Changing your Mode of Study using MyCurriculum
Version 2.0, 14/12/15

What is your Mode of Study?

Your mode of study is your status as either a full or part-time student at the University of Aberdeen. If you are eligible to do so, you can change your mode of study via MyCurriculum.

Do you need to change your mode of study?

You may be able to change your mode of study from full to part-time, and vice versa. Please note that some degree programmes may only have one mode of study so a change will not be possible. Before changing your mode of study, you are strongly advised to seek advice from Registry Student Services on the implications of such a change for you. Contact undergraduate@abdn.ac.uk (or for postgraduate students postgraduate@abdn.ac.uk).

Important

The decision to change your mode of study should not be taken lightly. It will have other implications for you, such as changes to:

- the expected end date for your degree programme
- the amount you pay in tuition fees
- your entitlement for financial support/scholarships
- your liability for paying council tax (part-time students must pay council tax)
- your eligibility to hold a Tier 4 visa, if appropriate

Tier 4 (Student) visas

If you are an international student with a Tier 4 visa, you will not be eligible for part-time study. Full-time study is a requirement of Tier 4 visas: www.gov.uk/tier-4-general-visa/overview

If there is any change to your studies, you must inform the Tier 4 team within Registry immediately: tier4@abdn.ac.uk

See www.abdn.ac.uk/infohub/registration/visa-and-immigration for more information and advice regarding Immigration and Tier 4 visas.

Full/Part-time course credits

As a general rule:

- **Part-time**: maximum 75 credits per academic year (maximum 45 credits per sub session).
- **Full-time**: 120 credits per academic year (normally 60 credits per sub session or as determined by your degree programme).

Access MyCurriculum

1. Go to www.abdn.ac.uk/mycurriculum and click on the link for MyCurriculum.
2. Click Login.
3. Enter your **University username** (eg u01ab14) and **password**.
4. Click the Login button.

The system will time out after 10 minutes of inactivity.

Don't have a username/password? If you do not yet have a University username and password, register online: www.abdn.ac.uk/ereg (you will need your student ID number)

Forgotten your username/password? Username: Please contact servicedesk@abdn.ac.uk
Password: Please visit www.abdn.ac.uk/it/student/help/password if you want to reset or change your University password

Other login problems? Click **Contact Us** to send details of your problem by email
How to change your mode of study

Registration Summary page

1. The first time you log in, the Registration Summary page will open. This shows your current registration and allows you to change your mode of study.

   If you do not see the Registration Summary page when you log in, click Home (top right of screen) and then click Choose My Courses from the left hand menu.

2. Your current Mode of Study is listed next to your degree programme.

   ![](FT = Full-time
   PT = Part-time

3. To change your mode of study, click the Full/Part-time (FT/PT) link under the Change Mode column heading.

4. A new line will appear below your current registration summary. Click Change Mode.

5. Click OK when prompted. This will change the mode of study of your current programme.

Course Selection page

The Course Selection page will open on the Prescribed tab for you to select and confirm the courses you intend to take in your new Mode of Study. For step by step help, see our Course Selection user guides, available online: www.abdn.ac.uk/infohub/study/guides-tutorials

   If you want to cancel the change and revert to your previous selection, you can click Undo Mode Change (top left of screen) then OK.

Further information and help

Please note that although you will be able to change your mode of study via My Curriculum, all such changes require to be approved by the Admissions Selector. You will be contacted by Registry staff if the change to your mode of study is not approved.

Visit www.abdn.ac.uk/mycurriculum for more help using MyCurriculum.

When using MyCurriculum, you can click Contact Us (bottom of screen) to send a query via email: