



## Visiting & Erasmus Student Module Enrolment Information and Form

### Important Information on Module Enrolment

Modules are enrolled subject to timetabling constraints. Students are **not** permitted to take clashing modules i.e. where there is a timetable clash with another module. Neither module/tutorial will be registered on your record until the clashing is resolved with the relevant academic department(s)/school.

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 ECTS.

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 school.

Students **must** obtain the signed approval of the relevant coordinator in each academic area in respect of each module.

If you register for a module and do not withdraw officially by the submission deadline you will receive a mark of ABSENT on your Trinity transcript. Please review modules in advance of selection in the Module Directory:

<https://www.tcd.ie/students/orientation/visiting-exchange/module-enrolment.php>

Completed Module Enrolment Forms **MUST** be submitted to the Academic Registry Support Staff between **9:00AM – 2:00PM** between **January 17th-30th, 2020**. Please be advised that there will be an Enrolment Fair in Goldsmith Hall on the 17th, with all further enrolments takings place at the Academic Registry Service Desk in the Watts Building.

### Application Process for Module Enrolment and Submission of the Form

1. Please review modules in advance of selection in the Module Directory: <https://www.tcd.ie/students/orientation/visiting-exchange/module-enrolment.php>
2. Print the Module Enrolment Form (below).
3. Input module choices based on module titles and codes in the Module Directory.
4. Bring the completed form to each of the relevant school(s) for sign off by the coordinator(s)
5. Bring your completed and signed forms to Academic Registry in the Watts Building between 9:00AM and 2:00PM on January 17th-30th, 2020.
6. If there are no clashes, 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.

### Queries

Please log a ticket via your my.tcd.ie portal using the AskAR button. This will allow us to assign your query to the appropriate support team to ensure a quicker response.



### Visiting Student Module Enrolment Form

<b>Surname/Family Name</b>		<b>Forename(s)</b>				<b>Trinity ID #</b>
<b>Home University</b>		<b>Trinity Email Address</b>				<b>Mobile #</b>
<b>Student Category</b> (please tick)		<input type="checkbox"/> <b>Erasmus</b>		<input type="checkbox"/> <b>Visiting (Non-EU)</b>		
<b>Course Level</b> (please tick)		<input type="checkbox"/> <b>Undergraduate</b>		<input type="checkbox"/> <b>Postgraduate</b>		
<b>Course Duration</b> (please tick)		<input type="checkbox"/> <b>Academic Year (AY)</b> <input type="checkbox"/> <b>Michaelmas Term (MT)</b> (Sept – Dec) <input type="checkbox"/> <b>Hilary Term (HT)</b> (Jan – April)			<b>Semester Start-Up Programme:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Add (A) / Delete (D)</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Discipline/School</b>	<b>ECTS</b>	<b>Term</b> [HT/AY]	<b>School Coordinator Signature</b>