mysis
support

MODULE REGISTRATION

TO BE USED IN CONJUNCTION WITH YOUR SCHOOL/INSTITUTE'S GUIDELINES

Student Guides

QUEEN MARY UNIVERSITY OF LONDON

17/03/2021

Contents

1　Overview of Module Registration

1.1　Your School/Institution

These guidelines will take you through the practical process of online module registration. However, your home school/institute will issue guidance on when and how you should undertake module registration.

NB – You must read the guidelines of your school/institute before selecting your modules.

1.2　Who is this Guide For?

This guide is for all undergraduate and postgraduate taught (not research) students whose programmes include elective (i.e. optional) modules.

The following groups of students will <u>not</u> be required to select their modules online:

- intercollegiate students
- students retaking modules
- postgraduate research students
- students whose programmes consist entirely of compulsory modules
- associate students

2   The Module Registration Process

2.1 Module Registration

The Module Registration page of your MySIS portal allows you to select the optional modules you wish to study. Module Registration will be available to continuing students from **mid-March** and for new students in **September**. Your school/institute will contact you once it is available.
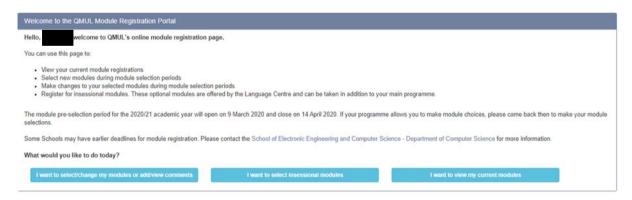
Once you have made your selections, they will then be made available to your school/institute for approval.

NB - You must not register for modules until you have consulted the guidelines of your school/institute.

3   The Module Selection Task

3.1   Accessing the Module Selection Task

Go to https://mysis.qmul.ac.uk/urd/sits.urd/run/siw_lgn - the home page of your MySIS student portal - and log in using your normal username and password. Select the 'Module Registration' option from the menu and you will be presented with the following page:

To make your selections, click on ''I want to select/change my modules or add/view comments' and you will be taken to the module selection task.

NB - If the 'Module Registration' option is not available, you should contact your school/institute administrator.

3.2   Module Registration Status

You will then be shown an overview of your programme details and current module registration status:

The most common statuses are as follows:

Code	Meaning
GEN	Your diet has been generated but you have not yet submitted your module selections
ENT	You have submitted your module selections and they are awaiting approval
CON	Your module selections have been approved by your department/school

REJ	One or more of your module selections have been rejected and you must reselect
CRQ	You have requested a change to your modules
CRJ	Your request to change your modules has been rejected

If you are in a position to select modules, the 'Next' button will be visible. It will not be available if your programme does not contain elective choices, or if you have already made selections which are pending approval.

Clicking 'Next' will take you to the main module registration page.

NB - If your programme details are incorrect in any way, you should contact your departmental administrator or Registry.

3.3 Compulsory Modules

At the top of the module registration page, you will see any compulsory modules that you are required to take as part of your programme. These are pre-selected on your behalf and cannot be amended:

Module		Module name	Period	Occ	Level	Credits	Status
ECS7009P		Introduction to Software Engineering	SEM1	A20	7	15	Compulsory 7 - Student (SPR) Level 7
ECS7010P		Computer Architecture and Networks	SEM1	A20	7	15	Compulsory 7 - Student (SPR) Level 7
ECS751P		Project	YEAR	C20	7	60	Core 7 - Student (SPR) Level 7

3.4 Elective Groups

The groups of elective modules available for you to select from will appear at the bottom-left of the screen. At the top of this section, you will see how many elective credits in total you need to select - e.g. 'Choose 120 credits from the electives contained within this block'.

If there are two or more groups to choose from, you will see how many credits you need to select from each individual group - e.g. 'Choose a minimum of 90 and a maximum of 120 credits in any period from', 'Choose a maximum of 30 credits in any period from':

Choose 30 credits from the electives contained within this block

Choose a minimum of 15 and a maximum of 30 credits in Semester B from ECS725P/B20, ECS7005P/B20, ECS781P/B20, ECS784P/B20

View List

AND

Choose a maximum of 15 credits in Semester B from ECS728P/B20, ECS745P/B20

View List

Clicking on 'View List' or on any of the module codes will display the full list of modules available for you to select from:

Choose a minimum of 15 and a maximum of 30 credits in Semester B from ECS725P/B20, ECS7005P/B20, ECS781P/B20, ECS784P/B20

Hide List

Search

Module	Name	Period	Occ	Lev	Crd	Add
ECS7005P	Risk and Decision-Making for Data Science and AI	SEM2	B20	7	15	Add
ECS725P	Mobile Services	SEM2	B20	7	15	Add
ECS781P	Cloud Computing	SEM2	B20	7	15	Add
ECS784P	Data Analytics	SEM2	B20	7	15	Add

The 'Module Search' function allows you to search for a particular module. Clicking on a module code in the list will display details of that module:

When you have found the module you wish to select, click 'Add', repeating until you have selected the required amount of credits.

