



Timetabling query resolution guide

Query: Can I change my module?

Step 1

Be aware that students are only permitted to change optional modules during the first two weeks of the semester; any requests outside of this period will not be permitted in line with University regulations.

Step 2

Does the requested change ensure you are still taking the correct number of credits? Your school's Administration Team, or your personal tutor should be able to assist you with this if you are unsure.

- If yes, go to **Step 3**.
- If not, **the change will not be permitted**.

Step 3

Is your proposed change of module permitted on your programme of study? Refer to your programme specification if you are unsure, or seek guidance from your personal tutor or your school's Administration Team.

- If yes, go to **Step 4**.
- If not, **the change will not be permitted**.

Step 4

Your school's [Timetabling Coordinator](#) will be able to review your request and investigate whether the change can be processed. Your school may be holding designated drop-in sessions for module changes. If they are, you should **attend one of these meetings**. If not, **email your Timetabling Coordinator** with the following information:

- Your name
- Your student number
- Your requested module change

Please be aware that some changes may not be possible if they clash with your existing teaching commitments, or if activities on the module are at full capacity.

Step 5

If the change of module is able to be processed, it will appear in your personal timetable within 24 hours. Please **check your timetable after this time**.