

**University of Aberdeen**

**Guidance Notes For Students Concerning  
Centre for Lifelong Learning (CLL) Admissions**

18 October 2011

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## University of Aberdeen

### **Guidance Notes for Students Concerning Centre for Lifelong Learning (CLL) Admissions**

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

- Access and Summer School for Access
- Centre for Lifelong Learning Credit Bearing Courses

If you wish to study as an undergraduate student on a part-time basis or participate on Individual Subject Study (ISS), enquiries should be directed in the first instance to the Centre for Lifelong Learning, University of Aberdeen, Regent Walk, Aberdeen, AB24 3FX.

Telephone +44 (0) 1224 273528 Web: [www.abdn.ac.uk/lifelonglearning](http://www.abdn.ac.uk/lifelonglearning)

**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 Centre for Lifelong Learning for more information. Telephone: +44 (0) 1224 273528 Email: [lifelonglearning@abdn.ac.uk](mailto:lifelonglearning@abdn.ac.uk)**

## **Note 1. How do I apply?**

### 1.1 Access and Summer School for Access

#### Centre for Lifelong Learning (CLL) Credit Bearing Courses

Applications and enquiries are made through the Centre for Lifelong Learning (CLL).

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

### 2.1 Access and Summer School for Access

#### CLL Credit Bearing Courses

Contact the Centre for Lifelong Learning, University of Aberdeen, King's College, Aberdeen, AB24 3FX or telephone 01224 273528.  
[www.abdn.ac.uk/lifelonglearning](http://www.abdn.ac.uk/lifelonglearning)

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

### 3.1 Access and Summer School for Access

#### CLL Credit Bearing Courses

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

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

### 4.1 Access and Summer School for Access

#### CLL Credit Bearing Courses

You may only submit one application form to CLL in each year's application cycle.

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

### 5.1 Access and Summer School for Access

#### CLL Credit Bearing Courses

Early application is encouraged. The Centre will, however, consider applications all year round and any offers made will indicate the appropriate start date.

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

### 6.1 Access and Summer School for Access

#### CLL Credit Bearing Courses

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

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

### 7.1 Access and Summer School for Access

There are no entry requirements for either of these Programmes.

### 7.2 CLL Credit Bearing Courses

With the exception of Science courses, all Level 1 courses have no entry requirements. Entry requirements for Level 2 and above are detailed in the relevant Prospectuses and on the CLL website [www.abdn.ac.uk/lifelonglearning](http://www.abdn.ac.uk/lifelonglearning)

## **Note 8. If I have a criminal conviction can I still apply?**

### 8.1 Access and Summer School for Access

#### CLL Credit Bearing Courses

Applicants with a criminal conviction can make an application for admission. The Instructions for Completion of your Application provide full information on how to complete the form, in addition to the definition of a relevant criminal conviction.

If you enter **x** in the box, or were to write to us indicating that you have a relevant criminal conviction, 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 an offer should be made is passed to the University Secretary or Principal. The outcome is communicated to you by the Head of Admissions. No offer of admission can be made until the University Secretary or Principal has considered the recommendation.

## **Note 9. Do I have to undergo a criminal records check?**

### 9.1 Access and Summer School for Access

#### CLL Credit Bearing Courses

A criminal records check is not required if you are attending the University of Aberdeen as an Access, Summer School or CLL student.

## **Note 10. Do I have to undergo a medical examination?**

### 10.1 Access and Centre for Lifelong Learning

#### CLL Credit Bearing Courses

A medical examination is not required if you are attending the University of Aberdeen as an Access, Summer School or CLL student.

## **Note 11. Will I be required to attend an interview?**

### 11.1 Access and Summer School for Access

Interviews form part of the admissions process for entry to the Access or Summer School Programmes.

### 11.2 CLL Credit Bearing Courses

Interviews may form part of the admissions process.

## **Note 12. When you receive my application, how is it processed?**

### 12.1 Access and Summer School for Access

Once you send your application form to the Centre, it is checked to ensure the application is complete, before it is passed to the appropriate Programme Co-ordinator. You will be offered an appointment time with the Programme Co-ordinator to discuss your application. When a decision on your application has been reached, we communicate this to you.

