



**School of Nursing, Midwifery & Health Systems  
Health Sciences Centre  
Belfield, Dublin 4**

**Structured PhD –Module Enrolment Registration Form**

From September 2014, all incoming PhD students must take 30 credits of taught modules over their programme. The aim of these taught modules are to facilitate research as well as to provide you with important transferable skills enhancing your career development. Your School or Programme may recommend or require certain modules. Unless your School or programme stipulates specific courses, you may choose from the full range of modules available throughout the University in consultation and agreement with your Principal Supervisor. (Students undertaking Thematic Programmes should consult with the Programme Co-ordinator/administrator for specific modules that may be mandatory). 2/3 of the 30 credits (20 credits) must be level 4 or above PhD students who began their programme before September 2014 and Research Masters students can also undertake taught modules which will be beneficial to their research and/or transferable skills but it is not mandatory. To enrol to modules, research graduate students should complete the relevant details below, obtain the signature of their principal supervisor, and submit to the XXXX office within 2 weeks of the start of the module. It is important to note that no student can be retrospectively registered to a module so please ensure to complete this form asap

**Personal Information (PLEASE COMPLETELY THIS INFORMATION FULLY & CLEARLY)**

|  |  |
|--|--|
| Name :                                     |  |
| Student No :                               |  |
| Date of Birth:                             |  |
| School:                                    |  |
| Email Address (MUST BE UCD EMAIL ADDRESS): |  |

**Programme Information (PLEASE COMPLETELY THIS INFORMATION FULLY & CLEARLY)**

|  |  |
|--|--|
| Programme Code (Ex: DRSCI001 / MRLSCXXX) : |  |
| Programme Title (ie: PhD/MSc) :            |  |
| Student Start Date (Sept, Jan, May):       |  |
| Module Start Date (Sept/Jan/May)           |  |

Please note that once registered for a module, if for any reason you do not complete and have not officially withdrawn from this module within 6 weeks, a NG grade received will be entered onto your university record and will appear on your transcript. To withdraw from a module or change your status to AUDIT (students attend classes but do not participate in assignments or assessment and NO credits are awarded), please contact the Graduate School Office within 6 weeks of the commencement of the module. **NO RETROSPECTIVE CHANGES CAN BE MADE**

**Modules (PLEASE COMPLETELY THIS INFORMATION FULLY & CLEARLY)**

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

**Note:** \* Please note that students **MUST** contact the module co-ordinator for availability of a place and agreement for a PhD/Masters student to attend this module

**SIGNATURES:**

|                                 |  |                                |  |
|---------------------------------|--|--------------------------------|--|
| Principal supervisor signature: |  | Print Name of supervisor:      |  |
| Name of Module Coordinator*     |  | Approval of Module Coordinator |  |
| Student signature               |  |                                |  |
| Processed by :                  |  | Date:                          |  |

**Registering to modules**

- Being **registered** to a module means that you will need to attend any lectures and tutorials associated with the module and undertake any assessment components in order to be awarded the credit.
- Unless your School/Programme/Supervisor 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](http://www.ucd.ie/students/course_search.htm) Information on transferable skills modules can be found at <http://www.ucd.ie/graduatestudies/transferableskills.htm>
- The module registration form **must** be signed by your Principal Supervisor; It must also be signed by the module coordinator where the module is from outside the student's School.

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

**Auditing a module**

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

**If you are registered to a module and wish to change to audit you must inform the Graduate School Manager within six weeks of the commencement of the module.**

**Withdrawing from a module**

- If you are registered or auditing a module and you wish to withdraw, you must inform the Graduate School Manager prior to the assessment period at the end of the semester in which the module is running.
- **Failure to withdraw from a module prior to the assessment period may result in a failing grade**

**Note:** \* Please note that students **MUST** contact the module co-ordinator for availability of a place and agreement for a PhD/Masters student to attend this module