3.5 Selected Modules

Modules that you have selected will appear at the bottom-right of the screen:

This section has two tabs:

1. 'All my modules' – this displays details of all the modules you have selected
2. 'Modules from current block' – this displays details of the modules you have selected from the particular elective group you currently have active (i.e. selected on the left-hand side)

At the bottom of this section, the 'View/Add Comments' function allows you to add comments regarding your selections or, if a previous submission has been rejected, view comments from your school/institute.

Once you are happy with the selections you have made, click on 'Submit Selections':

3.6 Reserve Module Selections

Some Schools require students to select reserve module choices in addition to their main module selections. If this applies to you, you will be informed of this before you make your main selections:

Module Registration

Module Registration is now open until 15 July 2022.

Your programme: LLB FT Law
Your Module Registration Status: You haven't submitted your module selections yet. Please click Next to make your choices (GEN).

Before continuing, please read this **Module Registration Guidance** for information on how to complete the process.

Please note you are now required to select reserve module choices after you have made your initial selections. Make sure you follow all the instructions on screen to do this. If you have any questions, please contact your School.

By pressing next, you acknowledge that you have read the guidance and are ready to proceed.

| Next | Exit Module Registration |

After you submit you main selections, the reserve selections page will load. You will see a list of your main selections, and will be able to go back and make changes if necessary. Underneath, you will be asked to select some reserve module choices – there may be more than one list to choose from depending on your programme:
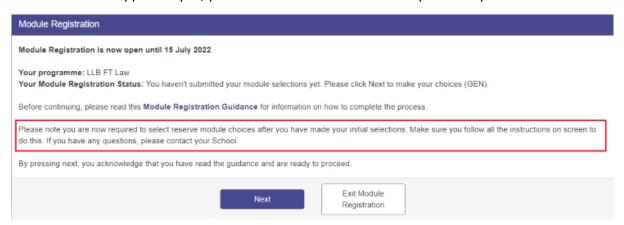
Reserve Choices

You have selected the following first choice modules:

Module Code	Module Name	Semester	Credits	Module List
LAW5001	Tort Law	YEAR	30	010 - Compulsory module
LAW5005	Criminal Law (Level 5)	YEAR	30	020 - Compulsory module
LAW5003	Equity and Trusts	YEAR	30	030 - Compulsory module
LAW6015	Law and Literature: Justice in Crisis	SEM1	15	040 - LLB Second Year Level 6 electives
LAW6016	Law and Literature: the Foundations of Law	SEM2	15	040 - LLB Second Year Level 6 electives

If you want to change these selections, please click the button below to undo your choices and go back to the previous page:

Back to main selections

While we will try to allocate you your first choices where possible, your programme also requires you to select back up choices from the following elective pots. If you do not select any reserve modules, you may be allocated appropriate modules by your School.

Please select 45 reserve credits from the elective list 040 - LLB Second Year Level 6 electives :

Choose options

Submit

Search for the modules you would like to add in the box(es). You can type module names or module codes to help you find the right modules:

Please select 45 reserve credits from the elective list 040 - LLB Second Year Level 6 electives :

Law

LAW6459 - International Environmental Law (A20 SEM1 15 credits)

LAW6459 - International Environmental Law (Z20 SEM1 15 credits)

LAW6464 - Legal Reasoning in a Global Context (A20 SEM1 15 credits)

LAW6463 - Law and Globalisation (B20 SEM2 15 credits)

LAW6462 - Street Law (B20 SEM2 15 credits)

LAW6460 - Law and Religion (B20 SEM2 15 credits)

LAW6458 - Cultural Diversity and Law (B20 SEM2 15 credits)

LAW6457 - Securing Human Rights Compliance: A Case Study on the United Kingdom (A20 YEAR 30 credits)

Once you have inputted your choices, press submit:

Please select 45 reserve credits from the elective list 040 - LLB Second Year Level 6 electives :

