College of Engineering and Architecture

REPEAT MODULE REGISTRATION: TIME CONFLICT OVERRIDE FORM

| **SECTION A - STUDENT DETAILS:**  **Student Name: Student Number:**  **Programme / Major: Stage:**  **Mobile Number: UCD Connect Email Address:**  **REPEAT MODULE DETAILS WHERE TIME CONFLICT EXISTS:**  **Repeat Module Code & Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **MODULE STUDENT NEEDS TO BE REGISTERED TO:**  **Module Code & Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **SECTION B - MODULE COORDINATOR/SCHOOL PERMISSION TO OVER-RIDE TIMETABLE CONFLICT\***   * **Tick the module component(s) for which override permission is granted and re-attendance is exempt:**   Lectures ◻ Labs ◻ Tutorials ◻ Studio ◻ Field Trip ◻ Other ◻ (please specify)  **Module Coordinator/**  **School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  *\*Student should attend all components that are not exempt.* |
| **STUDENT MUST READ CAREFULLY AND SIGN**   * I am aware that I must attend the repeat module component(s) (if any) that have not been exempt by the Module Coordinator/School, per above. * I am aware that it is my responsibility to keep up to date with all coursework notes on Brightspace etc., and to follow-up with the Module Coordinator for any aspects of my repeat status on this module that I am unsure of. * I am aware that as a consequence of not attending the repeat module component(s) specified above, that I may be disadvantaging myself in terms of achieving the learning outcomes of this module.   **Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Important Information:**

1. *Where time conflicts arise on student registration due to repeat module pre-registration, the ONUS IS ON THE STUDENT to resolve this time conflict.*
2. *It is recommended that priority is given to repeat modules.*
3. *Permission to override time a conflict is at the discretion of the relevant Repeat Module Coordinator / School, and may be refused.*
4. *If override permission is refused, students should be aware that they will have to drop the module that conflicts with the repeat module.*
5. *If permission is granted, the student should get the form signed and submit a copy to the College Office through the* [*Connector*](https://www.ucd.ie/eacollege/connector/)*. A ‘hard copy’ of the form could be submitted to the College Office alternatively.*
6. *Students may be permitted to change to a different offering of a module* ***if available*** *to avoid a repeat time-table clash*
7. *The College of Engineering and Architecture Office will complete the required registration, per the form and notify the student accordingly.*