

**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******(UG) or******msc\_mgtpt@ucd.ie*** ***(GT)***
	* ***Engineering and Architecture – email the form to*** ***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***
	* ***Social Sciences – upload the form via the*** [***Social Sciences Connector***](https://www.ucd.ie/socscilaw/undergraduateandgraduatesocialsciencesstudents/contact/query/)