



# 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:**

**Hilary Term: January 15<sup>th</sup>- 24<sup>th</sup> 2018**

6. **Completed module enrolment forms must be submitted by 14:00, January 24<sup>th</sup> 2018.** 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

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