### 12.2 CLL Credit Bearing Courses

Once you send your application form to the Centre, it is checked to ensure that it is complete before passing it to the appropriate Programme Co-ordinator to make a decision. You may then be offered an appointment time with the Programme Co-ordinator to discuss your application. When a decision on your application has been reached, we communicate this to you.

## **Note 13. How do you determine my fee status?**

### 13.1 Access and Summer School for Access

#### CLL Credit Bearing Courses

On the application form, you are required 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.

Home Fees are payable by students who meet the criteria, and International Fees are payable by students who do not meet the criteria.

**Appendix B** provides further information on who is eligible for Home Fees. Alternatively you can contact UKCISA The UK Council for International Student Affairs who have an advice line for students +44 (0) 20 7107 9922 and is open Monday to Friday from 1pm to 4pm.

In situations where it is not clear if you should be classified as a Home Fees student or as an International Fees student, the University of Aberdeen will write to you to request further information. In such circumstances you will be sent the Fees Classification Enquiry Form for completion.

If you fail to reply to our letter or fail to return the completed Fees Classification Enquiry Form, a reminder letter will be issued. If no reply is received, the University of Aberdeen will write to you a third time advising that in order to process an offer, International Fees will be awarded. At this time you will be encouraged to provide evidence if you believe that you are eligible for Home Fees.

## **Note 14. How can I find out how much my tuition fees will be?**

### 14.1 Access and Summer School for Access

#### CLL Credit Bearing Courses

Information on tuition fees is updated once a year and tuition fee costs are contained in the appropriate Prospectus. Information can also be found on University web pages at:- [www.abdn.ac.uk/registry/tuitionfees](http://www.abdn.ac.uk/registry/tuitionfees)

## **Note 15. Do I have to tell you how my tuition fees will be paid?**

### 15.1 Access and Summer School for Access CLL Credit Bearing Courses

If you are attending the Centre you are not required to tell us in advance how your tuition fees will be paid.

## **Note 16. Will I receive an offer of admission?**

### 16.1 Access and Summer School for Access

Following interview, offers of admission can be made. Generally speaking everyone who attends for interview will receive an offer of admission.

### 16.2 CLL Credit Bearing Courses

Following interview, if required, offers of admission can be made. Generally speaking an offer of admission will be made to CLL applicants.

## **Note 17. Is student accommodation available?**

### 17.1 Access and Summer School for Access CLL Credit Bearing Courses

Full-time students on the Summer School for Access, who live outwith Aberdeen/Aberdeenshire, can apply for a place in Halls. This is allocated on a first-come-first-served basis.

There is no guarantee of accommodation for part-time students, however, you can contact the Accommodation Office for information.

#### *Accommodation Contracts*

Unconditional Firm applicants, who apply for a place in Halls, will be allocated a room and issued with Contracts, by the Accommodation Office, from May onwards. Room allocations and Contracts for Conditional Firm applicants, who apply for a place in Halls, will be issued when the Conditions of the Offer of Admission have been met.

## **Note 18. What formal documentation do I receive?**

### 18.1 Access and Summer School for Access

#### CLL Credit Bearing Courses

If we make you an offer of admission, our decision will be communicated to you by letter. You will be sent a formal offer of admission, along with information regarding the Standard Terms Governing Offers of Admission to the University of Aberdeen, **See Appendix C** and a document entitled “Getting Started”.

## **Note 19. Where can I find out the term dates?**

### 19.1 Access and Summer School for Access

#### CLL Credit Bearing Courses

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/students/term-dates.php](http://www.abdn.ac.uk/students/term-dates.php)

## **Note 20. What happens if I have disability, medical condition or specific learning difficulty?**

### 20.1 Access and Summer School for Access

#### CLL Credit Bearing Courses

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 Student Advice and Support Office, Student Support Services. They are informed of all applicants who have disclosed a disability or impairment. The Disability Advisers contact each of these applicants 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 21. Can I come and visit the University of Aberdeen?**

### 21.1 Access and Summer School for Access CLL Credit Bearing Courses

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.

