

**REPEAT MODULE REGISTRATION: TIME CONFLICT OVER-RIDE FORM**

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| **STUDENT DETAILS**  **Student Name: Student Number:**  **Programme / Major Stage:**  **Mobile Number: UCD Connect Email Address:** |
| **REPEAT MODULE DETAILS WHERE TIME CONFLICT EXISTS**  **Academic Year and Trimester: Repeat Module Code:**  **Repeat Module Title:**  ***\**** *Students may be permitted to change to a different offering of a module* ***if available*** *to avoid a repeat time-table clash* |
| **SCHOOL / MODULE COORDINATOR’S PERMISSION TO OVER-RIDE TIMETABLE CONFLICT**   * **Tick the module component(s) which the student must re-attend:**   Lectures  Labs  Tutorials  Studio  Field Trip  Other  (please specify)   * **Tick the module component(s) for which over-ride permission is granted and re-attendance is exempt:**   Lectures  Labs  Tutorials  Studio  Field Trip  Other  (please specify)  **Signed: Module Coordinator Date:** |
| **STUDENT MUST READ CAREFULLY AND SIGN**   * I am aware that I must attend the repeat module component(s) (if any) as specified above. * I am aware that it is my responsibility to keep up to date with all coursework notes on Brightspace etc. and to follow-up with the Module Coordinator for any aspects of my repeat status on this module that I am unsure of. * I am aware that as a consequence of not attending the repeat module component(s) specified above, that I may be disadvantaging myself in terms of achieving the learning outcomes of this module.   **Signed: Student Date:** |
| **COLLEGE/SCHOOL OFFICE USE ONLY**  **Form processed by:**  **Signed: College/School Date:** |

***NOTES***

1. *Where time conflicts arise on student registration due to repeat module pre-registration, the ONUS IS ON THE STUDENT to resolve this time conflict.*
2. *Permission to over-ride time a conflict is at the discretion of the relevant Repeat Module Coordinator / School and may be refused.*
3. *When applying for any such permission, the student should bring a copy of this form to any meeting to discuss time conflict over- ride.*
4. *If over-ride permission is refused, students should be aware that they will have to drop the module that is conflicting with the repeat module.*
5. *It is recommended that priority is given to repeat modules.*
6. ***If permission is granted, the completed form should be sent to the*** [***College/School Office***](https://www.ucd.ie/collegesandschools/) ***by the student for processing. Some specific contacts are below:***
   * ***Agriculture and Food Science – upload form via the*** [***Contact Form***](https://www.ucd.ie/agfood/contact/programmeofficecontactform/)
   * ***Distance Learning – email the form to*** [***bbs@ucd.ie***](mailto:bbs@ucd.ie)***(UG) or***[***msc\_mgtpt@ucd.ie***](mailto:msc_mgtpt@ucd.ie) ***(GT)***
   * ***Engineering and Architecture – email the form to*** [***eng.arch@ucd.ie***](mailto:eng.arch@ucd.ie)
   * ***Nursing, Midwifery and Health Systems – upload the form via the*** [***College Connector***](https://www.nmhs.ucd.ie/contact-us)
   * ***Public Health, Physiotherapy and Sports Science – email the form to*** [***sphpssprogoffice@ucd.ie***](mailto:sphpssprogoffice@ucd.ie)
   * ***Social Sciences – upload the form via the*** [***Social Sciences Connector***](https://www.ucd.ie/socscilaw/undergraduateandgraduatesocialsciencesstudents/contact/query/)