

# New Module Requests Guide for Schools & Colleges

School/ College-level access to the CMS is required for this task.

Further support and information on how to use the Curriculum Management System can be found on the Curriculum Team [website](#).





## Table of Contents

<a href="#"><u>Accessing the New Module Requests Menu</u></a>	<a href="#"><u>3</u></a>
<a href="#"><u>New Module Request: Required Fields</u></a>	<a href="#"><u>4</u></a>
<a href="#"><u>Creating a New Module Request</u></a>	<a href="#"><u>5</u></a>
<a href="#"><u>Trimesters Explained</u></a>	<a href="#"><u>6</u></a>
<a href="#"><u>When are New Module Codes Required?</u></a>	<a href="#"><u>7</u></a>
<a href="#"><u>Useful Links and Reporting</u></a>	<a href="#"><u>8</u></a>

## Accessing the New Module Requests Menu

- New modules are requested on the [New Module Requests](#) menu of the CMS.
- To avoid duplication of effort and to facilitate Schools/Units in managing their modules, new module requests can only be submitted by staff and faculty with School/College-level access to the CMS, e.g. Head of School, School Head of Teaching & Learning and School/Unit Administrators. The New Module Requests menu is not available to Module Coordinators.
- The [Curriculum Management Access Roles](#) report displays the different levels of CMS access that staff and faculty in your School have. Additional staff can be granted access on request by contacting your [Curriculum College Liaison](#).

### To access the [New Module Requests](#) 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 **New Module Requests** menu.



The screenshot shows the Curriculum Management System dashboard with the following menu items:

- New Module Requests** (Request New Modules ☆) - This item is highlighted with a red border.
- My Modules** (View Modules you are associated with ☆)
- Module List Management** (Update Module Coordinator, Module Trimester, Module Status, Module Places ☆)
- Majors in My School** (View Majors you are associated with ☆)
- Search Module Catalogue** (View all Module details ☆)
- Search Major Catalogue** (View all Major details ☆)
- Search Programme Catalogue** (View all Programme details ☆)
- Module Exemption Requests** (View Exemption Requests for your Modules ☆)
- Module Exemption Reporting** (Details of module exemption requests by school ☆)
- Vision & Value Statements & Programme Outcomes** (Record and review vision/values and programme outcomes. ☆)
- Modules Missing Data** (View details of modules missing mandatory data ☆)



## New Module Request: Required Fields

The following basic module details are required to set up a new module as per the [Academic Regulations](#) (section 3.18):

Field	Details
<b>School/Unit</b>	The School/Unit to which the module belongs
<b>Subject</b>	The subject associated with the module request
<b>Module Title</b>	Short title of the module (30 characters or less, including spaces). The long title can be edited via the module descriptor as long as the status is 'Pending'
<b>Module Level</b>	The UCD level of the module, e.g. Introductory (1), Degree (3)
<b>Credits</b>	Credits associated with the module. Permissible credit values are described in the <a href="#">Academic Regulations</a> (3.18 (f))
<b>Trimester</b>	Trimester(s) in which module will be delivered (see <a href="#">explanation</a> )
<b>Module Places</b>	The total number of places available on the module
<b>Module Coordinator</b>	Module Coordinators are members of faculty, but in exceptional circumstances a Head of School may appoint a non-faculty Module Coordinator, as outlined in section 3.16 of the <a href="#">Academic Regulations</a> .

## Creating a New Module Request

- Click **Add New Module Request**
  
- Complete all fields and click **Create Request** to send your module request to the Curriculum Team who will assign a module code.

My Requests

[Add New Module Request](#)

Subject	Title	Module Level	Credits	Trimester	Places	Module Coordinator	Date Requested	Requested By	Request Status
No module request to display									

New Module Request

Please enter basic details for the new module below. All fields are required. See [How to Request New Modules](#) for further information.

School/Unit\*   
School/Unit that the module belongs to.

Subject\*

Module Title\*   
The title must be less than 30 characters

Module Level\*   
UCD Module Level. [i](#)

Credits\*   
Credit value associated with the module. [i](#)

Trimester\*   
Trimester in which the module will be delivered. [i](#)

Module Places\*   
Refers to the total number of places across all offerings.

Module Coordinator\*  [Check Name](#)  
Module Coordinators are members of faculty, but in exceptional circumstances a non-faculty Module Coordinator may be appointed by the Head of School [i](#)

[Create Request](#)



## Trimesters Explained

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

## When are New Module Codes Required?

### New module codes are needed when:

- A module is brand new
- There is a change to the credit value of an existing module
- The module level changes
- The learning outcomes or overall content of an existing module changes significantly
- The title of an existing module changes significantly
- Schools amalgamate and need new subjects to reflect the change
- A new subject code is required (approved on the subject register or created for administrative purposes)

### A new module code is not required when:

- The Module Coordinator, or trimester in which a module is delivered, changes
- Assessment strategy or module capacity is amended
- A minor edit to a module title is required
- Further detail needs to be added to a module descriptor



## Useful Links and Reporting

- Support and Training: contact your [Curriculum College Liaison](#) / [curriculum@ucd.ie](mailto:curriculum@ucd.ie)
- [Curriculum Management Edit Timelines 2025/26](#)
- Curriculum Management [guides and checklists](#)
- [Academic Regulations](#)
- [Current Students Course Search](#)
- InfoHub Reporting: see below / [Curriculum Management Useful Reports Checklist](#)

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

**Clárann UCD | UCD Registry**  
[www.ucd.ie/registry](http://www.ucd.ie/registry)