To arrange a visit, simply fill in our on-line form at: [www.abdn.ac.uk/sras](http://www.abdn.ac.uk/sras) and select Open Days and Visits from the links available to the right of the screen. Alternatively you can telephone +44 (0) 1224 272090/91 or email: [sras@abdn.ac.uk](mailto:sras@abdn.ac.uk) You are asked to give a least two weeks' notice of when you wish to visit, and which departments you would like to see, so that adequate arrangements can be made for you.

In August each year, the University holds its General Open Day. If you attend, it is an ideal opportunity for you to visit the University of Aberdeen, either before you submit an application or before you commence studies. CLL staff will be on hand at the Open day to offer advice and information on studying part-time.

## **Note 22. Do you verify my previous qualifications?**

### 22.1 Access and Summer School for Access CLL Credit Bearing Courses

The information contained in the application form is generally sufficient to allow the Programme Co-ordinator to reach a decision. On occasion, you may be contacted to clarify data if the Programme Co-ordinator 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 Registration or by contacting the Centre for Lifelong Learning.

## **Note 23. Do I have to let you know my examination results?**

### 23.1 Access and Summer School for Access CLL Credit Bearing Courses

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

## **Note 24. Are there any bursaries or scholarships available?**

### 24.1 Access and Summer School for Access CLL Credit Bearing Courses

Summer School for Access students can apply for a bursary once the Programme has commenced. There are approximately 50 bursaries available. Closing date for applications is end of June each year.

Bursaries are not available for either Access or CLL Credit Bearing Courses.

## **Note 25. Is my proficiency in english good enough?**

### 25.1 Access and Summer School for Access CLL Credit Bearing Courses

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 the University web pages at: [www.abdn.ac.uk/international/english-requirements.php](http://www.abdn.ac.uk/international/english-requirements.php) You can also contact the University to request a copy of our English Language Leaflet.

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

## **Note 26. How do I make a complaint regarding my application?**

### 26.1 Access and Summer School for Access CLL Credit Bearing Courses

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 Centre for Lifelong Learning will be able to sort out your problem over the phone. Or you can write to the appropriate Programme Co-ordinator or write to the Director, Centre for Lifelong Learning stating the Programme for which you have applied.

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/registry/quality/appendix5x19a.pdf](http://www.abdn.ac.uk/registry/quality/appendix5x19a.pdf) and its accompanying Guidance Note.

## **Appendix A**

### **Data Protection**

In submitting an application to Centre for Lifelong Learning, you confirm that the information given is complete and accurate.

In signing the declaration on the application form, you agree to the processing of your personal data (as defined by the Data Protection Act 1998) by the Centre for Lifelong Learning.

If the University accepts you as a student, the Centre will use the information on the application form to create a student record relating to the applicant for the Higher Education Statistics Agency (HESA).

You accept that:-

- The Centre for Lifelong Learning will keep a copy of your application form and use the information to collect statistics or monitor equal opportunities (or both);
- The Centre for Lifelong Learning may use or disclose information on your application form for research purposes, but no information which could identify you as an individual will be published;

The Centre for Lifelong Learning confirms that the information provided in your application will normally be confidential between:-

- you;
- University of Aberdeen;
- your referee;
- your school, college or training organisation;
- your parents, where appropriate;
- your exam board or awarding body;

The University of Aberdeen is a data controller as defined in the 1998 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 and GTTR) will be treated in confidence by the Centre for Lifelong Learning, 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.

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 Centre for Lifelong Learning.

## Appendix B

### Fee Status

**UKCISA:** The UK Council for International Student Affairs (UKCISA), formerly known as UKCOSA, can provide detailed guidance on the following areas: Immigration; Fees and Student Support; Finance and Funding; Welfare, health and tax benefits; Council Tax. UKCISA can be contacted as follows: 9-17 St Albans Place, London N1 0NX. Tel: +44 (0) 20 7288 4330 Fax: +44 (0) 20 7288 4360 Web: [www.ukcisa.org.uk](http://www.ukcisa.org.uk) The students advice line is +44 (0) 20 7107 9922 and is open Monday to Friday from 1pm to 4pm. UKCISA is happy to advise students about the fee regulations and case law that apply to them, and to provide a second opinion following an institution's assessment of a student's fee status.

