Study Abroad Module Request Form

Please make sure you have read the information on module selection very carefully, particularly the notes under the ELIGIBILITY tab and the Departmental Restrictions:

https://www.kcl.ac.uk/abroad/module-options as well as our module registration guidance which was already emailed to you.

YOU MUST COMPLETE SECTION 1 CAREFULLY. YOUR FORM WILL BE INVALIDATED AND NOT PROCESSED IF YOU COMPLETE THESE QUESTIONS INCORRECTLY. Exchange students will be reminded by email, before Requests open, of the department they have been nominated under, and this is the department they must list.

It is useful to prepare your list of modules in advance (with module code, name, credit value, semester and timetable information) as the form must be completed in one attempt - you cannot save and return to it later.

Please make sure you consider your choices carefully and **only** include modules that you would be happy to take. As spaces are limited, you may be registered to modules that are lower down in your order of preference.

If you submit this form more than once before we have processed the first one (i.e. given you a module allocation), only your most recently submitted form will be considered - any earlier submissions will be automatically deleted by the system - and you will now be further back in the queue.

Module amendments, for ANY reason except Underloading, will only be possible once we open the amendment period. We will let you know when it does open, so please do not attempt to make amendments before then. Amendments to resolve timetable clashes will be prioritised.

It may take us up to around 6 weeks to process your MRF, please be patient waiting for a response and do not email for updates on your registration as this will only add delays to processing.

* Required

1. Your full name *
As stated on your application

2. Your King's student number*
As found at the top of your offer letter (NOT necessarily same as your k-number).

The value must be a number

3. Your email address*
Please use an email address you check often and we will use this to communicate with you about your module choices. **Make sure it is spelled correctly.**

4. Your home university*

5. Are you an Exchange student (including Erasmus) or a Fee-Payer (you or your institution pay tuition fees to King's)? *
As found in the programme name on your offer letter. If you put something incorrect here, the form will be made invalid.

Exchange
Fee-Payer

6. Which department is the exchange agreement under?* *(ONLY VISIBLE IF YOU SELECTED EXCHANGE)*

This is **department under which our universities have agreed the exchange.** It is not necessarily the department from which you wish to take modules, nor your major. **You will have received an email from us with a reminder of which department you are under.** If you put something incorrect here, the form will be made invalid.

Please note that you are required to take at least half of your credits in the exchange department if you are nominated under a specific agreement. Please refer back to our guidance for information on departmental exchange requirements.

7. Fee-Paying programme* *(ONLY VISIBLE IF YOU SELECTED FEE-PAYER)*

Most students will be registered on the general programme - you will already know if not!

General Fee-Paying programme
Health and Society (you will take three modules in addition to your Health and Society module)
UPenn English Program (you will take three modules from the English department only)

8. Which period are you studying at King's for? *

If you are attending King's only in Semester 2, you cannot request your modules until sometime in November, **once you have received an offer.**

Semester 1 (September-December)
Semester 2 (January-June)
Full year (September-June)

9. What is your level of study? *

Check which programme is stated on your offer letter.

Undergraduate
Postgraduate (Master)

MODULE SELECTION

ONE SEMESTER STUDENTS:

PLEASE LIST <u>AT LEAST</u> TEN MODULES. We will endeavour to register you to 4 modules from this initial selection, making a total of 60 King's Credits.

Forms that do not include timetable information, once those are released in August, **will be rejected as invalid.**
So Semester 2-only students need to make sure the first 4 modules listed on their 1st MRF do not clash with each other.

FULL YEAR STUDENTS:

PLEASE LIST FOURTEEN MODULES. We will endeavour to register you to up to 8 modules from this selection, with credits equally distributed between semesters, making a total of 120 King's credits for the year. You will have another module amendment period before the start of semester 2.

Please list your modules in order of preference. **If you have more specific requirements (e.g. you need 2 modules in a department and 2 others in a different department), please explain clearly** in the comment box at the end and we will try our best to accommodate your request. Make sure to have several backups.

You must meet the eligibility criteria for any module requested, so for example please do not request postgraduate modules (level 7) if you are an undergraduate (or vice-versa).

If you request modules at level 6, you must have taken AT LEAST 6 related modules at your home university from the same department/subject area, in addition to meeting any specific pre-requirements mentioned in the module description in the module catalogue(s). You should only realistically be requesting level 6 modules in a subject that is your major.

