

Undergraduate and PGDE Admission  
Admissions Office, Directorate of External Relations and Marketing,  
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/infocenter/study/rights.php](http://www.abdn.ac.uk/infocenter/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 a 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 Admissions Office staff in the Directorate of External Relations and Marketing 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 Deputy Head of UK Recruitment & Admissions and Head of Admissions, Directorate of External Relations and Marketing, 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 November 2019 for entry in academic year 2020/2021**