

Student Module Selection Policy

As soon as enrolment or re-enrolment has been completed (as is set out in the School's [Registration Policy](#)) students should select the modules which they wish to take in that Academic Year by the published deadlines.

All steps are completed through LIS's Learning Management System (LMS).

The Student Handbook and Programme Specification define the modules which a student must undertake to satisfy the requirements of a particular programme, including the credit value and academic level of each module, as well as rules for compulsory and optional modules, and for pre-requisites and co-requisites:

- *Compulsory*: Modules which students must take to successfully complete a particular Programme.
- *Optional*: Specific, limited collections of Modules from which students may choose within their Programme of Study.
- *Prerequisite*: A specified preparatory Module which must have been successfully completed for a student to enrol on a subsequent Module.
- *Co-requisite*: A specified Module which must be taken at the same time as another Module.

All Optional and Elective module selections are provisional until they have been confirmed by the Student's Academic Tutor.

Number of Modules to be Selected

Students must register for the required numbers of credits in each Academic Year as set out in the Programme Specification unless they are resitting, repeating or deferring.

Process & Deadlines for initial Module Selection

In the LIS Interdisciplinary Problems and Methods (BASc), no modules are chosen in the first year of study.

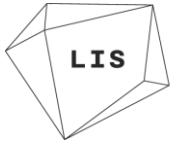
Where modules have to be selected, the process will be as follows:

(i) Academic tutors will inform students of module choices in the term prior to the end of the academic year (e.g. for module choices in year 2 of study, academic tutors will discuss choices in the final term of year 1).

(ii) Module choices will be made through the student record system no later than 2 weeks before the start of the first term of the relevant year.

Students may seek advice on Module Selection from their academic tutor.

Late Module Changes



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Exceptionally, a student may be permitted to change a module selection after the above deadline has passed. Changes cannot be guaranteed, particularly if the student will miss a substantial amount of teaching or an assessment has been completed.

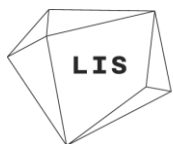
Late module changes must satisfy the following criteria:

- a) There must be places available on the module
- b) The changes must be consistent with the Programme Specification

All requests must be submitted to the student's Academic tutor.

The Academic Tutor will consider the request and, where applicable, liaise with the Director of Teaching and Learning to assess whether the late module change is possible.

The Academic Tutor will inform the student of the decision and, if approved by the Director of Teaching and Learning, notify the Registrar of the change in module registration.



Name of policy/procedure:	Student Module Selection and Confirmation Procedure
Document owner:	Dr. Michael Englard, Director of Widening Participation
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Reviewed by:	Dr Andrew Redford (Head of Quality)
Audited by:	Academic Council
Date of Audit:	03/2020 - approved
Date of next review: (annually unless otherwise agreed)	
Related documents: (eg associated forms, underpinning processes, related policies or overarching policies)	General Academic Regulations, notably: <ul style="list-style-type: none"> • Academic Framework • Assessment and Classification Framework Programme Specification

Version Control			
Version	Author [name]	Date	Brief summary of changes
1	Dr. Michael Englard, Director of Widening Participation	12/02/2020	Original draft
2	Prof. Carl Gombrich (Director of Teaching and Learning)	12/02/2020	Clarification of procedure in relation to module changes
3	Hannah Kohler (Director of Admissions and Student Support)	13/02/2020	Clarification of Registrar responsibilities
4	Academic Council	16/03/2020	Approved