#### **General**

In accordance with the fee regulations for Scotland as at 16 March 2011, if you fit into one of the following thirteen categories, you must be charged 'Home' Fees if you attend Higher Education. Fee regulations change frequently and it is advised to check the UKCISA website for the latest information.

Please note that the fee regulations detailed below relate specifically to Higher Education in Scotland and that there are different fee regulations in operation in England, Wales and Northern Ireland. See the UKCISA Guidance Note for Scotland at: [www.ukcisa.org.uk/student/information\\_sheets.php#tuition\\_fees](http://www.ukcisa.org.uk/student/information_sheets.php#tuition_fees)

#### Category 1 – Those who are 'settled' in the UK and meet the main residence requirements

- a) You must be 'settled' in the UK [see Note 1] on the 1<sup>st</sup> August, 1<sup>st</sup> January, 1<sup>st</sup> April or 1<sup>st</sup> July closest to the beginning of the first term of the first year of your course; AND
- b) You must also have been 'ordinarily resident' [see Note 2] in the UK and Islands (the Islands means the Channel Islands and the Isle of Man) for the full 3 year period before the date in a) above. (For example, if your course begins in September 2011, the date in a) above will be 1<sup>st</sup> August 2011 and you must have been ordinarily resident in the UK and Islands from 1<sup>st</sup> August 2008 to 31<sup>st</sup> July 2011); AND
- c) The main purpose for your residence in the UK and islands must not have been to receive full-time education during any part of that three year period.

In order to qualify for 'Home' fees under Category 1, you must meet all of the above criteria.

Students from the Channel Islands and the Isle of Man – if you are in receipt of an award from your Island authority, you are treated differently as there is an agreement between the Island authorities and UK higher education institutions.

#### Category 2 – Those who are 'settled' in the UK and have exercised a 'right of residence' in the EEA and/or Switzerland

- a) You are settled\* in the United Kingdom [see Note 1]; AND
- b) You have left the UK and exercised a right of residence (a right of residence covers those people and their family members who are in the EEA [see Note 5] and/or Switzerland as workers or self-employed people, or as students or self-sufficient people) but were settled\* in the UK immediately before leaving; AND
- c) You have been ordinarily resident [see Note 2] in the EEA and/or Switzerland for the three years preceding 1<sup>st</sup> August, 1<sup>st</sup> January, 1<sup>st</sup> April or 1<sup>st</sup> July closest to the beginning of the first term of the first year of your course; AND
- d) In a case where the ordinary residence referred to in c) above was wholly or mainly for the purposes of receiving full-time education, you were ordinarily resident in the EEA/Switzerland immediately before that three year period.

\* If you are the family member of a UK national, these requirements to be, or to have been, settled, do not apply to you.

### Category 3 – European Union (EU) nationals (including UK nationals), EU Overseas Territories nationals and family members

- a) You must be a national of an EU country [see Note 3], or a national of an EU overseas territory [see Note 4] or the ‘relevant family member’ [see Note 7] of either; AND
- b) You must have been ordinarily resident [see Note 2] in the European Economic Area (EEA) [see Note 5], Switzerland and/or the EU overseas territories for the 3 years before the 1<sup>st</sup> August, 1<sup>st</sup> January, 1<sup>st</sup> April or 1<sup>st</sup> July closest to the beginning of the first term of the first year of your course; AND
- c) The main purpose of your residence in the EEA/Switzerland and/or EU overseas territories must not have been to receive full-time education during any part of the three year period.

If you become, or if a ‘relevant family member’ [see Note 7] becomes, an EU national or the national of an EU overseas territory after the start of your course, you can become entitled to ‘Home’ fees from the start of the following academic year as long as you have already satisfied the residence conditions in b) and c) above, that is, at the start of the first year of your course (see the next sentence below).

For the purposes of the residence conditions, any country that joins the EU is considered always to have been part of the EEA.

