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

**Form No. R12.1**

(Version 2, 05 March 2018)

**Approved Placement registration**

**This form must be submitted before you take up your approved Placement position**

**Principles**: Students who intend their Approved Placement Abroad to form part of their final qualification **must** register for their placement year via the Student Web.

As with students who go on a year abroad, student on placement students are liable for university fees when they register, and are also required to meet academic requirements for satisfactory progress.

Students should liaise with your department regarding your residence abroad academic obligations.

**Note**: If you are ‘opting out’ of the BA International programme but still intend working on an Approved Placement Abroad during the 2018-19 academic year, please remember that you require the explicit permission of your language department to do so. In such circumstances, it is normally possible for a comment confirming your Approved Placement Abroad to be included on your academic transcript on your return.

**Student Details**

|  |  |
| --- | --- |
| First name |  |
| Family name |  |
| Student number |  |
| MU email |  |
| Contact number (mobile) |  |

**Please tick the appropriate box below**

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| **1** | I will be spending the 2018-19 academic year working on an Approved Placement **as part of** my programme of study. understand that I must register for my year aboard via the Student Web. |  |
| **2** | ***Students travelling abroad only***  I am opting out of the BA International degree programme option but will be working on an Approved Placement Abroad during 2018-19 academic year.  ***(Reminder*,** permission is required from your language department) |  |

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| **Signature**  If sending electronically, you may type your name here, and send this form from your MU email address. |  |
| **Date** | |

**Please submit completed form in good time, before you go on placement, to:**

Student Records Office, Humanity House, South campus, Maynooth University

***Or*** via email to [registration@mu.ie](mailto:registration@mu.ie)