



# UCD REGISTRY

## Curriculum Management Update: 2023/24 Summer Module Edits Open & 2024/25 Assessment Strategy Changes

*To: Module Coordinators, 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,

Please see below for information on edits to 2023/24 Summer trimester module descriptors on the [Curriculum Management System](#) (CMS), and reminders about assessment strategy changes for 2024/25.

### **CMS: Summer 2023/24 Module Descriptor Edits Now Open**

The [My Modules](#) menu on the [Curriculum Management System](#) (CMS) is now open for changes to modules commencing in the 2023/24 Summer trimester. It will remain open until **Tuesday, 7 May**.

### **Reminders for Module Descriptor Edits**

- Only modules commencing in the Summer trimester may be edited at this time.
- When editing modules, please ensure that you are making your changes in the correct Academic Year by selecting 2023/24 from the dropdown menu at the top of the [My Modules](#) menu.
- The [Module Descriptor Edit Timelines 2023/24](#) indicate the sections that may be edited at this time. Please note that amendments to trimester for delivery and addition of requisites / prior learning cannot be completed directly and will require approval as an [exemption](#) on the basis of exceptional circumstances.
- Edits to 2023/24 Summer modules apply to the current Academic Year only. If the same change is also required for the next Academic Year, the 2024/25 version of the module descriptor must be updated separately.
- Amendments to module places for Summer trimester 2023/24 should be directed to [systems.data@ucd.ie](mailto:systems.data@ucd.ie).
- Module Coordinator changes may be made year-round on the [Update Module Details](#) menu by staff/faculty with School or College level access to the CMS.
- The [Modules Missing Data](#) report can be used to identify gaps in mandatory module information or anomalies that need to be addressed.

### **Module Descriptor Assessment Strategy Changes for 2024/25**

There have been significant changes to assessment components and timings available on the module descriptor for the Academic Year 2024/25. As mandated by UPB, assessment strategies for modules on offer in 2024/25 must be recorded according to the new component and timing selections. Details from previous Academic Years did not automatically carry forward as before, but can still be viewed via the [CMS](#) and [associated reporting](#).

While most sections of the module descriptor remain open for edit through the summer months as per

published [timelines](#), the publication of 2024/25 module descriptor information to students in June is approaching. Please ensure that descriptors are reviewed and updated so that assessment information is available to students as they browse their curriculum through the summer months.

### Further Support and Assistance

The following resources are available to assist with making descriptor changes:

- Curriculum management [guides, checklists and FAQs](#)
- Drop-in with the Curriculum Team via Zoom - subscribe to this Google [calendar](#) for dates/Zoom details
- Contact your [Curriculum College Liaison](#) or email [curriculum@ucd.ie](mailto:curriculum@ucd.ie)

Kind regards

Kate Griffin

Director of Customer & Curriculum Operations | Stúirthóir Oibríochtaí Custaiméirí & Curaclaim  
UCD Registry | Clárlann UCD

### Useful Links

[Contact your Curriculum College Liaison](#)

[Curriculum Management System - My Modules](#)

[Guides, Checklists & FAQs](#)

## Get in Touch



[Curriculum Team](#)



[Tierney Building](#)

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