



**Maynooth  
University**

National University  
of Ireland Maynooth

# Academic Journey Planning - Tools & Resources

Programme Advisory Office

# Overview of Session

Why academic planning is important

Five steps to academic planning at MU

1. Establish
2. Research
3. Enhance
4. Engage
5. Confirm

Tools and resources available to you

# Why is Academic Planning important?

- Decisions made at the beginning of 2<sup>nd</sup> year impact on the remainder of your undergraduate programme.
- Students are expected to take more responsibility for their programme choices from second year, so it is important to be informed.
- Academic planning helps you shape and personalise your degree to align it with your interests, values and skills.

THE BEST WAY  
TO PREDICT  
THE FUTURE  
IS TO CREATE IT.



# Step 1: Establish what programme choices are available to you

Examples of programme choices may you be asked to make at the beginning of or during second year:

- Second year subject & module choice
- Flexible pathways (single major, major w/minor or double major)
- Transfer into second year of a different programme
- Electives
- Study Abroad

# Resources available for Step 1

## Student Registration Guides

[MH101 Arts](#)

[All first year programmes except MH101 Arts](#)

## Prospectus / University Admissions website

## Departmental website(s)

## Year 2 Information Page

[www.maynoothuniversity.ie/year2info](http://www.maynoothuniversity.ie/year2info)

# Step 2: Research your programme choices

- What subjects are available **to you** and in which pathway(s)?
- Can I transfer into second year of a different programme? What are the criteria for transfer?
- What module choices are available **to you** in second year and in third year?
- What is an Elective and how does it work? Why should **you** consider taking an Elective?
- When do applications for Erasmus+ and Study Abroad open/close?

# Second Year Flexible Pathways

**Single Major** – 60 credits of one subject

Subject 1 – 60 credits

**Double Major** – 30 credits in two subjects

Subject 1 – 30 credits

Subject 2 – 30 credits

**Major with minor** – 40 credits in one subject; 20 credits in the other

Subject 1 – 40 credits

Subject 2 - 20 credits

**Second Year Science** – 20 credits each in three subjects

Subject 1 – 20 credits

Subject 1 – 20 credits

Subject 1 – 20 credits



# Resources & Tools for Step 2

**CourseFinder**

**Student Registration Guides**

Electives webpage: [www.maynoothuniversity.ie/electives](http://www.maynoothuniversity.ie/electives)

University International Office

International Exchange Erasmus

Student Network <https://esn.org/>



# CourseFinder

The screenshot displays the Maynooth University CourseFinder interface. At the top left is the university logo, and at the top right is a search bar. The main navigation menu includes Home, Prospective Students, Current Students, and Memo. A red banner below the navigation contains the text "Courses / Current Students" and a Print icon. The central content area features a search box with the text "Current Students - Search" and a search button. Below the search box is a text input field containing "MH101" and another search button. To the right of the search box, there is a section titled "What can I search for?" with a list of search criteria: Qualification (check your Student Card), CAO/PAC or Module code, Course name or code, and Subject name or code. Below this list are two expandable sections: "Modules outside of the normal programme" and "Elective Streams". At the bottom of the page, there are social media icons for Facebook, Twitter, LinkedIn, and YouTube, along with a silhouette of a castle.

# Step 3: Identify more ways to enhance your degree

A Maynooth University degree is more than what happens in the classroom!

Have you considered?

- **MUSE Award** – Maynooth University Student Experience Award
- **SPUR** – Summer Programme for Undergraduate Research
- Clubs & Societies
- StudentVolunteer.ie

# Resources & Tools for Step 3

SPUR:

[www.maynoothuniversity.ie/experiential-learning/research](http://www.maynoothuniversity.ie/experiential-learning/research)

MUSE:

[www.maynoothuniversity.ie/experiential-learning/student-experience-award](http://www.maynoothuniversity.ie/experiential-learning/student-experience-award)

Clubs & Societies:

<https://msulife.ie/>

Volunteering on campus or in the community:

[www.studentvolunteer.ie](http://www.studentvolunteer.ie)

# Step 4: Engage with advisory services

## Careers Development Centre

[www.maynoothuniversity.ie/careers](http://www.maynoothuniversity.ie/careers)

- One-to-one appointments with Careers Advisor
- Career Talks
- Employer presentations
- Free take-away literature
- Computers for use in the Career Development Centre Information Room for assessment tests/careers work
- Careers Interest Tests
- Graduate destination reports

