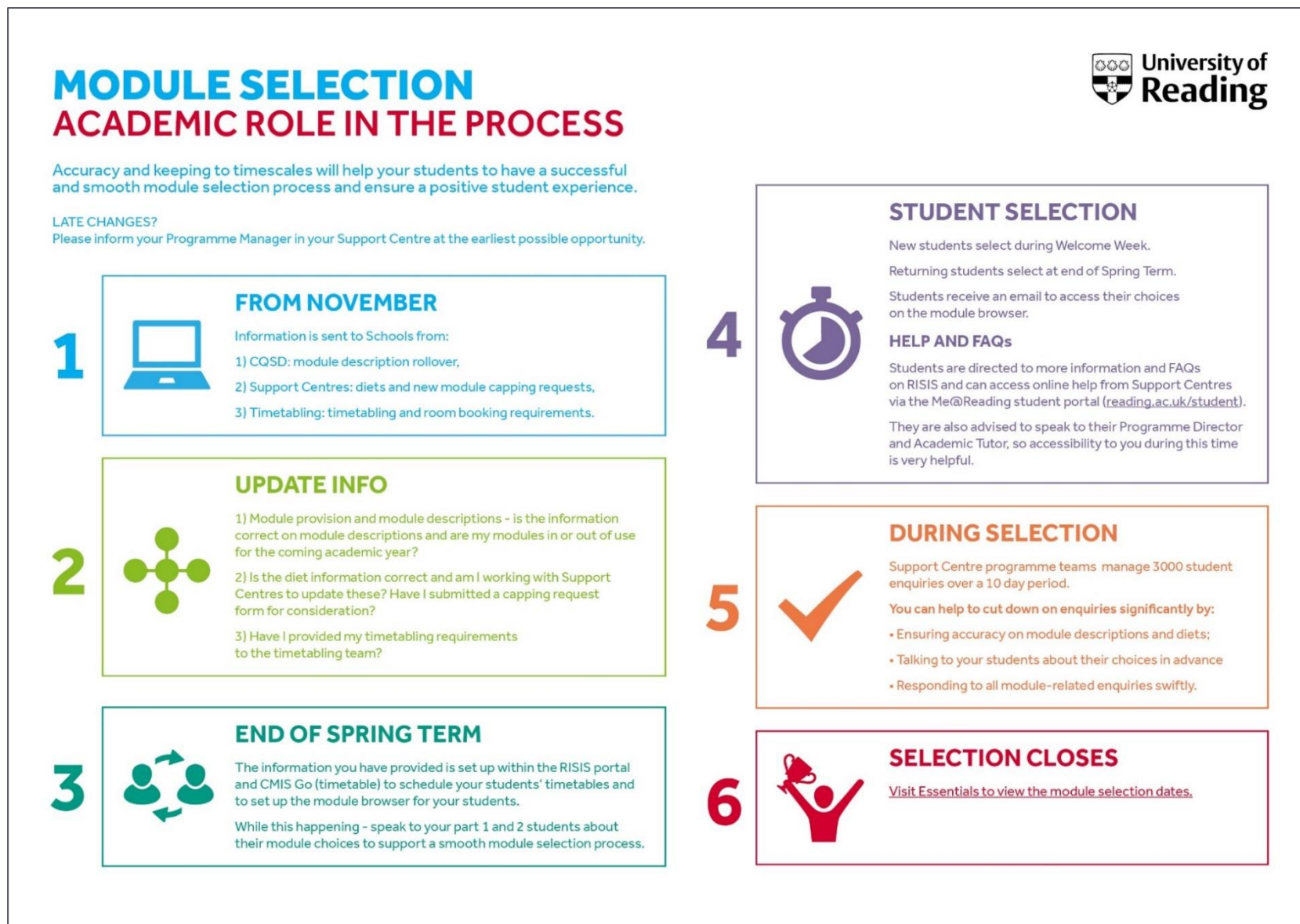


The Module Selection annual cycle:

This infographic shows the full cycle of Module Selection and School's input into the end-to-end process:



Timings of Module Selection for Spring term:

For all students wanting to change Spring or Summer term modules only:

Help with module selection is available to UG, PGT and Flexible Modular students by either sending an enquiry through the "Ask a Question" button on the RISIS portal or by emailing moduleselection@reading.ac.uk. Alternatively they can attend Module Selection Help points which will be situated in their Support Centres or for Henley Business School students in the HBS building, room G13. Opening hours are:

14 – 18 January 2019: from 10:00 to 16:00 hrs

21 - 25 January 2019: from 10:00 to 13:00 hrs

Friday 25th January 2019 at 13:00 hours is the final deadline to submit changes to Spring term modules.

NOTE: Changes can be made to Spring and Summer term modules only. A student may not switch a module taught in the Autumn term against a Spring/Summer term module.

Your help is needed with:

Module Request forms:

As in previous years, students who are taking any modules outside of their programme of study will need to complete a Module Request Form, indicating which modules they wish to drop (from their diet) and the module outside their programme that they want to replace this with. This is signed off by Programme Directors and Module Convenors who should carry out a careful check on pre or co-reqs for these modules and to check whether this change fits with the rules of the programme. Please take special care when approving these as we get a number of requests each year, which need to be rescinded due to problems with programme rules.

Dealing with Timetable clashes:

Students may come to you about their timetable clashes. If these clashes relate to seminars or tutorial groups, these can sometimes be resolved by moving them to other seminar or tutorials groups. Please ask them to contact the module selection teams to ask us to make these changes.

Where to seek help:

You can seek help from the Programme Managers for your Schools for any questions relating to your students' module selection and your programmes, modules and diets:

- HBS: Zoe Bourne (z.j.bourne@henley.ac.uk Ext: 7340)

- HUMS / SPEIR / SLL: Diane Watts (d.e.watts@reading.ac.uk Ext: 8361)
- IOE / SBE: Aly Chesswas (a.m.chesswas@reading.ac.uk Ext: 2614 or 7898)
- SMPCS / SBS: Sarah Shears (s.shears@reading.ac.uk Ext: 8460)
- SCFP / SAGES: Rhian Walker (r.s.walker@reading.ac.uk Ext: 7827)
- SPCLS / SAGES: Janine Turner (j.m.turner@reading.ac.uk Ext: 5229)
- LAW / SACD: Liz Smith (e.smith@reading.ac.uk Ext: 8286 or 7502)

You can also provide your feedback on the Module Selection process by emailing Marguerite Gascoine (m.b.gascoine@reading.ac.uk) or speak to your Support Centre Managers/Head of Programme Admin (HBS) about any matters relating to this.

All feedback will be reviewed by the “Module Selection Delivery-Steering Group” which is a cross-functional group which meets monthly to manage the module selection process.