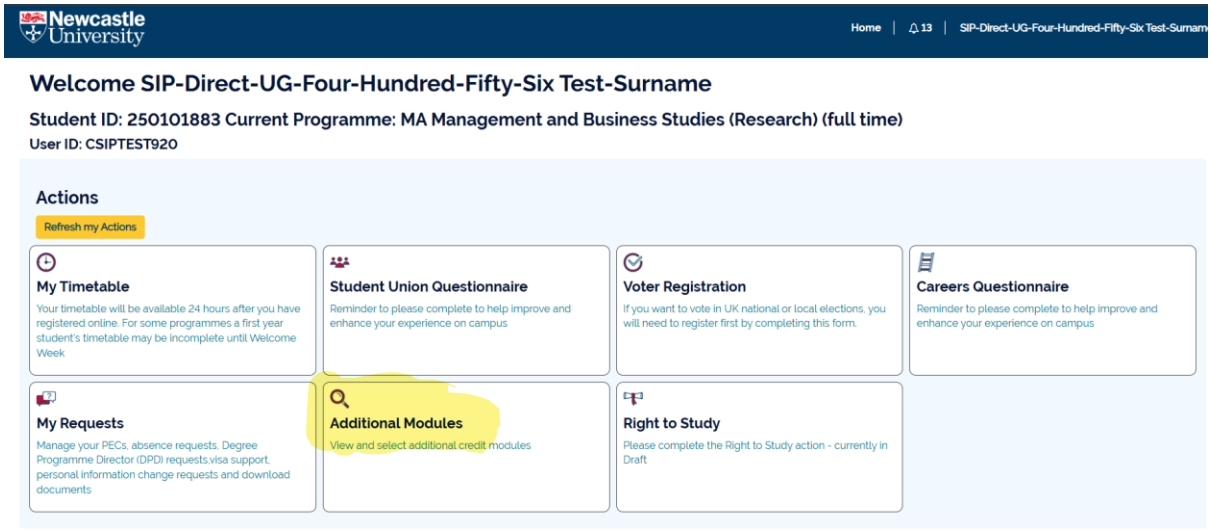
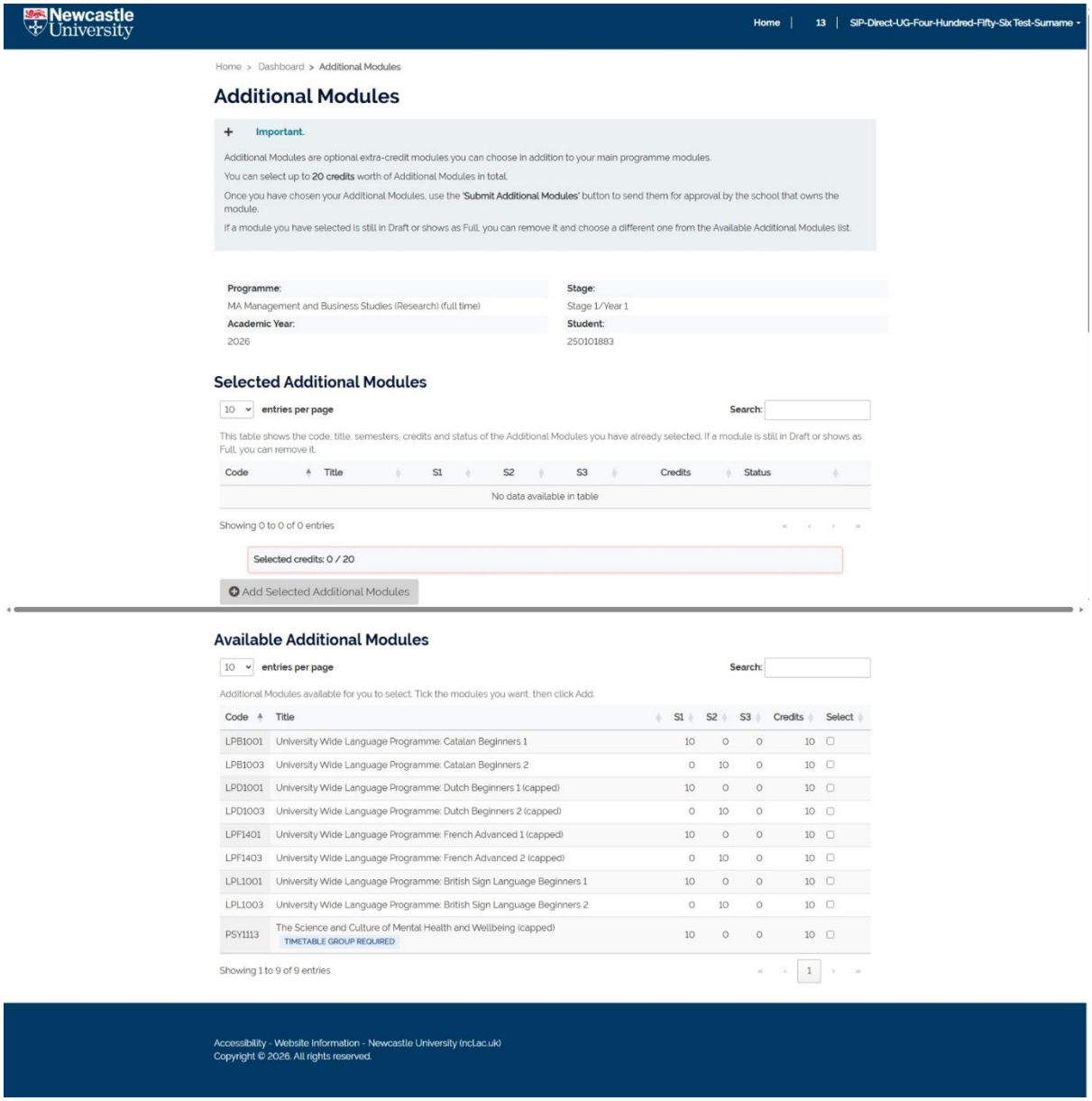
Student guidance for selecting additional modules in the Student Portal

