



**Guidance Notes on Admissions For  
Undergraduate, Primary and Secondary  
Teacher Training (PGDE)  
for  
August/September 2019 Entry and  
Deferred Entry to 2020**

**Updated September 2018**

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# University of Aberdeen

## Guidance Notes for Students Concerning Undergraduate, Primary and Secondary Teacher Training (PGDE) Admissions

### Scope of Guidance Notes

These *Guidance Notes* apply to all students who wish to submit an application for:

- undergraduate study on a full-time basis;
- undergraduate study on a non-graduating basis;
- primary and secondary teacher training (professional graduate diploma in education).

If you wish to study as an undergraduate student on a part-time basis or participate on Individual Subject Study, you can find more information at: [www.abdn.ac.uk/study/undergraduate/part-time.php](http://www.abdn.ac.uk/study/undergraduate/part-time.php)

### Admissions Policy

The University of Aberdeen's Admissions Policy is detailed on our web pages at: [www.abdn.ac.uk/study/undergraduate/admissions-policy.php](http://www.abdn.ac.uk/study/undergraduate/admissions-policy.php)

The University has robust and equitable admissions procedures, based on all relevant academic and personal circumstances as outlined in the application submitted to UCAS and/or in subsequent correspondence. Further contextual information, for example that on care leavers, parental education, that is or may become available from UCAS applications, may be used to supplement the overall picture of a candidate. However no single piece of such information will, on its own, be conclusive in an admission decision. The additional information will be useful in terms of ensuring that adequate support is provided to students once they are on the course and will assist the University in ensuring that activities in terms of outreach and widening participation are effective.

### Note A

Students who matriculate at the University automatically become a member of the Aberdeen University Students' Association (AUSA). However, under the 1994 Education Act, students have the right to 'opt out' of membership of AUSA and will be able to exercise that right should they wish to as part of e-registration. Please note that 'opting out' will restrict a student from participating in student elections and may restrict students from accessing some services provided by AUSA. Further information regarding this is provided in the University's Code of Practice for Compliance with the 1994 Act at: [www.abdn.ac.uk/staffnet/teaching/undergraduate-and-postgraduate-taught-students-6124.php](http://www.abdn.ac.uk/staffnet/teaching/undergraduate-and-postgraduate-taught-students-6124.php)

### Note B

The University of Aberdeen continues to pursue best practice and high standards of service for all students. If you would like to receive this document in an alternative format, please contact the Student Recruitment and Admissions Service for more information. Telephone: +44 (0) 1224 273504 Email: [ugadmissions@abdn.ac.uk](mailto:ugadmissions@abdn.ac.uk)

## Responsibility and Monitoring of Policy and Guidance Notes

**Admissions Policy:** Is the responsibility of the Student Recruitment and Admissions Committee.

**Guidance Notes:** Are the responsibility of the Head of Admissions and are reviewed and updated annually.

**Admissions Procedures:** The admission of students to the University of Aberdeen is managed by the Student Recruitment and Admissions Service (SRAS), within the Directorate of Marketing and Student Recruitment. The Head of Admissions is responsible for delivery of the admissions service. Admissions procedures are reviewed annually and updated where necessary. The academic Admissions Selectors and Admissions Officers, based in SRAS, in conjunction with the Head of Admissions and Head of SRAS monitor the admissions procedures.

### Note 1. How do I apply?

#### 1.1 Undergraduate full-time

#### 1.2 Primary and Secondary PGDE

If you wish to submit an application for undergraduate study or PGDE teacher training study on a full-time basis, applications to the University of Aberdeen are made through the Universities and Colleges Admissions Service (UCAS).

If you are a **graduate** wishing to apply for **Law** the appropriate degrees to apply for are the two-year accelerated programmes (M115 or M116).

If you are a **graduate** wishing to apply for **primary teacher training**, the MA Primary Education degree (X120) is not applicable. Graduate students apply to the PGDE Primary degree (X100).

#### 1.3 Undergraduate non-graduating

If you wish to submit an application for undergraduate study on a non-graduating basis, applications are made through the Student Recruitment and Admissions Service, University of Aberdeen.

Applications are currently only open to those who are classified as Overseas Fees or Rest of UK Fees.

### Note 2. Where do I obtain an application?

#### 2.1 Undergraduate full-time

#### 2.2 Primary and Secondary PGDE

Applications are submitted through UCAS. Their contact details are: UCAS, Rosehill, New Barn Lane, Cheltenham, Gloucestershire, GL52 3ZA.

Web: [www.ucas.com](http://www.ucas.com) The main application pathway is as follows:-

- **apply**, a web-based application system which has been designed for schools and colleges registered with UCAS, as well as independent home or international applicants.

### 2.3 Undergraduate non-graduating

Where applicable, application forms are available from the Student Recruitment and Admissions Service, University of Aberdeen, University Office, King's College, Aberdeen, AB24 3FX, Scotland, UK. Telephone + 44 (0) 1224 273504 Email: [ugadmissions@abdn.ac.uk](mailto:ugadmissions@abdn.ac.uk)

Please refer to **1.3** for detailed information.

## **Note 3. Is there a charge for applying?**

### 3.1 Undergraduate full-time

#### 3.2 Primary and Secondary PGDE

Completed UCAS applications are submitted to UCAS with the application fee. If you are applying for only one course at one institution, you pay a reduced fee. Information on how to pay the fee is contained on the UCAS web pages, see **2.1** above.

### 3.3 Undergraduate non-graduating

The University of Aberdeen makes no application charge if you wish to apply for study as a non-graduating student.

Please refer to **1.3** for detailed information.

## **Note 4. Can I make more than one application?**

### 4.1 Undergraduate full-time

#### 4.2 Primary and Secondary PGDE

You may only submit one application to UCAS in each year's application cycle. Details on how to complete the application can be found on the UCAS web pages, see **2.1** above.

### 4.3 Undergraduate non-graduating

You may only submit one application form to the University of Aberdeen in each year's application cycle.

Please refer to **1.3** for detailed information.

## **Note 5. When do I apply?**

### 5.1 Undergraduate full-time

#### 5.2 Primary and Secondary PGDE

If you are a student applying from the UK or European Union (EU) or elsewhere, whatever your nationality, you must ensure your application, in full, is submitted to UCAS on time. Full details regarding submission dates are provided by UCAS on their web pages and also detailed in the current University of Aberdeen Undergraduate Prospectus.

If you are a student applying from outside the UK or European Union (EU), whatever your nationality, you can apply anytime from early September. Full details are provided by UCAS on their web pages. (i.e. for 2019 entry [including deferred entry to 2020], applications can be

submitted to UCAS from 6 September 2018). If you are applying for Medicine or Dental Surgery, you must observe the paragraph below.

