School of Biology and Environmental Science (SBES)

Structured PhD: Module Registration Form
(2018-2019)

From September 2014, all incoming PhD students must take 30 credits of taught modules over their programme. This requirement is to facilitate the PhD research, and to help the student develop transferable skills that will enhance career development. The School or Programme may recommend or require certain modules. Otherwise, you may choose from the full range of modules available throughout the University (subject to a place being available in the module) in consultation and agreement with your Principal Supervisor and DSP. (Students undertaking Thematic Programmes should consult with the Programme Co-ordinator/Administrator for specific modules that may be mandatory). Two-thirds of the 30 credits (20 credits) must be at level 4 or above. PhD students who began their programme before September 2014, and MSc (Research) students, may also undertake modules which will be beneficial to their research and/or transferable skills, but they are not mandatory. To enrol to modules, students should complete this form, obtain the signature of their principal supervisor, and confirm that a place is available on the module. Submit the completed form to the SBES office within 2 weeks of the start of the module. A student cannot be retrospectively registered to a module, so please complete the form in a timely manner.

Student Information (Please Complete in Block Capitals)

Name:	
Student No:	
Supervisor:	
Email Address (MUST BE UCD EMAIL ADDRESS):	

Programme Information (Please Complete in Block Capitals)

Programme Code (Eg: DRSCI001 / MRLSCXXX):	
Programme Title (ie: PhD/MSc):	
PhD Start Date: Month (Sept, Jan, or May) and Year	
Module Start Date (Sept/Jan/May-Year):	

Modules (Please Complete in Block Capitals)

Module Code	CRN (Admin only)	Module Title	Module Co-ordinator	ECTS Credits	Audit Only (Please tick)

Signatures

Signatures			
Principal supervisor		**Module Coordinator*** (Required if module provided by School other than SBES)	
Student			
Date:			
Processed by:			Date:

Note: *A copy of an e-mail from the module co-ordinator, confirming availability of a place and agreement for student to attend module, is acceptable.

Please read this information carefully before completing the module registration form.

Registering to modules for credit

- Being **registered** to a module for credit means that you will need to attend any lectures, tutorials, practicals etc associated with the module and undertake any assessment components, in order to be awarded the credit.
- Unless the School/Programme/Supervisor/DSP stipulates specific courses, you may choose from the full range of modules available throughout the University.
- The first step to registering to academic modules is to see what modules are available in the University. Modules can be looked up by School, Keyword or Subject at http://www.ucd.ie/students/course_search.htm. Information on transferable skills modules can be found at http://www.ucd.ie/graduatestudies/currentstudents/transferableskills/.
- Confirm that a place is available on that module, by contacting the module co-ordinator.
- The module registration form **must** be signed by your Principal Supervisor. It should also be signed by the module coordinator (where the module is from a School other than SBES), to confirm that a place is available on the module at that time, and that the co-ordinator agrees to you enrolling in the module.

Auditing a module

- **Auditing** a module means that you are required to attend the lectures, tutorials, practicals etc, but there will be no assessment component or award of credits on completion.
- If you wish to audit a module you must follow the same process as above in order to be registered 'for audit'. Please specify that you wish to audit the module on the module registration form.

Withdrawing from a module

- **If, after submitting the module registration form, you decide to withdraw from the module, or to change to audit, you must inform the School Office within six weeks of the commencement of the module.**

- Failure to officially withdraw from a module may result in any NG grade awarded being entered onto your university record and appearing on your transcript. Therefore, it is important that you withdraw in a timely manner.