Under University regulations all registered students are allowed to study up to 20 credits of additional modules on top of the modules for their main degree programme. There are only certain modules that are available as additional modules, usually language modules and modules in Psychology. For any additional modules you sign up for you will be awarded the credit for those modules if you successfully complete them but those credits and the marks you achieve on the modules will not count against your main degree programme so will not impact the progression or award outcomes on your main programme. You should consider very carefully the implications on your academic workload of studying additional modules before you sign up to them.

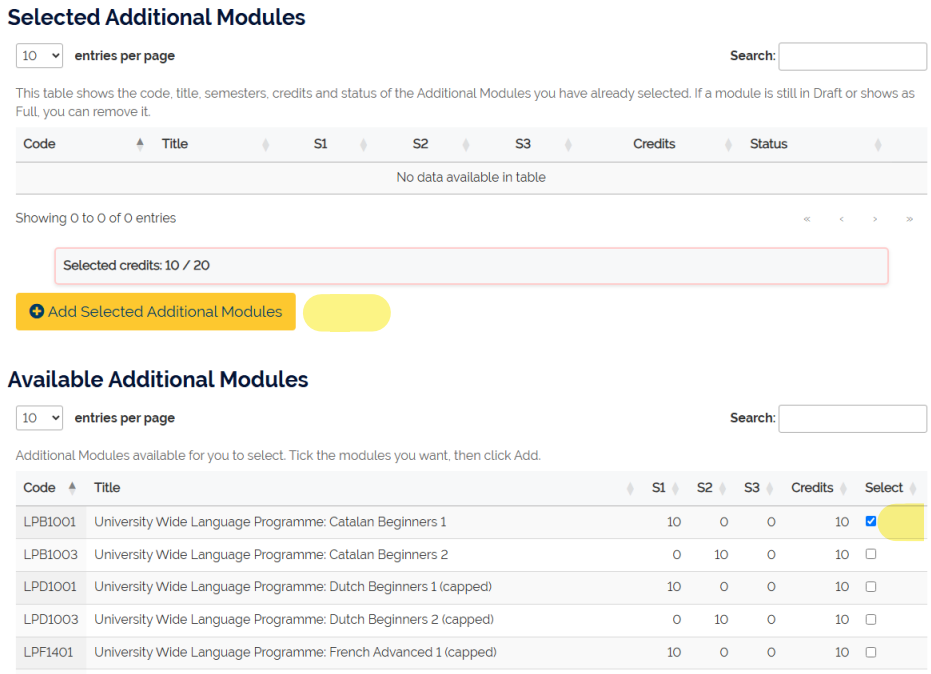
The 'Additional Modules' tile will appear on your portal dashboard under the 'Actions' section. Please note that you must be registered on your main degree programme for the current academic year before the tile will be visible. Also please note that the tile will only be visible at certain times of the year when the selection period for additional modules is open.