If you are a student applying for Medicine or Graduate Dental Surgery (A100 or A201) at the University of Aberdeen, you must ensure that your application, in full, is submitted to UCAS by 15 October in the year previous to the one you wish to commence studies. (i.e. for 2019 entry, [including deferred entry to 2020], applications, in full, must be submitted to UCAS by 15 October 2018). Please also read Note 12 regarding the UKCAT Admissions Test. Further information for Medical and Dental applicants can be found on our web pages: [www.abdn.ac.uk/smmsn/undergraduate/index.php](http://www.abdn.ac.uk/smmsn/undergraduate/index.php)

If you are a student applying for courses other than Medicine or Graduate Dental Surgery at the University of Aberdeen, you must ensure that your application, in full, is submitted to UCAS by 15 January in the year you wish to commence studies (i.e. for 2019 entry, [including deferred entry to 2020], applications must be submitted to UCAS by 15 January 2019).

International students, applying to Aberdeen from outside the UK or EU, are required to meet the 15 October deadline for Medicine or Graduate Dental Surgery and encouraged to meet the 15 January deadline for all other degrees.

### 5.3 Undergraduate non-graduating

Early application is encouraged, particularly if you are required to attend classes for a specific period. The University of Aberdeen will consider applications all year round and any offers made will indicate the appropriate start date.

Please refer to **1.3** for detailed information.

## **Note 6. What happens if I submit my application late?**

### 6.1 Undergraduate full-time

#### 6.2 Primary and Secondary PGDE

The University of Aberdeen guarantees to consider all applications received by UCAS by the appropriate deadlines. Late applications may or may not be considered. The University of Aberdeen endeavours to meet all deadlines outlined by UCAS.

International students, applying from outside the UK or EU, are expected and encouraged to meet the 15 October or 15 January deadlines as appropriate. **See Note 5.**

### 6.3 Undergraduate non-graduating

The University of Aberdeen will consider applications all year round and any offers made will indicate the appropriate start date.

Please refer to **1.3** for detailed information.

## **Note 7. What are the entry requirements?**

### 7.1 Undergraduate full-time

The University of Aberdeen welcomes applications from candidates who can demonstrate they have the ability to succeed on the course to which they have applied and that they will benefit from and contribute to the learning, research and social environment at the University.

The University's minimum entry requirements for all undergraduate degrees are set by the Student Recruitment and Admissions Committee (SRAC), in consultation with SRAS and are detailed in UCAS publications and on their web pages, in the University of Aberdeen Undergraduate Prospectus and on our web pages. Achieving, or expecting to achieve, the minimum entry requirements from a single sitting of exams does not guarantee an offer of admission.

We have many more applicants than places, and most meet our minimum entrance requirements, consequently we may need to ask for more than the minimum. An applicant's academic profile will normally be the most significant factor in our decision making.

### 7.2 Undergraduate non-graduating

You will be considered for admission mainly on the basis of your academic attainments, particularly those achieved at your home university or college. Your proficiency in English will also be taken into account and your intended subject of study. If you wish to take Level 3 courses in English as part of your curriculum at Aberdeen, you will be required to take a diagnostic test before commencing classes. Diagnostic tests are usually held in September, during the first week of term.

Please refer to **1.3** for detailed information.

### 7.3 Primary and Secondary PGDE

The University of Aberdeen follows the Memorandum on Entry Requirements to Programmes of Initial Teacher Education in Scotland produced by the General Teaching Council for Scotland (GTCS). The current Memorandum is dated June 2013 (including Religious Education revisions - September 2015 and GCSE English and Maths revisions – June 2016). The University produces an Information Leaflet for the PGDE and it provides information on specific entry requirements. It is available at: [www.abdn.ac.uk/pgt/primary](http://www.abdn.ac.uk/pgt/primary) for Primary and for Secondary at: [www.abdn.ac.uk/pgt/secondary](http://www.abdn.ac.uk/pgt/secondary)

## **Note 8. Can I make an application for deferred entry?**

### 8.1 Undergraduate full-time

If you wish to take a year out, UCAS offers applicants the opportunity to submit an application during one cycle, for admission in the following cycle. If you apply for deferred entry, you must meet the conditions of entry by 31 August in the cycle you have applied. (i.e if you apply in the 2019 cycle for 2020 admission, you must meet the condition of offer by 31 August 2019). You must also apply by the appropriate UCAS deadline dates (i.e. 15 October 2018/15 January 2019 for deferred entry to 2020).

If you decide to defer entry once an offer of admission has been made, the University of Aberdeen will consider such requests. You should email the University of Aberdeen ([ugadmissions@abdn.ac.uk](mailto:ugadmissions@abdn.ac.uk)), requesting that you wish to amend the year of entry and why. Please ensure you provide your name and 10 digit UCAS number.

### 8.2 Undergraduate non-graduating

Deferred entry is not applicable if you are a non-graduating student. If you accept an offer of admission and then wish to change the point of entry, you would be required to submit a new application.

Please refer to **1.3** for detailed information.

### 8.3 Primary and Secondary PGDE

Deferred entry is not permitted. You must submit an application, (**See Note 5**), for the year in which you wish to commence studies.

If you accept an offer of admission and find that your circumstances change, making it impossible for you to commence studies, the University of Aberdeen is unlikely to consider a request for deferred entry. It should be noted that in recent years requests for deferred entry to PGDE have not been authorised. UCAS will only process our requests for deferred entry if applicants hold and accept an unconditional offer of admission. If the offer is conditional and that condition has not been met, it is not possible for our Admissions Selectors to consider deferred entry. You would be required to submit a new application. In such cases, there is no guarantee that an applicant would receive a further offer of admission as the application would be considered alongside all other applications submitted.

## **Note 9. If I have a criminal conviction/caution can I still apply?**

### 9.1 Undergraduate full-time

### 9.2 Primary and Secondary PGDE

Applicants with a criminal conviction/caution can make an application for admission. As you complete the UCAS application there is one question asked referring to criminal convictions. **This question is only asked for those applying to certain courses that require enhanced disclosure known as a PVG check. UCAS provides full information on the question being asked.**

#### *Question 1 for certain courses*

**The question refers to applications for courses leading to professions or occupations such as (but not limited to) teaching, medicine, dentistry, law, accountancy, actuarial, insolvency, healthcare, social work, veterinary medicine, veterinary science, pharmacy, osteopathy, chiropractic, optometry and those involving work with children or vulnerable adults, including the elderly or sick people. These professions or occupations are exempt from the Rehabilitation of Offenders Act (1974) or involve regulated activities.**

**At the University of Aberdeen, spent convictions/cautions are still relevant for entry to the MBChB degree (A100), the Graduate Dental Surgery degree (A201), the Education degrees (including PGDE), and the BMus Education degree (WX13). For all these degrees, where we have indicated through UCAS that the course requires a criminal records check, a PVG, you are**



**required to declare all convictions/cautions whether spent or unspent. Full information is available on UCAS.**

If you apply for one of the degrees detailed above and indicate that you have a relevant criminal conviction/caution, or were to write to us indicating that you have a relevant criminal conviction/caution, the University of Aberdeen will write to you to request further information. Your reply is sent to the Head of Admissions who will discuss the matter with the appropriate Admissions Selector. The information provided is treated in the strictest confidence. A recommendation on whether or not to clear for admissions consideration is passed to the University Secretary or Principal. The outcome is communicated to you by the Head of Admissions. Your application for admission is placed on hold until the University Secretary or Principal has considered the recommendation relating to the declared conviction/caution.

