



# SPS PRE-SELECTION PROCESS

Frequently Asked Questions

2023-24

Undergraduate Teaching Office  
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If you require this document in an alternative format e.g. large print, on coloured paper etc, please contact Martina Leo, Teaching Governance Administrator, by email at [sps.pre-selection@ed.ac.uk](mailto:sps.pre-selection@ed.ac.uk) or phone 0131 650 3929.

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## Frequently Asked Questions

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## Q. What if I am taking a joint degree in SPS but am based in another School?

A. If your home School is out-with SPS then you should contact your own Undergraduate Office to find out what the pre-selection process is. Your home School is responsible for registering you for all courses, including those from SPS, and you do not need to complete the SPS online pre-selection form or seek permission from our school. The only exception to this is for Honours students taking a joint degree with Politics or International Relations (see next question). If one of the SPS courses you would like to take is full and you would like to join the waiting list, you can find information on this at [SPS course change requests](#).

## Q. What if I am an Honours student from outside SPS but doing a joint degree with Politics or International Relations?

A. You will need to complete the appropriate online pre-selection form for SPS, in addition to following the process as directed by your home School. This is because all allocations to PIR Honours courses are handled by SPS. We will then advise your home School of the PIR courses that you have been assigned so they can register you. Please complete the online pre-selection form fully, including any non-SPS courses, and return it to the Undergraduate Teaching Office. You will find our online pre-selection forms at [Choosing your courses](#) (opens in a new window).

## Q. What if I am a 2nd year student who will be going on a year abroad in 3rd year?

A. If you have been accepted to do a year abroad placement in your 3rd year, you will not have to complete the pre-selection form. You should speak to your Personal Tutor or Student Adviser and ensure you are signed up to any relevant courses you need to take when abroad if this is applicable.

When you return to Edinburgh for your 4th year, you will likely have to take any 3rd year compulsory courses as a part of your 4th year course choices. Your Personal Tutor or Student Adviser will be able to advise you on this when the time comes.

## Q. I am returning for my 4th year after spending my 3rd year abroad. Is there anything I need to consider for my 4th year?

A. When you return to Edinburgh for your 4th year, you will likely have to take any 3rd year compulsory courses as a part of your 4th year course choices. If you are unsure, please contact your Student Adviser who should be able to help. You can contact them at [student.sps@ed.ac.uk](mailto:student.sps@ed.ac.uk)

## Q. Is there a deadline for submitting my selections?

A. For students entering year 3 or year 4 the deadline for submitting your course choice form is the 6th of July 2023. For students entering year 2, the deadline is the 24th of July 2023. All online pre-selection

forms submitted by their deadline will be considered a priority. After this date, you can still submit your form, but we cannot guarantee that your form will be processed before week 1 of teaching or that you will receive your desired course choices. We will process your form as quickly as possible.

### Q. Will I get a confirmation email when I send in my online pre-selection form?

A. Yes, provided you have included your correct email address on the course choice form, you should receive an email confirming your submission. Please remember to check your spam or junk folder in case the email is sent there. Once you have completed our form, you will also have the option to download a PDF copy of your response.

### Q. Will I get a confirmation email when my courses are allocated?

A. No, due to the volume of forms being processed by the UTO, no confirmation emails are issued when you have been signed up to your selected courses. The UTO will contact you at your student email address if there are any problems with your form, so keep an eye on your inbox once you have submitted it. All course allocations should appear on your MyEd by the first week in September. Your compulsory courses may not appear at the same time as your optional courses, as you are allocated to these automatically by Student Administration.

### Q. What if I want to take a course that clashes with my compulsory course?

A. It is not possible to take a course if the timetable clashes with that of your compulsory courses. It may be possible for you to take the course in the next academic year.

### Q. What if I want to take a course that is not owned by SPS?

A. Some schools have specific enrolment criteria for their courses. This is particularly true for Honours level courses within History, Classics and Archaeology, School of Law, School of Literatures, Languages and Cultures, School of Philosophy, Psychology and Language. If you are hoping to take a course not within SPS, or not within the schools you are taking a joint degree with, you should read the course DRPS page carefully to see if you need to contact the school to request a space on the course. You can still list non-SPS courses on your pre-selection form, but we may not be able to add you to the course until we have received confirmation from the owning school that there is a space for you. You can also find details about each school's process at the [CAHSS Course Enrolment](#) SharePoint Hub (opens in a new window).

### Q. What if my first choice of course is full?

A. Many courses operate quota systems and will not allow students to enrol once that quota is met. You are asked on the online pre-selection form to list several options of courses, in order of preference, in case this happens.

