Module Enrolment Form
Visiting & Erasmus Students

Guidelines
Please read carefully before completing your form

1. Modules are enrolled subject to timetabling constraints. Students are not permitted to take clashing modules. A module clash is when two modules/tutorials are timetabled at the same time & day. Neither module/tutorial will be registered on your record until the clashing is resolved with the relevant academic department(s).

2. Please review modules in advance of selection in the Module Directory to ensure all details are correct, the directory can be reached here: https://www.tcd.ie/academicregistry/study-abroad/

3. A full academic year is equivalent to 60 ECTS. Full year students are expected to take a minimum of 45 ECTS and one term students a minimum of 20-30 ECTS.

4. The Academic Registry is responsible for the administrative process of module registration only. Any queries in relation to course content, course requirement or clashes should be directed to the relevant academic department.

5. Students must obtain the signed approval of the relevant coordinator in each academic area in respect of each module. Module Enrolment Forms must be submitted to the Academic Registry between 09:00 – 14:00, on the following dates:

   Michaelmas Term: January 15th - 24th 2017

6. Completed module enrolment forms must be submitted by 14:00, January 24th 2017. If you register for a module and do not withdraw officially by this deadline you will receive a mark of ABSENT on your Trinity and home university transcript.

Instructions for Submission

A. Once you have submitted your form you will be contacted on your mobile phone number if there are any issues/clashes/clarifications required. Please ensure you are available.

B. If there are no issues your selected modules will appear on your my.tcd.ie portal timetable and Blackboard within 48 hours of submission. Please log onto the my.tcd.ie portal and verify that you are registered on the correct modules.

C. If there is an error following this, please log a ticket via your portal using the AskAR button. This will allow us to assign your query to the correct support team and ensure faster resolution.
Read the instructions on the reverse of this page thoroughly before completing the form.
Form must be fully submitted to the Academic Registry by the deadlines indicated.

Module Enrolment Form

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<th>Surname/Family Name</th>
<th>Forename(s)</th>
<th>Trinity ID #</th>
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<th>Home University</th>
<th>Trinity Email Address</th>
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Student Category (please tick) □ Erasmus  □ Visiting

Course Level (please tick) □ Undergraduate  □ Postgraduate

Course Duration (please tick) □ Academic Year [AY] □ Michaelmas Term (Sept – Dec) [MT] □ Hilary Term (Jan – April) [HT]

Semester Start-Up Programme: □ Yes  □ No

Adding(A)/Deleting(D)  Module Code  Module Title  Discipline/School  ECTS  Term [MT/HT/AY]  Coordinator Signature

Module Enrolment Form (HT) V03  PLEASE COMPLETE CLEARLY USING BLOCK CAPITALS AND BLACK PEN  +353 1 896 4500