LAW6459 - International Environmental Law (A20 SEM1 15 credits) ✕   LAW6464 - Legal Reasoning in a Global Context (A20 SEM1 15 credits) ✕

LAW6460 - Law and Religion (B20 SEM2 15 credits) ✕

Submit

If you submit the wrong number of module credits, you will see an error message. If this happens, please update your choices and try again:

Please select 45 reserve credits from the elective list 040 - LLB Second Year Level 6 electives :

LAW6459 - International Environmental Law (A20 SEM1 15 credits) ✕   LAW6464 - Legal Reasoning in a Global Context (A20 SEM1 15 credits) ✕

Elective list: 040 LLB Second Year Level 6 electives: You have selected too few credits from pot 040. Please select a further 15 credits.

Submit

You will also see a message if any of your selections have special requirements (such as pre-requisites):

Please select 45 reserve credits from the elective list 040 - LLB Second Year Level 6 electives :

LAW6459 - International Environmental Law (A20 SEM1 15 credits) ✕	LAW6464 - Legal Reasoning in a Global Context (A20 SEM1 15 credits) ✕

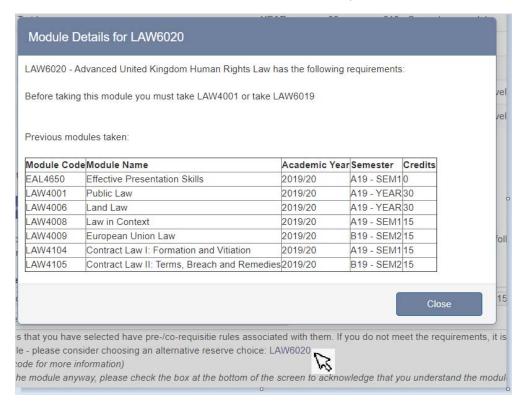| LAW6020 - Advanced United Kingdom Human Rights Law (B20 SEM2 15 credits) ✕ |
|---|

*The following modules that you have selected have pre-/co-requisitie rules associated with them. If you do not meet the requirements, it is unlikely that you will be able to take this module - please consider choosing an alternative reserve choice: LAW6020
(Click on the module code for more information)
If you want to submit the module anyway, please check the box at the bottom of the screen to acknowledge that you understand the module requirements.*

☐ You are about to submit a module with pre-/co-requisites attached. Please check this box if you would like to proceed anyway.

Submit

You will able to click on the module code to view the requirements:

Module Details for LAW6020

LAW6020 - Advanced United Kingdom Human Rights Law has the following requirements:

Before taking this module you must take LAW4001 or take LAW6019

Previous modules taken:

Module Code	Module Name	Academic Year	Semester	Credits
EAL4650	Effective Presentation Skills	2019/20	A19 - SEM1	0
LAW4001	Public Law	2019/20	A19 - YEAR	30
LAW4006	Land Law	2019/20	A19 - YEAR	30
LAW4008	Law in Context	2019/20	A19 - SEM1	15
LAW4009	European Union Law	2019/20	B19 - SEM2	15
LAW4104	Contract Law I: Formation and Vitiation	2019/20	A19 - SEM1	15
LAW4105	Contract Law II: Terms, Breach and Remedies	2019/20	B19 - SEM2	15

Close

s that you have selected have pre-/co-requisitie rules associated with them. If you is
le - please consider choosing an alternative reserve choice: LAW6020
code for more information)
he module anyway, please check the box at the bottom of the screen to acknowledge that you understand the modul

You can still submit a module with special requirements, but you will need to tick the box to acknowledge that you have read the pop-up:

☑ You are about to submit a module with pre-/co-requisites attached. Please check this box if you would like to proceed anyway.

Submit

3.7 Approval and Rejection of Module Selections

If your module selections are approved by your tutor, you will receive an email informing you of this and your module registration is complete. The email will let you know if any of your main choices have been replaced by a reserve choice (if applicable), or if your School has had to replace one of your module selections with an alternative.

