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

**Form No. RE3**

(Version 1, 23 September 2020)

**Registry permission for Partial Registration**

**(Academic year 2020-2021 only)**

**(Please type in the spaces provided OR print the form and write in the spaces provided)**

**Principles:** For students on full time courses, partial registration is not normally allowed. However, in line with public health guidelines, Maynooth University aims to support students who are considered ‘very high risk’ in continuing to pursue their studies where possible. The University acknowledges that as a result of Health Service Executive (HSE) guidance, students who are defined as ‘very high risk’ may not be able to attend campus in person and may need to apply for Partial Registration.

**Partial Registration:** Students enrolled on a taught programme may be allowed, on the basis of exceptional circumstances, to register for part of their programme, taking only the modules which can be taken remotely. **Permission to partially register will be determined based on confirmation that the student is in the “Very High Risk” category, as defined by the HSE, and also the availability of modules which can be delivered remotely in their entirety.**

In such circumstances, partial registration *in practice* usually means splitting one year of study over two academic year’s. This is an exceptional registration and this form is used for students seeking special treatment on the basis of being identified as very high risk to request the necessary Registry approval for partial registration. Any student on a taught programme at NQF Level 8 or 9 can apply.

**By completing this form you are making a request for academic permission to partially register for the 2020-21 academic year.**

**If your request is approved it is important to note:**

* There are risks associated with studying remotely, and studying remotely will not be considered as a basis for an appeal of your results;
* Your academic transcript will reflect an incomplete result for your initial year of partial registration;
* Modules offered in a subsequent year may be changed from what is part of the curriculum in your initial year of registration and you will be registered in the subsequent academic year as a repeat student.
* It is not permitted to split a **module** over two years.

**A student who is approved academically to be partially registered will need to agree the specifics of their fee arrangements separately with the Fees Office. This is very important and should be completed before you register for your modules.**

Before proceeding to complete this form, it is important to make contact with your Academic department(s) for guidance and also refer to the HSE website for guidance on the elevated risk categories, namely ‘very high risk’ as defined by the HSE, available at: https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html

**Student Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Student number |  | MU email |  |
| Surname |  | First Name |  |
| Date of Birth |  | Contact telephone number |  |
| Year & Programme of Study you are seeking permission to partially register for: | | | |

**Partial Registration Details for Initial year of Registration:** There is no minimum number of credits which must be taken in the initial year (as this will depend on what is possible to be taken remotely in your programme)

|  |  |  |  |
| --- | --- | --- | --- |
| **Module Code** | **Department** | **Credit Weighting** | **Semester / Year Long** |
|  |  |  |  |
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**STEP 1: Approval of each Department facilitating the taking remotely of the modules listed above in the 2020-2021 academic year**

**Confirmation from the Head of Department that the modules listed above can be fully taken remotely in 2020-2021**

|  |  |
| --- | --- |
| Name | I confirm that the modules listed above which are delivered by my Department can be taken remotely by this student in the 2020-2021 academic year.  Additional comment (if any) |
| Department |
| Signature |
| Date |

**Confirmation from the Head of Department that the modules listed above can be fully taken remotely in 2020-2021 (if your modules are from different departments)**

|  |  |
| --- | --- |
| Approval of Head of Department | Comment (if any) |
| Name |
| Department |
| Signature |
| Date |

**Step 2: Confirmation from Student Health Centre that I meet the HSE criteria for the “Very High Risk” category. The Student Health Centre will confirm to you what supporting documentation you must provide to support this application**

|  |  |
| --- | --- |
| Name | I confirm that the student listed above is in the “Very High Risk” category as defined by the HSE. This information has been confirmed by the Student Health Centre with the student’s GP and/or Consultant |
| Department: Student Health Centre |
| Position: |
| Signature: |
| Date: |

**STEP 3: Registry Approval**

**Note**:

1. This form should be submitted as soon as possible prior to the commencement of the academic year.
2. On receipt of your application, the University Registry will forward the details of your partial registration request to each of the Departments delivering the modules you have listed seeking confirmation that each of these modules can be taken remotely by you.
3. The “Student Details” completed by you above will also be sent to the Student Health Centre, who will be in touch with you regarding your risk category.
4. Once a decision is made, the Registry Policy Officer will contact you (normally to your MU email account) with the outcome.

**STEP 4: Registration**

You must follow the instructions received from the Student Records Office to complete the registration process.

**STEP 5: Fees arrangement**

You must follow the instructions received from the Fees Office so that a determination of your fee liability can be made.

**Student Declaration and Signature:** Please tick the relevant box below indicating your consent:

|  |  |  |
| --- | --- | --- |
| **I confirm that this Registry request can be passed to each of the Offices/Departments of the University as set out above.** | Yes | No |
| **Student Signature** | Date | |

**Submit your form**

***via Email to:***

[**policy@mu.ie**](mailto:policy@mu.ie)(word document or pdf accepted **only**). This is the preferred method for submission.

***via post: Note that there may be occasions when the Policy Office is working remotely. Forms submitted via post may be subject to delays.***

Registry Policy and Process Officer

Humanity House

South campus

Maynooth University

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**Registry Use Only – Tracking of progress**

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| --- | --- | --- | --- | --- |
| Sent to Head of Department |  |  |  |  |
| Recommendation received and attached to form |  |  |  |  |
| Sent to Maynooth University Heath Centre |  | Decision received and attached to form | |  |
|  | | | | |
| **Action** | | **Date** | **Staff signature** | |
| SREGB-8 updated | |  |  | |
| Student advised | |  |  | |
| Registration information folder updated | |  |  | |
| Student Records Office & Exams Office advised | |  |  | |
| Fees Office advised | |  |  | |