



# UCD REGISTRY

## 2022/23 Curriculum Management Update for Schools/Colleges: Spring and Summer Module Edits Closing

*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,

Please see below for reminders about Spring/Summer module edits on the Curriculum Management System.

### Edits to Module Places for Spring / Summer Modules Closing 23 December

The [Module List Management: Update Module Places](#) menu on the [Curriculum Management System](#) (CMS) will close for edits to places on modules commencing in the Spring and Summer trimesters on **Friday, 23 December**. Please ensure that you have reviewed and amended this information as required in advance of this date. From Wednesday, 4 January, further amendments to module places should be directed to [systems.data@ucd.ie](mailto:systems.data@ucd.ie).

### Edits to Spring / Summer Module Descriptors Closing 5 January

The [My Modules](#) menu on the [Curriculum Management System](#) (CMS) will close for changes to modules commencing in the Spring and Summer trimesters on **Thursday, 5 January**. The following items may be helpful in finalising module information:

- How to edit the Module Descriptor [guide](#) and [checklist](#)
- The [Modules Missing Data](#) report on InfoHub highlights gaps and anomalies in module information
- Amendments to trimester for delivery and addition of requisites / prior learning cannot be completed directly on the CMS and will require approval as an [exemption](#) on the basis of exceptional circumstances

After module edits close, amendments to modules on offer in Spring must be requested and approved as an [exemption](#) on the basis of exceptional circumstances. There will be a final opportunity to amend modules on offer in the Summer trimester from 25 April to 9 May. Please see the [Module Descriptor Edit Timelines 2022/23](#) for further details.

This message has been communicated separately to Module Coordinators and the email is included below for your information.

### Further Support and Assistance

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

- Curriculum Management [user guides](#), [checklists](#) and [video guides](#)
- Drop-in with Curriculum via Zoom - subscribe to this Google [calendar](#) for dates and links
- Contact your [College Liaison](#) or [curriculum@ucd.ie](mailto:curriculum@ucd.ie)

With best wishes for the festive season.

Kate Griffin  
Director of Customer & Curriculum Operations | Stiúrthóir Oibríochtaí Custaiméirí & Curaclaim  
UCD Registry | Clárann UCD

### Useful Links

[Contact your College Liaison](#)  
[Drop-in with Curriculum \(Zoom\)](#)  
[Module List Management guide / video guide](#)  
[How to edit the Module Descriptor](#)  
[Editing the Module Descriptor](#) (video guide) / [Module Descriptor Checklist](#)  
[Modules Missing Data](#)  
[Curriculum Management Reporting - InfoHub](#) / [Curriculum Management Reports Checklist](#)  
[Academic Regulations](#)

## Get in Touch



Curriculum Team



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