If your module selections are rejected by your tutor, you will receive an email informing you of this and you will then need to go back to module registration and reselect your modules.
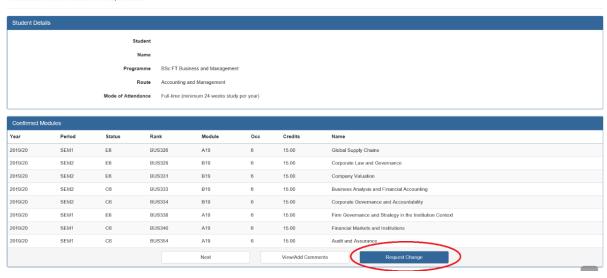
4   Making Changes

4.1   Re-accessing the Module Selection Task

Once your modules have been approved, you will be able to make a request to change your module selections via MySiS.
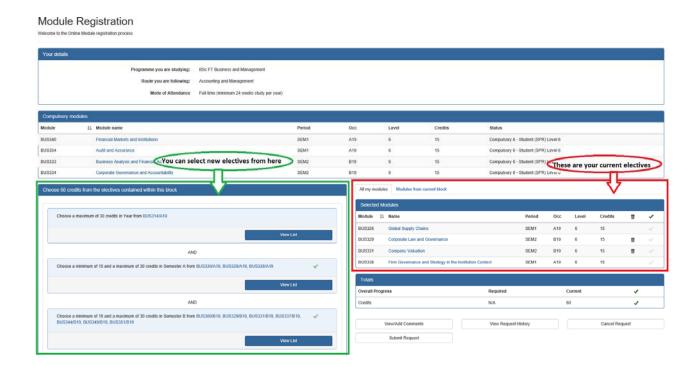
When you re-enter the task, you will see a list of your current module registrations. To request a change, click the 'Request Change' button:
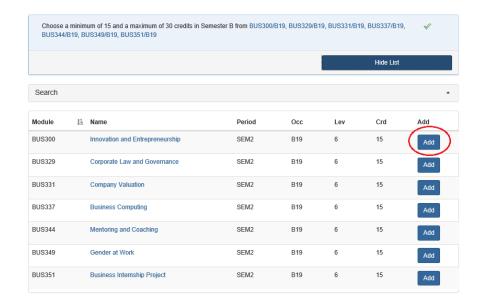
Confirmed Modules

The screen shows the list of modules confirmed by the student.

Student Details

Student	
Name	
Programme	BSc FT Business and Management
Route	Accounting and Management
Mode of Attendance	Full-time (minimum 24 weeks study per year)

Confirmed Modules

Year	Period	Status	Rank	Module	Occ	Credits	Name
2019/20	SEM1	E6	BUS326	A19	6	15.00	Global Supply Chains
2019/20	SEM2	E6	BUS329	B19	6	15.00	Corporate Law and Governance
2019/20	SEM2	E6	BUS331	B19	6	15.00	Company Valuation
2019/20	SEM2	C6	BUS333	B19	6	15.00	Business Analysis and Financial Accounting
2019/20	SEM2	C6	BUS334	B19	6	15.00	Corporate Governance and Accountability
2019/20	SEM1	E6	BUS338	A19	6	15.00	Firm Governance and Strategy in the Institution Context
2019/20	SEM1	C6	BUS340	A19	6	15.00	Financial Markets and Institutions
2019/20	SEM1	C6	BUS354	A19	6	15.00	Audit and Assurance

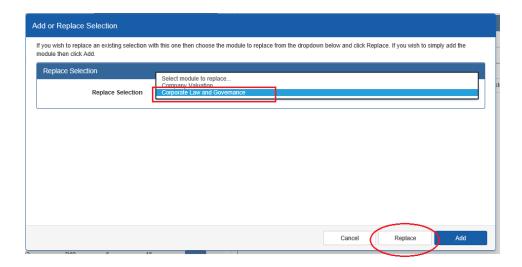| Next	View/Add Comments	Request Change

You will then be taken to the module registration page. You will be able to request changes to your elective modules, which are listed on the right hand side. You will only be able to request changes to modules you haven't already taken.
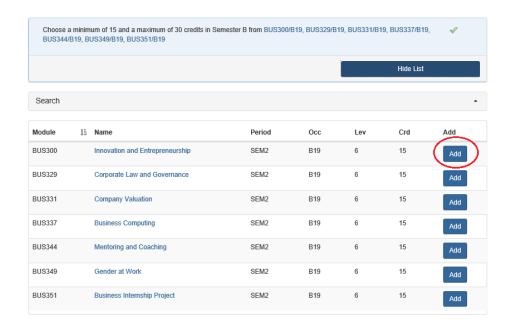

To **replace** one module with another, you will need to find the module you wish to take on the left hand side. Click on the module code or click 'View List', and then click 'Add'.
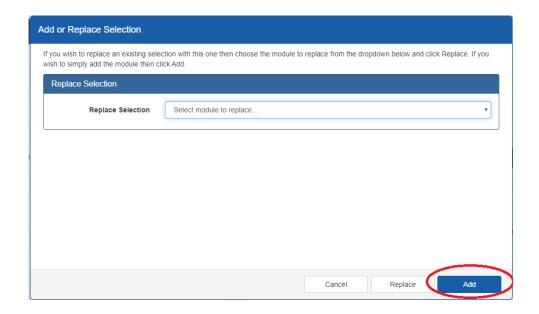
You will see the pop-up below. Choose the module you no longer wish to take from the drop down list, and then click 'Replace'. Do **not** click 'Add' – this will try to add your chosen module without removing anything. For most programmes, this will result in an error because you will then have too many module choices.

