|  |  |
| --- | --- |
| ***Maynooth-University-Logo_CMYK_AW*** | **Ollscoil Mhá Nuad**  **Maynooth University** |

**Form No. R7.1**

(Version 7, 14 February 2020)

R7.1 Take an additional module(s) over and above the normal total credit value of the subject and/or programme:

If the student is taking an additional module(s) over and above the credit total of their subject, the new module(s) will contribute to the subject mark and the annual mark during the grading process. Note that all modules registered to within the subject must be passed in order to pass the subject. Registering to an additional module is not in lieu of a module already registered for.

No more than 10 additional credits can be taken, subject to an overall limit of 70 credits in any academic year and 35 in any semester.

**Student Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student number |  | MU email | |  |
| Family name |  | Mobile phone number | |  |
| First name |  | Programme and year of study | |  |
| **Additional modules from the subject/programme** | | | | |
| Module(s) to be registered (Code & Title) | | | | |
|  | | |  | |
|  | | |  | |
| **Student Signature** | | | **Date** | |

**Authorisation of relevant Head of Department for subject / programme is required**

|  |  |
| --- | --- |
| Approval of Head of Department  [***Department delivering the additional module/ subject]*** | Comment (if any) |
| Name |
| Department |
| Signature |
| Date |

**Deadline: Requests should be submitted to the Student Records Office (**[**registration@mu.ie**](mailto:registration@mu.ie)**) within the first three weeks of semester one and the first two weeks of semester two.**

Note that:

* Amendments to the student’s record are contingent on a Registry technical check.
* Amendments must be timetable compatible with a student’s existing modules.
* There must be capacity in the chosen module(s).
* These amendments cannot be made online.
* Amendments of this type are not available to first year undergraduate students or to a student carrying a deficit into the current academic year.

**Registry Use Only – Tracking of progress**

|  |  |  |
| --- | --- | --- |
| **Staff Signature** | **Date** | **Student Advised** |