



Choosing Optional Modules in SAMIS

User Guide for Continuing Undergraduate Students

Choosing optional modules in SAMIS

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Process Overview

When will online module selection be available?

Current deadlines for online module selection are available via

<http://www.bath.ac.uk/catalogues/information/students/online-unit-selection.html>.

How should I prepare for module selection?

- Read any information provided by your department regarding the options available on your course.
- Find the catalogue for your course year (at <http://www.bath.ac.uk/catalogues/>). This will give you details of which optional modules (if any) are available to you.

Are there any restrictions on the options I can choose?

The structure of your course will dictate how many optional modules, if any, you are allowed to select. Your choice of modules may also be restricted by:

- **Capped units:** Some modules have limits placed on the number of students who can take them. These limits have been set in SAMIS, at the request of the departments which teach the affected modules, to ensure that they don't exceed their capacity. Places on these units will be allocated first to any students for whom they are compulsory. Any remaining places will then be made available via online module selection on a first-come-first-served basis. If a module you wish to select is full, you will see an error

Choosing optional modules in SAMIS

message and will be unable to choose it. **We cannot guarantee that there will be enough places on these modules to accommodate all the students who want to take them.** If a module which you want to take is full, you can join a waiting list in case a place becomes available later. You can find a list of capped modules at <https://www.bath.ac.uk/catalogues/information/students/Capped-units.html>

- **Module rules:** some modules have pre-requisite rules, e.g. you might need to have taken a first year maths module in order to take a module in Year 2. These rules are set to ensure that you have the appropriate prior knowledge to undertake study in your chosen option. Other rules may be set, for example, to ensure that you do not take two modules with overlapping content. Details of any rules are provided in the [unit catalogues](#). It is your responsibility to ensure that you can meet any pre-requisite rules before choosing an optional module.

What will happen once I have completed the module selection process?

Once you have confirmed your module selections you will be able to view them in the 'Current Modules' screen in SAMIS (you can access this screen from the 'Student Home' page in SAMIS).

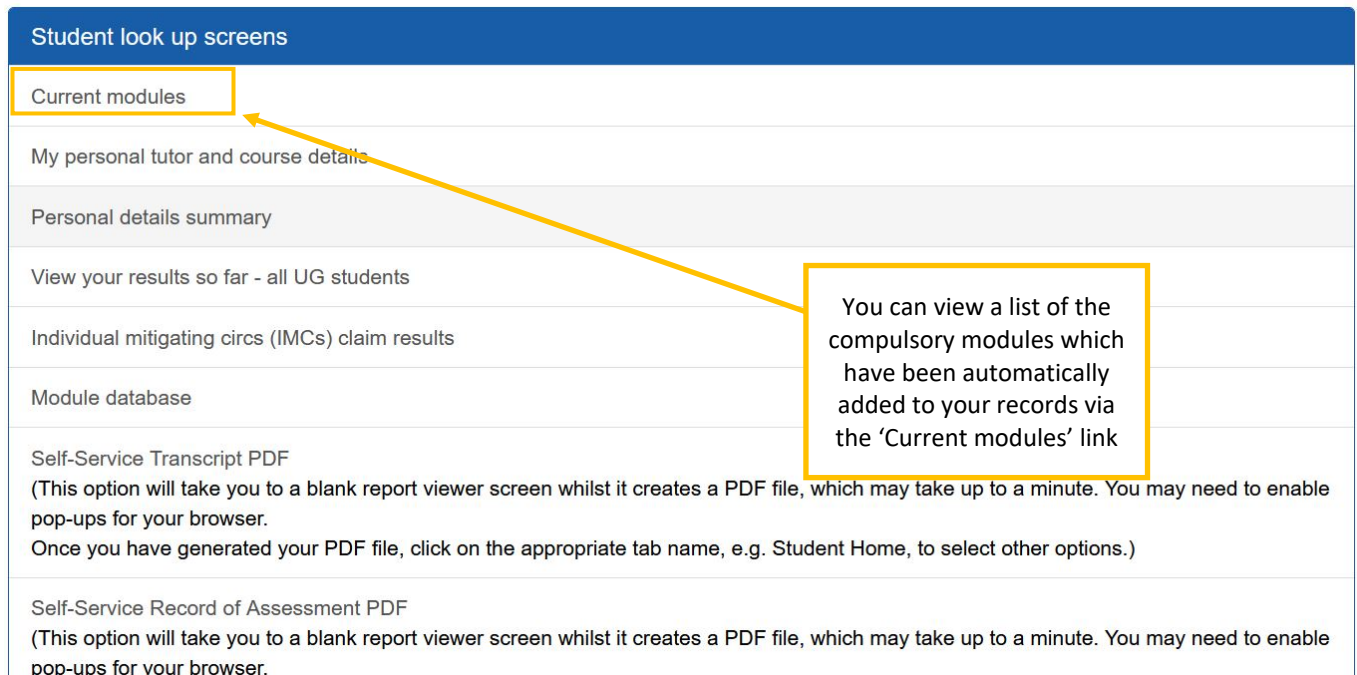
Please note that:

- Your Director of Studies will have access to details of the modules you have chosen. In some circumstances you may be asked to change your options if your Director of Studies feels that your choices are not appropriate. If this is the case you will be contacted to discuss your options further.
- Courses and modules may be subject to change in accordance with normal University procedures. You can find out more about this and other important University terms and conditions [here](#).

Choosing optional modules in SAMIS

Accessing the module selection screens

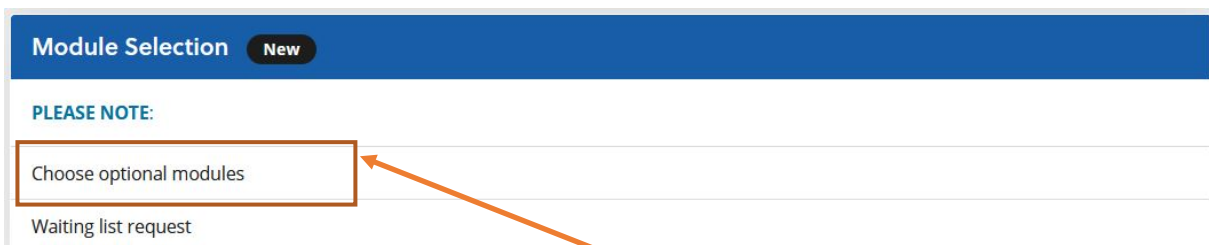
Log in to SAMIS (https://samis.bath.ac.uk/urd/sits.urd/run/siw_lgn)...



The screenshot shows a blue header bar with the text "Student look up screens". Below it is a list of menu items. The first item, "Current modules", is highlighted with a yellow box. A yellow arrow points from this box to a larger yellow callout box on the right. The callout box contains the text: "You can view a list of the compulsory modules which have been automatically added to your records via the 'Current modules' link". Other menu items include "My personal tutor and course details", "Personal details summary", "View your results so far - all UG students", "Individual mitigating circumstances (IMCs) claim results", "Module database", "Self-Service Transcript PDF", and "Self-Service Record of Assessment PDF".

Student look up screens

- Current modules
- My personal tutor and course details
- Personal details summary
- View your results so far - all UG students
- Individual mitigating circumstances (IMCs) claim results
- Module database
- Self-Service Transcript PDF
(This option will take you to a blank report viewer screen whilst it creates a PDF file, which may take up to a minute. You may need to enable pop-ups for your browser.
Once you have generated your PDF file, click on the appropriate tab name, e.g. Student Home, to select other options.)
- Self-Service Record of Assessment PDF
(This option will take you to a blank report viewer screen whilst it creates a PDF file, which may take up to a minute. You may need to enable pop-ups for your browser.)



The screenshot shows a blue header bar with the text "Module Selection" and a "New" button. Below the header is a "PLEASE NOTE:" section. The first item in this section, "Choose optional modules", is highlighted with a brown box. A brown arrow points from this box to a larger brown callout box on the right. The callout box contains the text: "Use the 'Choose optional modules' link to access the module selection screens". The second item in the section is "Waiting list request".

Module Selection **New**

PLEASE NOTE:

- Choose optional modules
- Waiting list request

Choosing optional modules in SAMIS

Navigating the main screen

1 Programme you are studying: MATH UG FULLTIME
Route you are following: BSc(Hons) Mathematics
Mode of Attendance: Full time

2 NB. This programme has additional programme rules:

- **Overarching rule for Lists A1 & A2 below:** You must select at least 6 units from the of lists A1 and A2.
- **LEVEL 2 RULE below:** You may not select more than 12 credits of units at Intermediate level (e.g. codes beginning MA2*, CM2* etc.) in this programme year.
- **LEVEL 4 RULE below:** You may not select more than 24 credits of units at Masters level (e.g. units with codes beginning MA4* etc) in this programme year without obtaining approval from the Director of Studies (see Maths UG Zone on Moodle - link opens in new tab).
- **TOTAL CREDIT rule below:** You must select units totalling 60 credits for the year from the combination of all groups of options, normally 30 credits each semester.

