

UCD School of Geography

Frequently Asked Questions



Where can I find staff e-mail addresses?

On the School website: <http://www.ucd.ie/geography/about/>

Where can I find staff office hours?

On the School notice board and School website:

<http://www.ucd.ie/geography/about/>

How can I apply for an extension on an assignment?

Forms for late submissions can be found in the School office, noticeboard and here: <http://www.ucd.ie/governance/resources/policypage-latesubmissionofcoursework/>

How do I apply for extenuating circumstances?

As an undergraduate: This is done through your Programme Office:

<http://www.ucd.ie/acshs/>

As a postgraduate: This is an online application through your SIS web account.

Please see link below for further details:

<http://www.ucd.ie/governance/resources/policypage-extenuatingcircumstances/>

Where can I find help with Registration?

For School specific queries, go to the School office in E001 Newman Building or e-mail geography@ucd.ie . For more general queries, go to the Arts, Humanities and Social Sciences Programme Office. For technical queries on SIS web, go to the Student Desk in the Tierney Building.

PhDs registering to taught modules for credit or audit should complete the relevant form downloadable from the College of Social Sciences and Law Graduate School website:

<http://www.ucd.ie/socscilaw/graduateschool/informationforcurrentphdstudents/#d.en.316607> and return it to the Social Sciences and Law Graduate School Manager: Margaret Brindley (Room D111).

Where can I go for IT support?

IT Services in the Daedalus Building.

What do I do if I have a grade query?

Contact the module coordinator.

Can I compensate an E grade?

No.

What do I do if I fail a module; how do resits/repeats work?

Consult the UCD Registry “Information for Students” pages here:

<http://www.ucd.ie/students/resitsrepeats.html>

Where do I find resit information?

This is available from the School office or the module coordinator directly.

Where can I find information on fees?

From the Student Desk or the Fees Office website:

<http://www.ucd.ie/students/fees/index.html>

Do I have to pay for resits/repeats?

Yes, please see above for information.

I've completed my degree, where do I find information on graduation ceremonies?

The Conferring Unit website: <http://www.ucd.ie/confer/>