



# 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 .....	2
1.1	Your School/Institution .....	2
1.2	Who is this Guide For? .....	2
2	The Module Registration Process .....	3
2.1	Module Registration .....	3
3	The Module Selection Task .....	4
3.1	Accessing the Module Selection Task .....	4
3.2	Module Registration Status .....	4
3.3	Compulsory Modules .....	5
3.4	Elective Groups .....	5
3.5	Selected Modules.....	7
3.6	Reserve Module Selections.....	8
3.7	Approval and Rejection of Module Selections.....	11
4	Making Changes.....	12
4.1	Re-accessing the Module Selection Task .....	12

# 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 not 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](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:

Compulsory modules						
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	<a href="#">Add</a>
ECS725P	Mobile Services	SEM2	B20	7	15	<a href="#">Add</a>
ECS781P	Cloud Computing	SEM2	B20	7	15	<a href="#">Add</a>
ECS784P	Data Analytics	SEM2	B20	7	15	<a href="#">Add</a>

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:

Summary Details for the Module	
Module:	ECS725P
Name:	Mobile Services
Period:	SEM2 (SEM2)
Occurrence:	B20
Level:	7
Credits:	15
Places:	999 (estimated)
Requisites:	None
Department:	School of Electronic Engineering and Computer Science - Department of Electronic Engineering
Scheme:	Taught Postgraduate
Tutor:	STEFAN POSLAD
More:	<a href="#">Click to view more details</a>

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:

All my modules		Modules from current block					
Selected Modules							
Module	Name	Period	Occ	Level	Credits		
ECS7005P	Risk and Decision-Making for Data Science and AI	SEM2	B20	7	15		
ECS784P	Data Analytics	SEM2	B20	7	15		

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':

Totals			
Overall Progress	Required	Current	
Credits	N/A	30	



### 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 :

- 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 :




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 :



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

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) x LAW6464 - Legal Reasoning in a Global Context (A20 SEM1 15 credits) x  
LAW6020 - Advanced United Kingdom Human Rights Law (B20 SEM2 15 credits) x

\*The following modules that you have selected have pre-/co-requisite 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 be 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](#)

is that you have selected have pre-/co-requisite rules associated with them. If you do not meet the requirements, it 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

<b>Student Name</b>	
<b>Programme</b>	BSc FT Business and Management
<b>Route</b>	Accounting and Management
<b>Mode of Attendance</b>	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

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.

### Module Registration

Welcome to the Online Module registration process

**Your details**

Programme you are studying: BSc FT Business and Management  
 Route you are following: Accounting and Management  
 Mode of Attendance: Full-time (minimum 24 weeks study per year)

**Compulsory modules**

Module	Module name	Period	Occ	Level	Credits	Status
BUS340	Financial Markets and Institutions	SEM1	A19	6	15	Compulsory 6 - Student (SPR) Level 6
BUS354	Audit and Assurance	SEM1	A19	6	15	Compulsory 6 - Student (SPR) Level 6
BUS333	Business Analysis and Finance	SEM2	B19	6	15	Compulsory 6 - Student (SPR) Level 6
BUS334	Corporate Governance and Accountability	SEM2	B19	6	15	Compulsory 6 - Student (SPR) Level 6

**Choose 60 credits from the electives contained within this block**

Choose a maximum of 30 credits in Year from BUS314/A19

[View List](#)

AND

Choose a minimum of 15 and a maximum of 30 credits in Semester A from BUS330/A19, BUS326/A19, BUS336/A19

[View List](#)

AND

Choose a minimum of 15 and a maximum of 30 credits in Semester B from BUS300/B19, BUS329/B19, BUS331/B19, BUS337/B19, BUS344/B19, BUS349/B19, BUS351/B19

[View List](#)

**All my modules** | **Modules from current block**

**Selected Modules**

Module	Name	Period	Occ	Level	Credits		
BUS326	Global Supply Chains	SEM1	A19	6	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BUS329	Corporate Law and Governance	SEM2	B19	6	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BUS331	Company Valuation	SEM2	B19	6	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BUS338	Firm Governance and Strategy in the Institution Context	SEM1	A19	6	15	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Totals**

Overall Progress	Required	Current	
Credits	N/A	60	<input checked="" type="checkbox"/>

[View/Add Comments](#) | [View Request History](#) | [Cancel Request](#)  
[Submit Request](#)

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'.

