



**Undergraduate and PGDE Admissions
Student Recruitment & Admissions Service
The Hub, Elphinstone Road, King's College, Aberdeen, AB24 3TU**

STANDARD TERMS GOVERNING OFFERS – UNDERGRADUATE AND PGDE ADMISSION

**Acceptance of an offer of Undergraduate or PGDE admission is subject to the following terms and conditions
You must read these before you accept**

1. Any offer of admission to the University is made on the understanding that in accepting it you will undertake to observe the Ordinances and Resolutions of the University Court and to abide by the rules and regulations which the University makes for its students from time to time, and also to observe the terms and conditions contained in the latest edition of the relevant University Prospectus. Any offer is contingent upon the acceptance of these terms and conditions by you and therefore you **must** read them before you accept it.
2. Any offer of admission is made without prejudice to the right of the University to vary or withdraw it if information of a serious nature comes to the notice of the University (whether relating to events occurring before or after the date of the offer) which could reasonably have influenced the University's decision if known at the time the offer was made.
3. The University of Aberdeen reserves the right to vary or amend any aspect of an offer of admission, including fee status assessment. Where a re-evaluation of an applicant's fee status, as at the relevant date, results in a student being liable for fees at a different rate, the student, or their sponsor, shall accept responsibility for payment of the revised fee rate. In such cases the University's offer may be withdrawn. If the offer remains, a revised offer of admission would be issued and where a student had already commenced studies, revised paperwork relating to fees due would be issued.
4. The University will use all reasonable endeavours to deliver programmes and courses in accordance with the descriptions set out in the editions of its Undergraduate and Postgraduate Prospectuses current at the time an offer is made. The University considers changes to programmes and courses very carefully. The University endeavours to inform applicants at the earliest opportunity of any significant changes to or suspension of a programme made between the offer of admission and registration. If the University discontinues any programme or course, it will use its reasonable endeavours to provide a suitable alternative.
5. Students, who are granted permission to defer their offer of admission, will be charged tuition fees applicable at the new year of entry.
6. Admission to individual courses within any degree, diploma or certificate or programme is subject to the satisfaction of academic prerequisites and, where course numbers are restricted, to the availability of places. ERASMUS and other full-time non-graduating students, whose native language is not English, wishing to register for courses at Level 3 in English, may be required to sit a diagnostic test before being permitted to register for such courses.
7. Any offer of admission made to a student will be based on academic reasons. For those requiring a Tier 4 Visa to study at the University of Aberdeen, the offer of admission does not guarantee that the University is prepared to sponsor a student under Tier 4 and to issue a Confirmation of Acceptance of Studies number (CAS).
8. The University of Aberdeen reserves the right to withdraw a CAS. In such cases the student will be notified of the withdrawal and the reasons. The CAS withdrawal may also result in the withdrawal of the offer of admission.
9. Readmissions to study for students who will need a tier 4 visa. Any offer of readmission made to a student will be based on academic reasons. The offer of readmission does not therefore mean that the University will be able to issue a CAS which a student would need to obtain in order to apply for a Tier 4 visa.

The decision on whether to issue a CAS can only be made when the University has gone through a screening process of a student's immigration history, and other criteria required by the UK Visas & Immigration (UKVI).
10. If you are an overseas student whose native language is not English or, if you are from a country not recognised by the University as English speaking, you will be required to demonstrate, by way of a valid IELTS or Cambridge First/Advanced or PTE Academic test result, proficiency in the comprehension and use of English language before you begin to study. If, following admission, you do not demonstrate proficiency to a satisfactory standard you may be directed to attend remedial classes in the University's Language Centre until you have reached an acceptable standard.

11. The University's Academic Quality Handbook contains the University's policies, procedures and regulations relating to all aspects of teaching and learning, including research degrees at the University of Aberdeen. A copy of the current Handbook is available on the University's website at: www.abdn.ac.uk/staffnet/teaching/academic-quality-handbook-838.php
12. It is the policy of the University at all times to provide the highest possible level of service to its applicants. Nevertheless, it is recognised that there will be occasions when applicants may feel that the level of service, or the treatment they have received from staff, has fallen short of that normally expected. If you are unhappy in regard to your application for admission, you can raise your concerns in the first instance with the person who answers your call. In many cases staff in the Student Recruitment and Admissions Service will be able to sort out your problem over the phone. Or you can write, giving your applicant number if you know it, to the Head of Admissions, Student Recruitment and Admissions Service, Directorate of Student Life, University of Aberdeen, The Hub, Elphinstone Road, King's College Aberdeen, AB24 3TU. If you are unable to resolve your concerns, guidance on the procedure for submitting a complaint is given in the University's Policy on Student Complaints which can be accessed at www.abdn.ac.uk/staffnet/teaching/appeals-and-complaints-686.php and its accompanying Guidance Note. Applicants may raise a complaint about the application process and/or its outcome, but do not have an automatic right of appeal against a decision as to whether or not they should be offered a place at the University of Aberdeen. However, the University will normally review admissions decisions where a complaint has been received about the application process and/or its outcome, or if new information about an application comes to light.
13. The University cannot accept responsibility, and expressly excludes liability, for loss or damage to students' property, and transfer of computer viruses to students' equipment.
14. With the exception of ERASMUS and other students admitted under reciprocal exchange agreements, all students are required to pay tuition fees annually. Details of these fees can be found at www.abdn.ac.uk/infohub/finance/tuition-fees.php. If you receive an award from a source which carries with it payment of all or part of your tuition fees direct to the University, these fees will be claimed from the award-giving body, and you will be invoiced for any balance, once the amount of their contribution is known. Otherwise you will be responsible for ensuring that tuition fees are paid. Your acceptance of this offer of admission to the University will be taken as an acknowledgement by you that you are aware of this obligation and of the time at which it must be met, and that you accept it. When Schools issue teaching material to students, they may make a charge for this to cover reproduction costs.
15. Any offer of admission does not imply that any financial assistance will be available from the University.
16. Intending students of the University of Aberdeen are required to ensure that they have the financial resources necessary to meet the cost of tuition fees and maintenance for the full duration of the programme of study. All offers of admission require the applicant to produce written confirmation either from a sponsoring authority that it will meet these costs in full or from themselves accepting full personal responsibility for both tuition fees and maintenance expenses.
17. In addition to Tuition Fees, students will require a further £820 per month (minimum) to cover additional costs for accommodation, food, clothing, entertainment, local travel, laundry etc. It must be emphasised that this figure is an approximate amount, and that unless you have at least that sum for maintenance, you should not come to Aberdeen to study. This estimate does not make any allowance for travel to and from Aberdeen or for expenses associated with supporting any dependents.
18. Students commencing studies at the beginning of a new academic year (August, September,) are charged tuition fees for the academic year. In line with other universities, tuition fees are subject to annual review and the University of Aberdeen reserves the right to routinely increase these from year to year. You should budget for an increase of between 5% and 9% per annum. You can access tuition fees details at: www.abdn.ac.uk/infohub/finance/tuition-fees.php
19. Students, who owe money to the University from a previous academic year, may not be permitted to re-register in the new academic year. If permitted to re-register you will have the status of matriculated student withheld and be given Temporary Registration only. This will be for 3 weeks only to allow you to settle your debt. Lapsing of Temporary Registration means that you will no longer be a student of the University, you should no longer attend classes and you will be ineligible to appear for assessment in, or to obtain credit for, any courses which you may have registered for in the previous session. Additionally, for full-time students, it terminates your right to occupy University Accommodation, to exemption from Council Tax and to eligibility for student grants and loans.

Please keep these notes carefully for future reference
Correct as at October 2015