelines 2024/25](#)
- Curriculum Management [guides and checklists](#)
- [Academic Regulations 2024/25](#)
- [Current Students Course Search](#)
- InfoHub Reporting: see below / [Curriculum Management Reports Checklist](#)

I want to:	InfoHub Report
Check CMS access for staff and faculty in my School	Curriculum Management Access Roles
See modules in my School for current and previous Academic Years	Curriculum Management - School Module Summary
Do a wildcard search of entire module catalogue for current or previous Academic Years across all Schools/Units	Curriculum Management - School Module Summary - Keyword Search
View details of modules missing mandatory data or with anomalies to be addressed	Modules Missing Data
Details of all modules for which you are currently the Module Coordinator and who else has access	Manage My Modules - Who has Access?
View core and option modules on a major/stage	Structures by Major
Review inactive modules on stages, majors/stages with no associated modules, option rules with no associated modules	Majors Missing Data



Clárann UCD
UCD Registry

An Fhoireann Churaclam | The Curriculum Team

Oibríochtaí Custaiméirí agus Curaclaim | Customer & Curriculum Operations

Áras Uí Thiarnaigh UCD | Tierney Building UCD

Belfield | Belfield

Baile Átha Cliath 4 | Dublin 4

Éire | Ireland

W: www.ucd.ie/registry/staff/registryservices/curriculum/

E: curriculum@ucd.ie