

Returning BA Internationals (Stage 4)

****Please ensure that you always consult the online version of this document, as additional information may be added up to the close of Online Registration.**

When do I register?

Book your Registration Start Time from Wednesday 2 August 2017 at 12.00 noon (closes at 10.00am on 3 August).

Confirmation of your Start Time for module registration will be sent to your UCD email.

What should I register to?

Students are required to complete 60 credits in Stage 4.

- If you are taking a Joint Major, you will complete 25 credits in each subject.
- If you are taking a Single Major, you will complete 50 credits in your subject.

The remaining 10 credits are made up of electives. These can be taken from within your degree subjects (in-programme electives), or from outside (general electives).

Core Modules: When you enter Online Registration, you will find that you have been registered to core modules unless

- there are multiple offerings of the module, in which case you must select an offering yourself; or
- you do not meet pre-requisites for the core, in which case you must register to the core after you have fulfilled the pre-requisite.

Core modules must be completed in order to satisfy subject, stage and degree requirements.

Option Modules: You will then be required to select your remaining programme credits from a list of option modules, bringing you up to the required 25 credits for each subject of your Joint Major or 50 credits for your Single Major. You will be able to register to options via the Core/Options tab in Online Registration. In some cases subjects may have more than one list of options from which you must choose. SIS Web will indicate how many option modules you need to take from a particular group. This information is also available on the [Course Search](#).

If you still have queries, you should [contact the relevant School](#).

Elective Modules: Stage 4 students select two electives, which are chosen via the Electives tab in Online Registration. If you wish to take electives within your degree subjects you should search using the 'In-programme elective' facility; if you wish to go outside your degree subjects, you should search using the 'General elective' facility.

Having registered to core/option/elective modules, you will then need to register to tutorials/seminars if required, on the Labs/Tutorials page on your SIS Web.

I have failed a module/modules. How do I make up the credit?

Students must have earned 60 credits at Stage 2 in order to have completed the stage. However, it is possible to progress to Stage 4 having earned at least 110 credits over Stages 1 and 2, i.e. having failed one or two modules. You must make up this outstanding credit while you are in Stage 4.

You can repeat the module(s) (resits are not available for these modules). For further information on fee implications and registering to repeats, please [click here](#).

If the failed module is an **elective**, you may substitute it, if

- There are places available,
- It is compatible with your timetable, and
- You satisfy any pre-requisite requirements
 - Log into Online Registration and go to the **Repeats/Subs/Transf Tab**
 - If you have already registered to the repeat then go to the module on the page and click Drop Module beside it
 - Go to the Electives tab to pick a substitute, ensuring you assign it to the correct stage.

Please note that substituting a module brings additional fee implications. You can [check the cost of substitute modules](#) on the UCD website.

Can I substitute a Stage 2 option module that I have failed?

If the failed module is an **option**, you may substitute it, if

- There are places available in the module, and
- You meet the subject requirements.

If you are registered to the repeat for the failed module, drop this on the **Repeats/Subs/Transf Tab**. You will need to come to the Programme Office to be manually registered to the substitute option module. You can do this from **Thursday 24 August**. Prior to attending you must check that the substitute module will fit in with your timetable. You can check the scheduling of modules via the [General Reference Timetable](#). We also recommend that you have a number of possible options, in case there are no places available in your first choice. Certain subject areas require you to take a number of option modules from within a particular list, so you must ensure that your chosen substitute module meets these requirements.

Please note that substituting a module brings additional fee implications. You can [check the cost of substitute modules](#) on the UCD website.

Can I substitute a Stage 2 core module that I have failed?

It is not possible to substitute a core module. You must repeat the module.

I did not attempt a core module/core modules at Stage 2 and am now unable to select online?

You should come to the Programme Office for advice and assistance on this aspect of your registration.

What do I need to know about degree compliance?

It is important to understand that by the time you reach the end of your degree (Stage 4 for BA International students), your 240 credits must meet the degree requirements as set out in the UCD Academic Regulations. Please remember that you must take responsibility for this – your module choices will not be checked by anyone else.

To ensure degree compliance, by the **end of Stage 4**, you must be in a position to have:

Completed sufficient Level 2 and Level 3 credits overall to satisfy University requirements, i.e.:

- No more than 80 credits may be from Level 1 or below modules, of which no more than 10 may be at Level 0.
- At least 100 credits must be from modules at Level 2 or above.
- Within that 100 credits, at least 40 credits must be from modules at Level 3 or above.

This is a University Regulation from which students cannot be exempted.

Please note that in the event of a student finding themselves with insufficient Level 2 or 3 credits at the end of Stage 4, no special arrangements will be possible.

You must also have:

- Completed sufficient credits overall (240 credits for BA International)
- Completed sufficient credits in your subjects to satisfy the requirements of your Single Subject Major/Joint Major. You see this information when you check the Course Search, described previously
- Completed all core modules
- Satisfied any subject option rules

Please note that the requirements listed above will apply to your entire degree, and not just in Stage 4.

How will my degree GPA be calculated?

BA International Programmes: Final and penultimate UCD stages (equally weighted) – based on all UCD modules, including elective modules, which the student completed and passed to satisfy the credit requirements of the final and penultimate UCD stages of the programme (i.e. Stage 2 and Stage 4).