



# UCD REGISTRY

## Curriculum Management Update: Edits to January-intake Majors Closing

**To:** Programme Directors and Schools/Colleges with January-intake Majors

**CC:** Chairs of Governing Boards, Programme Deans, Vice-Principals for Teaching & Learning, College/School Office 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](#) will close for structure changes to January-intake majors on **Friday, 9 December**. The following resources will assist in a final review of your structures ahead of this date:

- InfoHub [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 9 December
- [Structures checklist](#): key items for review prior to finalising your structures

After Friday, 9 December, the following arrangements apply:

- Amendments to programme structures for January-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, Vision & Values statements, continuation or non-standard progression information should be forwarded to [curriculum@ucd.ie](mailto: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 [College Liaison](#) or [curriculum@ucd.ie](mailto:curriculum@ucd.ie).

Regards

Kate Griffin

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UCD Registry | Clárlann UCD

### Useful Links

[Contact your College Liaison](#)

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

[Editing Majors Checklist / How to Edit Majors](#)

[Major Structure Review Checklist](#)

[Majors in my School / Majors Missing Data](#)

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

[Academic Regulations](#)

## Get in Touch



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