10. Module 1 Code*

11. Module 1 Name *

12. Module 1 Semester*

13. Module 1 Credit Value*

14. Module 1 Timetable *(once timetables are released)

For Modules in the BIOSCIENCES catalogue, please indicate the Day(s) running (As per DOW in catalogue).
For all other modules:
Please list ALL lecture times in the format of **'Day of the week, start time - end time'.** If the lecture is combined with a single seminar/tutorial or there is no lecture and only 1 seminar/tutorial during the week, please list these also. **Please make sure all further requests do not clash with any modules that have already been allocated.**

15. Module 2 Code*

16. Module 2 Name*

17. Module 2 Semester*

18. Module 2 Credit Value*

19. Module 2 Timetable * (once timetables are released)

    For Modules in the BIOSCIENCES catalogue, please indicate the Day(s) running (As per DOW in catalogue).
    For all other modules:
    Please list ALL lecture times in the format of **'Day of the week, start time - end time'.** If the lecture is combined
    with a single seminar/tutorial or there is no lecture and only 1 seminar/tutorial during the week, please list
    these also. **Please make sure all further requests do not clash with any modules that have already been
    allocated.**

20. Module 3 Code*

21. Module 3 Name *

22. Module 3 Semester*

23. Module 3 Credit Value*

24. Module 3 Timetable *(once timetables are released)

For Modules in the BIOSCIENCES catalogue, please indicate the Day(s) running (As per DOW in catalogue).
For all other modules:
Please list ALL lecture times in the format of **'Day of the week, start time - end time'.** If the lecture is combined with a single seminar/tutorial or there is no lecture and only 1 seminar/tutorial during the week, please list these also. **Please make sure all further requests do not clash with any modules that have already been allocated.**

25. Module 4 Code*

26. Module 4 Name*

27. Module 4 Semester*

28. Module 4 Credit Value *

29. Module 4 Timetable *(once timetables are released)

For Modules in the BIOSCIENCES catalogue, please indicate the Day(s) running (As per DOW in catalogue).

For all other modules:

Please list ALL lecture times in the format of **'Day of the week, start time - end time'.** If the lecture is combined with a single seminar/tutorial or there is no lecture and only 1 seminar/tutorial during the week, please list these also.

Please make sure all further requests do not clash with any modules that have already been allocated.

30. Module 5 Code*

31. Module 5 Name*

32. Module 5 Semester*

33. Module 5 Credit Value *

34. Module 5 Timetable *(once timetables are released)
    For Modules in the BIOSCIENCES catalogue, please indicate the Day(s) running (As per DOW in catalogue).
    For all other modules:
Please list ALL lecture times in the format of **'Day of the week, start time - end time'.** If the lecture is combined with a single seminar/tutorial or there is no lecture and only 1 seminar/tutorial during the week, please list these also. **Please make sure all further requests do not clash with any modules that have already been allocated.**

35. Module 6 Code*

36. Module 6 Name*

37. Module 6 Semester*

38. Module 6 Credit Value *

39. Module 6 Timetable *(once timetables are released)
For Modules in the BIOSCIENCES catalogue, please indicate the Day(s) running (As per DOW in catalogue).
For all other modules:
Please list ALL lecture times in the format of **'Day of the week, start time - end time'.** If the lecture is combined with a single seminar/tutorial or there is no lecture and only 1 seminar/tutorial during the week, please list these also.
Please make sure all further requests do not clash with any modules that have already been allocated.

40. Do you want to add another module (7) *
If this is your first request, then you must choose at least 10 modules

Yes
No

41. Module 7 Code

42. Module 7 Name

43. Module 7 Semester

44. Module 7 Credit Value

45. Module 7 Timetable *(once timetables are released)
For Modules in the BIOSCIENCES catalogue, please indicate the Day(s) running (As per DOW in catalogue).
For all other modules:
Please list ALL lecture times in the format of **'Day of the week, start time - end time'.** If the lecture is combined with a single seminar/tutorial or there is no lecture and only 1 seminar/tutorial during the week, please list these also.
Please make sure all further requests do not clash with any modules that have already been allocated.

46. Do you want to add another module (8)
If this is your first request, then you must choose at least 10 modules

Yes
No

47. Module 8 Code

48. Module 8 Name

49. Module 8 Semester

50. Module 8 Credit Value

51. Module 8 Timetable *(once timetables are released)

For Modules in the BIOSCIENCES catalogue, please indicate the Day(s) running (As per DOW in catalogue).
For all other modules:
Please list ALL lecture times in the format of **'Day of the week, start time - end time'.** If the lecture is combined with a single seminar/tutorial or there is no lecture and only 1 seminar/tutorial during the week, please list these also.
Please make sure all further requests do not clash with any modules that have already been allocated.

52. Do you want to add another module(9)

If this is your first request, then you must choose at least 10 modules

Yes
No

53. Module 9 Code

54. Module 9 Name

55. Module 9 Semester

56. Module 9 Credit Value

57. Module 9 Timetable *(once timetables are released)

For Modules in the BIOSCIENCES catalogue, please indicate the Day(s) running (As per DOW in catalogue).
For all other modules:
Please list ALL lecture times in the format of **'Day of the week, start time - end time'.** If the lecture is combined with a single seminar/tutorial or there is no lecture and only 1 seminar/tutorial during the week, please list these also.
Please make sure all further requests do not clash with any modules that have already been allocated.

