

DCU

Exchange/Erasmus Students

Module Choices,
Module Registration, &
Building Your Timetable



International Office, Dublin City University

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Module (SUBJECTS)1 Choices, Module Registration, and building your Timetable

Selecting your modules for the Academic Year

As an Exchange/Erasmus student at DCU you are required to submit the names and numbers of the modules you wish to study during semester to the Exchange Coordinator in advance of your arrival. You will have indicated your choices on the application form. The Exchange Coordinator will pre-register you for modules prior to your arrival however there is a '**change of mind**' period over the first 10 days of arrival. For Year Long students it is best to have at least 15 modules in mind initially. This is important as timetables are not finalised until the beginning of the semester and some of your module choices may be scheduled to run at the same time - also a module could be cancelled at short notice. Semester Only students are advised to have at least 8 modules in mind

PLEASE NOTE - IMPORTANT- Masters Level modules begin with a '5' and/or '6' may not be selected if you are not studying at masters' level. Some modules, particularly in Science, require pre-requisites. You will need to satisfy the lecturer that you meet the requirements. Some English Language Modules may be suited to NON Native Speakers only.

Your registration stream will depend on the bilateral agreement signed with your home university. The following link details the Universities have agreements with abroad.

Student Card & Student Portal Pages:

The International Office will provide you with your Student Card and access details to your portal page. Your student portal page contains your biographical details, details of the modules for which you are registered, examination timetables and results of examinations. It is crucial that you check your portal page at frequent intervals during the academic year and inform us if any of your information is incorrect.

If you have technical difficulties, please contact Information Systems & Services, iss.servicedesk@dcu.ie

DCU has the following registration streams for students (for the module lists please click on the registration stream)

Which category do you belong to?

There are four faculties in DCU. Each faculty includes a number of schools, which offer a variety of programmes. The category of student you fall into will your major and will have been advised to you on your offer letter. When you applied to DCU, you were accepted into one of the four faculties, i.e.

Your registration stream will depend on the bilateral agreement signed with your home university.

DCU has the following registration streams for students (for the module lists please click on the registration stream).

Please note links are only live in Google Chrome and Mozilla Firefox.

HMSAX - students coming from partners signed in Humanities disciplines (Applied Languages & Intercultural Studies, Law & Government, Communications/Journalism, and Education)

BSSAX - students coming from partners signed in Business disciplines

ECSAX - students coming from partners signed in Engineering & Computing disciplines

SHSAX - students coming from partners signed in Science disciplines

The International Office will pre-register you for modules prior to your arrival however there is a 'change of mind' period over the first 10 days of arrival. Please remember that you may only register for a maximum of 30 ECTS. All students must attend module registration and timetabling workshops as outlined in the orientation schedule.

¹ A module is interchangeable for course. While we try to use the term module where possible, you might also find the term course mentioned from time to time.

Availability of Modules:

1. Please note some Schools have only opened their modules to students coming from their own partners.
2. Please consider the following in mind when selecting modules for your Exchange/Erasmus Programme Select modules open to your stream (HMSAX, BSSAX, ECSAX and SHSAX) and ensure it runs in your chosen Semester of Study (eg. Fall or Autumn is Semester 1 and Spring is Semester 2).
3. Review the academic structure ie. breakdown of exams and assessments. Some modules are 100% CA (continuous assessment) which means no end of term exam as you will be assessed on an on-going basis. Some may have a 50% exam and 50% CA structure.
4. Please choose modules which suit your own situation eg. if coming for FALL and do not wish to travel back for January exams, you might wish to select all 100%
5. Always check suitability of modules with your home university
6. Ensure you choose at least 8 modules for one semester. As timetables are only available on arrival, two subjects may clash and on occasion, may not run
7. On arrival, if you are unhappy with your module choices, don't worry! You can change switch to other available modules as appropriate

Change of Mind Module Form:

We will provide you with an orange coloured Change of Module Choice Form as part of your arrival pack. This is the form you use to submit any module change requests after arrival. Since we have already pre-registered you for modules indicated on your initial application form, you now need to ensure that the modules you are currently registered for work a) with regards to your personal requirements, and b) with regards to the DCU timetable. Please note: you must be registered for modules in order to attend classes and to receive credits from DCU. You can register as AO – Attendance only if you do wish but may not attend more than 6 classes or 30ECTS worth of modules. In other words, these modules are still counted towards your ECTS Credit limit. **The change of mind form must be signed by your coordinator in DCU and meet the approval of your own University. The form is then handed In to the International Student Advice Desk in the Henry Grattan building.**

A Word of Caution

The degree of flexibility attached to the wide range of choices available to you can also bring with it difficulties when it comes to building your timetable for the semester / year. We have therefore composed this document to assist you in making module choices that work best for you and to advise you on how to put together your final timetable.

Examination Clashes: you should note that there is always a risk of exam timetable clashes when exam time approaches. Although the Exams Office do its utmost to avoid clashes between exams across the University, the possibility of clashes remains if modules are chosen from different years and / or programmes. One way of dealing with this is that students affected by exam timetable clashes are allowed to change their Assessment / Examination Type during a specified period once examination timetables have been published - in this case no credits can be awarded but the transcript will show that the student "attended" the module. Another option is for students to be allowed to sit one of the clashing exams during the August examination period. Please note that there are very few exam clashes and this serves merely to caution that it may occur.

Module Choices

Most of you would have listed your module choices on your initial application form. At this stage, you may or may not decide to amend your original choices, either because you have identified more suitable modules on the module list for the academic year, or because you find that one or more courses are not available during the coming year. Another reason why you might have to find alternative modules is that one or more of the timetables for the modules initially indicated clash, i.e. they run simultaneously, and since it is not possible to attend two different classes at the same time, the need for alternative choices arises.

Your orientation pack includes a list of modules available to Exchange/Erasmus students, which is attached to this document. This listing offers:

The Block Code (also called Period Code), which indicates the period during which a module is offered. They are:

0 = Full academic year

1 = Semester 1

2 = Semester 2

The Module Codes and Module Titles

- The credits each module carries (most modules carry 5 ECTS credits (3 US credits))
- The assessment type is divided into continuous assessment and/or examination – continuous assessment refers to any type of assessment undertaken throughout a module's lifetime whereas examination always refers to an end of semester or end of year examination.
- Some modules are assessed on a 100% continuous assessment basis – this could include an essay, an individual project, a group project, a report, or laboratory work -, others will be assessed 100% by examination, others again might require some course work and then an examination – the breakdown into continuous assessment and examination will give you the details for each module.

Restrictions

The following restrictions apply:

1. All modules are subject to the running of a course
2. Students must meet prerequisites (if any) for all modules they choose. If unsure, they should approach the lecturer at the first lecture.
3. Some modules may have limits on numbers and may not be available if oversubscribed
4. Entry into some semester 2 modules requires that students have completed specific first-semester modules before registering for second-semester modules.
5. Postgraduate modules (modules which start with a '5' or a '6' in the subject code): postgraduate modules can only be chosen in exceptional circumstances (this does not apply to students who come as part of a postgraduate exchange arrangement) and only in cases where a student fully meets the prerequisites for a module. If a student intends to choose a postgraduate module, this must be discussed in detail with the relevant coordinator

Guidelines for choosing Modules – Learning Agreements

Here are some guidelines on how to proceed:

- If you already know which modules you wish to take during the coming semester (or year if you are staying for the full academic year), you should now check that these modules appear on the excel list for each of the semesters you will be spending at DCU.
- If all the modules appear on the list, you can go ahead putting your timetable together (the timetable is subject to change up to and after the beginning of semester).
- Where some of your modules do not appear, or if you had not yet made your choice previously, you should now identify the modules you would like to take. It will be necessary for you to get in touch with your DCU Coordinator home University Coordinator to have your module choices validated by your home institution. Please liaise closely with your home institution to ensure that credits gained for any modules taken at DCU will later transfer to your home institution. Once you have your full complement of modules, you can proceed to build your timetable (after you arrive as timetable information will not be ready until then – for semester two, some may be available). You must check to ensure you are registered for the correct modules through your portal page when semester starts. You will see login details on your registration slip which will be part of your orientation pack.

