

# Exchange/Erasmus Students

Module Choices,  
Module Registration, &  
Building Your Timetable



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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 Codes & Titles of the modules you wish to study during semester to the Exchange Coordinator in advance of your arrival by means of your Learning Agreement. 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.

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, with a maximum of 30 ECTS per semester, or 60 ECTS per Full Year study. For Year Long students it is best to have at least 15 modules in mind initially.

You are advised to choose the modules under the Stream that you are registered under per the Bilateral Agreement between DCU & your Home University. e.g. if you are a HMSAX student then you must choose a minimum of 80% of modules under the HMSAX Stream, the remaining 20% can be chosen from Streams under which modules are listed as available to HMSAX students only.

**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 not be suited to NON Native Speakers.

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

Please note that you cannot simply ask the Academic Lecturers to attend their modules- **you must register officially through the Exchange Office only** using the online Module Registration Change of Mind Form to be officially registered! Failure to do register correctly can result in not achieving credits at the end of your term!

If you have technical difficulties, please contact Information Systems & Services, [iss.servicedesk@dcu.ie](mailto:iss.servicedesk@dcu.ie)

### **Which category do you belong to?**

There are five faculties in DCU. Each faculty includes a number of schools, which offer a variety of programmes. The category of student you fall into will be 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 five 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.

Click on the link to view the Module Lists per Stream: <http://www.dcu.ie/international/module%20list.shtml>

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

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

IESAX - students coming from partners signed in Education 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 per semester. All students must attend module registration and timetabling workshops as outlined in the orientation schedule.**

<sup>1</sup> 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 when selecting modules for your Exchange/Erasmus Programme Select modules open to your stream (HMSAX, BSSAX, ECSAX, SHSAX and IESAX) and ensure it runs in your chosen Semester of Study (eg. Fall or Autumn is Semester **1**, Spring is Semester **2** & FULL Year Programmes is **0**).
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 etc., please choose wisely. If your module choice is assessed by exam you **MUST** attend the exam in DCU as per the exam timetable.
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% CA modules only.
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 to other available modules as appropriate.

### **Change of Mind Module Form:**

Most of you will already be pre-registered for modules indicated on your initial Learning Agreement, 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. If you are not registered for all modules on your learning agreement this is probably due to the fact that these modules are unavailable to you. You may choose modules from the module list provided online, for your Stream, using the link: <http://www.dcu.ie/international/module%20list.shtml>  
Register these on the change of mind module form. Please note: you must be registered for modules in order to attend classes and to receive credits from DCU. You can register as "Attendance only" if you so wish, but you 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, but you will not receive credit for "Attendance Only" modules. **The change of mind form must meet the approval of your own University, and must be approved & signed off by your Home University on your Learning Agreement.**

### **Adding/Deleting Modules, through the Change of Module Form only:-**

- Go to [http://www.dcu.ie/international/change\\_of\\_module\\_exchange\\_1718.shtml](http://www.dcu.ie/international/change_of_module_exchange_1718.shtml)
- Enter your student details
- Enter your qualification stream e.g. HMSAX (Humanities)
- Enter details for the modules you want to add/delete
- Ensure to list the Module Code, Module Title, Semester & whether it needs to be "Normal" (for credits) or "Attendance Only" (non-credit).

### **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.

You have already been provided, by email, with the link to the list of modules available to Exchange/Erasmus students for this Academic Year. 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 the Module Titles.
- The credits each module carries (most modules carry 5 ECTS credits)
- The assessment type is divided into continuous assessment (CA) 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.
- You must ensure that 80% of your Module choices are within the Stream you are placed, before choosing the remaining modules from other Streams (provided they are available to you).
- 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 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!

