

Proposed CoMH Schedule for 23/24

Dates	Action	Notes
9th Jan-3th Mar (8 weeks)	CIM open for <ul style="list-style-type: none"> Changes to existing modules for Sept 23 Input of new modules 	
3rd March	Deadline for submission of Calendar and M&S changes to CoMH for consideration at CoMH T&C 9 th March (MM1 Forms) Closure of CIM Modules for input/changes	Please note all change documents, OPPs or FPPs can be sent in for review / feedback at any point. All submissions should clearly state review / feedback or for approval in the accompanying email.
6th Mar-24th March (3 weeks)	Stage 1 (School) Curriculum Committee Meetings to approve module changes for 23-24	All changes to modules and new modules need to be progressed to Stage 2 (CoMH) for approval.
14th April (3 weeks)	Deadline for submission of changes to modules and new modules to CoMH T&C for approval	
20th April	Proposed extra CoMH T&C meeting for Stage 2 approval via CIM Modules	
28th April	Deadline for submission to APAR of composite reports on the finalised approved 22/23 curriculum	

Points to Note:

- Please note that the **deadline for Calendar and Programme Marks and Standards changes is 3rd March**, for consideration at CoMH T&C on 11th March, the deadline for **Module Changes via CIM is 3rd March**.
- All changes to existing modules, and the addition of new modules will be managed through the CIM system, and do **not** need to come before CoMH T&C.
- Where new modules are added or existing modules removed, the corresponding Calendar entry **will** need to be submitted to CoMH T&C.
- A new module code is not required for title changes, unless the change constitutes a major change to the content of the module, but a calendar entry with the revised title needs to be submitted to CoMH T&C.
- Only **PROGRAMME** marks and standards changes come before CoMH T&C, **MODULE** level marks and standards will be picked up in CIM

Some Resources:

- CIM Modules system can now be accessed by users at <https://ucc-ie-next.courseleaf.com/moduleadmin/>
- Users can sign up [online](#) for scheduled training

- Support documentation, a user guide and video can be accessed at under [Training Materials](#) on the Project Team's [Sharepoint Site](#)
- The dedicated email address for queries in relation to the CIM Modules system is ucccourseleafsupport@ucc.ie
- Information on Programme Development and Curriculum Change is available on [APAR's website](#), the MM1 form for changes is attached.