### Category 4 – Non-UK EU nationals and children in the UK

- a) You are an EU national (but not a UK national) or the child [see Note 8] of an EU national (who is not a UK national); AND
- b) You are ordinarily resident [see Note 2] in Scotland on the 1<sup>st</sup> August, 1<sup>st</sup> January, 1<sup>st</sup> April or 1<sup>st</sup> July closest to the beginning of the first term of your course; AND
- c) You were ordinarily resident in the UK and Islands for the three year period before the date in b); AND
- d) If your residence described in c) above was mainly for the purpose of receiving full-time education, you must have been ordinarily resident in the EEA/Switzerland immediately prior to the 3 year period of ordinary residence in the UK and Islands.

### Category 5 – Non-UK EU nationals+family members with the right of permanent residence in the UK

#### The ‘right of permanent residence’

EU nationals acquire the right of permanent residence after a five-year period of uninterrupted lawful residence in the UK. This same rule applies to family members who are not EU nationals and who have lived in the UK with an EU national for five years.

- a) You have the ‘right of permanent residence’ in the UK under European Community (EC) law on the 1<sup>st</sup> August, 1<sup>st</sup> January, 1<sup>st</sup> April or 1<sup>st</sup> July closest to the beginning of the first term of your course; AND
- b) You were ordinarily resident [see Note 2] in the UK and Islands for the 3 year period before the date in a) above; AND
- c) The main purpose of your residence in the UK and Islands must not have been to receive full-time education during any part of the 3 year period; UNLESS
- d) You qualified for permanent residence due to residence for full-time education and you were ordinarily resident in the EEA/Switzerland immediately prior to the 3 year period in b) above.

### Category 6 – Non-UK European Economic Area (EEA)/Swiss workers and family members

- a) You must be an EEA national [see Note 5] (but not a UK national), or a Swiss national in the UK as a ‘worker’ [see Note 9], or the spouse/civil partner or child [see Note 8] or other ‘relevant family member’ [see Note 7] of such a ‘worker’. If you are an EEA or Swiss ‘frontier worker’ [see Note 9] you must be working in Scotland; AND
- b) You must have been ordinarily resident [see Note 2] in the EEA [see Note 5] and/or Switzerland for the 3 years preceding 1<sup>st</sup> August, 1<sup>st</sup> January, 1<sup>st</sup> April or 1<sup>st</sup> July closest to the beginning of the first term of the first year of your course.

If you are the child [see Note 8] of an EEA 'worker' who is no longer working or living in the UK, you can still be entitled to pay 'Home' fees if you came to the UK to accompany your EEA 'worker' parent.

If you become, or if your 'relevant family member' [see Note 7] becomes an EEA or Swiss 'worker' part-way through your course, seek advice on whether you will be entitled to pay 'Home' fees from the start of the following academic year.

#### Category 7 – Child of a Swiss national

- a) You must be the child [see Note 8] of a Swiss national; AND
- b) You must have been ordinarily resident [see Note 2] in the EEA [see Note 5] and/or Switzerland for the 3 years immediately before the 1<sup>st</sup> August, 1<sup>st</sup> January, 1<sup>st</sup> April or 1<sup>st</sup> July closest to the beginning of the first term of your course; AND
- c) If the main purpose for your residence in the EEA/Switzerland, as in b) above, was wholly or mainly for the purpose of receiving full-time education, you must have been ordinarily resident in the EEA and/or Switzerland immediately before that 3 year period.

There is no requirement that your Swiss parent is, or has been, economically active in the UK.

If you become the child of a Swiss national part-way through your course, you might become entitled to pay 'Home' fees. You can seek advice from an adviser at your institution.

#### Category 8 – Child of a Turkish worker

- a) You must be the child [see Note 8] of a Turkish national; AND
- b) Your Turkish national parent must be ordinarily resident [see Note 2] in Scotland and must be, or have been, lawfully employed in the UK; AND
- c) You must be ordinarily resident in Scotland on the first day of the first academic year of your course; AND
- d) You must have been ordinarily resident in the EEA [see Note 5] and/or Switzerland and/or Turkey for the three years before the first day of the first academic year of the course.

#### Category 9 – Refugees and family

You must have been recognised as a refugee by the UK Government and have remained ordinarily resident in the UK and Islands since then, or you must be the spouse or civil partner or child [see Note 8] of such a person.

If you are, or if your parent or spouse or civil partner is, recognised as a refugee after the start of the course, you will be entitled to pay 'Home' fees from the start of the next academic year.