If you accept an offer of admission for the MBChB degree (A100), the Graduate Dental Surgery degree (A201), the Education degrees or the BMus Education degree (WX13), please read **Note 10** and **Note 11**.

### 9.3 Undergraduate non-graduating

Applicants with a criminal conviction/caution can make an application for admission.

## **Note 10. Do I have to undergo a criminal records check?**

### 10.1 Undergraduate full-time (only the degrees detailed below)

#### 10.2 Primary and Secondary PGDE

If you accept an offer of admission for the MBChB degree (A100), the Graduate Dental Surgery degree (A1A1), Gateway to Medicine (A1A1), the Education degrees (including PGDE), or the BMus Education degree (WX13) you will receive information regarding a criminal records check. Prior to admittance, you will be required to obtain Disclosure through Disclosure Scotland and the cost, which you will need to pay, should be approximately £60. Disclosure is now referred to as PVG (Protection of Vulnerable Groups). International applicants and applicants who have lived abroad for a significant number of years will be asked to provide appropriate proof that they did not have any convictions whilst abroad.

#### 10.3 Undergraduate non-graduating

A criminal records check is not required if you are attending the University of Aberdeen as a non-graduating student.

Please refer to **1.3** for detailed information.

## **Note 11. Do I have to undergo a medical examination?**

### 11.1 Undergraduate full-time

If you accept an offer of admission for the MBChB degree (A100) or for the Graduate Dental Surgery degree (A201), you will receive information on our Immunisation Policy. Information can also be found on our web pages: [www.abdn.ac.uk/smmsn/undergraduate/medicine/fitness-to-practise.php](http://www.abdn.ac.uk/smmsn/undergraduate/medicine/fitness-to-practise.php) and [www.abdn.ac.uk/smmsn/undergraduate/dentistry/fitness-to-practise.php](http://www.abdn.ac.uk/smmsn/undergraduate/dentistry/fitness-to-practise.php)

If you are made an offer of admission for A100 or A201, you will be issued with a Health Questionnaire.

### 11.2 Undergraduate non-graduating

A medical examination is not required if you are attending the University of Aberdeen as a non-graduating student.

Please refer to **1.3** for detailed information.

### 11.3 Primary and Secondary PGDE

A medical examination is not required if you are attending the University of Aberdeen to study as a PGDE student.

## **Note 12. Do I have to undergo an Admissions Test?**

### 12.1 Undergraduate full-time

The UK Clinical Aptitude Test (UKCAT) has been used in the selection process by a consortium of UK university Medical and Dental Schools, including the University of Aberdeen, since 2007. The test helps universities to make more informed choices from amongst the many highly-qualified applicants who apply for their medical and dental programmes. The test does not contain any curriculum or any science content; nor can it be revised for. It focuses on exploring the cognitive powers of candidates and other attributes considered to be valuable for health care professionals.

The two degrees at the University of Aberdeen requiring the UKCAT Test are A100 and A201. More information can be obtained from the UKCAT web pages at: [www.ukcat.ac.uk](http://www.ukcat.ac.uk) and also the University of Aberdeen web pages at: [www.abdn.ac.uk/smmsn/undergraduate/medicine/ukcat.php](http://www.abdn.ac.uk/smmsn/undergraduate/medicine/ukcat.php)

### 12.2 Undergraduate non-graduating

You will not be required to take an admissions test.

Please refer to **1.3** for detailed information.

### 12.3 Primary and Secondary PGDE

You will not be required to take an admissions test.

## **Note 13. Will I be required to attend an interview or audition ?**

### 13.1 Undergraduate full-time

Interviews/auditions form part of the admissions process for the MBChB degree (A100), the Graduate Dental Surgery degree (A201), the Gateway to Medicine programme (A1A1), the Education degrees and the BMus degrees (XW13, W300 and W390). Not all applicants who apply for these degrees are invited for interview/audition. For A100 and A201, please also read **Note 11**.

Interviews/auditions will continue until the end of March and for A100, A201, A1A1 and Education it is unlikely that decisions will be communicated to UCAS until the interview/audition procedure is complete. Please also read **Note 18**.

In exceptional circumstances we may elect to invite applicants to attend for interview for other degree programmes.

### 13.2 Undergraduate non-graduating

You will not be required to attend an interview.

Please refer to **1.3** for detailed information.

### 13.3 Primary and Secondary PGDE

Interviews form part of the admissions process for the PGDE (Primary and Secondary). **See Note 18.**

## **Note 14. When you receive my application, how is it processed?**

### 14.1 Undergraduate full-time

### 14.2 Primary and Secondary PGDE

Once you submit your application to UCAS, they check to ensure the application is complete, then forward it to each of the universities and colleges you selected. The University of Aberdeen has a centralised admissions process and all UCAS communications are sent to the Student Recruitment and Admissions Service (SRAS). UCAS applications at the University of Aberdeen are not distributed to colleges, schools or departments. **See Appendix A.**

Please remember that when writing your Personal Statement UCAS use software to detect any evidence of plagiarism and will advise the University accordingly. Should we be informed that an application contains plagiarism; the University reserves the right to reject the application, particularly for high demand courses such as Medicine (A100), Graduate Dental Surgery (A201), Law and Education (including PGDE).

The University of Aberdeen starts to receive UCAS applications from September onwards. The applications are distributed within SRAS to the respective academic Admissions Selector, via the Admissions Officers and Admissions Assistants, on a regular basis.

When we receive your application from UCAS, we will issue an Acknowledgement.

When a decision on your application has been reached, we communicate this to UCAS who will then notify you formally, usually through UCAS Track. For applications submitted to UCAS on time, by 15 October/15 January, we endeavour to meet the UCAS response deadline of 31 March.

### 14.3 Undergraduate non-graduating

Once you send your application form to us, we check to ensure that it is complete before passing it to the appropriate Admissions Selector to make a decision.

If you wish to take Level 3 subjects, a copy of your application is also forwarded to the appropriate Head of School. Only in exceptional cases do students take Level 4 subjects.

Once the Admissions Selector and Head of School (where appropriate), make a decision, we will write to you. If we accept you as a non-graduating student, you receive a formal offer of admission and you will be asked to confirm whether or not you wish to accept the place.

Please refer to **1.3** for detailed information.

## **Note 15. How do you determine my fee status?**

### 15.1 Undergraduate full-time

### 15.2 Primary and Secondary PGDE

UCAS require you to provide information that will then be used by the University of Aberdeen to help determine your fee status if this requires to be done. UCAS provides guidance during the application process.

Home Fees (Scottish/EU) are payable by students who meet the criteria. **Appendix B** provides further information on who is eligible for Home Fees (Scottish/EU).

The University of Aberdeen seeks to confirm fee status at an early stage in the application process as offers of admission made through UCAS will indicate if Home Fees (Rest of UK), also known as the middle rate, or International Fees are to be paid.

In situations where the fee status is not clear, the University of Aberdeen will write to you (by email), to request further information. In such circumstances you will be sent the Fees Classification Form for completion.

When you reply to us, we will make an assessment and then write to you to explain and advise if Home Fees (Scottish/EU) or Home Fees (Rest of UK) or International Fees are to be awarded.