Building your Timetable

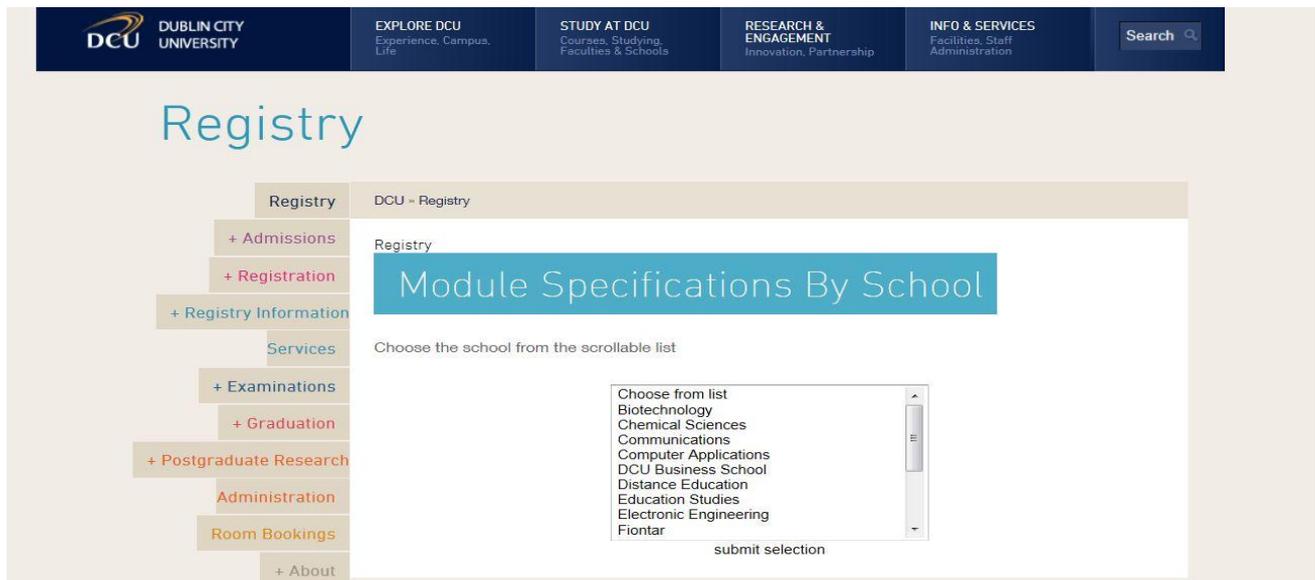
As previously mentioned, it is necessary for students coming to study for a semester or year at DCU on the Exchange/Erasmus programmes to build their own timetable. The reason for this is that all subjects or modules available to students on these programmes are already affiliated to or linked to a full degree programme. As an Exchange student; students will more than likely take modules from at least 3 or 4 different programmes. Students need to ensure that modules chosen do not 'clash' with other preferences or do not 'overlap'. Timetables are never finalised until literally the day before semester commences and changes have been known to happen even in the early stages of semester!

We ask students to have in mind at least 10 modules in advance of coming to DCU so that in the event of a module 'not running' or in the event of a 'clash', students have a pre-approved alternative.

So assuming you have your 10 modules chosen, (DCU will register you for your first preferences usually in advance of coming). Students will then be required to build timetables at a workshop which will take place during 'orientation' week.

Step One

Copy and paste the following link into your browser http://www.dcu.ie/registry/module_school.shtml
 Alternately the PDF documents for each individual steam includes a link to the full module information, credit rating, time timetable etc. [HMSAX](#) [BSSAX](#) [ECSAX](#) [SHSAX](#)

