



## **Registry – Registration Department**

### **Policy & Procedure– UNDERGRADUATE Independent Module Application and Registration**

#### **Policy**

The admissions and registration policies of SETU are laid down by Academic Council and are implemented by the Office of the Registrar. The University reserves the right to modify, suspend or cancel admissions or registration policies at any time.

The purpose of this policy is to outline to those applicants who wish to undertake single validated full-time module(s) in either of the below categories, the terms and conditions of applying to register on these individual module(s) via the Independent Module Application and Registration process. There are two categories:

**CATEGORY 1 – Register on Independent Module (INDMO\_X) Programme:**

- 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 the Major Award Programme:**

- 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 a Independent Module to replace a prior elective module failed or otherwise
- c) New WIT 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.

## TERMS & CONDITIONS

1. Only validated full-time modules which are currently on the academic timetable for the semester, are available under the Independent Module process.
2. It is the responsibility of the applicant to ensure that there are no timetable clashes should they choose to apply for greater than 1 module.
3. When applying for 2 or more validated modules with final examinations the valid modules must be from the same programme year/stage to facilitate exam timetabling.
4. Completed IM3 form must be submitted by the relevant Head of Department no later than the third Friday in September for Semester 1 modules and no later than the third Friday in January for Semester 2 modules.
5. Applicants must have completed their online registration and paid all semester fees no later than the last Friday in September for Semester 1 modules and no later than the last Friday in January for Semester 2 modules. Late registrations may have examination timetabling issues.
6. An applicant who is registered on a module(s) via the Independent Module Registration process is not eligible to apply for a deferral of their place on that module via the [SETU Deferral Process](#) (i.e. deferral of Semester 1 and Semester 2 or of Semester 2 only).
7. No refunds will be issued, regardless of time of registration except under compassionate and compelling circumstances.
8. In the instance of CATEGORY 2 a) the result of the independent module(s) will not contribute to his/her award.
9. Repeat of modules under the Independent Module Application and Registration Policy are in accordance with the [Repeat Learner policy](#).
10. Repeat Learner only students are not eligible to apply to undertake additional modules under the Independent Module Registration process unless they are changing elective.
11. An applicant may not undertake 30 credits in S1 and a further 30 credits in S2 of the same academic year, from the same programme, under the Independent Module policy.
12. CATEGORY 1 students who initially successfully completes multiple independent modules, and subsequently wishes to gain a full award, must apply via A4/CAO for Y1 and then apply for exemptions.
13. This policy relates to programmes delivered by the following academic Schools: Business, Engineering, Health Sciences, Humanities, Science and Computing.

## **PROCEDURE FOR APPLICANT/STUDENT**

1. All Independent Module applicants must first consult with the relevant Head of Department.
2. For applicants applying to undertake single validated full-time undergraduate module(s), the IM3 Independent Module Registration form must be completed by the Head of Department in full, signed and submitted to [registration.wd@setu.ie](mailto:registration.wd@setu.ie).
3. Once the student record has been setup/updated an email will be issued to the applicant providing details with regard to his/her registration and payment.
4. Once registered and fees paid the academic timetable will be available from the School Office.
5. CATEGORY 1 students will be registered on the Independent Module part-time Level 8 programme.

## **FEES**

CATEGORY 1 and CATEGORY 2 a) and b) - the fee per undergraduate 5 credit module is €325.

CATEGORY 2 c) - the fee is the pro-rata fee incorporating both student contribution and tuition (where relevant).

## **IMPORTANT**

Please see <http://www.wit.ie/admissionspolicies> for details of the SETU Admissions Policies. It is important that you understand these policies prior to application.