



Change of Modules - Semester 2

Changes to your choice of modules for Semester 2 can be made, **free of charge**, from:

Monday 15th February to Monday 22nd February 2010.

All students must use the **online** system during the period outlined above. Please log on to your portal page with your username and password. Further instructions will be displayed on your portal page

Module Quotas will apply during Change of Module.

Late Change of Modules - Semester 2

Late changes can also be made, **€60 fee applies**, from:

Tuesday 23rd February to Friday 26th February 2010.

Students cannot use the **online** system during this period. Please complete this form, have it signed by the Chairperson of your programme board (or Senior Faculty Administrator) and submit it to the Registry with the late payment fee of €60.

Signed: _____ Date: _____
Student

Signed: _____ Date: _____
Chairperson/Senior Faculty Administrator

Late Change of Modules Fee - Semester 2

Fee Paid €60: Cash Credit Card Other

Received By: _____ Date Stamp: _____



Change of Module Choice Form

Personal Details

Student Number _____

Surname _____

First Name _____

Programme & Year _____

Contact Phone Number _____

Amendments to Modules:

Please ensure you have completed this section correctly as only ONE form can be submitted per student per semester.

Modules to be DELETED:

Module Code	Module Description	Full/Part Time*	Period*	Attendance Type*

Modules to be ADDED:

Module Code	Module Description	Full/Part Time*	Period*	Attendance Type*

Please use the appropriate code above

Full/Part Time

- 01 – Full Time
- 02 – Part Time
- 03 – Modular

Period

- 1 – Semester 1 only
- 2 – Semester 2 only
- 0 – Year Long

Attendance Type

- N – Normal Attendance
- E – Examinations Only
- D – Deferred Attempt – Examination Only
(exams officially deferred in last academic year)
- F – Deferred Attempt – Attendance & Examination
(attendance & examinations officially deferred in last academic year)
- B – Repeat – Attendance & Examinations
- C – Passed Examination but failed Continuous Assessment
- A - Attendance Only (Exchange/Study Abroad only)