

Module Selection Meetings- FAQs

Dear Student,

We will hold Module Selection meetings between **Monday 25th April to Thursday 5th May 2022** to help you make your choices for the next Academic Year. The nature of the talks will vary depending upon the programme. Some will be present in person with Degree Programme Directors (DPDs) and/or Stage Co-Ordinators/Module Leaders whilst others will be non-synchronous (recorded videos). Your Programme Team will be in touch with further details of when these sessions will run within the dates above. If you cannot attend in person, due to being on placement or study abroad, the sessions are being recorded.

What happens at the Module Selection Meeting?

During the meetings, information will be provided on individual modules and academic staff will explain what options are available and answer any questions you may have whilst signposting you to where you can find out more information about the modules available. It is your responsibility to ensure you have fully researched the modules in order to make an informed decision as to which you want to take next Academic Year.

Do I need to attend?

All students currently in Stages One and Two will be expected to attend their meeting.

NN14/NN49 and N120/N121 Stage One students **do not need to attend** these talks as all modules are compulsory.

All current Placement and Study Abroad students will be advised of the date and times of the sessions and be invited to attend but remember that any in person sessions will also be recorded so you don't miss out on this crucial information.

There will be recordings of the Module Selection meetings, by programme, which will be uploaded on programme communities and also the UG Community Canvas page under the Modules.

How do I pre-register for my modules?

All current Stage One and Two students must pre-register their module choices online via the Student Self-Service Portal (S3P). The portal is open 24 hours and is web based so you can do this at any time of the day or night.

You only have seven days to do this.

The portal opens for Business School students at:

9am on Friday 6th May 2022

and closes at:

8pm on Thursday 12th May 2022

How do I know which optional modules to choose from?

This will be explained at your Module Selection meetings. Also, the 2022/23-degree programme regulations list the compulsory and optional modules at every stage. We strongly recommend that you look at the degree programme regulations for your programme in advance of your meeting to familiarise yourself with what is on offer and allow you to make an informed decision. Copies of the regs can be found [here](#). Where there are pathways in the degree programmes regulations it is very important that you select your optional modules from within one pathway (this will be checked, and we will contact you if you have selected modules from different pathways).

Where can I find more detailed information on specific modules?

Detailed module information can be found by using the [Module Catalogue](#). To search for a module, type in the module code (or search by School or by degree programme). You must make sure that the 2022/23 academic year is selected in your search. The Module Catalogue contains information on

- credit value
- semester taught
- learning outcomes
- assessment
- teaching staff

(though please note staff may change by the new Academic Year – therefore you should not choose based on who the academic member of staff is!).

To access the Module Catalogue whilst off campus, please login via RAS (the Remote Application Service) using your normal University ID and password.

Once logged on, select

1. the folder Communications and Browsers
2. and then IE for Campus Web Pages

This will get you access to all of the web pages that you would normally be able to see whilst logged on, on campus, including the Module Catalogue.

Can I choose an optional module from outside my degree programme regulations?

You are asked to pre-register for optional modules which are listed in your degree programme regulations. Our programmes have been carefully designed with an academic rationale as to which compulsory and optional modules are included.

In very exceptional circumstances it is possible to study an optional module from outside your degree programme regulations. However, you will need to wait until the timetable is published in September 2022 to see if the module fits in with the rest of your timetable. You would then need to seek approval from your DPD. In the meantime, and at module pre- registration, you are required to pre-register for an optional module which is listed in

your degree programme regulations so that your module choices can be included in the timetable.

I am currently on a Placement/Study Abroad, do I need to pre-register for my modules now?

Yes, if you are currently on Placement/Study Abroad during 2021/22, you need to pre-register for your modules for next year via S3P.

I am going on a Work Placement or Study Abroad next year (in 2022/23), do I need to pre-register for my modules now?

No, if you know that you are definitely going to be on a Work Placement or Study Abroad during 2022/23, you do not need to pre-register for your modules via S3P now. Instead, you will do this next year (in April 2023) for your return in 2023/24. However, if you are still undecided, we recommend that you select module choices on the assumption that you will be at university next year.

If you have already notified us of a work placement, thanks for your patience. We are currently working through the approval process and will be in touch as soon as we can to confirm arrangements. If you have not yet let us know about your work placement for 2022/23, please contact the [Student Experience Team](#) as soon as possible so we can start the approval process.

The deadline for notifying us of an overseas work placement is **27 May** and the deadline for notifying us of a UK work placement is **29 July**.

Can I use a MAC to access the S3P system?

You are recommended to use a PC to access S3P. Nevertheless, the system should work on a MAC. To be entirely sure, you should test that you can log in to the system before you have to select your modules. If you encounter difficulties, you should use the RAS system.

What if my degree programme has no optional modules?

Where modules next year are all compulsory, you do not need to do anything and will not be able to log into S3P during the module choice period. Your modules will be automatically loaded into the system.

What if I don't pre-register my modules by the deadline?

You must pre-register your modules on time by **8pm on Thursday 12th May 2022**. As this is during term time, we expect all students to be able to access the portal at some point during the seven-day period - even if you are overseas or ill for part of the week.

If there are exceptional circumstances as to why you cannot make your module choice on time e.g., you have been rushed into hospital for the entire pre-registration period, you should contact your Education Assistant by email, and it may be possible to make special arrangements for you. Otherwise, you will need to accept that the modules that you eventually choose may not be your preferred optional modules.

What can I do if I change my mind about my modules between May and September?

In theory the regulations allow for module amendments within a limited period of time at the very start of term (at which point the academic timetable will be published). However, in practice there needs to be a free space available on the module and it needs to fit into your timetable. You must not assume that you will be able to change modules in September and should therefore give very careful consideration to your module choices at pre-registration.

If in September there is a free space on a module and it fits with your timetable, you will need to seek approval from your DPD to change modules. When checking the availability of a module at the start of the academic year, you must make sure that you check the timetable slots for both Semesters (if it is a yearlong module) to ensure that there are no clashes. Remember, it's not unusual for a year-long module to change its timetabled slots between Semesters.

What happens if a module does not run in September?

Very occasionally an optional module may not run (come the beginning of the academic year). This is generally because there have not been enough students signed up for it, or because the member of academic staff due to deliver it has left the university or gone on sabbatical. If this happens, all students affected will be emailed and given the opportunity to select a different optional module.

Capped Modules

Some modules have a maximum number of students that can enrol on the module – this is called a capped module. For 2022/23 these modules are as follows:

Module Code and Title	Credit Value
MKT2010 Integrated and Digital Marketing Communications	20
MKT3097 Marketing Consultancy Project	40
MKT3019 Data Driven Marketing Decisions	20
MKT3012 Digital Marketing	20
BUS3053 Management Consultancy Project	40

If you want to choose one or more of these modules you must do so as soon as possible from when the S3P opens on **Friday 6th May 2022** as spaces are allocated on a **first come**

first served basis. If the system will not let you select the module then this means the cap has been met, and you must select a different module.

There may still be an opportunity to be allocated a place on the module and an Expression of Interest form will be sent to all students on **Friday 13th May** (via your University email). Here you can state your interest in the specific module should a place come up and advise which module you would like this to replace, should you be successful in receiving a place.

Again, the Expression of Interest form is on a first come first served basis so you should ensure you complete this ASAP once received. If a place becomes available you will be contacted by the Education Team.

Module Leaders cannot authorise additional places on modules and therefore you should not email them, or your DPD's if you have been unsuccessful at getting a place at module selection – you must follow the process above.