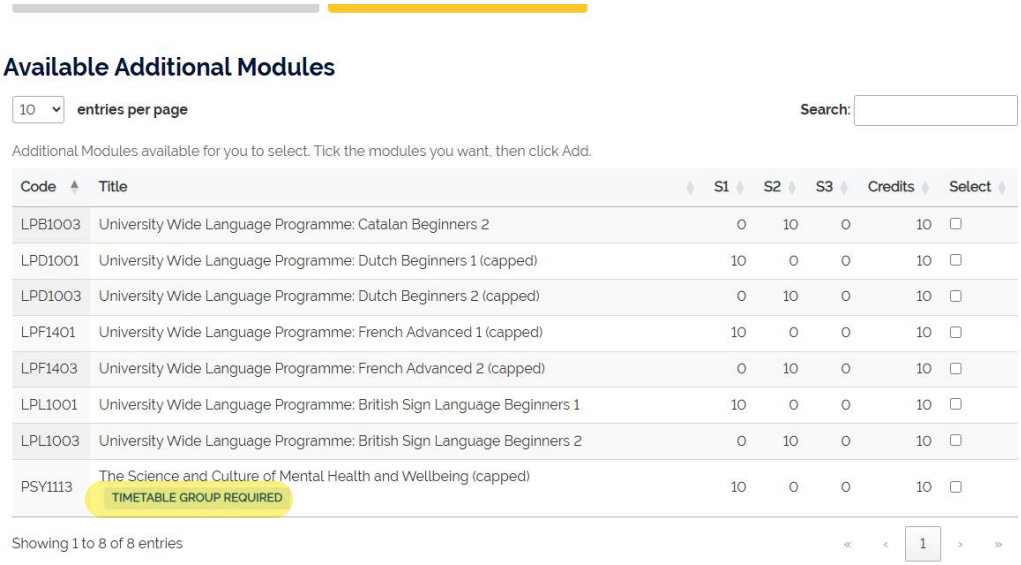
Click on the 'Additional Modules' tile. You will then see a screen that lists all the available additional modules that you can select from.