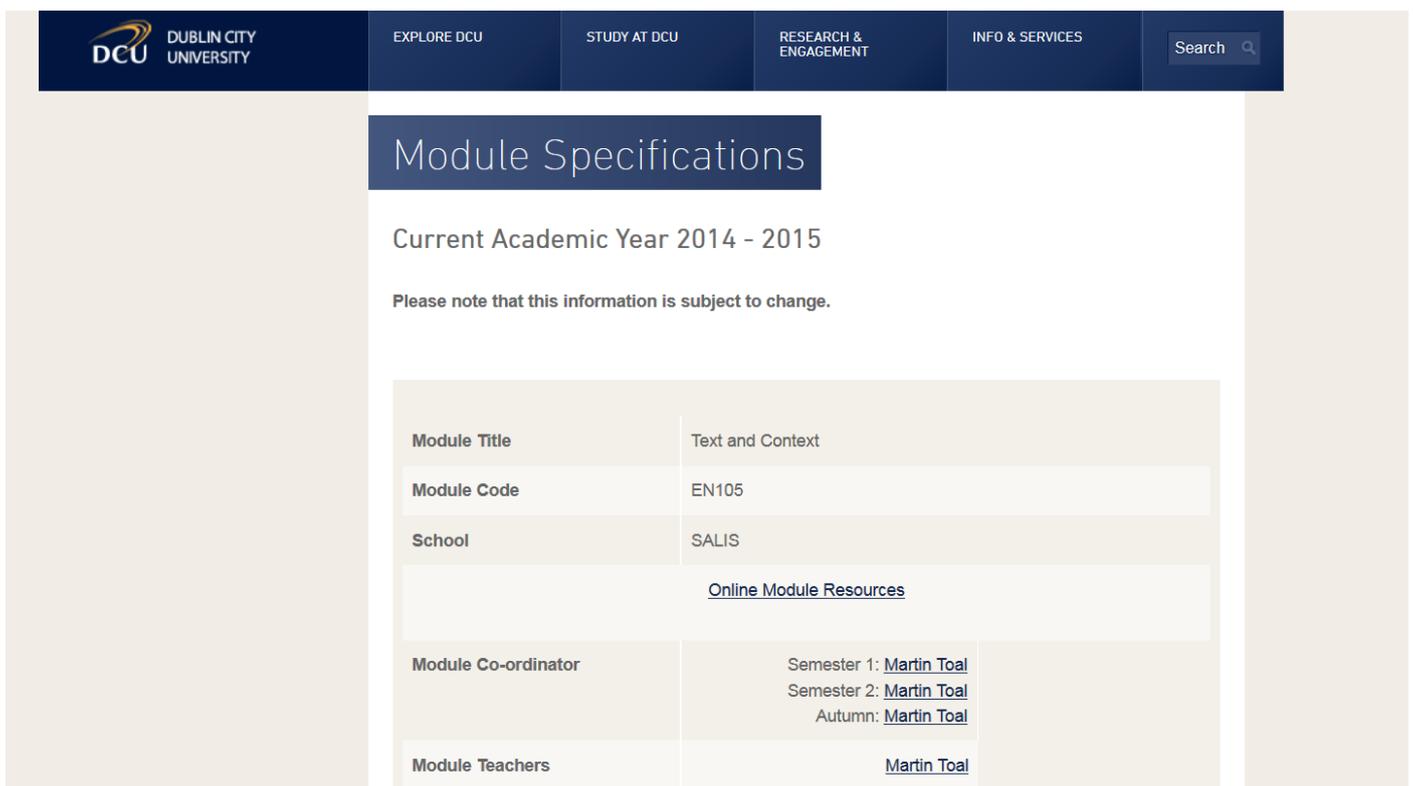


This will bring up a list of all of the schools in DCU. You will find which school the module is linked to by checking your module list and looking under the school column relating to the module. NB – TIMETABLES ARE NOT AVAILABLE YET FOR THE NEXT ACADEMIC YEAR. Click on the school of your chosen module(s).

If you are looking for a HRxxx on the module list for example, we can see that HR modules are run by the business school, so we then click on DCU Business School and submit selection. This will bring up every module on offer from the DCU Business School and they will be listed alphabetically.

Scroll down to HRxxx and click on the code.

This will bring up the module descriptor which provides important information on the module including the co-ordinator's name, the number of lecture hours, academic structure (eg. Type of assessment – exam, CA or both)



Click on Online Module Resource



registry

Module Resources

EF303 - Irish Economic Analysis

Timetable:
 Semester 1: [Timetable for EF303](#)
 Semester 2: [Timetable for EF303](#)
 Year Long: [Timetable for EF303](#)

Module Specification: [Specification for EF303](#)

Exam Papers: [Exam papers for EF303](#)

Reading List

O'Hagan, J.W., (ed), The Economy of Ireland, Policy & Performance. IMI, 1991. Foley, A. & Mulreany, M., (eds), The Irish Economy and the Single European Market. IPA 1990. Foley, A., & McAleese, (eds), Overseas Industry in Ireland. Gill & Macmillan, 1991.