If you fail to reply to our communications or fail to return the completed Fees Classification Form, then the University may communicate an unsuccessful decision to UCAS.

## **Note 16. How can I find out how much my tuition fees will be?**

### 16.1 Undergraduate full-time

### 16.2 Primary and Secondary PGDE

### 16.3 Undergraduate non-graduating

Information on tuition fees can be found on our web pages at:-  
[www.abdn.ac.uk/infohub/finance/tuition-fees.php](http://www.abdn.ac.uk/infohub/finance/tuition-fees.php)

## **Note 17. Do I have to tell you how my tuition fees will be paid?**

### 17.1 Undergraduate full-time

If you intend to come and study at the University of Aberdeen, we must ensure that you have the financial resources necessary to meet the costs of study.

If you are aged under 21 and domiciled in the UK or EU, you are not required to provide us with evidence of how your tuition fees are to be paid because it is assumed that you will be applying to

either the Student Awards Agency for Scotland (SAAS) or Finance England/Wales/Northern Ireland. You have to contact them yourself to let them know you intend to commence studies at a university and if they agree to pay your tuition fees, they will liaise with the university. You will also have to confirm annually to SAAS/Student Loan Company or the other award bodies that you are continuing with your studies.

If you are aged over 21 when you are due to commence studies, or if you are an International student, we will send you a Financial Guarantee Form for completion. This form is sent to you if an offer of admission is to be made and you are requested to complete and return the form as soon as possible.

### 17.2 Undergraduate non-graduating

If you are attending the University as a non-graduating student you are not required to tell us in advance how your tuition fees will be paid as the information required is provided on your application form.

Please refer to **1.3** for detailed information.

### 17.3 Primary and Secondary PGDE

If you commence studies on the PGDE (Primary and Secondary) it cannot be assumed that you will receive funding for a second degree from either SAAS or Finance England/Wales/Ireland. You are encouraged to contact them to determine your status.

We will send you a Financial Guarantee Form for completion if an offer of admission is to be made and you are requested to complete and return the form as soon as possible.

If you are an applicant from England, Wales or Northern Ireland it should be noted that any study bursary offered to postgraduate initial teacher training (ITT) students studying in England, Wales or Northern Ireland does not apply if you accept an offer of a place at a Scottish institution.

## **Note 18. Will I receive an offer of admission?**

### 18.1 Undergraduate full-time

Our aspiration is to make offers of admission to those who have already achieved the published minimum grades for entry or are predicted to achieve them in forthcoming examination results. Our minimum entry requirements are detailed in the Undergraduate Prospectus. Achieving, or expecting to achieve, the minimum entry requirements does not guarantee an offer of admission.

The University of Aberdeen has a long standing commitment to widening access to higher education and is keen to encourage students from the widest possible range of backgrounds to participate in University studies. A key part of this commitment is the University's Contextualised Admissions and Access Thresholds Policy. More information can be found via the link Contextualised Admissions at: [www.abdn.ac.uk/study/undergraduate/](http://www.abdn.ac.uk/study/undergraduate/)

For MBChB (A100), Graduate Dental Surgery (A210), the Gateway to Medicine programme (A1A1), Primary Education and BMus (XW13, W300, W390), these degrees require applicants to attend for interview/audition before offers of admission can be made. Not all applicants who apply are

invited to interview/audition. For A100, A201, A1A1, Primary Education, XW13, W300 and W390 degrees the Admissions Selectors will take into account all information presented in the UCAS application and performance at interview/audition to determine whether or not an offer of admission will be made.

If you are applying for the MBChB degree, you can access detailed information at:- [www.abdn.ac.uk/smmsn/undergraduate/medicine/index.php](http://www.abdn.ac.uk/smmsn/undergraduate/medicine/index.php) Please also read **Note 11**.

If you have been asked to provide further information in order for the University of Aberdeen to determine your correct fee status, no offer of admission can be communicated to UCAS until this is confirmed. **See Note 15**

If you are applying for one of degrees detailed in **Note 9** and you have declared a relevant criminal conviction/caution in your UCAS application, no offer of admission can be communicated to UCAS until the University Secretary or Principal has considered the recommendation.

At the University of Aberdeen, decisions on applications are communicated to UCAS electronically. UCAS will communicate our decision to you and where an offer is conditional, details of the condition will be stated. If Home Fees (Rest of UK) or International Fees are applicable the UCAS communication will also state this.

UCAS will advise you on how to reply to offers made to you. **See Appendix C**.

### 18.2 Undergraduate non-graduating

At present, it is likely that offers of admission can only be made to international fees, non-graduating students. Please refer to **1.3** for detailed information. **See Appendix C**.

### 18.3 Primary and Secondary PGDE

Competition for places on the PGDE Primary and some subjects on the PGDE Secondary is strong. The University of Aberdeen receives an allocation of places from the Scottish Executive, via the Scottish Funding Council on an annual basis and must adhere to these when making offers of admission. The University's allocation of places is not generally known until approximately 5 months before term commences.

Entry to the PGDE requires applicants to attend for interview before offers of admission can be made. Not all applicants are invited for interview. To determine who is invited, the Admissions Selectors take into account all information presented in the UCAS application paying particular attention to academic qualifications achieved, or to be achieved, the personal statement and the reference. Admissions Selectors will also take into account additional qualifications gained prior to University entry and for PGDE Primary the range of subjects studied within the degree. Selectors look for a commitment to teaching, an understanding of the teaching profession, an interest in children or young people and work experience/voluntary work with schools or with organisations connected to young people. Detailed information can be found within the PGDE Information Leaflet at: [www.abdn.ac.uk/pgt/primary](http://www.abdn.ac.uk/pgt/primary) for Primary and for Secondary at: [www.abdn.ac.uk/pgt/secondary](http://www.abdn.ac.uk/pgt/secondary)

Interviews are normally conducted jointly by University staff and field specialists. In the event that field specialists are unavailable, interviews will be conducted by experienced University staff.

Following interview, offers of admission can be made. Not everyone who attends for interview will receive an offer of admission. In general, offers of admission are made to applicants who meet or who will meet the entry requirements, who perform extremely well in all aspects at interview and particularly for the PGDE Primary, whose qualifications pre degree are wide ranging.

If you have been asked to provide further information in order for the University of Aberdeen to determine your correct fee status, no offer of admission can be communicated to UCAS until this is confirmed. **(See Note 14)**

If you declared a relevant criminal conviction/caution in your application **(See Note 9)**, no offer of admission can be communicated to UCAS until the University Secretary or Principal has considered the recommendation.

At the University of Aberdeen, decisions on applications are communicated to UCAS electronically. UCAS will communicate our decision to you and where an offer is conditional, details of the condition will be stated. If Home (Rest of UK) Fees or International Fees are applicable the UCAS communication will also state this.

UCAS will provide you with information on how to reply if an offer of admission is made to you. **See Appendix C.**

## **Note 19. Is student accommodation available?**

### 19.1 Undergraduate full-time

### 19.2 Primary and Secondary PGDE

### 19.3 Undergraduate non-graduating

The University of Aberdeen makes no stipulation about where its students should live and new students may apply to the University or arrange their own accommodation. You are advised that all new students to the University are guaranteed an offer of accommodation; this could be within our portfolio of accommodation or with one of our partners.