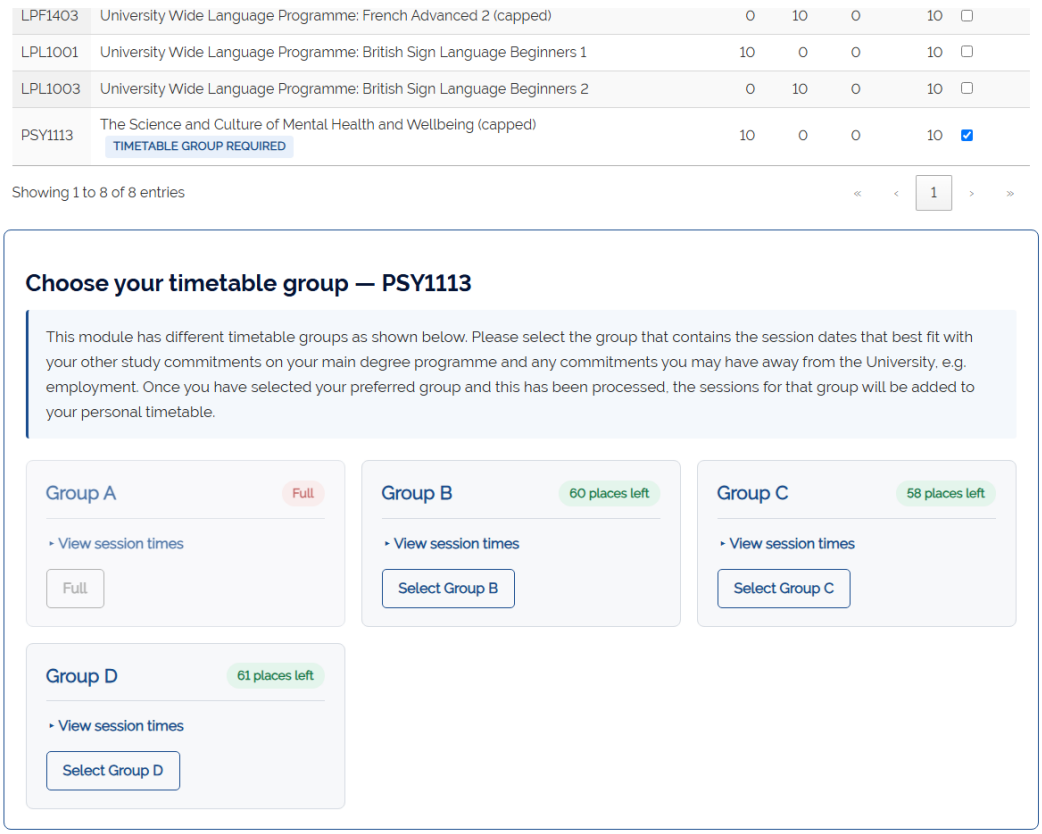
Select the modules you want to sign up to by ticking the ‘select’ box alongside each module. You can select multiple modules at the same time, but the total credits of those modules must not exceed 20.



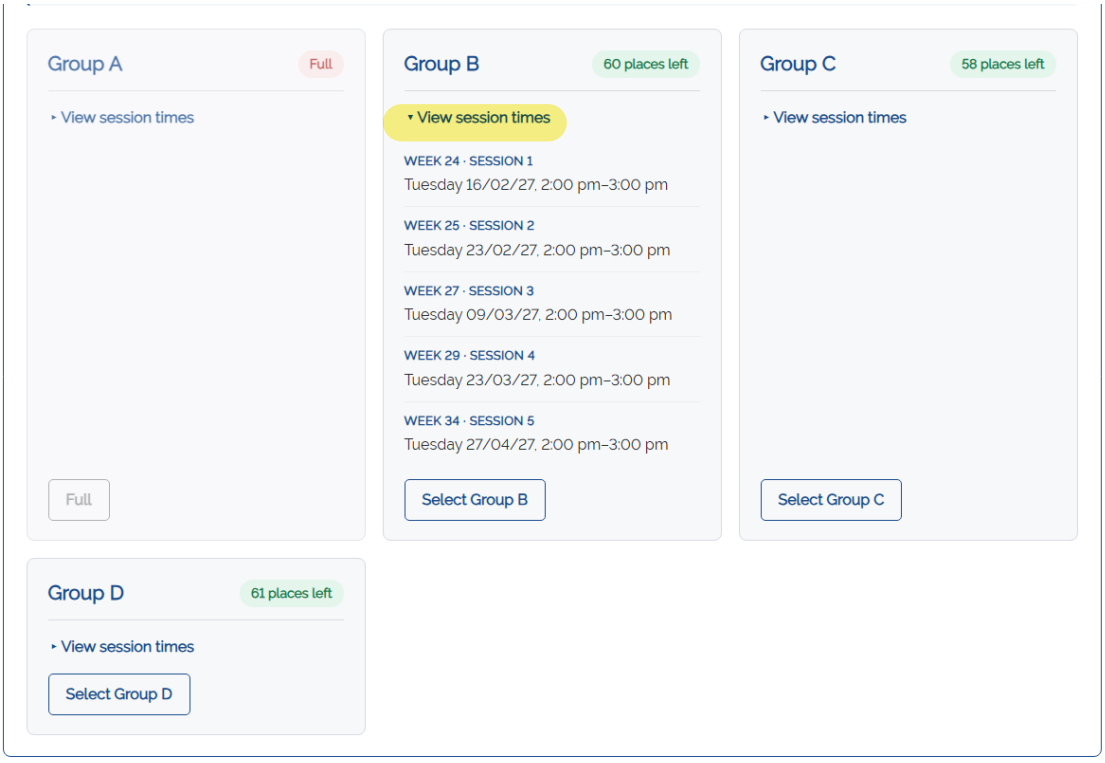
For some additional modules you will need to review and choose which timetable group you wish to sign up for. If this applies the module will have the text 'Timetable Group Required' against it as per module PSY1113 in this example -