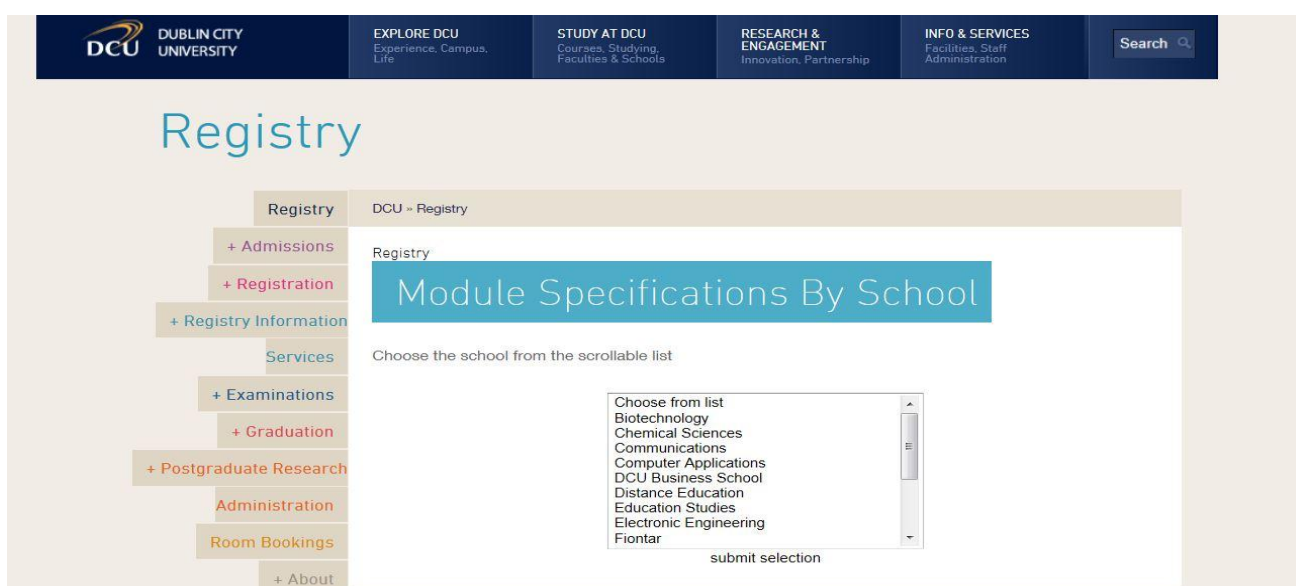
We ask students to keep in mind at least 10 modules in advance of coming to DCU so that in the event of a module 'not running' or in the event of a 'clash', students have a pre-approved alternative.

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](http://www.dcu.ie/registry/module_school.shtml)

Alternately the PDF documents for each individual stream includes a link to the full module information, credit rating, time timetable etc. HMSAX, BSSAX, ECSAX, SHSAX & IESAX



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)

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## Module Specifications

Current Academic Year 2014 - 2015

Please note that this information is subject to change.

<b>Module Title</b>	Text and Context
<b>Module Code</b>	EN105
<b>School</b>	SALIS
<u>Online Module Resources</u>	
<b>Module Co-ordinator</b>	Semester 1: <a href="#">Martin Toal</a> Semester 2: <a href="#">Martin Toal</a> Autumn: <a href="#">Martin Toal</a>
<b>Module Teachers</b>	<a href="#">Martin Toal</a>

Click on Online Module Resource

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## 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.

## 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 Kumar Vikas MT301[1]S1/02 2-6, 8-12		Lecture Kumar Vikas MT301[1]S2/02 2-6, 8-12		Lecture Kumar Vikas 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																																
Thu																																
Fri																																
Sat																																
Sun																																

Print Date: 17 Jun 2013

Full Week Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Print your timetable

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>

Timetable Search | DCU - Windows Internet Explorer

https://www.dcu.ie/reg/study/Timetables.shtml

Dublin City University [IE]

DCU Timetable Search | DCU

- GLA - DCU Glasnevin Campus
- SPD - DCU St Patrick's Campus (SPD.AH... indicates that the room is in All Hallows College)
- MDI - Mater Dei Institute

For example, room QG86 on the DCU Glasnevin Campus will be represented in the timetable as GLA.QG86, room B1 on Mater Dei Campus will be identified as MDI.B1, and room D211 on the DCU St Patrick's Campus will be identified as SPD.D211.

- Where tutorials are timetabled, please pay particular attention to the week in which they are scheduled to start as not all will start in week 1.
- Students studying for the B. Ed. degree will find that their current timetable is difficult to interpret because some classes are divided into smaller groups. Therefore, the same class may be shown multiple times in the timetable, although students are only required to attend once. To alleviate this difficulty, individual timetables will be made available to all B.Ed. students before lectures begin.
- The 'Search by Module' option is a useful way to find out when and where a particular programme module is timetabled. However, at the moment, this option is not yet available for all modules. If you receive an error message during a module search, it may be that the module you have selected is currently unavailable.
- Finally, although Semester 2 draft timetables are available here, they are likely to undergo considerable change before the start of Semester 2.

Search by

- Click here to search by [Programme](#)
- Click here to search by [Location](#)
- Click here to search by [Module](#)
- Click here to search by [Staff \(staff login required\)](#)

Useful links

- How to read your timetable
- Module codes
- Programme (class) codes
- Campus Maps
- Audio Visual Facilities

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.

**BS1 Programme Timetable**

	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	
Mon			Loc. O'Riordan C CAG23 AC103[1] L101		Loc. Murphy B QG13 AC103[1] L201																
Tue	Loc. Kelly W SP130[1] L101																				
Wed																					
Thu																					
Fri																					

**Activity:** Lecture/ Tutorial/ Seminar/ etc

**Module code**

**Location**

**Weeks**

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

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

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																					

