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

**Form No. R7.2**

(Version 7, 14 February 2020)

R7.2 Substitute a module not part of the subject for a module that is normally part of the subject.

If the student is substituting a module(s) from outside their programme, the new module(s) will contribute to the annual mark but will not contribute to the subject mark during the grading process, unless specifically requested by the Head of Department. Normally the new module will be linked to a standalone, non-progression subject (displaying on Workbench as subject ‘SISUB’).

No more than 10 credits can be substituted in any academic year and no more than 5 credits in any semester.

**Student Details**

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| 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) | | | In place of module(s) (Code &Title) | |
| Credits: | | | Credits: | |
| Credits: | | | Credits: | |
| Signature | | | Date | |

**Authorisation of relevant Heads of Department at both module & subject level is required**

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| Approval of Head of Department (1)  [***Department delivering the substitute module/ subject]*** | Approval of Head of Department (2)  [***Department permitting the substitution be made]*** |
| If the student is substituting a module(s) from outside their programme, the new module(s) will contribute to the annual mark but will ***not*** contribute to the **subject** mark (unless its inclusion is specifically requested by the Head of Department of the subject): | |
|  | **Is the Substitute Module from outside the programme to contribute to the Subject mark**  YES NO |
| Name | Name |
| Department | Department |
| Signature | Signature |
| Date | Date |
| Comment (if any) | Comment ( if any) |

**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**

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