#### Category 10 – Those not granted refugee status but allowed to remain in the UK, and family

If you apply for asylum and the Home Office decides that you do not qualify for refugee status but that you should be allowed to stay in the UK, it normally grants Humanitarian Protection (HP) or Discretionary Leave (DL) or, in some cases, Indefinite Leave to Remain. Until 1<sup>st</sup> April 2003, Exceptional Leave to Enter or Remain (ELE/R) was granted in such circumstances.

If you were refused refugee status but granted leave as above, and you have remained ordinarily resident in the UK and Islands since the Home Office decision, you are entitled to pay 'Home' fees.

Alternatively, if you are the spouse or civil partner or child [see Note 8] of someone who meets the above conditions, you are entitled to pay 'Home' fees.

If you are, or if your parent or spouse or civil partner is, granted permission to stay in the UK after the start of your course, you will be entitled to pay 'Home' fees from the start of the next academic year.

### Category 11 – Children of asylum seekers and unaccompanied asylum-seeking children

- a) You must be the child [see Note 8] of an asylum seeker, or an unaccompanied asylum-seeking child; AND
- b) Be living in Scotland on 1<sup>st</sup> August, 1<sup>st</sup> January, 1<sup>st</sup> April or 1<sup>st</sup> July closest to the beginning of the first term of your course; AND
- c) Have been living in Scotland for the three-year period immediately before the date in b) above; AND
- d) Have been under 18 years old on the date when you or your parent applied for asylum, and that application must have been made before 1<sup>st</sup> December 2006; AND
- e) Be under 25 years old on the date in b) above.

### Category 12 – Exchange Students

If you are studying in the UK on the basis of a formal student exchange between your institution in your own country and your UK place of study, you will not normally have to pay fees. If you do have to pay fees, these will be at the 'Home' rate.

### Category 13 – British Overseas Territories National

- a) You must be a national of a British Overseas Territory [see Note 6] or the family member [see Note 7] of such a national; AND
- b) You must have been ordinarily resident [see Note 2] in either the United Kingdom or any of the British Overseas Territories for the 3 years immediately before the 1<sup>st</sup> August, 1<sup>st</sup> January, 1<sup>st</sup> April or 1<sup>st</sup> July closest to the beginning of the first term of your course.

### Category 14 – Iraqi Nationals Granted Indefinite Leave to Enter the UK under the Locally Engaged Staff Assistance Scheme (Direct Entry), and Family

- a) You must be an Iraqi national who has been granted indefinite leave to enter the United Kingdom, under the Locally Engaged Staff Assistance Scheme (Direct Entry) operated by the Home Department, or the spouse, civil partner or child or such a person; AND
- b) You must have been ordinarily resident [see Note 2] in the United Kingdom and Island at all times since you were first granted such indefinite leave to enter the United Kingdom.

#### Note 1 – 'Settled'

'Settled' means being ordinarily resident in the UK without any immigration restriction on the length of your stay in the UK. The fees regulations refer to immigration law for the definition of 'settled'. To be 'settled' you must either have the Right of Abode or Indefinite Leave to Enter or Remain in the UK or have the right of permanent residence in the UK under EC law. If your passport describes you as a 'British citizen', then you have the 'Right of Abode'. Certain categories exempt from time limits on their stay in the UK, however, do not come within the definition of 'settled' – for example, diplomats and members of their households do not have specified time limits on their permission to stay in the UK but they are not 'settled' under the relevant immigration law.

Those who are 'settled' through having acquired the right of permanent residence under European Community (EC) law do not qualify as 'Home' students under Category 1, but may qualify under Category 2, 3, 4, 5 or 6.

#### Note 2

##### Ordinarily Resident

The relevant residence area is specified in each individual category, and is one of the following:

- the UK and Islands
- the EEA and Switzerland,
- the EEA, Switzerland and the EU overseas territories
- the UK and British overseas territories
- the EEA, Switzerland and Turkey

You are 'ordinarily resident' in the relevant area if you have habitually, normally and lawfully resided in that area from choice. Temporary absences from the residence area should be ignored.