58. Do you want to add another module(10)

If this is your first request, then you must choose at least 10 modules

Yes
No

59. Module 10 Code

60. Module 10 Name

61. Module 10 Semester

62. Module 10 Credit Value

63. Module 10 Timetable *(once timetables are released)
For Modules in the BIOSCIENCES catalogue, please indicate the Day(s) running (As per DOW in catalogue).
For all other modules:
Please list ALL lecture times in the format of **'Day of the week, start time - end time'.** If the lecture is combined with a single seminar/tutorial or there is no lecture and only 1 seminar/tutorial during the week, please list these also.
Please make sure all further requests do not clash with any modules that have already been allocated.

64. Do you want to add another module(11)
If this is your first request and you are a full year student, then you must choose 14 modules

Yes
No

65. Module 11 Code

66. Module 11 Name

67. Module 11 Semester

68. Module 11 Credit Value

69. Module 11 Timetable *(o n c e   t i m e t a b l e s   a r e   r e l e a s e d)

For Modules in the BIOSCIENCES catalogue, please indicate the Day(s) running (As per DOW in catalogue).
For all other modules:
Please list ALL lecture times in the format of **'Day of the week, start time - end time'.** If the lecture is combined with a single seminar/tutorial or there is no lecture and only 1 seminar/tutorial during the week, please list these also.
Please make sure all further requests do not clash with any modules that have already been allocated.

70. Do you want to add another module(12)

If this is your first request and you are a full year student, then you must choose 14 modules

Yes
No

71. Module 12 Code

72. Module 12 Name

73. Module 12 Semester

74. Module 12 Credit Value

75. Module 12 Timetable *(once timetables are released)
For Modules in the BIOSCIENCES catalogue, please indicate the Day(s) running (As per DOW in catalogue).
For all other modules:
Please list ALL lecture times in the format of **'Day of the week, start time - end time'.** If the lecture is combined with a single seminar/tutorial or there is no lecture and only 1 seminar/tutorial during the week, please list these also.
Please make sure all further requests do not clash with any modules that have already been allocated.

76. Do you want to add another module(13)
If this is your first request and you are a full year student, then you must choose 14 modules

Yes
No

77. Module 13 Code

78. Module 13 Name

79. Module 13 Semester

80. Module 13 Credit Value

81. Module 13 Timetable *(once timetables are released)
   For Modules in the BIOSCIENCES catalogue, please indicate the Day(s) running (As per DOW in catalogue).
   For all other modules:
   Please list ALL lecture times in the format of **'Day of the week, start time - end time'.** If the lecture is combined with a single seminar/tutorial or there is no lecture and only 1 seminar/tutorial during the week, please list these also.
   Please make sure all further requests do not clash with any modules that have already been allocated.

82. Do you want to add another module(14)
   If this is your first request and you are a full year student, then you must choose 14 modules

   Yes
   No

83. Module 14 Code

84. Module 14 Name

85. Module 14 Semester

86. Module 14 Credit Value

87. Module 14 Timetable *(once timetables are released)

For Modules in the BIOSCIENCES catalogue, please indicate the Day(s) running (As per DOW in catalogue).
For all other modules:
Please list ALL lecture times in the format of **'Day of the week, start time - end time'.** If the lecture is combined with a single seminar/tutorial or there is no lecture and only 1 seminar/tutorial during the week, please list these also.
Please make sure all further requests do not clash with any modules that have already been allocated.

88. Specific requirements

Please **clearly** explain anything that you would like us to take into account when registering you to modules, e.g. you need to take two modules from one department, and two from another. We will try to accommodate your request, but please note that you still need to meet our eligibility criteria for each module regardless of any of your home requirements. Module spaces are limited so you should have backup options.

89. Will you be submitting an updated transcript? *

Please indicate below if you are planning on submitting or have already emailed an updated document so we can look for it when processing your request.

We base your eligibility for modules on the transcript(s) you submitted in your application to King's.

If you are currently taking modules that were not on that transcript, **we strongly advise you to provide us with an updated transcript** (it can be unofficial and without grades if none have been awarded yet, or a course load document/confirmation of modules on your student record if ungraded modules are not showing on your current transcript) by emailing it to studyabroad@kcl.ac.uk (Email subject: UPDATED TRANSCRIPT followed by your King student ID number). Make sure it is clear they are yours (with your name on the document).

This also includes transcripts for other universities you attended (e.g. you transferred or did a summer course) if not provided in your application.

You can also email us that way module outlines if it is not clear on your transcripts that a module you took meets a pre-requisite for a module you are requesting.

Please email your new transcript promptly after submitting your MRF. If we cannot find your new transcript when processing your MRF, we will proceed without it. The email will automatically be filed away and not looked at until we process your MRF, so please send any questions separately from the email with your transcript.

Yes
 No