#### *Application*

Information on how to apply for Accommodation is sent out by the University. If you **firmly** accept an offer of admission (conditional or unconditional) you will receive the Accommodation information. This means you have made Aberdeen your first choice. It is advisable to apply for accommodation as soon as you are notified you can do so.

If you are a UCAS applicant and you select the University of Aberdeen as your Insurance choice, you will not be sent Accommodation information at this time (you have made Aberdeen your second choice), but would receive at a later date if your status at Aberdeen was to move to Firm.

#### *Accommodation Contracts*

Unconditional Firm applicants, who apply for accommodation, will be allocated a room and issued with Contracts, by the Accommodation Office. Room allocations and Contracts for Conditional

Firm applicants, will be issued when the Conditions of the Offer of Admission have been met. It is advisable to return your Contract as soon as possible to the Accommodation Office.

Please be advised that as accommodation contracts can be issued well before term commences, applicants cannot expect the full range of accommodation options to be available in August, when they move from conditional to unconditional status or if an applicant is placed at Aberdeen having made another University their first choice or if an application is made for the first time in the lead up to the accommodation submission deadline.

## **Note 20. What formal documentation do I receive?**

### 20.1 Undergraduate full-time

### 20.2 Primary and Secondary PGDE

If we make you an offer of admission, our official decision, and any conditions attached, will be communicated to UCAS. If the offer is conditional, details of the condition will be stated. Full information will be available on your UCAS Track account.

#### *Information Letter*

The University of Aberdeen will also provide you with an information letter, including details on our Standard Terms Governing Offers of Admission and how to access your Aberdeen Portal. Before you reply to UCAS accepting the formal offer of admission, you must read our information.

**See Appendix C.**

#### *Certificate of Acceptance*

If you firmly accept an offer from the University of Aberdeen, we will provide you with a Certificate of Acceptance that you will be able to access on your Aberdeen Portal.

The Certificate of Acceptance will contain a CAS number, required by International students who require a Tier 4 visa to enter the UK. You may require this document to obtain, for example, assistance towards the cost of tuition fees and/or a student loan, to open a student bank account in the UK or to apply for a visa.

#### *Confirmation*

If you firmly accept a conditional offer of admission and move to unconditional firm status following receipt of examination results, you will receive from UCAS an AS12 communication (**See Note 26**). It is important that you follow the instructions sent by UCAS. You will also receive a letter of confirmation from the University of Aberdeen and if you applied for a place in Halls, the Contract issued by the Accommodation Office.

#### *Joining Information*

Throughout the summer months, (June/July/August) you will be sent Joining Information if you have i) firmly accepted an unconditional offer or ii) accepted an offer (conditional firm or insurance) and you have moved to unconditional firm status following the receipt of examination results.

The Joining Pack contains information that will help you prepare for the start of term and will include information on Registration and course selection.



### 20.3 Undergraduate non-graduating

If we make you an offer of admission, we will write to you with a formal offer. Our formal offer will also contain a document detailing the Standard Terms Governing Offers of Admission to the University (**See Appendix C**). If you accept, you will receive Accommodation information from early May. If you are to commence studies during the first semester (September start), you will be sent Joining Information in August or early September. If you are to commence studies during the second semester (January start), the Joining Information will be sent in December. The Joining Information contains information that will help you prepare for your time at the University of Aberdeen and will include information on Registration.

Please refer to **1.3** for detailed information.

## **Note 21. Where can I find out the term dates?**

### 21.1 Undergraduate full-time

### 21.2 Primary and Secondary PGDE

### 21.3 Undergraduate non-graduating

The term dates are intimated to applicants during the admissions cycle but can also be found on our web pages at: [www.abdn.ac.uk/infohub/study/term-dates.php](http://www.abdn.ac.uk/infohub/study/term-dates.php)

## **Note 22. What happens if I have disability, medical condition or specific learning difficulty?**

### 22.1 Undergraduate full-time

### 22.2 Primary and Secondary PGDE

### 22.3 Undergraduate non-graduating

The University welcomes applications from disabled applicants and the University aims to make all of the services it provides as accessible as possible. The University's Disability Advisers are the main point of contact for discussing any requirements you may have. Each School also has a designated Disability Co-ordinator who is responsible for ensuring that any provisions that have been agreed are put in place.

The University's Disability Advisers are based in the Students' Union Building (Top Floor), Elphinstone, Road, in the Student Advice and Support Office, Student Support Services.

All applicants are encouraged to disclose information via the application process. It enables the University's Disability Advisers to make timely contact with applicants holding offers of admission in order to discuss support arrangements and to ensure that appropriate guidance is given.

If you think it would be helpful, you are welcome to contact a Disability Adviser for a confidential discussion on your application. More information can be found on our web pages at [www.abdn.ac.uk/disability](http://www.abdn.ac.uk/disability) or by email: [student.disability@abdn.ac.uk](mailto:student.disability@abdn.ac.uk)

The application for admission provides applicants with the opportunity to disclose a disability and the University of Aberdeen encourages early disclosure. In line with the Admissions Policy, the

University makes the reassurance that a disability will not affect the outcome of an application. Early disclosure enables the University to work with you to ensure that appropriate support systems are in place to allow you to participate fully in your studies.

## **Note 23. Can I come and visit the University of Aberdeen?**

### 23.1 Undergraduate full-time

### 23.2 Primary and Secondary PGDE

### 23.3 Undergraduate non-graduating

The University of Aberdeen has an 'Open Door' policy, which means that you are welcome to contact us to arrange a private visit at any time. A visit tailored to your interests is the most informative and enjoyable way to find out what it is really like to be a student at the University of Aberdeen and the University encourages you to visit as an individual and/or to come to one of the Applicant Visit Days.

To arrange a visit, please go to at: [www.abdn.ac.uk/study/private-visits.php](http://www.abdn.ac.uk/study/private-visits.php) and Book a Visit from the link available on the screen. Alternatively you can telephone +44 (0) 1224 272090 or email: [study@abdn.ac.uk](mailto:study@abdn.ac.uk) You are asked to give a least two weeks' notice of when you wish to visit, and which subjects you would like to see, so that adequate arrangements can be made for you.

Each year, we hold a number of General Open Days. You can find information on the dates at: [www.abdn.ac.uk/study/undergraduate-open-day/](http://www.abdn.ac.uk/study/undergraduate-open-day/) It is an ideal opportunity for you to visit the University of Aberdeen, either before you submit an application or before you commence studies.

In addition to the General Open Day, we also hold a number of Applicant Visit Days and they normally take place in March. If you receive an offer of admission for one of the MA degrees, Science degrees, Divinity degrees, Law degrees or Engineering degrees, details about the Applicant Visit Days will be sent to you.

If you are an MBChB (A100), Graduate Dental Surgery (A201) or Education applicant, you are encouraged to attend the General Open Day prior to submitting your application to UCAS. If this has not been possible, you are welcome to contact us to arrange a private visit, however your visit to the University may be confined to a tour of the appropriate campus and the opportunity to talk with a Student Ambassador. MBChB and Graduate Dental Surgery applicants attending for interview will have the opportunity to attend a tour of the medical campus at Foresterhill and talk with a current medical student acting as a Student Ambassador.

