

Section 4 Module enrolment and module changes policy and procedure

4.1 Policy

- 4.1.1 Associate Heads/Deans of School, or nominated representative, are asked to confirm the diet of modules which will be available in the following academic year in Winter (November to January) of the year prior to this.
- 4.1.2 Continuing students will make module choices in Semester 2 for the next academic year. Students will be contacted by email when the module choices section is available on e:Vision.
- 4.1.3 Students will be guided in this process by their Associate Head/Dean of School or Programme/Course Lead, who will be responsible for ensuring the student module choices are made through e:Vision by the agreed date and time.
- 4.1.4 The expected minimum size for a module cohort is normally 10 students (undergraduate) and 8 students (taught postgraduate). These expected minimum module cohort sizes may impact the range of module choices available to students.
- 4.1.5 New students will enrol for modules appropriate to their programme of study in welcome week. For new students the Associate Head/Dean of School, or nominated representative, will ensure students are provided with advice on their first-year module choices during welcome week including information on module content.
- 4.1.6 Returning students can view their module preferences through e:Vision along with their re-enrolment information. Where a student wishes to change a module choice, they must use the 'Request for a Module Change Procedure' set out in **section 4.2** below. Students may request a change of module **no later than the end of week 2 of the semester**. Module changes must be reported to Registry by **no later than week 3 of the semester**. There is no guarantee that a request to change a module will be approved. Module changes will only be approved where these do not impact:
- The published timetable; **and**
 - The ability to meet the expected minimum module cohort sizes.
- 4.1.7 Where a student is absent from a module the attendance procedures should be followed. For more information, please visit our following pages:
- [University Regulations](#)
 - [Attendance monitoring](#)
- 4.1.8 It is essential that a student reports to the Student Records team in Registry if they are not on a module attendance list and should be. It is also essential that a student takes responsibility to complete a 'Change of Module' online form, if the student wishes to move from the list of modules agreed at enrolment.

4.2 Module change procedure

4.2.1 When a student wishes to change a module, they must complete the 'Request a change of module' online form via e:Vision. A module can only be changed if:

- The module is listed as an option on the programme specification for the student's current programme and level; **and**
- The change will not impact the published timetable; **and**
- The change does not impact the ability to meet the expected minimum module cohort sizes.

The online form must be completed showing the module to be removed and the module to be substituted. For more information, please visit our pages:

- [Changing modules](#)
- [Programme specifications](#)

4.2.2 The authorised online form must be submitted to the Student Records team in Registry by the deadline set, where it will be checked and actioned as appropriate. A request to change module will only be approved and actioned if the criteria set out in **section 4.2.1** is satisfied.

4.3 Late changes of module: policy and procedures

4.3.1 Late changes of module (beyond the end of week 2 of the semester) are not normally allowed. These can only be approved in exceptional circumstances by the Academic Registrar, or nominee, following consultation with the Associate Head/Dean of School, or Programme/Course Lead, and the Timetabling team.

4.3.2 If a late change is approved students may be asked to confirm that they understand the possible implications of a late change and that this cannot be used to mitigate any poor academic performance in that module.

4.4 Enrolment for Independent Learning Units (ILUs) and internships

4.4.1 In some cases, 'Validated ILUs' and internships form a prescribed part of a programme of study and enrolment will follow the normal module enrolment pattern. School arrangements will apply for approval of the content of the ILU.

4.4.2 Where a decision is taken in consultation with the Associate Head/Dean of School or nominated representative to substitute a 'Special ILU' for a normal component of the programme, the module change procedure described above, and the ILU processes must be used to inform Registry. For further information on the approval of 'Special ILUs' refer to [section 12](#).

4.5 Freestanding module enrolment

4.5.1 Students enrolled to study modules on a freestanding basis, for example, language modules, cannot use the credit to contribute towards their programme of study or to offset failure on their programme.