

Timetabling Information

[Information on Master's programme](#)

The majority of taught postgraduate programmes are not timetabled centrally. Most of these are delivered in academic departmental rooms. If you have registered to your modules but can't see them on [Coursefinder](#) or on your personalised timetable (after it is made available/late September) please contact the relevant academic department for information on times and venues for your classes.

[Module time changes](#)

Your timetable is subject to change, particularly in the first few weeks of term. Please check your timetable on a regular basis to ensure you have the most up to date information. In 2020/21, the semester two timetable in particular is subject to change.

[Missing modules from timetable](#)

If a module is not showing on your timetable, please check your student web to ensure that you have correctly registered for it. Once you have registered for it, please allow 1-2 working days for this to update on your personalised timetable and Moodle. If after this time it is still missing, please contact the Timetable Department. Their contact details are as follows:

Email: Timetable@mu.ie

[Registering to labs](#)

Information will be available from Academic departments in relation to your lab assignments after you register.

[Not seeing tutorials on my timetable](#)

You will need to contact the academic department. They will be able to advise.

[Spanish Tutorials](#)

You will need to contact the Spanish Department as they will allocate you.

[MN152/MN159 clashing](#)

These modules are jointly taught in first half of semester one; there is no clash.

[Problem viewing personalised timetable](#)

The personalised timetable is not available to any student until closer to the start of term. It also requires that you have registered to modules before any information will show. Students will also need to refer to information published online by departments for more details.

[Moving class groups**](#)

It may be possible to change classgroups of a module before term starts. If you require to do so, please send an email to Timetable@mu.ie with your student number and the relevant module you want to change.

Please note that classgroup changes are always dependent on capacity being available in the classgroup and on the policy of the department.

Classgroup change requests are always more straightforward to facilitate if the request is made before the start of term. Once term has started, it will then be up to the policy of each individual department.

Timetable clashes**

Where two modules are clashing, you must prioritise any compulsory modules. You will have to deregister from optional modules which clash with compulsory modules and choose a different option.

If two optional modules clash, you can pick whichever subject you prefer and deregister from the other. You must then pick a new replacement module and register for this.

If the change of mind window is still open, you can do this online through the student web. However, if the change of mind window has closed, you will need to go to the Student Records to discuss this change. Their contact details are as follows: Email: records.office@mu.ie

There are lots of times on the timetable for my module – do I have to go to all of them?

Some modules – e.g. AC151, MN215, SK105, GY201, etc. are delivered more than once; often at different times. Where a module is taught like this it is indicated by a red /A, /B, /C, and so on, at the end of the module code – these are different classgroups. Students are allocated into classgroups by the Timetabling Office after they register. This will be visible in your personalised timetable once that is made available (the week before the start of semester one).

What do L1, L2 and L3; P1, P2; T1, T2 mean on the timetable?

- L1 means Lecture 1, Lecture 2 and Lecture 3. The number of lectures per week is generally related to the credit value of the module. 7.5 credit modules typically have 3 lectures per week, 5 credit modules usually have 2 lectures. Students need to attend all lectures.
- P1, P2, P3 generally refers to practical sessions – e.g. laboratories. Students generally attend one, but you should refer to the relevant academic department for specific information.
- T1/T2/T3 generally refers to tutorials. These are managed by academic departments and you will be advised on these in the first couple of weeks of term.

De-registering from modules

If the change of mind window is still open, you can do this online through the student web. However, if the change of mind window has closed, you will need to go to the Student Records to change/de-register from a module. Their contact details are as follows: Email: records.office@mu.ie

Doing more than 60 credits

Unless remediating a deficit from a previous year, students must request permission to take more than the standard 60 credits in a given academic year. You will need to fill out **R7.1 form**, which facilitates a student to take an additional module(s) over and above the normal total credit value of the subject and/or programme. You can find the form [here](#) along with all other Registry forms.

Requesting transcripts

Transcripts are produced by the Student Records Office can be requested online by filling out the form on the following link: <https://www.maynoothuniversity.ie/records/academic-transcripts-letters-and-forms>

Where can I get help with:

- Academic Advice - <https://www.maynoothuniversity.ie/centre-teaching-and-learning/academic-advisory-office>
- Programme Advice - <https://www.maynoothuniversity.ie/programme-advisory-office>
- Transferring to another programme - <https://www.maynoothuniversity.ie/admissions-office>

- Exam Timetable - <https://www.maynoothuniversity.ie/exams>