WELCOME

Welcome to your studies at the University of Aberdeen. We are extremely pleased to learn from the Postgraduate Admissions Office that you have accepted our offer to study towards a part-time Postgraduate Degree within the School of Engineering, Geosciences or Natural & Computing Sciences. We look forward to welcoming you online through our virtual learning environment, and hope that you will have a valuable and enjoyable experience.

CONTACTS

If you have any questions regarding anything during your studies, please contact the relevant programme officer who will be able to help you out:

<table>
<thead>
<tr>
<th>Programme</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decommissioning</td>
<td><a href="mailto:debbie.mckenzie@abdn.ac.uk">debbie.mckenzie@abdn.ac.uk</a></td>
<td>+44(0)1224 272975</td>
</tr>
<tr>
<td>Geographical Information Systems</td>
<td><a href="mailto:a.fyffe@abdn.ac.uk">a.fyffe@abdn.ac.uk</a></td>
<td>+44(0)1224 272328</td>
</tr>
<tr>
<td>Information Technology</td>
<td><a href="mailto:Shirley.mackie@abdn.ac.uk">Shirley.mackie@abdn.ac.uk</a></td>
<td>+44(0)1224 272295</td>
</tr>
<tr>
<td>Oil &amp; Gas Engineering</td>
<td><a href="mailto:jemma.muckersie@abdn.ac.uk">jemma.muckersie@abdn.ac.uk</a></td>
<td>+44(0)1224 272680</td>
</tr>
<tr>
<td>Oil &amp; Gas Structural Engineering</td>
<td>l <a href="mailto:magee@abdn.ac.uk">magee@abdn.ac.uk</a></td>
<td>+44(0)1224 272803</td>
</tr>
<tr>
<td>Petroleum Engineering</td>
<td><a href="mailto:debbie.mckenzie@abdn.ac.uk">debbie.mckenzie@abdn.ac.uk</a></td>
<td>+44(0)1224 272975</td>
</tr>
<tr>
<td>Project Management</td>
<td><a href="mailto:debbie.mckenzie@abdn.ac.uk">debbie.mckenzie@abdn.ac.uk</a></td>
<td>+44(0)1224 272975</td>
</tr>
<tr>
<td>Subsea Engineering</td>
<td><a href="mailto:jemma.muckersie@abdn.ac.uk">jemma.muckersie@abdn.ac.uk</a></td>
<td>+44(0)1224 272680</td>
</tr>
</tbody>
</table>

REGISTERING

Our Online Learning Team will guide you through your registration and course choices. Kindly follow their instructions.

IT IS VITAL THAT YOU TAKE NOTE OF YOUR USERNAME AND PASSWORD AS THIS ALLOWS YOU ACCESS TO THE ONLINE LEARNING ENVIRONMENT, MYABERDEEN.

TUITION FEES

If you have any queries about your fees, please contact the tuition fees office in the Registry: +44 (0) 1224 272046 or e-mail: tuitionfees@abdn.ac.uk.

www.abdn.ac.uk/infohub/new-students
UNIVERSITY ID CARDS

Your University ID Card is sent out following successful completion of the registration process and the confirmation of fee payment. It is essential that you have one of these to sit your exams, take advantage of student discounts and access the University Library.

Please upload a passport-sized photograph for your ID card at www.abdn.ac.uk/photoupload. Log back into the Photo Upload page after 48 hours to check that your photograph has been approved.

Engineering students: if you have not collected your ID card from the Infohub by the fourth week of term, it will be posted to you by the School.

All other online students who wish to request that their ID card is posted to them should email infohub@abdn.ac.uk ensuring that you give the full postal address of where your card should be mailed and clearly stating your full name and your student ID number.

ACCESS TO THE ONLINE LEARNING ENVIRONMENT

24 hours after completing your e-registration (updating runs overnight, UK time) you will have access to the “Induction & Resources” Module within our online teaching environment, MyAberdeen, using the username and password allocated to you during the e-registration process. This module will help you configure your computer and gain experience in using MyAberdeen if you have not used it before. You will also be able to download programme documentation such as the Programme Student Manual and the Module Descriptors document.

PLEASE ALLOW UP TO 24 HOURS FOLLOWING EREGISTRATION TO ACCESS MYABERDEEN. IF YOU TRY BEFORE THIS AND GET A LOGIN FAILED ERROR MESSAGE, PLEASE TRY AGAIN LATER. IF YOU eREGISTERED MORE THAN 24 HOURS AGO AND STILL CANNOT GAIN ACCESS, PLEASE CONTACT THE IT SERVICE DESK AT SERVICEDESK@ABDN.AC.UK OR CALL +44 1224 273636 STATING THAT YOU ARE A NEW ONLINE-LEARNING STUDENT.

TEACHING MODULES

Teaching modules will become available on the MyAberdeen system week commencing 15th January 2018. Please familiarise yourself with the Term Dates and Expectations for distance-learning students.

ASSESSMENT

First sittings of exams are free at the University of Aberdeen, however this may not be suitable if you live far away and we do not recommend that you travel far for exams in case of any delays. In this case you can sit your exams at your local University or local British Council Office. They will charge you for the service and you should contact them directly to discuss that. There is no requirement to come to the University of Aberdeen at all.

www.abdn.ac.uk/infohub/new-students
STUDENT PORTAL, EMAIL AND MYABERDEEN

Once you are a fully registered student and in possession of your Student ID number, you can log onto the Student Portal. Again, please allow 24 hours before attempting to access this site. The portal contains all relevant personal information and it is vital that you check all details and keep this up to date. This is also the means by which you will find out your course marks.

All students are provided with a University email account, the address of which is your University user name. Your email will therefore be something like initial.surname.year@aberdeen.ac.uk - e.g. j.bloggs.17@aberdeen.ac.uk. Details on how to access this can be found in the programme manual. You should check your University email regularly as it is this address only which we will use to contact you and forward relevant information about your course. This is not the same as your MyAberdeen email. If you wish you can set it up to forward your mail to an alternative account (details in the programme manual).

FURTHER SUPPORT

If you have any other questions please email your programme officer (see top), the Admissions Team or Infohub.

Enjoy your studies!