Choose a minimum of 15 and a maximum of 30 credits in Semester B from BUS300/B19, BUS329/B19, BUS331/B19, BUS337/B19, BUS344/B19, BUS349/B19, BUS351/B19

[Hide List](#)

Search

Module	Name	Period	Occ	Lev	Crd	Add
BUS300	Innovation and Entrepreneurship	SEM2	B19	6	15	<input checked="" type="button" value="Add"/>
BUS329	Corporate Law and Governance	SEM2	B19	6	15	<input type="button" value="Add"/>
BUS331	Company Valuation	SEM2	B19	6	15	<input type="button" value="Add"/>
BUS337	Business Computing	SEM2	B19	6	15	<input type="button" value="Add"/>
BUS344	Mentoring and Coaching	SEM2	B19	6	15	<input type="button" value="Add"/>
BUS349	Gender at Work	SEM2	B19	6	15	<input type="button" value="Add"/>
BUS351	Business Internship Project	SEM2	B19	6	15	<input type="button" value="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.

Choose a minimum of 15 and a maximum of 30 credits in Semester B from BUS300/B19, BUS329/B19, BUS331/B19, BUS337/B19, BUS344/B19, BUS349/B19, BUS351/B19 ✔

[Hide List](#)

Search

Module	Name	Period	Occ	Lev	Crd	Add
BUS300	Innovation and Entrepreneurship	SEM2	B19	6	15	<a href="#">Add</a>
BUS329	Corporate Law and Governance	SEM2	B19	6	15	<a href="#">Add</a>
BUS331	Company Valuation	SEM2	B19	6	15	<a href="#">Add</a>
BUS337	Business Computing	SEM2	B19	6	15	<a href="#">Add</a>
BUS344	Mentoring and Coaching	SEM2	B19	6	15	<a href="#">Add</a>
BUS349	Gender at Work	SEM2	B19	6	15	<a href="#">Add</a>
BUS351	Business Internship Project	SEM2	B19	6	15	<a href="#">Add</a>

When the pop up appears don't select a new module from the drop down, and just click 'Add' instead of 'Replace'.

**Add or Replace Selection**

If you wish to replace an existing selection with this one then choose the module to replace from the dropdown below and click Replace. If you wish to simply add the module then click Add.

**Replace Selection**

**Replace Selection**

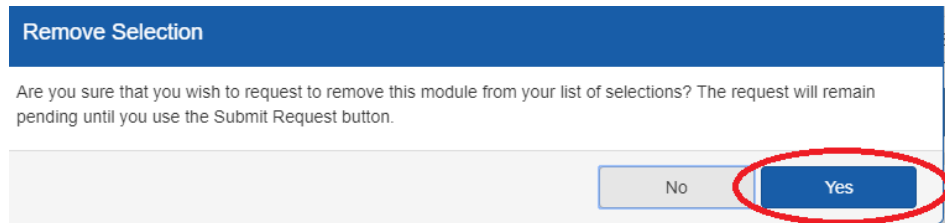
To delete a module, click on the dustbin icon next to the module you want to remove in the right hand section.

All my modules
Modules from current block

Selected Modules								
Module	↓	Name	Period	Occ	Level	Credits	🗑	✓
BUS205		Business Law	SEM1	A19	5	15		✓
BUS213		Advertising	SEM2	B19	5	15	🗑	✓
BUS222		Strategic Management	SEM2	B19	5	15	🗑	✓
BUS226		Strategic Marketing	SEM1	A19	5	15		✓
BUS230		Entrepreneurial Learning	SEM1	A19	5	15		✓
BUS233		Creative Industries	SEM2	B19	5	15	🗑	✓
BUS244		European Business Context	SEM2	B19	5	15	🗑	✓
BUS245		Introduction to Finance	SEM1	A19	5	15		✓



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