

Changing your Module Choices or Module Group

Process for Changing Modules

Have you changed your mind about your module choices?

You have an opportunity **during the first three weeks of study** to request a change to your optional module choices. Changes requested after this time would only be allowed in exceptional circumstances as this is not considered to be in the students' academic interest.

In order to change modules you need to:

1. Check the timetable online **via ePortal** for the module you want to choose to ensure there are no clashes with your other modules (guidance is available [here](#))
2. Complete the module change form [here](#), indicating the module you wish to withdraw from and the new module you wish to take
3. You must indicate that you have checked for clashes
4. Get the form signed by your Programme Leader
5. Submit the completed form to the Gateway Team. Gateway Receptions are located in Prospect Building at St Peter's Campus and Gateway Building at City Campus.

What Happens after your request has been submitted:

1. The form will be passed directly to the timetabling team.
2. If the requested is rejected you and your programme leader will be notified by email
3. If the request is approved your timetable will be updated, programme support will be notified and your student record will be updated.
4. You will be notified by email that the change has been made.

The factors taken into account when making the decision will include:

1. That there are no clashes with other modules being take
2. The relevance of the module to your programme of study
3. Whether the change is considered to be in the student's academic interest

How long does the process take?:

- We will aim to let you know within 3 working days of you submitting your completed form..

Process for Changing Groups

You have an opportunity **during the first three weeks of study** to request a change to your Module Group. Changes requested after this time will only be allowed in exceptional circumstances as this is not considered to be in the students' academic interest.

In order to change module groups you need to:

1. Send an email to timetable@sunderland.ac.uk
2. The 'subject line' of your email should be **'Request to Change Module Groups'**
3. In the body of the email please provide your full name, student number, programme details, current group and the group you wish to change to
4. Please specify the reasons for wishing to move groups

What Happens after your request has been submitted:

1. The timetabling team will check your timetable to check if the group you wish to move to has the space in the room to allow the change
2. If the requested is rejected you will be notified by email
3. If the request is approved your timetable will be updated
4. You will be notified by email that the change has been made.

The factors taken into account when making the decision will include:

1. That there are no clashes with other modules on your timetable
2. Health and Safety requirements are adhered too and there is adequate space in the classes of the group you wish to move into

How long does the process take?:

- We will aim to let you know within 3 working days of you submitting your email request.