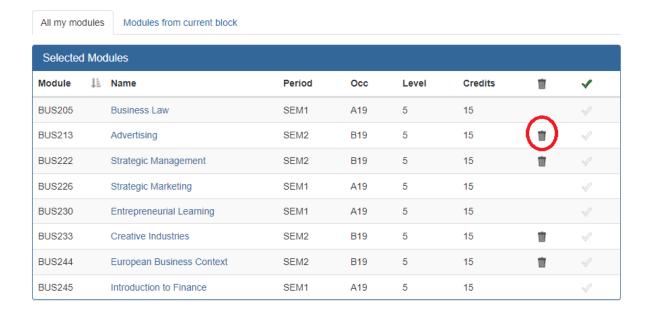A small number of programmes may allow you to add delete a module without replacing it with another. To add a module, click 'Add' next to the module you wish to select, as before.
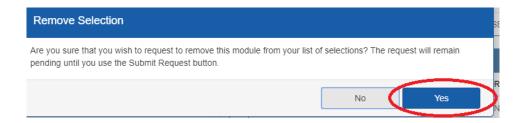
When the pop up appears don't select a new module from the drop down, and just click 'Add' instead of 'Replace'.
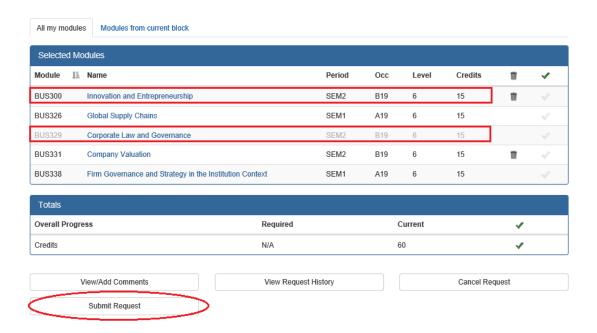

To delete a module, click on the dustbin icon next to the module you want to remove in the right hand section.

A pop will appear, and you will then need to confirm that you want to remove the module by clicking 'Yes'.

Remove Selection

Are you sure that you wish to request to remove this module from your list of selections? The request will remain pending until you use the Submit Request button.

| | No | Yes |

Once you have made your changes, your newly chosen modules should now appear in your list of electives on the right hand side, and your old modules will be greyed out. If you are happy with your request, click 'Submit Request'.

All my modules   Modules from current block

Selected Modules

Module	Name	Period	Occ	Level	Credits	🗑	✔
BUS300	Innovation and Entrepreneurship	SEM2	B19	6	15	🗑	✔
BUS326	Global Supply Chains	SEM1	A19	6	15		✔
BUS329	Corporate Law and Governance	SEM2	B19	6	15		✔
BUS331	Company Valuation	SEM2	B19	6	15	🗑	✔
BUS338	Firm Governance and Strategy in the Institution Context	SEM1	A19	6	15		✔

Totals

Overall Progress	Required	Current	✔
Credits	N/A	60	✔

| View/Add Comments | View Request History | Cancel Request |

| Submit Request |

If you want to exit module registration without requesting the change, click 'Cancel Request'.

All my modules	Modules from current block						
Selected Modules							
Module	Name	Period	Occ	Level	Credits	🗑	✔
BUS300	Innovation and Entrepreneurship	SEM2	B19	6	15	🗑	✓
BUS326	Global Supply Chains	SEM1	A19	6	15		✓
BUS329	Corporate Law and Governance	SEM2	B19	6	15		✓
BUS331	Company Valuation	SEM2	B19	6	15	🗑	✓
BUS338	Firm Governance and Strategy in the Institution Context	SEM1	A19	6	15		✓

Totals			
Overall Progress	**Required**	**Current**	✔
Credits	N/A	60	✔

View/Add Comments	View Request History	Cancel Request
Submit Request		

Your department will then review your requests and either approve or reject them, and you will then be notified of the outcome.