## **Note 24. Do you verify my previous qualifications?**

### 24.1 Undergraduate full-time

If you hold non-UK qualifications or if you have sat the examinations listed in your UCAS application outside the UK, you are required to send the University of Aberdeen good quality photocopies of your examination certificates for verification. In certain circumstances, UK candidates may also be asked to supply the University with good quality photocopies of their examination certificates. If you apply for the Education degrees and you are selected for interview, you will be required to provide good quality photocopies of your examination certificates, particularly relating to English and Mathematics.

If you are requested to provide copies of your examination certificates, admission papers such as your Certificate of Acceptance will not be issued until you provide copies of the relevant paperwork.

The University of Aberdeen reserves the right to scrutinise the originals of applicants' certificates for all examinations detailed in the UCAS application at any time.

If you become a registered student at the University of Aberdeen, you have the opportunity to check the information we hold on your qualifications. Corrections can be made during Advising and Registration week at the start of term, or thereafter by contacting Student Recruitment and Admissions. You would email copies of the relevant documents to [ugadmissions@abdn.ac.uk](mailto:ugadmissions@abdn.ac.uk) quoting your Student ID number.

#### 24.2 Undergraduate non-graduating

The information contained in the application is generally sufficient to allow the Admissions Selector to reach a decision. On occasion, you may be contacted to clarify data if the Admissions Selector is unable to determine information. If you become a registered student at the University of Aberdeen, you have the opportunity to check the information we hold on your qualifications. Corrections can be made at Advising or by contacting the Student Recruitment and Admissions Service. You would email copies of the relevant documents to [ugadmissions@abdn.ac.uk](mailto:ugadmissions@abdn.ac.uk) quoting your Student ID number.

Please refer to **1.3** for detailed information.

#### 24.3 Primary and Secondary PGDE

You are required to send the University of Aberdeen good quality photocopies of your examination certificates for verification. In certain circumstances, UK candidates may also be asked to supply the University with good quality photocopies of their examination certificates. Information on which certificates to provide is sent with our Acknowledgement. If you are selected for interview, you will be required to provide good quality photocopies of your examination certificates, particularly relating to your degree and to English and Mathematics. Admission papers such as your Certificate of Acceptance will not be issued until you provide copies of the relevant paperwork.

The University of Aberdeen reserves the right to scrutinise the originals of applicants' certificates for all examinations detailed in the UCAS application at any time.

If you become a registered student at the University of Aberdeen, you have the opportunity to check the information we hold on your qualifications. Corrections can be made at Registration or by contacting the Student Recruitment and Admissions Service. You would email copies of the relevant documents to [ugadmissions@abdn.ac.uk](mailto:ugadmissions@abdn.ac.uk) quoting your Student ID number.

## **Note 25. Do I have to let you know my examination results?**

### 25.1 Undergraduate full-time

The University of Aberdeen receives direct notification of most examinations from UCAS, **including previously achieved qualifications** including the following:-

Scottish Qualifications Authority, Higher Grades and Advanced Higher Grades and HNC/HND  
General Certificate of Education taken in the UK  
Irish Leaving Certificate  
International Baccalaureate  
BTEC (National Diploma)

You do not need to notify the University of Aberdeen of your results in respect of the above examinations. If you intend to sit any other examinations, you must arrange for the results of these examinations to be sent to the Student Recruitment and Admissions Service at the University of Aberdeen.

Please be aware that should discrepancies arise between the declared information provided in the UCAS application and the verified results from the examination boards, the University of Aberdeen reserves the right to withdraw the offer of admission.

### 25.2 Undergraduate non-graduating

You are not normally required to send us information on your examination results as all information will be contained in your application form.

Please refer to **1.3** for detailed information.

### 25.3 Primary and Secondary PGDE

The University of Aberdeen does not receive direct notification of examinations and degrees from UCAS. If you have an offer of admission for the PGDE Primary or Secondary, you must ensure that you send us a copy of your results.

## **Note 26. What is confirmation?**

### 26.1 Undergraduate full-time

### 26.2 Primary and Secondary PGDE

Confirmation is the process in which we confirm conditional offers made earlier in the application cycle. Confirmation applies if you are holding a conditional offer and you move to unconditional status following receipt of your examination results.

If you firmly accept a conditional offer of admission at the University of Aberdeen and you meet the conditions of our offer, you will receive formal confirmation of the unconditional status from UCAS.

A UCAS communication would also be sent to you if you selected the University of Aberdeen as your Insurance choice and then move to Firm status with us following the release of the

examination results. One way in which this can happen is if you do not meet the conditions of your offer with the university you selected as your Firm choice.

If you firmly accept an unconditional offer of admission you will not receive a UCAS communication confirming your place following the release of examination results.

### 26.3 Undergraduate non-graduating

Confirmation does not apply to you if you are a non-graduating student.

Please refer to **1.3** for detailed information.

## **Note 27. What is clearing?**

### 27.1 Undergraduate full-time

### 27.2 Primary and Secondary PGDE

Clearing is an opportunity to gain a place at university if you are a UCAS applicant and you are not holding any offers of admission. Through Clearing you have the opportunity to be considered by institutions with vacancies. Clearing generally takes place during July and August and you become eligible by several means – receiving no offers, declining all offers, applying after the UCAS deadlines or being turned down at Confirmation (**See Note 26**). UCAS will inform you if you are eligible for Clearing.

Should the University of Aberdeen have vacancies during Clearing, the UCAS web pages will provide details.

### 27.3 Undergraduate non-graduating

Clearing does not apply if you are a non-graduating student. Please refer to **1.3** for detailed information.

## **Note 28. Are there any scholarships available?**

### 28.1 Undergraduate full-time

The University of Aberdeen offers Entrance Scholarships for undergraduate students resident in the UK. There are awards available for entry in September 2019. In some cases closing dates apply – usually May 2019. Full details are available on our Finance and Funding pages at: [www.abdn.ac.uk/study/undergraduate/finance.php](http://www.abdn.ac.uk/study/undergraduate/finance.php)

If you are an International student, you can find more information on our Finance and Funding pages at:- [www.abdn.ac.uk/study/international/finance.php](http://www.abdn.ac.uk/study/international/finance.php)

### 28.2 Undergraduate non-graduating

Scholarships are not generally available from the University of Aberdeen for Undergraduate non-graduating students.

### 28.3 Primary and Secondary PGDE

Scholarships are not generally available from the University of Aberdeen for students participating on the PGDE, however more information on support for postgraduate studies can be found on the web at: [www.abdn.ac.uk/study/postgraduate-taught/finance-funding-1599.php](http://www.abdn.ac.uk/study/postgraduate-taught/finance-funding-1599.php)

## **Note 29. Is my proficiency in english good enough?**

### 29.1 Undergraduate full-time

### 29.2 Primary and Secondary PGDE

### 29.3 Undergraduate non-graduating

If your first language is not English, it is important that your proficiency in English is good in order for you to study successfully at the University of Aberdeen. Without this ability you will find great difficulty in understanding lectures, producing written work and sitting examinations. Even if you have been educated in the medium of English, you must meet our English Language requirements. You can find more information on our web pages at: [www.abdn.ac.uk/study/international/english-requirements.php](http://www.abdn.ac.uk/study/international/english-requirements.php)

If you are in doubt about your proficiency in English, contact the British Council office or equivalent in your country.

