



## Independent Module Registration Form Full Time Undergraduate Programmes

Completed form to be submitted by the School to [examinations.wd@setu.ie](mailto:examinations.wd@setu.ie)

**Should the modules belong to more than one School, please submit separate forms**

**Please complete ALL sections of this form in BLOCK CAPITALS**

### Section 1: Personal Details

SURNAME:	
FIRST NAME:	
POSTAL ADDRESS:	
EIRCODE:	
HOME PHONE NO:	
MOBILE PHONE NO:	
GENDER:	Male <input type="checkbox"/> Female <input type="checkbox"/> Undeclared <input type="checkbox"/>
DATE OF BIRTH:	
PPS NUMBER:	
E-MAIL ADDRESS:	
COUNTRY OF BIRTH:	
DOMICILE:	
CITIZENSHIP:	

### Section 2: Next of Kin

FULL NAME OF NEXT OF KIN:	
RELATIONSHIP TO YOU:	
ADDRESS:	
PHONE NUMBER:	

**I declare that I have read and agree to the terms and conditions as detailed in the Independent Module Policy document (see [SETU Admissions Policies](#))**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**P.T.O**

*NOTE: Should you be eligible to register, and complete the online registration process, your personal data will be shared with the HEA, the Department of Social Protection, Student Universal Support Ireland – SUSI (where relevant) and the Revenue Commissioners for the purpose of enabling them to execute their services. Please see overleaf and also [www.setu.ie/registration](http://www.setu.ie/registration) for further data protection notice.*



## Module Registration Details

### Section 3: Student Details

Name:	
Student ID:	

### Section 4: Head of Department Authorisation

Please tick the appropriate box, it is important that you read and understand the advice note below before ticking. This criteria impacts significantly on the student's registration.

Category 1

Category 2

#### **NB: Advise Note for Heads of Department**

CATEGORY 1 – Register on INDMO\_X Programme Code:

- a) New SETU applicant applying to undertake single validated full-time module(s) and who will not complete a full programme of study. The applicant will be registered as a part-time student.

CATEGORY 2 – Register on Major Award Programme Code:

- a) Current SETU student registered on a major, minor or special purpose award applying to register on an additional single validated full-time module(s)
- b) SETU student studying a full award who wishes to take a new elective as an Independent Module to replace a prior elective module failed or otherwise.
- c) New SETU applicant or current SETU student who has been/was offered a place on a full-time programme of study through the established channels (CAO/PAC/Advanced Entry (A4) **or** directly from the Admissions Office of SETU for Direct Entry Programmes), and wishes to apply to undertake a sub-set of the full-time Approved Course Schedule modules in any one academic year with the intention of completing the award.

Name of Department:		
Semester 1: Module(s) Name and CRN		
Semester 2: Module(s) Name and CRN		
The following three fields are for category 2 students <b>(only)</b>		
Current Programme Name and Year:		
Do you intend to undertake the complete programme (i.e. major award) over a period of time? (Yes/No)		
Are the modules listed above additional modules to the major award?		

**P.T.O**



**Declaration**

I confirm that this applicant/student is eligible to register on the above modules and that I have cross checked the ACS to ensure the module details are correct and the form is completed in full.

**Signed:** (Signature of Head of Department required)

**Date:**

**Your Application and GDPR**

In order to apply to South East Technological University, you share information with us. We respect that information. When you apply to South East Technological University, either directly or via a third party such as CAO, PAC, Education Agent (International Office) or Springboard, we gather personal data relating to you in order to assess your application. We need this data to establish your eligibility, contact you in relation to your application or any resulting offers. The University processes and discloses your data within various departments/function areas of the University solely for the purpose of assessing your application. We are careful to comply with our obligations under data protection laws while processing your application.

Your data will not be disclosed to any third party except where we have your written permission or we are required to do so by law. Please see the University’s [Data Protection Policy](#) for further information. South East Technological University will retain your personal data in accordance with our record retention policy.

**Audit Trail – Office of the Registrar (AA&SA)**

<b>Audit Trail – Office of the Registrar (AA&amp;SA)</b>	
Date application received (please stamp)	
Registration details processed and student setup as part-time by:	
Fee assessed:	
Student emailed with details of how to register ( <a href="http://www.setu.ie/registration">www.setu.ie/registration</a> ):	