This course is taught on the following programmes:

- [HMSA - Study Abroad \(Humanities & Soc Science\)](#)
- [SHSAO - Study Abroad \(Science & Health\)](#)
- [ECSA - Study Abroad \(Engineering & Computing\)](#)

This will bring up the timetable showing information such as the type of lecture (e.g. Lecture or tutorial etc) lecturer, time and duration, lecture hall, and weeks from and to (Semester one is weeks one to 12 and Semester two is week 20 to week 32 – see academic calendar for semester details selecting the calendar for year of relevance.

Seminar Practical Tutorial Lecture Full Week Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Module Timetable for: MT301[1] Business Strategy
 Department: DCUBS

Scheduled Hours: 52

	8:00	8:30	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30	19:00	19:30	20:00	20:30	21:00	21:30	22:00	22:30	
Mon											Lecture Kumar Vikas MT301[1]L2/01 1-6, 8-12		Lecture Brady M MT301[1]S1/02 2-6, 8-12		Lecture Kumar Vikas MT301[1]S2/02 2-6, 8-12		Lecture Brady M MT301[1]S3/01 2-6, 8-12														
Tue													Lecture Kumar Vikas MT301[1]S1/01 2-6, 8-12		Lecture Brady M MT301[1]S2/01 2-6, 8-12		Lecture Kumar Vikas MT301[1]S3/02 2-6, 8-12														
Wed													Lecture Brady M MT301[1]L1/01 1-6, 8-12																		
Thu																															
Fri																															
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Sun																															