## **Note 30. What if I wish to cancel my application?**

### 30.1 Undergraduate full-time

### 30.2 Primary and Secondary PGDE

The consumer protection regulations provide applicants with the 'right to cancellation' of their contract with UCAS.

- Applicants can contact UCAS with 14 days of submitting a their application to cancel their whole application and obtain a refund.
- Applicants can contact UCAS within 14 days of submitting an application to change their minds about initial choices.
- Applicants can change replies to offers within 14 days of making them.
- Applicants can completely withdraw their application to UCAS at any time throughout the application cycle, but the application fee is not refunded.

Applicants can use UCAS Track to cancel choices if there are outstanding decisions. Applicants can then reply to other offers.

### 30.3 Undergraduate non-graduating

Applicants can contact the University of Aberdeen at any time throughout the application cycle to amend any aspect of their application or to completely withdraw.

## **Note 31. How do I make a complaint regarding my application for admission?**

### 31.1 Undergraduate full-time

### 31.2 Primary and Secondary PGDE

### 31.3 Undergraduate non-graduating

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, +44 (0) 1224 273504. Or you can write, quoting your applicant number, to the Head of Admissions, Student Recruitment and Admissions Service, Directorate of Marketing and Student Recruitment, University of Aberdeen, University Office, Regent Walk, King's College Aberdeen, AB24 3FX.

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-6119.php](http://www.abdn.ac.uk/staffnet/teaching/appeals-and-complaints-6119.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.

## **Data Protection**

In submitting an application to UCAS, you confirm that the information given is true, complete and accurate and no information requested or other material information has been omitted.

When you agree, by ticking a box in the **Pay/Send** section of your UCAS application, to the terms of the UCAS declaration, you will be providing your consent to the uses of your personal information, as defined by the Data Protection Act 1998, by UCAS and UCAS Media and other organisations as set out in the UCAS declaration and UCAS' privacy policy.

When you submit an application, UCAS may use your personal information for the following purposes :-

- **Managing your application to higher education**
- **Reporting to organisations with responsibilities for higher education**
- **Providing and enabling analysis and research about the higher education sector**
- **Other uses of personal information**
- **Sensitive personal information**
- **Sharing personal information where you provide separate consent**
- **Helping you access higher education**
- **Confirming your status as a UCAS applicant to help you access products and services aimed at student.**

Please refer to UCAS' privacy policy for a more detailed explanation on all of the bullet points above:

[www.ucas.com/corporate/about-us/privacy-policies-and-declarations](http://www.ucas.com/corporate/about-us/privacy-policies-and-declarations) UCAS also provide information about:

- How to request a copy of your personal information
- How to request UCAS to change, delete or stop using the personal information they hold about you
- The ways you can contact UCAS about your personal information
- How long UCAS retain your personal information.

The University of Aberdeen is a data controller as defined in the Data Protection Act. The University requires to collect personal data in order to process applications, and to reach decisions on entry. Any data provided in relation to an application (including data provided by UCAS) will be treated in confidence by the Admissions Office, Admissions Selectors and administrative staff in relevant sections. Data will not be relayed to any third party unless the University of Aberdeen is required to do so under the terms of the Act itself. As noted by UCAS, in the event of a successful application the data will be held at the University of Aberdeen as the basis of the ongoing Student Record.

In order to improve its performance the University of Aberdeen organises, from time to time, surveys of applicants including those who do not accept our offer, after the main admissions process has taken place. If you do not wish to take part in such a survey, you are asked to write to the Student Recruitment and Admissions Service.



**Classification of Students for Purposes of Tuition Fees  
Scotland  
Higher Education**

Information relating to the Fee Status Regulations in Scotland for Universities, as determined by the Scottish Government, can be found via the Higher Education option at: [www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Scotland-fee-status](http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Scotland-fee-status)

**Undergraduate and PGDE Admission  
Student Recruitment & Admissions Service, Directorate of Marketing and Student  
Recruitment,  
University Office, Regent Walk, King's College, Aberdeen, AB24 3FX**

**TERMS AND CONDITIONS – UNDERGRADUATE AND PGDE ADMISSION**

**These terms and conditions represent an agreement between  
you and the University of Aberdeen (“the University”)**

***A) Your Application and Our Offer of Admission***

1. It is your responsibility to ensure that all information you provide to the University is true, accurate, complete and not misleading.
2. Any offer of admission issued by 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 these terms and conditions. Any offer is contingent upon the acceptance of these terms and conditions by you and therefore you must read them before you accept it.
3. An offer of admission will either be conditional or unconditional. Where your offer is conditional, it will set out the conditions you need to fulfil to be admitted to the programme of study. If you accept a conditional offer of admission and meet the terms of the offer issued, you will move to unconditional status.
4. 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 (for example a relevant criminal conviction), 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.
5. 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. 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.
6. The University cannot accept responsibility, and expressly excludes liability, for loss or damage to students' property, and transfer of computer viruses to students' equipment.
7. Students seeking to defer their offer of admission, should follow the procedures outlined in Note 8 of the Guidelines for Admissions at: [www.abdn.ac.uk/study/undergraduate/admissions-policy.php](http://www.abdn.ac.uk/study/undergraduate/admissions-policy.php)
8. As a registered student studying at the University, what you can expect from the University and what expectations are placed on you can be found at: [www.abdn.ac.uk/infohub/study/rights.php](http://www.abdn.ac.uk/infohub/study/rights.php)

***B) Delivery and Availability of Degree Programmes and Courses***

**Delivery of Programmes**

9. The University will take all appropriate steps to deliver programmes and courses in line with the public information available via the University website, course catalogue, the online prospectus, in addition to that communicated orally, such as that at University open days. We make every effort to ensure that the information provided to you is fair and accurate at the time of publication, however, as it is prepared well in advance of the academic session to which it applies, changes to the information presented may have occurred. We explain below to you why details of your programme might change, and how you will be informed of this.

**Changes to Programmes & Courses: why might these be made?**

10. All changes are approved by the Quality Assurance Committee with an aim to safeguard academic standards and ensure the quality of the student learning experience. Students' best interests are at the heart of the decision making process, and changes will be implemented in a way which minimises impact.

We normally only make changes where they are:

- advantageous for students, for example where a change will enable us to keep our teaching up-to-date with the latest research developments;
- for the maintenance of academic standards, for example where a change is required to maintain compliance with the UK Quality Code;
- required to secure our legal or regulatory compliance, for example if a change is required to maintain or gain a Professional, Statutory or Regulatory Body accreditation;
- the result of annual course and programme reviews, taking into account feedback from students, staff and employers;
- due to changes in staffing, for example, due to staff illness or staff departures where the specialist nature of teaching means it is not possible to cover from existing resources and alternative courses are not available.