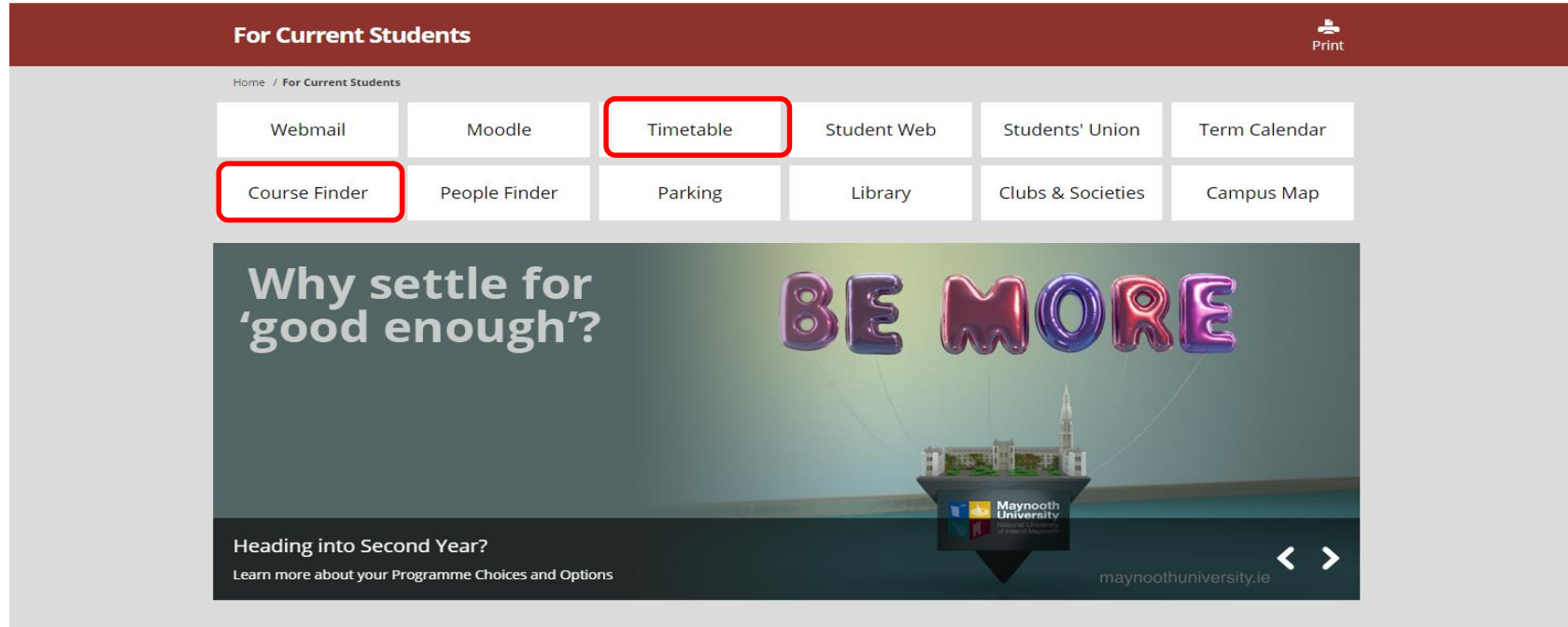
## Programme Advisory Office

[www.maynoothuniversity.ie/programme-advisory-office](http://www.maynoothuniversity.ie/programme-advisory-office)

- One-to-one appointments to discuss programme choices
- Programme Advisory Team Call Centre & Drop in during registration periods
- Year 2 Information Sessions
- Exam Results & Options Information sessions each June
- Dedicate information webpages by year e.g. Year 2 Info page

# Step 5: Confirm that your programme choices are viable

Registration for all modules are subject to usual timetable viability and requirements in your main subjects.



The screenshot shows the 'For Current Students' section of the Maynooth University website. At the top, there is a dark red header with the text 'For Current Students' on the left and a 'Print' icon on the right. Below the header, a breadcrumb trail reads 'Home / For Current Students'. A grid of navigation buttons is displayed, with 'Timetable' and 'Course Finder' highlighted with red boxes. The buttons include: Webmail, Moodle, Timetable, Student Web, Students' Union, Term Calendar, Course Finder, People Finder, Parking, Library, Clubs & Societies, and Campus Map. Below the navigation menu is a large banner with the text 'Why settle for 'good enough'? BE MORE' and an image of a ship carrying a Maynooth University building. At the bottom of the banner, it says 'Heading into Second Year? Learn more about your Programme Choices and Options' and 'maynoothuniversity.ie'.

# Tool for Step 5: Timetable Builder

1. [www.maynoothuniversity.ie/current-students](http://www.maynoothuniversity.ie/current-students)
2. Select Timetable
3. Expand Academic dropdown and select 'Academic timetable in Timetable Viewer'
4. Follow the instructions on screen
5. Be sure that there are no timetable clashes before registering for second year in September 2018

# Summary of five steps to academic planning

- **Establish** what programme choices are available to you
- **Research** your programme choices
- Identify more ways to **enhance** your degree
- **Engage** with the University advisory services
- **Confirm** that your programme choices are possible



# Summary of Key Resources & Tools

For Current Students webpages, including:

- CourseFinder
- Timetable builder
- Electives webpage
- Specific Year Information Pages: Year 1, Year 2 and 3<sup>rd</sup> & Final Year

Also,

- Student Registration Guides
- Programme Advisory Office
- Careers Development Centre
- Departmental websites and Lecturers

# Programme Advisory Office Contact Details

Located on ground floor of **Rowan House**

Email: [programme.choices@mu.ie](mailto:programme.choices@mu.ie)

Phone: 01 474 7428

Website: [www.maynoothuniversity.ie/programme-advisory-office](http://www.maynoothuniversity.ie/programme-advisory-office)

Book an appointment: <https://muprogrammechoices.youcanbook.me/>



MU Programme Advisory Team



@MU\_ProgrammeAdv