You will not be able to submit your selections if they do not comply with these rules.

Teaching Timeslots: You must check the teaching timeslots (pdf - link opens in new tab) when choosing your units. To minimise timetable clashes, you should not choose more than one unit from each timeslot within the same semester.

Any student wishing to transfer/recover to the MMath during this year must ensure that they choose units which can lead to the the satisfactory completion of either a BSc or MMath degree - please contact your Director of Studies for advice.

3 Choose a minimum of 6 and a maximum of 10 modules from the options contained within this list. Use the **View List** button to see the list of optional modules.

Choose a minimum of 1 and a maximum of 5 modules in Semester 1 from MA30039/AFR, MA30044/AFR, MA30047/AFR, MA30051/AFR, PH30031/AFR, MA30237/AFR, MA30060/AFR, MA30087/AFR, MA30125/AFR, MA40042/AFR, MA30252/AFR, MA30253/AFR, MA30257/AFR, MA40254/AFR, MA40171/AFR, MA40238/AFR

List A1 (Semester 1): You must choose at least 6 units from the union of this list and list A2 in Semester 2.

LEVEL 2 RULE: Maximum level 2 credits for year
LEVEL 4 RULE: Maximum M level credit for year
TOTAL CREDIT: Total credits needed from options

View List

AND

Choose a minimum of 1 and a maximum of 5 modules in Semester 2 from MA40049/AFR, MA30055/AFR, MA30059/AFR, MA30063/AFR, MA30128/AFR, MA30170/AFR, MA30231/AFR, MA30089/AFR, MA40050/AFR, MA40058/AFR, MA30061/AFR, MA40203/AFR, MA40177/AFR, MA40239/AFR, MA30245/AFR, MA30062/AFR, MA40255/AFR, MA40037/AFR, MA40057/AFR, MA30287/AFR

List A2 (Semester 2): You must choose at least 6 units from the union of this list and list A1 in Semester 1.

LEVEL 2 RULE: Maximum level 2 credits for year
LEVEL 4 RULE: Maximum M level credit for year
TOTAL CREDIT: Total credits needed from options

View List

4 ALL SELECTIONS SELECTIONS FROM CURRENT BLOCK

Selected Modules
(Use the Rubbish Bin icon if you want to remove an option you have selected)

Module	Name	Period	Occ	Level		

5 Totals

Overall Progress	Required	Current	
Modules	N/A	0	✓
Credits from LEVEL 2 RULE: Maximum level 2 credits for year from level Intermediate (FHEQ level 5)	0 - 12	0	✓
Credits from LEVEL 4 RULE: Maximum M level credit for year	0 - 24	0	✓

6 Submit Selections

1. Information about the course on which you are registered.
2. Details of any overarching rules which may be applied to your course year (e.g. the total number of credits you need to select across all lists of options)
3. Lists of modules from which you should select your options. The blue bar at the top of each section may give further information regarding your module choices (e.g. this programme requires students to select at least six modules across lists A1 and A2)
4. This section will display any modules you have already selected and enable you to de-select a module if you change your mind
5. Once you start making selections this box will show you how many modules/credits you have selected overall and whether your selections comply with any rules for your course
6. Use the 'Submit Selections' button to save your module choices once you have made all of your selections. **You must submit your selections for your choices to be saved.**

Choosing optional modules in SAMIS

Selecting and submitting options

Choose a maximum of 4 modules in Semester 1 from MA20277/AFR, MA20226/AFR, MA20224/AFR, MA30084/AFR, MA30086/AFR, MA40092/AFR, PH20013/AFR, ES30027/AFR, MA40198/AFR

List B1 (Semester 1):

- Students may not select more than 12 credits of level 2 units in this year of the programme.
- **Director of Studies approved option available:** You may be permitted to take a **Director of Studies approved option** as an alternative to one of the units on this list. You must first select all your options from those available within your programme. Once you have completed the process of choosing your options, you should follow the instructions provided by your department to request the DoS approved option you wish to take.

LEVEL 2 RULE: Maximum level 2 credits for year

LEVEL 4 RULE: Maximum M level credit for year

TOTAL CREDIT: Total credits needed from options

View List

Click on **[View List]** to view the optional modules available within a group. The box will expand to show a detailed list of the options available.

SAMIS will only display 10 modules at a time. If the list contains more than 10 optional modules you can use these buttons to navigate up and down the list

Choose a maximum of 4 modules in Semester 1 from MA20277/AFR, MA20226/AFR, MA20224/AFR, MA30084/AFR, MA30086/AFR, MA40092/AFR, PH20013/AFR, ES30027/AFR, MA40198/AFR

List B1 (Semester 1):

- Students may not select more than 12 credits of level 2 units in this year of the programme.
- **Director of Studies approved option available:** You may be permitted to take a **Director of Studies approved option** as an alternative to one of the units on this list. You must first select all your options from those available within your programme. Once you have completed the process of choosing your options, you should follow the instructions provided by your department to request the DoS approved option you wish to take.

LEVEL 2 RULE: Maximum level 2 credits for year

LEVEL 4 RULE: Maximum M level credit for year

TOTAL CREDIT: Total credits needed from options

Hide List

Search

Module	Name	Period	Occ	Lev	Crđ	Add
ES30027	Advanced econometrics 1	S1	AFR	H	6	Add
MA20224	Probability 2A	S1	AFR	I	6	Add
MA20226	Statistics 2A	S1	AFR	I	6	Add
MA20277	Introduction to data science	S1	AFR	I	6	Add
MA30084	Generalised linear models	S1	AFR	H	6	Add
MA30086	Medical statistics	S1	AFR	H	6	Add
MA40092	Classical statistical inference	S1	AFR	M	6	Add
MA40198	Applied statistical inference	S1	AFR	M	6	Add
PH20013	Quantum & atomic physics	S1	AFR	I	6	Add

Showing 1 to 9 of 9 entries

First Previous 1 Next Last

AND

Details of how many modules or credits should be selected from the list can be found here

Additional information may also be provided here to help you make your selections, including whether any overarching programme rules are applied to this group of options,

Use the **[Add]** button to select modules from the list

Choosing optional modules in SAMIS

Once you have chosen a module it will appear in the 'Selected Modules'.

To view the modules you have selected from a particular list, click on the relevant list on the left side of the screen and then choose the 'Modules from current list' tab.

Use the rubbish bin icon if you want to remove an option you have selected.

As you select your options your overall progress will be updated here. Green ticks will appear on the right-hand side of the list to indicate that you have met any programme rules. A red cross appearing here means that one or more of your choices contravenes the rule.

Once you are happy with your selections click on the 'Submit Selections' button. SAMIS will check that your selections meet all the programme rules and, if there are no problems, you will proceed to the confirmation screen.

YOU MUST SUBMIT YOUR SELECTIONS TO SECURE YOUR PLACE ON YOUR CHOSEN OPTIONS

Selected Modules	
Module	Name
MN10545	Organisational behaviour
PL10952	Europe since 1789

Totals			
Overall Progress	Required	Current	
Modules	N/A	2	✓
Credits from TOTAL CREDIT: Total credits needed from options	18	18	✓

Choosing optional modules in SAMIS

Check and confirm your selections

If the modules you have selected meet the criteria for your course, and there is space remaining on them, then you will be taken to the confirmation screen. At this stage your selections are still not confirmed. You should:

- Check that the modules listed are correct
- Confirm your choices by using the **[Confirm Selections]** button.

If you have made a mistake in your selections or have changed your mind, you can return to the previous page and edit your choices by using the **[Undo Any Selection]** button. Please note however that you should not undo your selections if you have selected any unit which is capped (see list at <https://www.bath.ac.uk/catalogues/information/students/Capped-units.html>) and you want to keep your place on this unit. **Undoing your selections at this point may cause you to lose your place on a capped unit.** Please contact support (email: registration@bath.ac.uk) if you have selected a capped unit and want to change one of your other selections.