If you can demonstrate that you have not been ordinarily resident in the relevant residence area only because you were, or your 'relevant family member' was temporarily working outside the relevant residence area, you will be treated as though you have been ordinarily resident there for this period.

**Main Purpose of Residence Being Full-Time Education**

Where a category includes a condition that the main purpose of your residence must not have been to receive full-time education, a useful question to ask is “if you had not been in full-time education, where would you have been ordinarily resident?” If the answer is ‘outside the relevant residence area’ this would indicate that the main purpose for your residence was full-time education. If the answer is that you would have been resident in the relevant residence area even if you had not been in full-time education, this would indicate that full-time education was not the main purpose for your residence in the relevant area.

**Note 3 – EU National (EU) National**

You are an EU national if you are a national or citizen of: Austria, Belgium, Bulgaria, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden or the UK.

**Note 4 – European Overseas Territories and European Overseas Territories National**

The European overseas territories are: Aruba, Faroe Islands, French Polynesia, French Southern and Antarctic Territories, Greenland, Mayotte, Netherland Antilles (Bonaire, Curacao, Saba, Sint Eustatius and Sint Maarten, the Territory of New Caledonia and Dependencies of Wallis and Futuna Islands)

You are a European overseas territories national if you are a national of any of these territories.

**Note 5 – The European Economic Area (EEA)**

The EEA is a larger area than the EU. It is made up of all the countries in the EU (listed in Note 3 above), plus Iceland, Liechtenstein and Norway.

For categories where the residence area includes the EEA, the residence area is made up of all 30 countries in the EEA including the whole of the island of Cyprus (that is, including Northern Cyprus).

**Note 6 – British Overseas Territories and British Overseas Territories National**

The British overseas territories are: Anguilla, Bermuda, British Antarctic Territory, British Indian Ocean Territory, British Virgin Island, Cayman Islands, Ducie and Oeno Islands, Falkland Islands, Gibraltar, Henderson, Montserrat, Pitcairn, South Georgia and the South Sandwich Islands, St Helena and Dependencies (Ascension Island and Tristan de Cunha) and Turks and Caicos Islands.

You are a British overseas territories national if you are a national of any of these territories.

**Note 7 – Relevant Family Members**

EU nationals, EU overseas territories nationals and British overseas territories nationals

- Spouse or civil partner
- Direct descendants of the EU national/EU or British overseas territories national, or of the EU national/EU or British overseas territories national’s spouse or civil partner, for example child/grandchild, who must also be under 21 or (if 21 or over), dependent on the EU national/EU or British overseas territories national or dependent on the EU national/EU or British overseas territories national’s spouse or civil partner
- For self-sufficient EU nationals and all EU or British overseas territories nationals, the dependent direct ascendants of the EU national/EU or British overseas territories national, or dependent direct ascendants of the EU national/EU or British overseas territories national’s spouse/civil partner, for example dependent parents, grandparents.

EEA/Swiss Workers

- Spouse or civil partner
- Child of worker or child of worker’s spouse or civil partner [see Note 8 for meaning of child]

Dependent direct ascendants of the EEA worker or of the EEA worker’s spouse/civil partner, for example parents, grandparents (there is no provision for the ascendants of Swiss workers)

**Note 8 – ‘Child’**

In this Guidance Note, a person is included as a ‘child’ if the parent is a step parent, guardian or a person who has parental responsibility for or care of them. ‘Child’ is not defined in terms of age, for example it does not mean only a person under the age of 18.

**Note 9 EEA/Swiss Worker**

‘Worker’ includes an EEA or Swiss national who is:

- Employed
- Self-employed
- A ‘frontier worker’ who is employed or self-employed

A ‘frontier worker’ is an EEA/Swiss national who works in Scotland but who “resides in Switzerland or the territory of an EEA State other than the UK and returns to their residence in Switzerland or an EEA state, at least once a week”.

What kind of work?

- The work can be full-time or part-time

- If you give up work to start a course, you should still be treated as a migrant worker if your course of study is related to your job or area of work
- If you have become 'involuntarily unemployed', you do not have to show that your course of study is related to your previous job – for example, if your post was made redundant, or if your contract ended and was not renewed. If you lost your job through misconduct, you would not be considered 'involuntarily unemployed'
- It can be work that you are doing while you are on the course, unless it is 'ancillary' to the course. 'Ancillary' means the work is part of the course or work you were offered only because you have been accepted on a particular course.

