Guide to Orientation
For Flexible Learning Students

School of Engineering
School of Geosciences
School of Natural and Computing Sciences

Session 2018/2019
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 (see below) who will be able to help you out. Please keep them informed of any changes in your circumstances or any issues you may be having.

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<th>Programme</th>
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REGISTERING

Our Online Learning Team will guide you through your registration and course choices. Kindly follow their instructions. onlinelearning@abdn.ac.uk.

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

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 10th September 2018.
TUITION FEES
If you have any queries about your fees, please contact the Tuition Fees office in the Registry: +44 (0) 1224 273507 or e-mail: tuitionfees@abdn.ac.uk.

EXAMINATIONS
Online learning students are required to organise and confirm their own arrangements for sitting their examinations each half session. They are also responsible for meeting any costs associated with utilising their chosen examination venue.

For an examination centre to be acceptable it must be one of the following types of institutions:
- Academic Institution (credentials must be verifiable)
- British Council Office (address provided will be verified)
- Diplomatic premises (address provided must be verifiable)

Alternatively, students within an accessible distance to Aberdeen may sit their examination on campus.

Students sit their exam on the prescribed date and at the prescribed time as stated on the approved University examination timetable. The time the exam is sat is local to where the student is sitting the paper (i.e. 9am local time and not 9am UK time if overseas).

When a student notifies the University of their preferred venue the programme office will contact the examination centre to confirm the student has made the relevant arrangements and to ensure correct contact details have been provided.

STUDENT HUB, EMAIL AND MYABERDEEN
Once you are a fully registered student and in possession of your username and password, you can log onto the Student Hub. Again, please allow 24 hours before attempting to access this site. The Hub 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, something like initial.surname.year@abdn.ac.uk - e.g. j.bloggs.18@aberdene.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. 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 Online Learning Team or Infohub.

Enjoy your studies!

www.abdn.ac.uk/infohub/new-students