### Q. What if I want to take a course that I do not meet the pre-requisites for?

A. Some courses have pre-requisites in place to ensure that students are able to undertake and understand the work involved (i.e., some foreign language courses). If you do not meet the pre-requisites, then the course will be unsuitable for you to take. If you do not meet the pre-requisites as they are described (i.e. for some language courses a pass at Higher or equivalent is required) but feel you meet them in another way (i.e. you are fluent in a language but have never studied it officially) then it may be possible for you to be considered for entry to the course. If you are unsure or would like further advice, contact the Course Secretary that runs the course in the first instance. Please note that meeting the pre-requisites for a course does not guarantee you entry.

### Q. What if I want to take a course that is not listed as one of the options for my degree?

A. Taking courses outside those required and permitted by the Degree Programme Regulations for your degree is not usually possible. If you have an exceptional circumstance, please contact your Personal Tutor or Student Adviser, who can discuss this with you and advise on possible options.

### Q. What if I am waiting for a transfer decision?

A. If you have received an email confirming that your application for transfer has been approved, then please complete and submit the form as if you have already been transferred into your chosen degree. Transfers applied for before the deadline will normally be applied on the system in early-mid August.

If the outcome of your degree transfer request is still pending, please complete the pre-selection form for your current degree programme. If your degree transfer request is later approved, you should complete this online pre-selection form again in full with your course choices for the degree you are transferring into.

### Q. What if I don't know what to take?

A. If you would like advice on what subjects would complement your degree programme, please contact your Personal Tutor, Cohort Lead or Student Adviser. Looking at the joint degree options for your subject can also give you an idea of what optional courses would go well with your compulsory ones.

## Q. What if I change my mind after I have submitted my pre-selection course choices?

A. If you are looking to change one or two of your optional courses, please complete our course change request form. The course change request form will be available in August. You can request to change your course enrolments up until the end of week 2 and can access the request form at [SPS UG course change request](#)

If there are major changes to your course choices, you should complete the online pre-selection form in full a second time. Please use the additional information box to explain why you are submitting a second form. The UTO will replace the old choices with the new one if we are able to

## Q. What if I want to take more credits in one Semester than the other?

A. You are required to take 120 credits in any given year. Credits are indicative of workload. Every 10 credits is equivalent to 100 hours of study. It is best to have an even split of 60:60 between the two Semesters.

In 2nd year it is not possible to take more credits in one Semester than the other, except in exceptional circumstances.

In Honours years it may be possible to distribute your credits unevenly across the year. If you think this may be of benefit to you, you should discuss it with your Personal Tutor or Student Adviser. If it is agreed that you may proceed, you should confirm this when you submit your completed form and forward the confirmation to [sps.pre-selection@ed.ac.uk](mailto:sps.pre-selection@ed.ac.uk) along with your completed form.

## Q. What if I am doing a dissertation where most of the work is done in Semester 1?

A. Your dissertation will be worth 40 credits, and for many courses this equates to 20 credits in each Semester. However, for Social Anthropology and Sociology, the work is primarily done in Semester 1, and students doing these dissertations should only be taking one other 20 credit course in Semester 1.

## Q. What if I have to take extra credits?

A. If you have to take extra credits to make up for a course in a previous year, please indicate this on your online pre-selection application form in the additional information box.

## Q. What if I want to take extra credits?

A. You are required to take 120 credits in any given year. Credits are indicative of workload and expected study time for a course and the quota is in place to ensure you are able to manage the work you are taking on.

In 2nd year it is not normally possible to take extra credits, except in exceptional circumstances. If you think this may be of benefit to you, you should discuss it with your Student Adviser. If it is agreed that you may proceed, you should confirm this when you submit your completed form. Please email your Personal Tutor or Student Adviser stating your reasons for taking extra credit and, if approved, forward the details to [sps.pre-selection@ed.ac.uk](mailto:sps.pre-selection@ed.ac.uk) along with your completed form.

Honours years students are rarely permitted to take extra credits, and any student looking to do so must have College approval. Please contact your Personal Tutor or Student Adviser in the first instance, who should be able to advise you.

## Q. What if I want to audit a course?

A. 'Auditing' a course is taking a course as 'class only', and therefore zero credits. This is not usually an option for 2nd years. If you wish to audit a course, please let your Personal Tutor or Student Adviser know and contact the course organiser for permission. If this is approved, please forward the details to [sps.pre-selection@ed.ac.uk](mailto:sps.pre-selection@ed.ac.uk)

If you have any questions that are not answered here, or if there is something you do not understand or would like more information about, then please email the UTO at:

[sps.pre-selection@ed.ac.uk](mailto:sps.pre-selection@ed.ac.uk)