Check and Confirm Your Selections

The modules you have selected for 2022/23 are listed below. These selections are **not yet confirmed**. To complete the module selection process:

1. Check that the modules listed below are correct. If you want to make any changes choose "Undo Any Selection" at the bottom of the screen to go back to the previous page. **You should not do this if you have selected any modules listed at <https://www.bath.ac.uk/catalogues/information/students/Capped-units.html>** These units have a limited number of places available so undoing your selections after you have chosen one of them may lead to you losing your place on this module. If you have chosen any of these modules and now wish to make changes your selections, please contact support (email registration@bath.ac.uk) for help with this.
2. Save your selections by choosing "Confirm Selections". You will then be taken to the final confirmation screen. **You must confirm your selections in order to complete this process. If you don't do this, your choices will not be saved.**

Your Details

Student Name	
Programme	MATH UG FULLTIME
Route	BSc(Hons) Mathematics
Mode of Attendance	Full time

Module Selections

Selected a total of 10 module(s) which total 60 credit(s)

Year	Period	Status	Rank	Module	Occ	Level	Credits	Name
2022/3	S1	P3-30	01	MA30039	AFR	H	6.00	Differential geometry of curves & surfaces
2022/3	S1	P3-30	01	MA30044	AFR	H	6.00	Mathematical methods 1
2022/3	S1	P3-30	01	MA30047	AFR	H	6.00	Mathematical biology 1
2022/3	S1	P3-30	02	MA40092	AFR	M	6.00	Classical statistical inference
2022/3	S2	P3-30	01	MA30055	AFR	H	6.00	Introduction to topology
2022/3	S2	P3-30	01	MA30061	AFR	H	6.00	Optimal control
2022/3	S2	P3-30	01	MA30063	AFR	H	6.00	Mathematical biology 2
2022/3	S2	P3-30	01	MA30091	AFR	H	6.00	Applied statistics
2022/3	S2	P3-30	01	MA30128	AFR	H	6.00	Project
2022/3	S2	P3-30	01	MA30231	AFR	H	6.00	Projective geometry

This list will show all of the options you have chosen. You should check that the modules listed are correct.

You must click on the 'Confirm Selections' button to save your option choices

If you want to change any of the options you have selected, click on the 'Undo Any Selection' button. PLEASE SEE NOTE ABOVE REGARDING CAPPED UNITS BEFORE USING THIS BUTTON

Choosing optional modules in SAMIS

Module choice complete

Once you have confirmed your selections, you will see the 'Module Choice Complete' screen. This is the final page in the module selection process and will show you the optional modules which have been confirmed in SAMIS and added to your records. If you find any problems at this stage you will not be able to resolve these yourself in SAMIS. Instead you will need to [contact support](#) (email registration@bath.ac.uk) for advice.

Module Choice Complete

You have now finished the module selection process and your choices have been saved. The list below shows ONLY the options that you have chosen for 2022/23. You can view a full list of your modules for 2022/23 (including any compulsory modules) via the 'Current Modules' link on the SAMIS Student Home page (linked above).

No modules listed below?

If your programme for 2022/23 only contains compulsory modules then no modules will be listed below as your compulsory modules have been added automatically for you. You can view a full list of your modules for 2022/23 (including any compulsory modules) via the 'Current Modules' link on the SAMIS Student Home page (linked above). If you are expecting to choose options for 2022/23 but have been directed straight to this page, please contact support (email registration@bath.ac.uk) for assistance.

Making changes to your selections:

If you have made a mistake in your module selections or have changed your mind about the options you want to take, you can make changes by using the UNDO SELECTIONS option below. **You should not do this if you have selected any modules on the list at <https://www.bath.ac.uk/catalogues/information/students/Capped-units.html>** These units have a limited number of places available so undoing your selections after you have chosen one of them may lead to you losing your place on this module. If you have chosen one of these modules and now wish to make changes to your selections, please contact support (email registration@bath.ac.uk) for help with this. Further information on capped and full modules is available here.

Waiting lists:

To join a waiting list for a module which is full, follow the 'Waiting list request' link under 'Module Registration' on the Student Home tab above.

To exit this screen, follow the 'Student Home' link at the top of the page or log out of SAMIS.

Your Details

Student
Name
Programme MATH UG FULLTIME
Route BSc(Hons) Mathematics
Mode of Attendance Full time

Confirmed Module Selections

Listed below are the modules you have chosen. You can make changes by using the UNDO SELECTIONS option below but please see the note at the top of the page.
You have selected a total of 10 module(s) which total 60 credit(s)

