Code of Practice for Assessment and Academic-related Matters 2023-24

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Section 6   Module enrolment and module changes policy and procedure

6.1   Scope

6.1.1   This policy and procedure apply to students enrolled on programmes for assessments delivered in whole by the University, or in whole or part by a franchise partner institution (franchise provision).

6.1.2   The policy applies to programmes delivered by a validated partner organisation (validated provision). The procedure to be followed will be set out in the programme documentation provided by the validated partner.

6.2   Policy

6.2.1   Heads of School, or nominated representatives, are asked to confirm the diet of modules which will be available in the following academic year in early spring of the previous session. This information is collated by Registry and is used to generate online module registration for enrolling and re-enrolling students.

6.2.2   Continuing students will make module choices in Semester 2 of the previous year. Students will be contacted by email when the module choices section is available on e:Vision. This section sets out their possible module choices and allows students to make and submit those choices to Registry.

6.2.3   Students will be guided in this process by their Head of School, or nominated representative, who will be responsible for ensuring the student module choices are made through e:Vision by the agreed date and time.

6.2.4   The expected minimum size for a module cohort is normally 10 students (undergraduate) and 5 students (taught postgraduate). These expected minimum module cohort sizes may impact the range of module choices available to students.

6.2.5   New students will enrol for modules appropriate to their programme of study in welcome week. For new students the Head 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. Students will be able to complete their module choices online through e:Vision. Advice on module content will be provided by members of academic staff.

6.2.6   Registry will use information from re-enrolling students to provide provisional module lists as a basis for programme planning and the timetable. In respect of new students, Heads of School or nominated representatives and the Timetable Office will predict provisionally from application data.

6.2.7   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 6.3** 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:

   a)   The published timetable, and

   b)   The ability to meet the expected minimum module cohort sizes.

6.2.8   It is essential for Module Directors/Tutors to follow up absences amongst the students on their list and take up the matter either with the Head of School, or nominated representative, to establish whether a student is incorrectly enrolled or to invoke University attendance procedures, if it is believed that the student is absent without good cause. For more information, please visit our following pages:

- University Regulations
- Attendance monitoring
- Report an absence

6.2.9   It is essential that a student reports to 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.

6.3   Module change procedure

6.3.1   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:

   a)   The module is listed as an option on the programme specification for the student's current programme and level; and

   b)   The change will not impact the published timetable; and

   c)   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

6.3.2   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 6.3.1** is satisfied.

6.4   Late changes of module: policy and procedures

6.4.1   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, or nominated representative, and the Timetabling team.

6.4.2   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.

6.5   Enrolment for Independent Learning Units (ILUs) and internships

6.5.1   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.

6.5.2   Where a decision is taken in consultation with the Associate Head 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 17.

6.6   Freestanding module enrolment

6.6.1   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.