

Module Enrolment: Frequently Asked Questions

Quick Info

- Choosing modules: <http://www.leeds.ac.uk/incomingstudy>
- Changing modules and school contacts 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. You can ask the Study Abroad Office to change your parent school if you think that you may have been placed in an unsuitable parent school.

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.

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?

Online registration will open six weeks before the start of teaching. Please go to minerva.leeds.ac.uk to complete online registration.

Once registered, you will gain access to **Minerva: the Student Portal**. From Minerva, you have the option to view your modules. Click on 'Learn' in the top right corner, and you will see the modules you that are currently on your University of Leeds student record and your enrolment status for each module.

Important Note: Minerva 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:

- 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 either full when we processed your application or has been discontinued. 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)?

Schools and departments should make all decisions about your acceptance onto module choices already submitted within the next couple of weeks. However 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.

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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 [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.

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.

Please note that you have until the end of the second week of teaching to make module changes.

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. Both the number of Leeds credits and ECTS credits will appear on your official transcript.

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. A full-time workload is **50-60 credits per semester**. 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 possible for full-year students to take an uneven workload of 50-70 credit split over the semesters. 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 however this is at the discretion of your parent school. 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 credits

If you have too many modules (more than 70 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. 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 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.

The University of Leeds timetable can unfortunately be very complicated. 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 all **seminar/lab/tutorial** sessions for a particular module may appear on the module timetable but you probably won't be expected to go to all sessions. The teaching school will 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. If the clash is with a seminar/lab/tutorial you may be able to change seminar/lab/tutorial groups by speaking with the teaching school Undergraduate Support Office. Unfortunately if you have a timetable clash with lectures or you cannot change seminar/lab/tutorial groups, you will need to change one or more of your modules.

Please check the weeks that lectures/seminars/labs/tutorials are taught as not all sessions may be taught every week.

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