Module Enrolment: Frequently Asked Questions

Quick Info
- Choosing modules: http://www.leeds.ac.uk/incomingstudy
- Changing modules: http://www.leeds.ac.uk/incomingmodulechanges
- Contacting an academic school or department – ‘School contacts for Incoming Study Abroad’: https://www.leeds.ac.uk/downloads/130117/exchange_and_study_abroad

1. I have not received my Module Enrolment Report – when will I get this?

Module Enrolment Reports are sent up to 4 weeks after your acceptance. If you were not enrolled in any modules then you will not have received a Report; however you should have since been contacted by the Study Abroad Office with further information. As soon as you are temporarily enrolled in at least one module you will receive your Module Enrolment Report.

You will only receive one Module Enrolment Report. After you have completed online registration, you will be able to check your up to date module enrolment status online (please see point 2 below).

2. How can I check which modules I am enrolled in?

From the beginning of August for Semester 1 students and beginning of December for Semester 2 students, online registration will be open. Please complete online registration as soon as possible following the instructions in the ‘Guide to Online Registration’.

Once registered, you can log in to the Student Portal. From the Portal, click on ‘Log me in to Student Services’; when you have logged in to Student Services you have the option to view your modules. This page shows the modules that are currently on your University of Leeds student record and your enrolment status for each module.

**Important Note:** When you log in to the Portal, there is a tab called ‘Modules’. This tab will only show you the modules that are listed on your student record; it **will not** show you your enrolment status for all modules you applied for and therefore will not display any modules from which you have been rejected.

3. What does the enrolment status mean?

There are three possible options:
- **Temporarily Enrolled (EH):** This means that your application for this module is still under consideration by the teaching school and a final decision has not yet been made.
- **Registered (RE or RW):** This means that the teaching school or department has accepted you onto this module. You have been fully enrolled in it, and you are guaranteed a place in the class.
- **Drop-Deleted (DD):** Unfortunately the teaching school or department has not accepted you onto this module, and you have not been enrolled in it. You may have received a comment on your Module Enrolment Report to explain the reason for rejection from this module, but if not then you can contact the teaching school for clarification.
4. What if there seem to be modules missing from the Portal, which I applied for?

The most likely reason for a module not appearing on the Portal is that it was either full or discontinued when we processed your application. If you want clarification on this, please contact the teaching school.

You may have contacted a teaching school by email to request a new module, which hasn’t yet been added to your record. If you are concerned that a decision is outstanding, then please contact the teaching school directly.

Each school has a Study Abroad Coordinator who is responsible for the decisions about your module enrolment. You can download a list of these coordinators from the Academic Support page of the Study Abroad Office website.

5. If I am only temporarily enrolled in a module (EH), when will this status change to ‘registered’ (RE/RW) or ‘drop-delete’ (DD)?

Schools and departments should make all decisions about your acceptance onto module choices already submitted within the next couple of weeks. If you or your home university need a decision making urgently, you are welcome to contact the teaching school or department directly for feedback.

Each school has a Study Abroad Coordinator who is responsible for the decisions about your module enrolment. You can download a list of these coordinators from the Academic Support page of the Study Abroad Office website.

6. I want to make changes to my module enrolment – what should I do?

This depends on whether or not you have arrived in Leeds.

If you have not yet arrived in Leeds, you should email the Study Abroad Coordinator in the school that teaches the module you want to add or drop. Make sure you tell the coordinator your full name, your Leeds student ID number and the module code (eg HIST1000). The Coordinator may ask you to provide details of the other modules you are intending to add or drop so that they can make sure you will be enrolled in the correct number of credits overall.

Please see the following webpage for further advice.

If you have already arrived in Leeds, you should go and speak to either the Study Abroad Coordinator, or the Undergraduate Support Office, in the school where you wish to add or drop a module. Please make sure you mention that you are a Study Abroad, Exchange or Erasmus student. If you receive permission to take your new module, the department will ask you to complete a ‘Change of Module’ form. On this form, you will need to enter the details of the new module(s) you wish to add, as well as the old module(s) that you wish to drop. It must then also be signed by the administrator in your parent school. Your parent school is indicated on your Module Enrolment Report, and also in your programme description on the Portal.

In both of the above cases, if you are applying to take a module in a new school, they may wish to see your application documents and transcript. All teaching schools are able to access these documents centrally and you are not expected to provide another copy for them, unless you wish to provide a more recent version of your transcript than the one you uploaded when you first applied.

7. How do Leeds credits relate to the European Credit Transfer System (ECTS)?

The University of Leeds module catalogue does not use the European Credit Transfer System (ECTS). In order to calculate the number of ECTS credits that you are taking, you must halve the number of Leeds credits that you are enrolled in. 1 ECTS credit equals 2 University of Leeds credits. So, a 20 credit Leeds module is equal to 10 ECTS credits.
8. How many modules/credits do I need to be considered a full-time student?

At Leeds, you do not have to take a certain number of modules. Instead, you must take a certain number of credits. Your workload must add up to **60 credits per semester** in order to be a full-time student at the University of Leeds. For those who need a visa to come to the UK there could be serious consequences if you do not enrol in enough credits. It is sometimes possible for full-year students to take an uneven workload, for example, a 50-70 credit split over the semesters.

It is your responsibility to ensure that you have a full and balanced workload while at Leeds and that you do not enrol in too many credits. Enrolling in more than 60 credits per semester could seriously affect your ability to perform well in an unfamiliar academic environment.

If you have any concerns or questions regarding the number of credits you are enrolled in, please contact the Study Abroad Office.

9. How can I access my timetable?

Your timetable can be accessed from the Student Portal. There is a ‘quick link’ on the right-hand side of the Portal homepage, once you are logged in. Individual module timetables can also be viewed from their module catalogue entry.

The University of Leeds timetable can unfortunately be very complicated. You can find further information on timetables, including a timetable key, at the following [website](#).

Please note that all seminar/lab/tutorial sessions for a particular module may appear on your timetable but you probably won’t be expected to go to all sessions. The teaching school will check your final timetable in September/January and allocate you a place on the relevant seminar/lab/tutorial.

For example, if you see ‘Seminar 1’ on your timetable twice for one module, this is the same seminar and you will attend just one of the sessions. However, if you see ‘Seminar 1’ and ‘Seminar 2’, then these are two different seminars and you must attend both sessions.

If in doubt, please contact the teaching school running the module to clarify when you will be expected to attend.

10. What happens if I have timetable clashes?

If you are taking modules across several schools and levels you are more likely to have timetable clashes. Unfortunately if you do have timetable clashes, you will need to change one or more of your modules.

Please check with teaching schools if you are not sure if you have timetable clashes, before dropping the module.