

Module Enrolment: Frequently Asked Questions

Key Information

- Guide to selecting modules: <http://www.leeds.ac.uk/incomingstudy>
- Guide to changing modules and teaching school contacts details for incoming study abroad students: <http://www.leeds.ac.uk/incomingmodulechanges>
- Teaching school = the school at the University of Leeds that teaches the module.
- Parent school = the school at the University of Leeds who is responsible for you during your time here.

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

Module Enrolment Reports are automatically sent by email. You will only receive one Module Enrolment Report.

Students who will be starting in September (Semester 1 or full year) will receive their report in late June.

Semester 1 or full year students who were accepted in late May or June will receive their report roughly a month after they were accepted.

Semester 2 students will receive their report around 4 weeks after being accepted.

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

Online registration will open six weeks before the start of teaching (please do not attempt to register before this time, we will contact you when it is time to register.) Once registered, you will gain access to Minerva: the Student Portal. From Minerva, you have the option to view your modules.

3. What does the enrolment status mean?

There are three possible options:

- a) **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.
- b) **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. You do not need to do anything further to take this module.
- c) **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. I applied for a module and it is not appearing on my Module Enrolment Report or Minerva?

A module not appearing on the module enrolment report was likely full or discontinued when we processed your application. If you want clarification on this, please contact the teaching school. 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 [Module Changes page](#) of the Study Abroad 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)?

If a module is still on EH, this means that the decision is still being made regarding this module. There are some cases where it is not possible to make a decision until closer to the start of teaching. If you or your home university need a decision making urgently, you are welcome to contact the teaching school or department directly stating the date that you need the decision to be made by. 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 [Module Changes page](#) of the Study Abroad website.

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

You have until the end of the second week of teaching to make module changes.

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 [Module Changes page](#) of the Study Abroad website 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 Minerva.

7. 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. A full-time workload is **50-60 credits per semester**.

Students must take at least 50 credits for one semester of study or 100 credits for one year of study.

Single semester students can request to take 70 credits with the permission of your parent school at Leeds. Full year students are not permitted to take more than 120 credits for the year.

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 or too few credits. If you have too many modules (more than 60 Leeds credits per semester), or too few modules (less than 50 credits per semester) then you will need to add or drop modules in order to have a full time workload. See FAQ 6 for how to add or drop a module.

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

1 ECTS credit equals 2 University of Leeds credits. So, a 20 credit Leeds module is equal to 10 ECTS credits. Both the number of Leeds credits and ECTS credits will appear on your official transcript.

9. How can I access my timetable?

Online registration will open six weeks before the start of teaching (please do not attempt to register before this time, we will contact you when it is time to register.) Once registered, you will gain access to Minerva: the Student Portal. Your timetable can be accessed from Minerva and the 'UniLeeds' app.

You can view your timetable by semester or week. Individual module timetables can also be viewed from their module catalogue entry. You can find further information on timetables at the following [website](#). For further information about the week numbers and codes used on the timetable, please see this [website](#).

Please note that multiple sessions for a particular module may appear on the module timetable. The teaching school will allocate you a place on the relevant seminar/lab/tutorial. Finalised timetables will be ready 2 weeks before the start of teaching.

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 have a timetable clash please contact the relevant teaching school and ask if it is possible to change your teaching group. If you cannot be put in a different teaching group, you may need to change a module.

Please check with teaching schools for help with this process if you are not sure if you have timetable clashes.