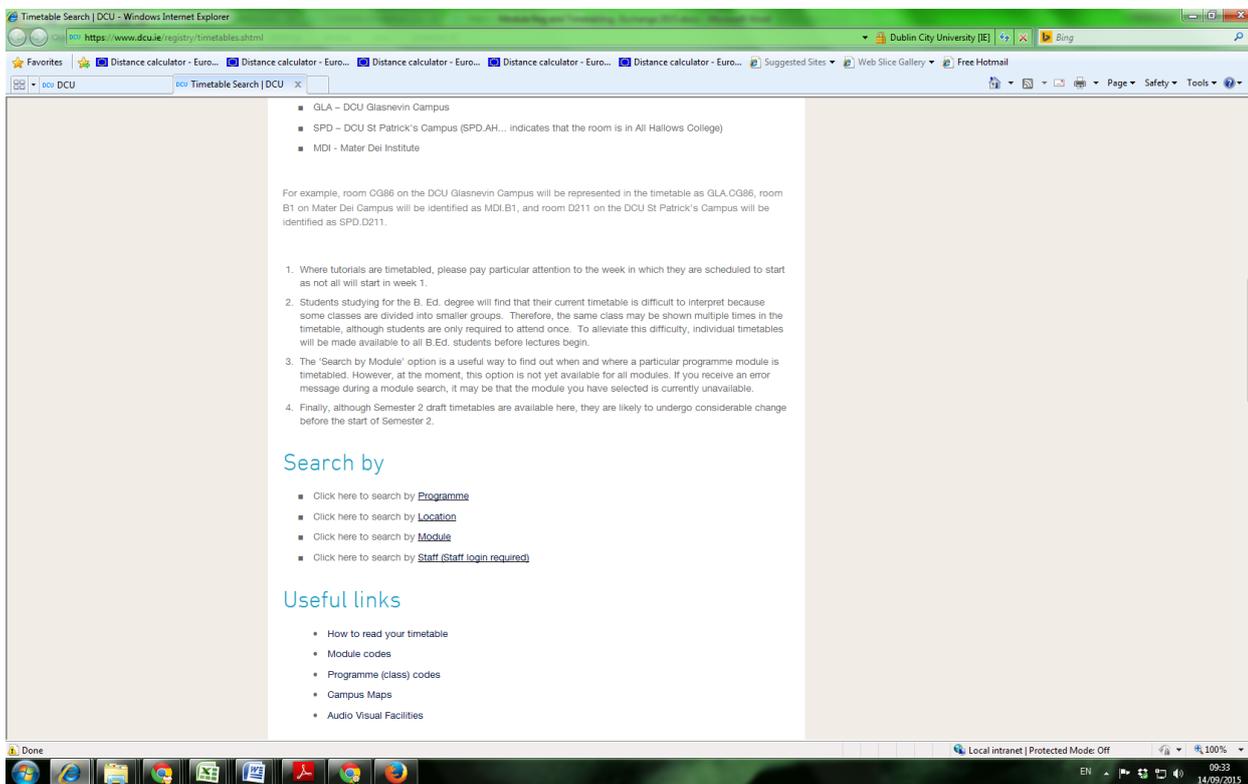
Print Date: 17 Jun 2013

Full Week Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Sometimes the timetable information is unavailable under that screen and you may not see any information. An alternative way of finding this information is by clicking into the module code again and noting which programme the module is linked to.

A HR module may be linked to the BS programme (Business Studies) and if it is HR2xx, we know it's a level two or year two module. If it was HR3xx, we would look in Year 3.

Go into <http://www.dcu.ie/timetables/search.shtml>



1. You can also search by **module** – copy and paste the following. Drop down to module timetable and enter the module code and submit
2. Or you can choose '**Class timetable**' Click 'Submit your selection' From the first drop down list, choose your programme (you will need to know the Qualification Code) In this instance, it will be 'BS'
3. In 'Choose your year', choose '2' as the module in the example is HR2XX
Click 'Click here to retrieve your report' This will show every module included on the BS programme for Year 2 and HR2XX will be included if it is linked to the programme.
4. The final way of accessing the timetable is to find out the name of the lecturer and using the above screen, go into **Staff Timetable** until you find his/her name.

PLEASE REMEMBER AS TIME TABLES CHANGE PLEASE CHECK IT REGULARLY TO ENSURE YOU CAPTURE ANY CHANGES THAT MAY OCCUR IN THE FIRST FEW WEEKS.

Please note that timetables may change slightly during the first few weeks of Semester and it is advisable to check your portal page regularly.

In order to assist you in reading your timetable – especially during the first few weeks of Semester - we have provided a description (below) of each of the items you may see when you view the timetable on your portal page, hopefully this will help you.

The Time Table Explained.

As you can see, each cell on the timetable provides the following information:

Activity – Lecture (Lec or L) or Tutorial (Tut or T)

Module code - In the timetabling system, modules are typically referred to by their codes not their names. For **example, AF students will see references to AC120 on their timetable rather than the module name of Financial Accounting.**

Location – The first letter in the location descriptor indicates the building (Q = Business School; C = Henry Grattan; H = Nursing etc). The second item indicates the floor (G = ground floor, 1 = first floor etc) and finally the room number is given.

Weeks - Activities may not take place in every week of semester. For example, if the timetable cell displays 3, 5, 9, 11 for a tutorial, this means that the tutorial will take place in weeks 3, 5, 9 and 11 only. Confirm ALL dates and locations with your lecturer at your first tutorial.

Overview of Buildings in DCU where classrooms are located

C / CA	Henry Grattan Building
H	School of Nursing
L	School of Computing
N	Physics (Block 2)
Q	Business School
S	Engineering & Research
T	Terence Larkin Lecture Theatre
X	Science Building

Exchange/Erasmus students are subject to the same regulations as all students on campus should also observe the University rules and regulation which can be found on the following web page.

<http://www4.dcu.ie/info/regulations/index.shtml>

DAY	8:30	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	1:00	1:30	2:00	2:30	3:00	3:30	4:00	4:30	5:00	5:30	6:00	
Mon																					
Tues																					
Wed																					
Thurs																					
Friday																					

DCU CAMPUS MAP

KEY

-  Existing Buildings
-  Grass area
-  Footpaths
-  Parking
-  Road
-  Sportsground
-  Compound
-  Deliveries
-  THE HELIX



**YOU ARE AT
UNIVERSITY RECEPTION**