If you choose a module that has timetable groups, the screen will open up to show you the available groups as shown below. You will see against each group how many places are available and if a group is full, you will not be able to select it.



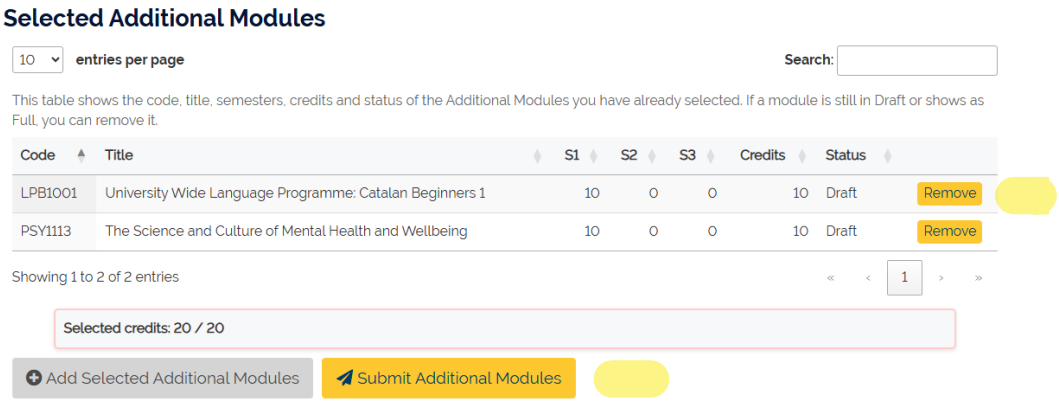
To view the session times for each group, click on the 'View session times' text -



Please select the group that contains the session dates that best fit with your other study commitments on your main degree programme and any commitments you may have away from the University, e.g. employment.

Once you have selected the module(s) you wish to sign up to press the yellow ‘Add Selected Additional Modules’ button.

