



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 20-30 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 **September 3rd-21st, 2018**.

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 September 3rd-21st 2018.
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

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 (Non-EU)		
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"/> Michaelmas Term (MT) (Sept – Dec) <input type="checkbox"/> Hilary Term (HT) (Jan – April)			Semester Start-Up Programme: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Add (A) / Delete (D)	Module Code	Module Title	Discipline/School	ECTS	Term [MT/HT/AY]	School Coordinator Signature