

**MBA (Global) and MSc Finance Terms & Conditions  
August 2018**

These Terms & Conditions apply to University of Aberdeen (the University) degree programmes which are delivered in collaboration with the University's online delivery partner The Interactive Design Institute Limited (IDI) through its proprietary methodology and learning management system. More information about the partnership between the University and IDI is available at [www.abdn.ac.uk/staffnet/teaching/current-partnerships-3888.php](http://www.abdn.ac.uk/staffnet/teaching/current-partnerships-3888.php)

**Admission to Study**

1. By accepting an offer of admission you agree to these terms and conditions which are a requirement of registration on your programme.
2. Any offer of admission to the University is made on the understanding that in accepting it you will undertake to observe the Ordinances and Resolutions of the University Court and abide by the rules and regulations which the University makes for its students from time to time. 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. Any offer of admission is made without prejudice to the right of the University to vary or withdraw it if information comes to the notice of the University or IDI (whether relating to events occurring before or after the date of the offer) which could reasonably have influenced the University or IDI's decision if known at the time the offer was made.
4. As well as satisfying academic or language requirements for admission to the programme, applicants in receipt of a conditional offer will be required to make a payment towards their tuition fees before they can be offered an unconditional place on the programme. Applicants must make a payment in line with the requirements detailed in Section 2 of the terms and conditions as applicable to tuition fees as detailed at [www.abdn.ac.uk/infohub/finance/tuition-fees.php](http://www.abdn.ac.uk/infohub/finance/tuition-fees.php)
5. The University reserves the right to vary or amend any aspect of an offer of admission prior to acceptance.
6. The University will use all reasonable endeavours to deliver programmes and courses in accordance with the descriptions set out in the editions of its Undergraduate and Postgraduate Prospectuses current at the time an offer is made. However, it reserves the right to make variations to the contents or methods of delivery of programmes and/or courses, to discontinue programmes and/or courses and to merge or combine programmes or courses, if such action is reasonably considered to be necessary. If the University discontinues any programme or course, it will use its reasonable endeavours to provide a suitable alternative.

7. Admission to individual courses within any degree, diploma or certificate or programme is subject to the satisfaction of academic prerequisites and any other experiential requirements and, where course numbers are restricted, to the availability of places.
8. If you wish to defer your start date please contact IDI directly. Once IDI has confirmed that your deferral is permitted, written notification will be sent to you confirming your new startdate.
9. If you do not attain the examination or English Language results that are a condition of your offer, please contact IDI directly to discuss your situation.
10. Any offer of admission made to a student will be based solely on academic reasons and the admissions criteria set for the programme of study. By accepting your offer of admission you confirm that you have received sufficient information and are satisfied that the programme is suitable for you.
11. If you are an overseas student whose native language is not English or, if you are from a country not recognised by the University as English speaking, you will be required to demonstrate, by way of a valid IELTS, Cambridge Advanced or PTE Academic test result, proficiency to the standard required in our Prospectus. If, following admission, you do not demonstrate proficiency to a satisfactory standard you may be directed to attend remedial study until you have reached an acceptable standard.

### **Tuition Fees**

12. All students are required to pay tuition fees to IDI. Full details of the terms and conditions as applicable to tuition fees can be found at [www.abdn.ac.uk/infohub/finance/tuition-fees.php](http://www.abdn.ac.uk/infohub/finance/tuition-fees.php)

### **Regulations, Policies & Procedures**

13. Degree Regulations (available at [www.abdn.ac.uk/registry/calendar/](http://www.abdn.ac.uk/registry/calendar/)) stipulate that those students on Taught postgraduate programmes must comply with the progress requirements of their specific programme of study. Unsatisfactory engagement and/or progress may lead to students being withdrawn from study.
14. The Student Handbook provides details of all policies and procedures relating to your studies. You must ensure that you read and understand this document. This will be provided to you before you commence your studies.
15. The University's Academic Quality Handbook contains the University's policies, procedures and regulations relating to all aspects of teaching and learning at the University. This includes, but is not limited to, policies on equal opportunities, complaints, student discipline, student and staff conduct, progression within your programme, and assessment. A copy of the current University of Aberdeen 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).

## **Learning Management System & IT Policies**

16. Tuition will be delivered within a secure Learning Management System (LMS). Access to the LMS can only be obtained with a unique password and log-in. Access to programme materials is not available until the programme start date.
17. All parts of the study website (LMS), both public and learning areas, and all content within the LMS, including programme content, forum postings, tutor feedback, comments, assessments and images are the intellectual property of the University of Aberdeen and the IDI. No parts of the website or LMS may be posted or in any way mirrored on the World Wide Web or any other part of the internet without prior written consent. No attempt should be made to copy or distribute images, logos or other content in any way other than registered students who may print single copies of learning materials for personal use.
18. The University of Aberdeen and IDI reserve the right to amend the content of the LMS on a regular basis in order to ensure that it is current and as relevant as possible.
19. The University and IDI cannot accept responsibility, and expressly exclude liability, for loss or damage to students' property, and transfer of computer viruses to students' equipment. All students are strongly recommended to protect their own computer systems with appropriate anti-virus software.
20. Use of the University of Aberdeen's IT systems and electronic resources requires acceptance of the Conditions for using IT Facilities (Details can be found at [www.abdn.ac.uk/it/student/get-started/policies.php](http://www.abdn.ac.uk/it/student/get-started/policies.php)). Unauthorised or improper use of University IT facilities could result in termination of your computing account, or even your studies.

### **Data Sharing**

21. In accepting an offer of admission you understand the University and IDI shall process your personal data for legitimate purposes connected to your studies. We may, on occasion, need to share your data with third parties in order to provide the programme to you as detailed in the University's privacy statement available at: [www.abdn.ac.uk/privacy](http://www.abdn.ac.uk/privacy) and IDI's privacy notice available at <http://online.abdn.ac.uk/business/privacy-policy/>

### **Aberdeen University Students' Association**

22. In accepting an offer you will automatically become a member of Aberdeen University Students' Association (AUSA). You understand that if you do not wish to become a member of AUSA you can request this in writing by completing the form available at [https://www.abdn.ac.uk/infohub/documents/opt\\_out\\_form.docx](https://www.abdn.ac.uk/infohub/documents/opt_out_form.docx).