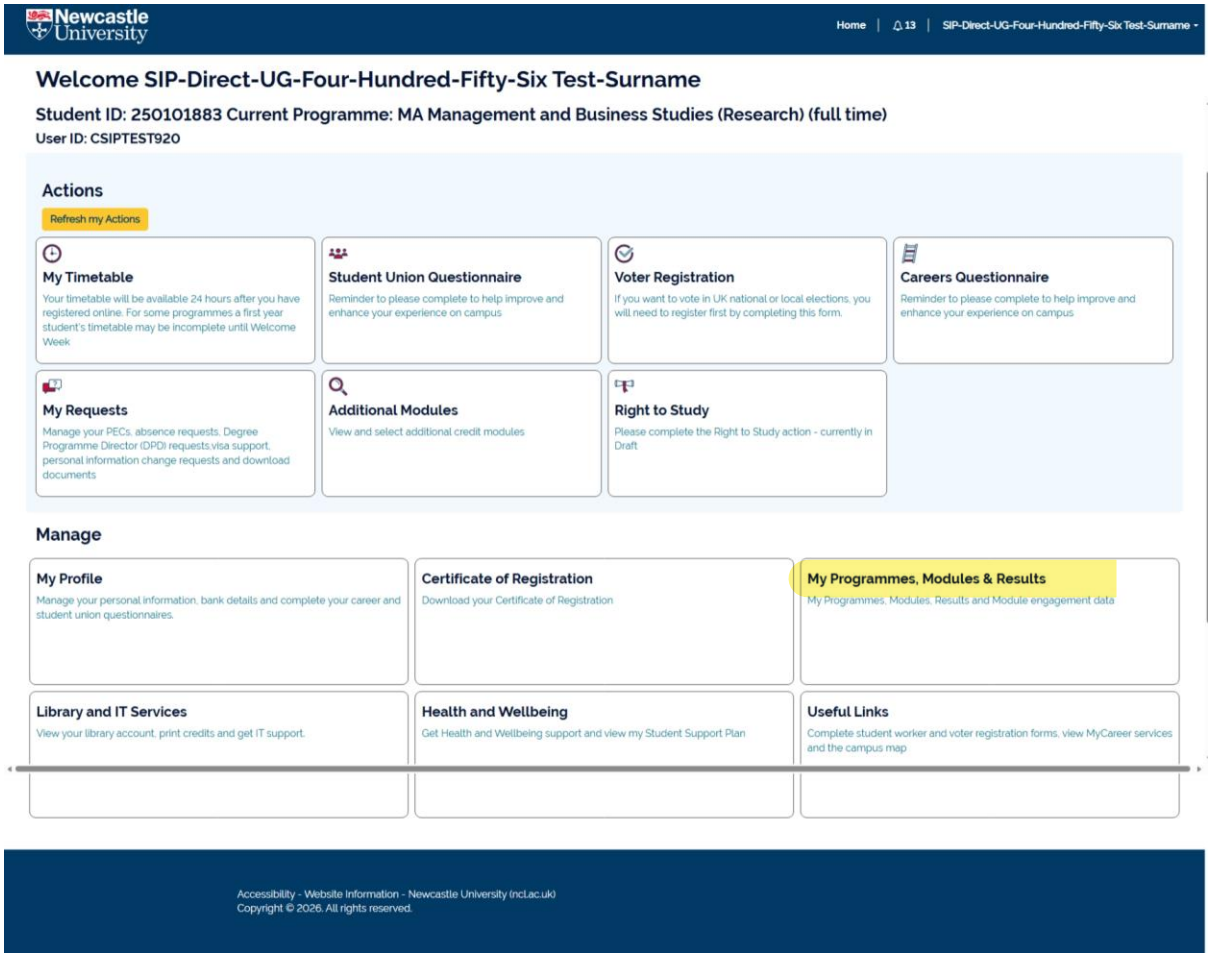
This will then move the module(s) you have selected to the ‘Selected Additional Modules’ section of the screen. If you have made a mistake, you can use the yellow ‘Remove’ button alongside the module to delete the selection and start again.