Year	Period	Status	Rank	Module	Occ	Level	Credits	Name
2022/3	S1	P3-30	01	MA30039	AFR	H	6.00	Differential ge
2022/3	S1	P3-30	01	MA30044	AFR	H	6.00	Mathematical
2022/3	S1	P3-30	01	MA30047	AFR	H	6.00	Mathematical
2022/3	S1	P3-30	02	MA40092	AFR	M	6.00	Classical stati
2022/3	S2	P3-30	01	MA30055	AFR	H	6.00	Introduction to
2022/3	S2	P3-30	01	MA30061	AFR	H	6.00	Optimal contr
2022/3	S2	P3-30	01	MA30063	AFR	H	6.00	Mathematical
2022/3	S2	P3-30	01	MA30091	AFR	H	6.00	Applied statist
2022/3	S2	P3-30	01	MA30128	AFR	H	6.00	Project
2022/3	S2	P3-30	01	MA30231	AFR	H	6.00	Projective geomet

Undo Selections

SAMIS © University of Bath

If you want to change any of the options you have selected, click on the 'Undo Selections' button. NB. If you undo at this stage you may lose your place on any capped modules with limited spaces available (see the list at the top of the page). Please [contact support](#) (email registration@bath.ac.uk) if you need help with this.

Waiting lists

If you were unable to choose a module you wanted to take because it was full, you can ask to be added to a waiting list in case a place becomes available. Follow the 'Student Home' link at the top of the page then look for the 'Waiting list request' link in the Module Selection container:

Module Selection New

PLEASE NOTE:

Choose optional modules

Waiting list request

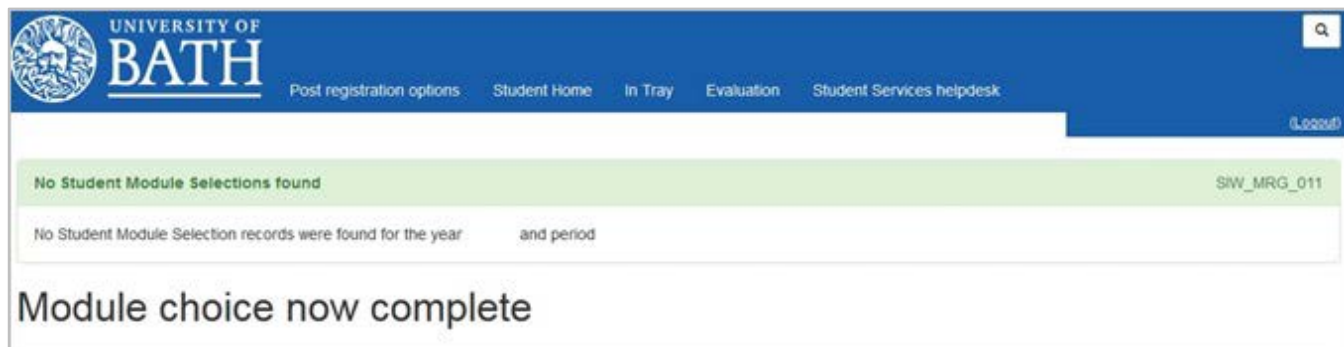
Follow the instructions on the screen. You can also find further guidance at <http://www.bath.ac.uk/catalogues/information/students/Waiting-list-request-form-help.pdf>

Please note we cannot guarantee that spaces will become available on any modules.

Choosing optional modules in SAMIS

Trouble-shooting & Error Messages

Error messages which may appear when you first access the unit selection system...

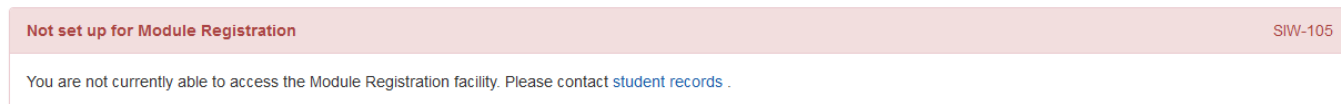


You will see this message if you only have compulsory units to take during this programme year. You can view a list of your compulsory units via the 'Current modules' link on your SAMIS Student Home page. If you are expecting to choose options but see this message you may be on the wrong programme in SAMIS, contact support (email: registration@bath.ac.uk) for advice.



