UNIVERSITY OF
ABERDEEN

Changing your Mode of Study

Version 2.1, Jan 2021

What is your Mode of Study?

Your **mode of study** is your status as either a **full** or **part-time** student. If eligible you can change your mode of study via **MyCurriculum**.

Is it possible to change your mode of study?

If your degree programme has more than one mode of study you may be able to change 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/study/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.

> ⚠️ Problems logging in? See **Further information and help** below.
> Note that the system will time out after 10 minutes of inactivity.

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.

    > If you do not see the **Registration Summary** page when you log inclick **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, ie **Full/Part-time (FT/PT)**.

Academic Year	Programme	Full/Part Time (FT/PT)	Select Your Courses	Change Mode (Full/Part Time)	Change Degree Programme
2017	Bachelor of Science (Honours) Marine Biology | Programme Year 1	FT	Courses	Full/Part Time (FT/PT)	Programmes

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

Academic Year	Programme	Full/Part Time (FT/PT)	Select Your Courses	Change Mode (Full/Part Time)	Change Degree Programme
2017	Bachelor of Science (Honours) Marine Biology | Programme Year 1	FT	Courses	Full/Part Time (FT/PT)	Programmes

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

This is a summary of your course registration.

Academic Year	Programme	Full/Part Time (FT/PT)	Select Your Courses	Change Mode (Full/Part Time)	Change Degree Programme
2017	Bachelor of Science (Honours) Marine Biology | Programme Year 1	FT	Courses	Full/Part Time (FT/PT)	Programmes

Academic Year	Programme	Change Mode (Full/Part Time)
2017	Bachelor of Science (Honours) Marine Biology | Programme Year 1	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

Don't have a username/password?	If you do not yet have a University username and password, activate your IT account online (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
Online Registration?	If you have not completed this see Online Registration support.
Other login problems?	Visit the MyCurriculum Support System to send details of your problem by email

Please note that although you will be able to change your mode of study via MyCurriculum the change must 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 the MyCurriculum Support System for more help using MyCurriculum.