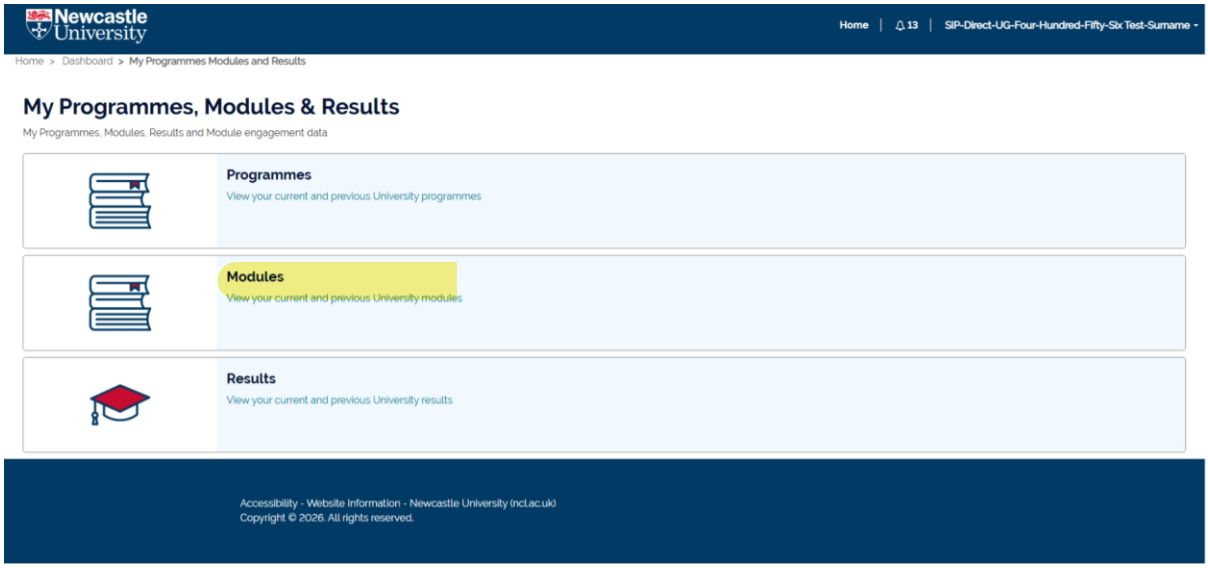
If you are ready to submit your choices press the yellow ‘Submit Additional Modules’ button.

Once submitted the status of the modules you have selected will change from ‘Draft’ to ‘Submitted – Awaiting Approval’. If there are any issues with your selections the school who owns those modules will contact you otherwise your selections will be approved and added to your timetable.

If you wish to be removed from an additional module after you have submitted, please access the ‘My Programmes, Modules & Results’ tile on your Student Portal dashboard under the ‘Manage’ section –