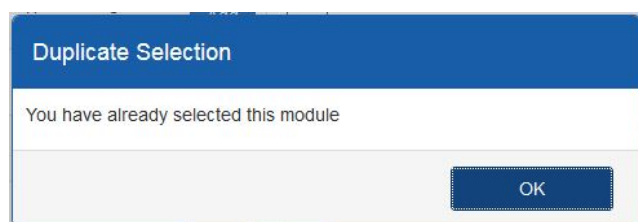
System Message

A system message relating to your current request is displayed below -

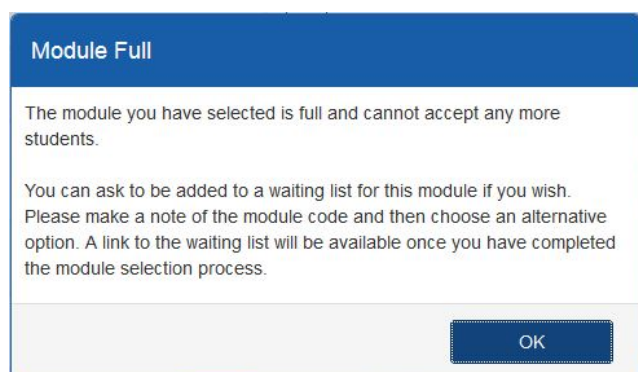


If you see this message then this means that data has not yet been set up to allow you to choose your options. Please contact support (email: registration@bath.ac.uk) for advice.

Error messages which may appear when you are selecting modules...

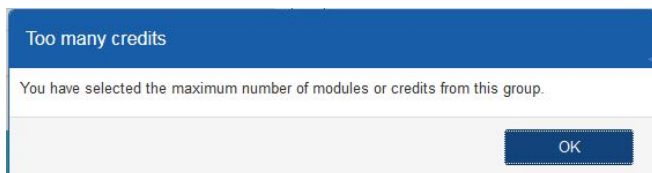


You are trying to choose a unit you have already selected



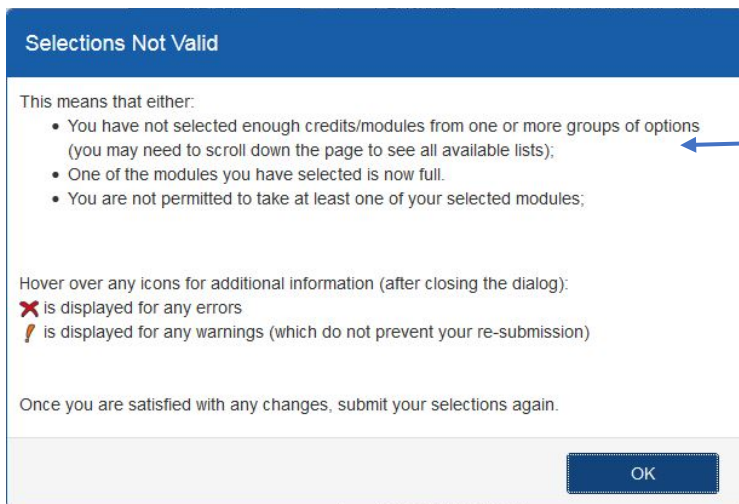
The unit you are trying to choose is full – you will need to select an alternative option but can ask to [join the waiting list for this module](#) if you wish

Choosing optional modules in SAMIS

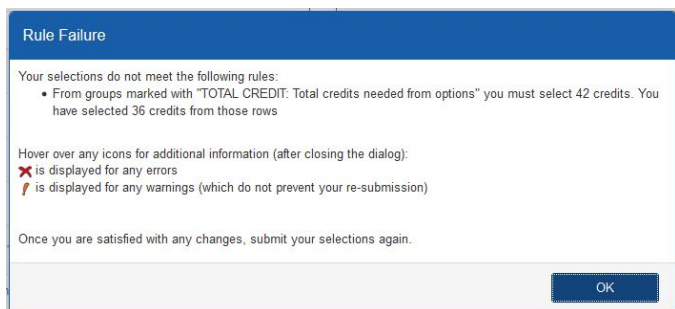


You have chosen the maximum number of units from the group already – if you wish to change your mind, you will need to drop one of your existing choices first

Error messages which may appear when you try to submit your selections...