## Appendix C

### University of Aberdeen Standard Terms Governing Offers of Admission

- a) Any offer of admission to the University is made on the understanding that in accepting it you will undertake to observe the Ordinances and Resolutions of the University Court and to abide by the rules and regulations which the University makes for its students from time to time, and also to observe the terms and conditions contained in the latest edition of the relevant University Prospectus, which are detailed in g), h) and i) below. Any offer is contingent upon the acceptance of these terms and conditions by you and therefore you must read them before you accept it.
- b) Any offer of admission is made without prejudice to the right of the University to vary or withdraw it if information of a serious nature comes to the notice of the university (whether relating to events occurring before or after the date of the offer) which could reasonably have influenced the University's decision if known at the time the offer was made.
- c) Any offer of admission does not imply that any financial assistance will be available from the University.
- d) Admission to individual courses within any degree, diploma or certificate 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.
- e) With the exception of ERASMUS and other students admitted under reciprocal exchange agreements and of staff under a contract of employment to the University, all students are required to pay tuition fees annually. Details of these fees, and estimates of the other expenses which may be incurred by students taking courses in specified subjects are contained in the information which is sent to students prior to registration. If you receive an award from a source which carries with it payment of all or part of your tuition fees direct to the University, these fees will be claimed from the award-giving body, and you will be invoiced for any balance, once the amount of their contribution is known. Otherwise you will be responsible for ensuring that tuition fees are paid, normally in one sum, at the time of registration. Your acceptance of this offer of admission to the University will be taken as an acknowledgement by you that you are

aware of this obligation and of the time at which it must be met, and that you accept it. When Schools issue teaching materials to students, they may make a charge for this to cover reproduction costs.

- f) If you are an overseas student whose active language is not English you may be required to take a test of proficiency in the comprehension and use of English language before you begin to study. If your proficiency does not reach a satisfactory standard you may be directed to attend classes in the University's Language Centre until you have reached an acceptable standard.
- g) The University will use all reasonable endeavours to deliver 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 courses, to discontinue courses and to merge or combine courses, if such action is reasonably considered to be necessary. If the University discontinues any course, it will use its reasonable endeavours to provide a suitable alternative course.
- h) All students are required, as a condition of enrolment in the University, to abide by the University's Code of Practice on Student Discipline, as amended from time to time. A copy of the current Code is available, on request, from: Registry Services, University Office, King's College, Aberdeen AB24 3FX.
- i) The University cannot accept responsibility, and expressly excludes liability, for loss or damage to students' property, and transfer of computer viruses to students' equipment.

## Appendix D

### Useful Contacts and Web Addresses

The Centre for Lifelong Learning, University of Aberdeen, Kings College, Aberdeen, AB24 3FX Telephone: +44(0) 1224 273528 Fax: +44(0) 1224 272478  
Email: [lifelonglearning@abdn.ac.uk](mailto:lifelonglearning@abdn.ac.uk) Web: [www.abdn.ac.uk/lifelonglearning](http://www.abdn.ac.uk/lifelonglearning)

Student Recruitment and Admissions Service, University of Aberdeen  
University Office, King's College, Aberdeen, AB24 3FX  
Telephone: +44 (0) 1224 272090 Fax: +44 (0) 1224 272576  
Email: [sras@abdn.ac.uk](mailto:sras@abdn.ac.uk) Web: [www.abdn.ac.uk/sras](http://www.abdn.ac.uk/sras)

Universities and Colleges Admissions Service (UCAS)  
Rosehill, New Barn Lane, Cheltenham, Gloucestershire, GL52 3LZ  
Telephone: +44 (0) 870 1122211 Web: [www.ucas.com](http://www.ucas.com)

### Websites

#### *General Information*

Department for Business Innovation and Skills  
[www.dcsf.gov.uk/hegateway](http://www.dcsf.gov.uk/hegateway)

Study in Scotland  
[www.studyinScotland.org](http://www.studyinScotland.org)

The 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.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance)

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)