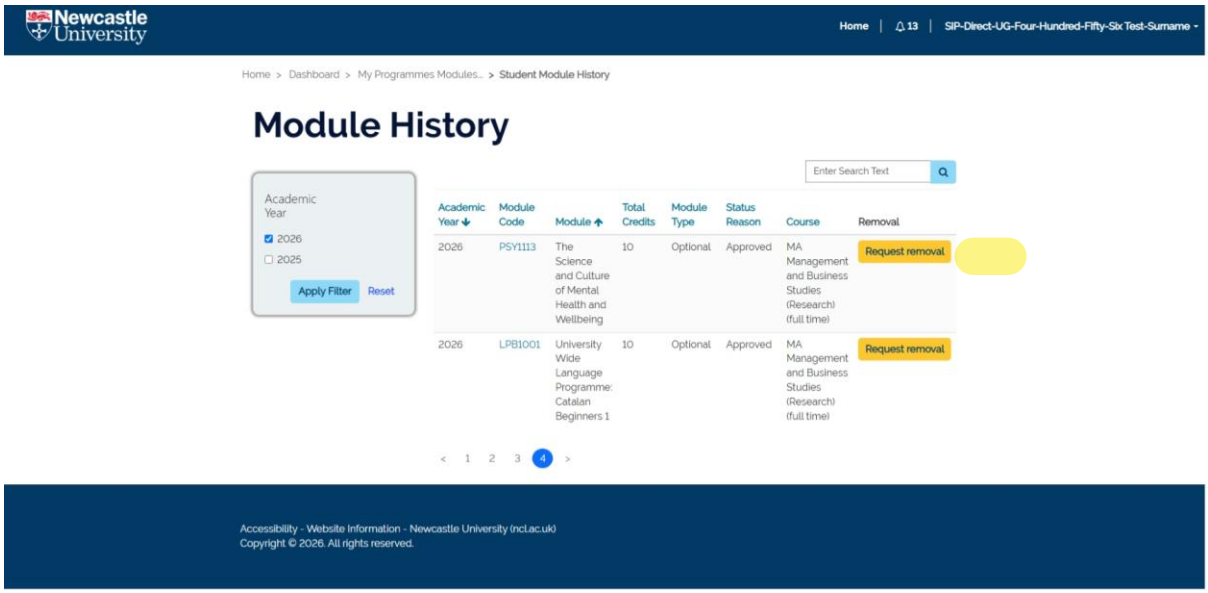


Then select modules –

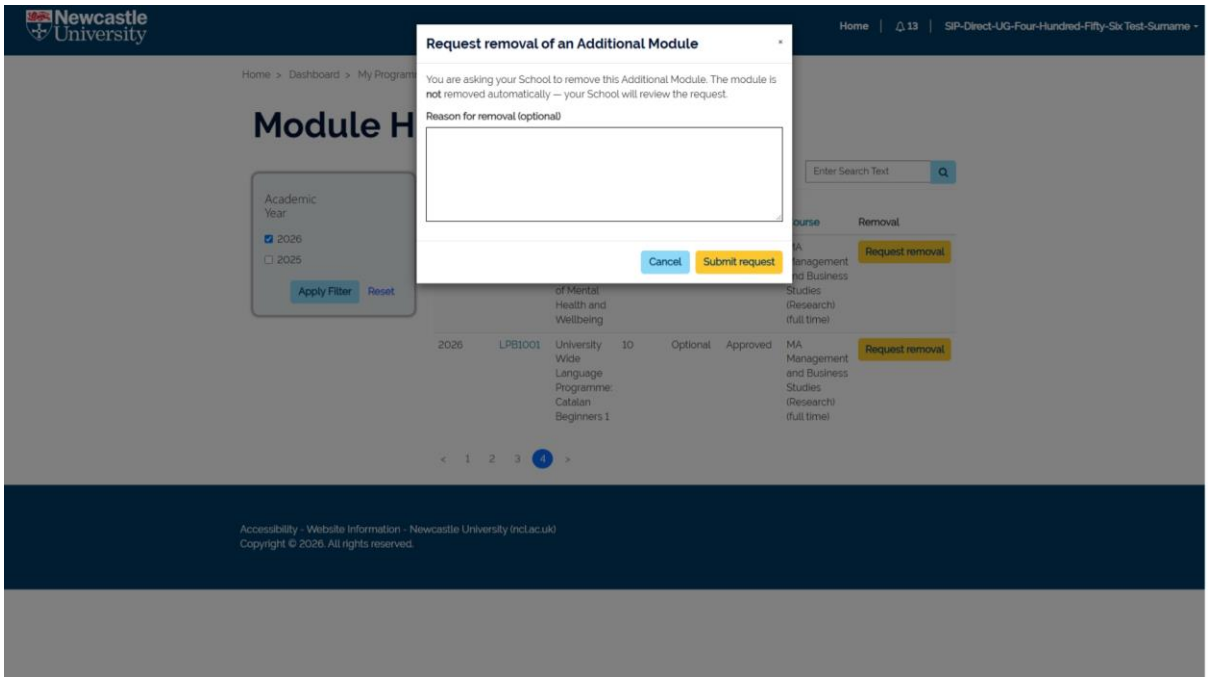


Find the additional module you wish to be removed from in the module history list and press the yellow 'Request removal' button. Please note that this functionality is only available for additional

modules, to change any of your main degree programme modules you should contact your school to request this as usual.



Please give a reason that you wish to be removed from the module in the text box and then press ‘Submit Request’ -



Your request will be sent to the school that owns the module who will contact you if they require any further information. You will then be removed from the module, and your timetable will be updated.