

Module Request Form 2019-20

Undergraduate and Postgraduate Taught

This form is for students who wish to request a change to their module selection particularly when adding an optional module which is not in their current programme. Please note:

- you may take a maximum of 20 credits from modules outside of your programme, if the rules of your programme allow this,
- you may take a maximum of 20 credits below or above your part of study, including Institute Wide Language modules (IWLP),
- requests for a module which has restricted spaces will only be processed after the main online module selection period has closed,
- approval of this form does not guarantee you a place, particularly on a module with restricted spaces,
- you should continue to attend all classes until the outcome of this request to change a module is confirmed to you in writing by the Support Centre/Henley Business School,
- you may not change a compulsory module.

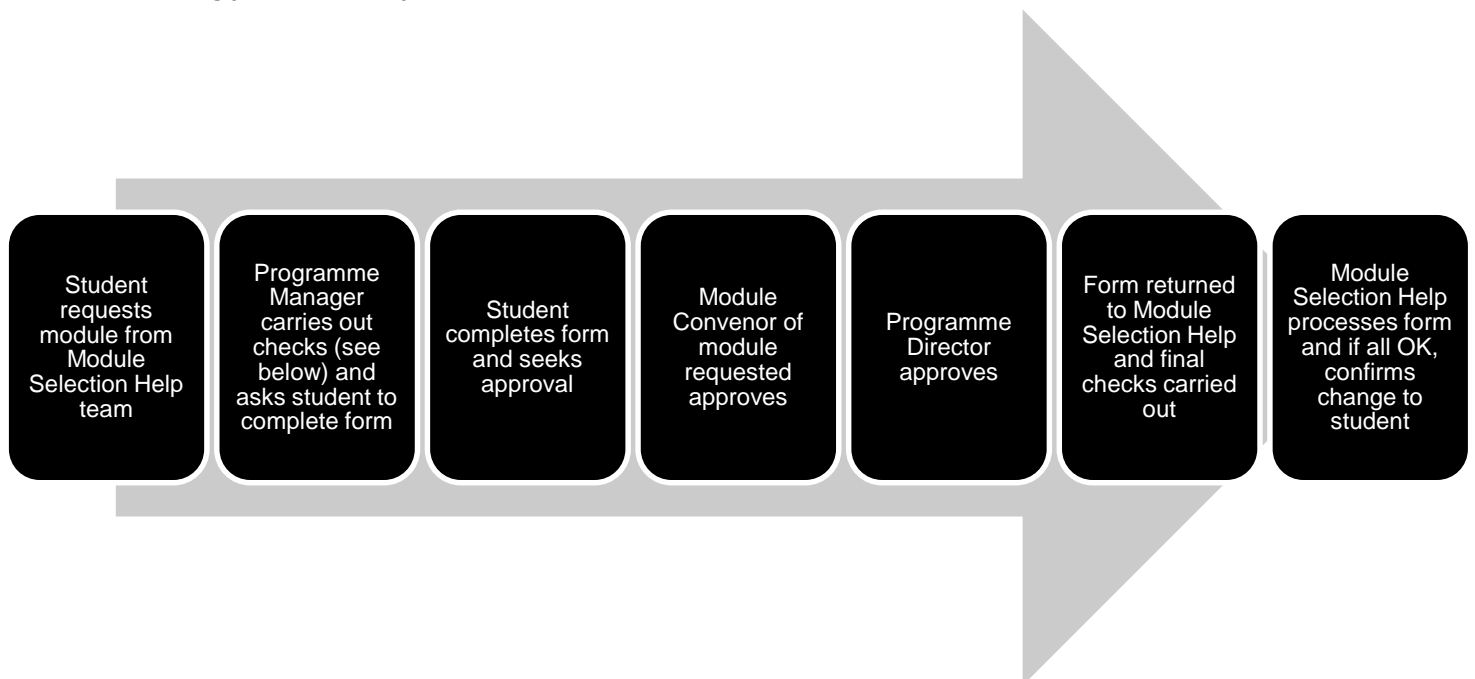
Full time Undergraduates should study 120 credits of modules per Part. Full time Postgraduate Taught students should study 180 credits of modules.