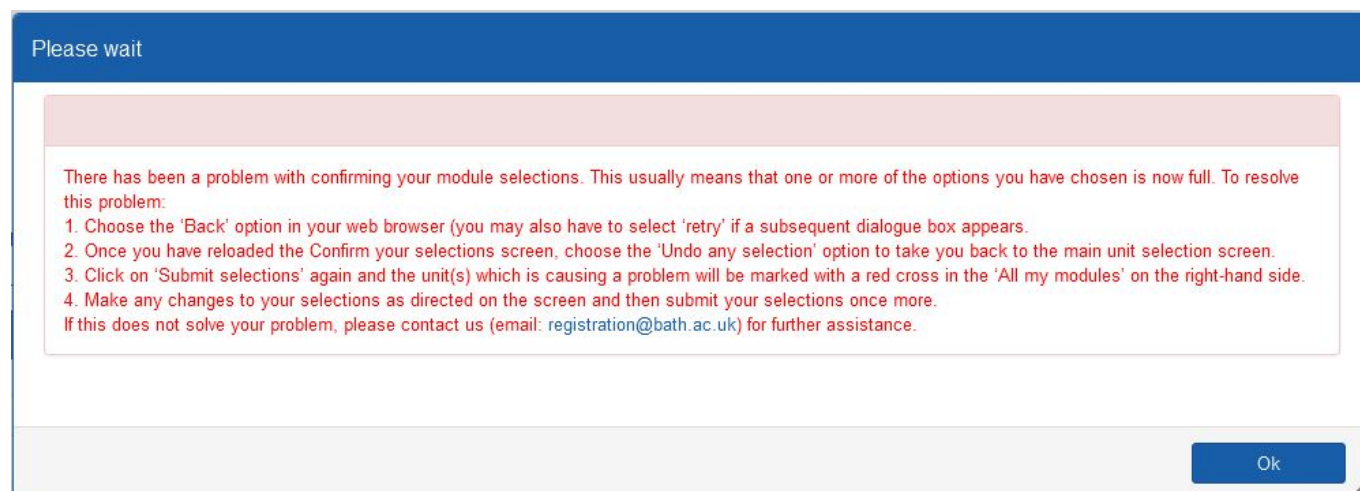
Either you have not chosen enough units/credits from one or more of the groups of options included in your programme (you will not be able to submit your selections until you have chosen the appropriate number of options from each group) or one of the units you have selected is now full. Look for the ✘ symbol in your list of selected options to indicate a problem.



Your choices do not meet one or more overarching rules for the programme (in this case not enough credits have been selected). You will need to change your option choices to ensure you meet all criteria for the programme before you can submit your selections. You might need to scroll down the page to see all the lists of options available to you.

Choosing optional modules in SAMIS

Error messages which may appear when you are trying to confirm your selections...



If you see this message it is likely that there is no longer space available on one of the modules you have selected (with many students confirming their options simultaneously places on some modules can fill up very quickly). Follow the instructions on the screen to return to the first screen and amend your selections. If this still does not solve the problem, please [contact support](#) (email: registration@bath.ac.uk) for further assistance.

Answers to some common questions & how to get help

What should I do if I want to take a Director of Studies approved option?

You may only request to take a Director of Studies (DoS) approved module if this option is available within your programme. If you want to take a DoS option, you must first select an alternative option from those directly available within your programme. This is to ensure that you have a secured place on a module in case the module you wish to take as a DoS approved option is not available.

Once you have completed the process of choosing all of your optional modules, you should follow the instructions provided by your department regarding how to request the DoS option you wish to take.

Please note that:

- You may only request to take a 'Director of Studies approved option' if this is directly available within your programme.
- Your choice of module is subject to the approval of your Director of Studies/Director of Teaching;
- Where you would like to take a module from outside your department, your choice of module will also be subject to the approval of the Director of Studies/Director of Teaching/Unit Convenor of the department which delivers the module;
- Your requested module must not clash with other modules on your timetable.
- You will only be able to take your requested module if there is enough space (i.e. if the module is full you will not be able to take it).
- You may only request to take a module if you meet any pre-requisite rules for it. You can find information on module rules in the [unit catalogues](#).

One of the modules I want to take is full – can I join a waiting list in case a place becomes available?

Choosing optional modules in SAMIS

Yes, you can ask to be added to a waiting list for any module which is full using the waiting list webform. You can find guidance on how to do this at <http://www.bath.ac.uk/catalogues/information/students/Waiting-list-request-form-help.pdf>.

If any places become available on a capped module these will be allocated to students on the waiting list on a first-come-first-served basis, but please note that we cannot guarantee that any places will be available for students on waiting lists.

I am not sure which options to choose – can someone help me?

Your Director of Studies will be able to provide you with information to help in your selection of options.

My question is not answered here – where can I access further help?

- You can find answers to some more frequently asked questions online at <https://www.bath.ac.uk/catalogues/information/students/choosing-units-fqs-continuing-students.html>
- If you have any queries about the content of your course or the modules available to you, please contact your [Director of Studies](#) who will be able to help you.
- If you need technical support at any point whilst choosing your modules, please [contact us](#) (email: registration@bath.ac.uk) for advice.