If changes occur we will ensure that the range of courses available for you to choose from delivers the published learning aims and outcomes of the programme for which you are enrolled.

#### **Minor Changes to Programmes and Courses**

11. A minor change is a small adjustment that does not impact significantly on the student learning experience. An example of this would be the inclusion of a new optional course, a replacement course, or a change in method of assessment. Where the changes are minor, they will be reflected through routine online publications; the University Calendar, Course Catalogue, and the online prospectus, all of which are updated annually.

#### **Major Changes to Programmes and Courses**

12. A major change could be the removal of, or change to, a prescribed course, a change in programme title, or, if necessary, the withdrawal of a programme. Changes to courses will be reflected through routine online publications; the University Calendar, Course Catalogue, and the online prospectus, all of which are updated annually. Students will be advised to check these online publications annually, in order to ensure that they are aware of any such changes.

We try to run all programmes we advertise and for which we have made offers. However, on very rare occasions we may need to discontinue or suspend a programme if the number of students who have applied for the programme is insufficient to make the programme viable, or if there is a change to the law, regulatory framework or Professional, Statutory and Regulatory Body requirement which we are unable to meet. If such an instance occurs we will inform applicants as soon as possible, explaining the reasons for doing so, and will endeavour to offer you a suitable alternative programme.

If the title of your programme undergoes any change, we will write to you explaining why and to provide information on the content of the degree.

#### **Course Availability**

13. Many of our programmes offer students flexibility of study, with optional courses to choose from. However, while every student will be able to take appropriate courses in the programme for which they are registered, we cannot guarantee that all course options will always be available to students who are qualified to take them. This may be because some options offered are subject to minimum levels of demand or have a limit on the number of students they are able to take. Combinations of optional courses are subject to timetabling constraints, and so the combination of courses you may have previously considered may not be possible to fit together.
14. 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.

#### **C) Visa Requirements**

15. 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).
16. 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.
17. Re-admissions to study for students who will need a tier 4 visa. Any offer of re-admission made to a student will be based on academic reasons. The offer of re-admission does not therefore mean that the University will be able to issue at CAS which a student would need to obtain in order to apply for a Tier 4 visa.
18. 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 UK Visas & Immigration (UKVI).

**D) English Language Requirements**

19. Students whose native language is not English or students who are from a country not recognised by the University as English speaking, will be required to demonstrate, by way of a valid IELTS or TOEFL or Cambridge First/Advanced or PTE Academic test result, proficiency in the comprehension and use of English language. If, following admission, students do not demonstrate proficiency to a satisfactory standard they may be directed to attend remedial classes in the University's Language Centre until they have reached an acceptable standard.

**E) Tuition Fees, Living Costs, Refunds**

20. 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 intending students 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.
21. Any offer of admission does not imply that any financial assistance will be available from the University.
22. Students, who are granted permission to defer their offer of admission, will be charged tuition fees applicable at the new year of entry.
23. 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](http://www.abdn.ac.uk/infohub/finance/tuition-fees.php) Students who 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 the student invoiced for any balance, once the amount of their contribution is known. Otherwise students are responsible for ensuring that tuition fees are paid. At student's acceptance of their offer of admission to the University will be taken as an acknowledgement by the student that they are aware of this obligation and of the time at which it must be met, and that they accept it. When Schools issue teaching material to students, they may make a charge for this to cover reproduction costs. With the exception of ERASMUS and other students admitted under reciprocal exchange agreements,
24. In addition to Tuition Fees, students will require a further £1,015 per month (minimum) to cover additional costs (for a 9 month period), 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. Additional costs associated with study, (for example Graduation fee), can be found under Miscellaneous Fees within the Tuition Fee Rates for each year at: [www.abdn.ac.uk/infohub/finance/tuition-fees.php](http://www.abdn.ac.uk/infohub/finance/tuition-fees.php)
25. 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](http://www.abdn.ac.uk/infohub/finance/tuition-fees.php)

26. 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.
27. Information on the University's refund of fees policy can be found at: [www.abdn.ac.uk/infohub/finance/tuition-fees.php](http://www.abdn.ac.uk/infohub/finance/tuition-fees.php)
28. Information on the University's student debt policy can be found at: [www.abdn.ac.uk/infohub/finance/tuition-fees.php](http://www.abdn.ac.uk/infohub/finance/tuition-fees.php)

**F) Academic Quality**

29. 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. The Academic Quality Handbook is available on the University's website at: [www.abdn.ac.uk/staffnet/teaching/academic-quality-handbook-838.php](http://www.abdn.ac.uk/staffnet/teaching/academic-quality-handbook-838.php)

**G) Concerns and Complaints**

30. 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, +44 (0) 1224 273504. Or you can write, quoting your applicant number, to the Head of Admissions, Student Recruitment and Admissions Service, Directorate of Marketing and Student Recruitment, University of Aberdeen, University Office, Regent Walk, King's College Aberdeen, AB24 3FX. 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-6119.php](http://www.abdn.ac.uk/staffnet/teaching/appeals-and-complaints-6119.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.

**Please keep these notes carefully for future reference**  
**Correct as at September 2018 for entry in academic year 2019/2020**

**Useful Contacts and Web Addresses**

**Student Recruitment and Admissions Service**

**Directorate of Marketing and Student Recruitment, University of Aberdeen**

University Office, Regent Walk, King's College, Aberdeen, AB24 3FX

Telephone: +44 (0) 1224 273504

Email: [study@abdn.ac.uk](mailto:study@abdn.ac.uk) Web: [www.abdn.ac.uk/study](http://www.abdn.ac.uk/study)

**Universities and Colleges Admissions Service (UCAS)**

Rosehill, New Barn Lane, Cheltenham, Gloucestershire, GL52 3LZ

Web: [www.ucas.com](http://www.ucas.com)

**General Information**

Study in Scotland

[www.studyinscotland.org](http://www.studyinscotland.org)

Teach in Scotland

[www.teachinscotland.org/](http://www.teachinscotland.org/)

The UK Council for International Student Affairs (UKCISA)

[www.ukcisa.org.uk](http://www.ukcisa.org.uk)

**Student Finance**

For applicants from England – Student Finance England

[www.gov.uk/browse/education/student-finance](http://www.gov.uk/browse/education/student-finance)

For applicants who live in Scotland the Student Awards Agency for Scotland (SAAS)

[www.saas.gov.uk](http://www.saas.gov.uk)

For applicants from Northern Ireland – Student Finance

[www.studentfinancenir.co.uk](http://www.studentfinancenir.co.uk)

For applicants from Wales – Student Finance Wales Contact Centre

[www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk)

**For applicants with disabilities**

Skill, National Bureau for Students with Disabilities

[www.skill.org.uk](http://www.skill.org.uk)

Royal National Institute for the Blind

[www.rnib.org.uk](http://www.rnib.org.uk)

Royal National Institute for the Deaf

[www.rnid.org.uk](http://www.rnid.org.uk)

**For applicants to teaching and health professions**

Disclosure and Barring Service

[www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

Scottish Criminal Record Office Disclosure Service

[www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)