All sections of this form must be completed before passing it to your Programme Director/Advisor, Module Convenor of the module selected and Support Centre / Henley School Office, for approval.

Before making any decisions you may wish to seek advice from their Academic Tutor and/or consult the relevant Programme Specification/s found on the University of Reading website:
<http://www.reading.ac.uk/progspecs/>.

WARNING: The final deadline to change optional modules taught during the Autumn Term is Friday 18th October 2019 at 12:30 pm (midday) The final deadline to change optional modules taught during the Spring or Summer terms is Thursday 23rd January 2020 at 5:00 pm. Forms need to be approved and submitted by these deadlines to be processed.

Completed and approved forms should be returned to moduleselection@reading.ac.uk . Please send this using your University email account.



Please complete sections 1 – 3 and sign the form in section 4.

SECTION 1 - PERSONAL DETAILS	
Student name	
Student number	
Email Address	
Academic Year	
School	
Entry / Re-entry – Part 1/2/3/4	
Degree Programme	

SECTION 2 – ALL OPTIONAL MODULES – TO BE DELETED			
*Important – don't forget to include the Module Code/s			
Module Code*	Module Title	No. of Credits	Year

SECTION 3 – ALL OPTIONAL MODULES – TO BE ADDED			
*Important – don't forget to include the Module Code/s			
Module Code*	Module Title	No. of Credits	Year

SECTION 4 – PLEASE CONFIRM THE FOLLOWING:	
<input type="checkbox"/>	I have checked that I satisfy any pre/co and non-modular requisites for the replacement module/s http://www.reading.ac.uk/module/
<input type="checkbox"/>	I have checked that the new modules do not clash on my personal timetable https://www.reading.ac.uk/mytimetable . If the timetable is not available to check, I understand that I will be informed of any clashes once this has been published.
Signature of Student:	Date:

Once you have completed sections 1 – 4, please:

1. send this form to the Module Convenors (Section 5 and only needed if the optional module is not listed as part of your programme) and Programme Director (Section 6) to obtain their approval, and asking them to return this to you;
2. return the completed form to moduleselection@reading.ac.uk for final checks and processing.

Please note that your request will only be processed after final checks have been carried out by the Programme Manager in your Support Centre/Henley Business School and this will be confirmed by email once the change has been made. **You should continue to attend all classes until the outcome of this request to change a module is confirmed to you in writing by the Support Centre/Henley Business School.**

SECTION 5 – MODULE CONVENOR APPROVAL (ONLY FOR REQUESTS RELATING TO MODULES WHICH ARE NOT ON THE PROGRAMME)

I confirm that I support the student in requesting a change to this optional module which is not part of their programme, on the condition that this is approved by the Programme Director / Advisor.

Module Convenor name:

Signature of Module Convenor:

Date:

SECTION 6 – PROGRAMME DIRECTOR APPROVAL:

I confirm that the optional modules requested by the student fulfils the pre-requisites, co-requisites and non-modular pre-requisites as specified on the module description form(s). I confirm that this requested change meets the Programme Specification requirements for the student's chosen degree programme.

Programme Director / Advisor name:

Signature of Programme Director/Advisor:

Date:

----- **INTERNAL USE ONLY** -----

SECTION 7 – PROGRAMME MANAGER CHECKLIST AND APPROVAL

<input type="checkbox"/>	Compliance with pre/co and non-modular prerequisites.
<input type="checkbox"/>	Compliance with programme rules
<input type="checkbox"/>	No timetable clashes with existing modules on the student's record
<input type="checkbox"/>	Spaces available on module
<input type="checkbox"/>	Student has no more than 20 credits above or below their level of study

Signature of Programme Manager (or Student Advice and Support Manager):

Date:

Please file this electronic form on the Student's Helpdesk record.

