

University of Aberdeen

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

4 March 2013

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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

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

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, telephone 01224 273528. www.abdn.ac.uk/lifelonglearning An online application form can be found at: <http://uobcb203.admin.abdn.ac.uk:7777/clloaf/>

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

The majority of Level 1 courses have no entry requirements. Details of courses which have specific entry requirements can be found in the relevant Prospectuses and on the CLL website 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 and 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 for this. Rest of UK (RUK) 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 RUK/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, RUK/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

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, written offers of admission will be made to successful applicants.

16.2 CLL Credit Bearing Courses

Following interview, if required, written offers of admission will be made to successful 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, may 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, and you are advised to contact the Accommodation Office for information about this.

Accommodation Contracts

Unconditional Firm applicants on the Summer School, who apply for a place in Halls, will be allocated a room and issued with Contracts, by the Accommodation Office, from May onwards.

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**

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 at: 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. The Centre 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, in the Hub. 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 or by email: 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 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 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 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 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

The students advice line is +44 (0) 20 3131 3576 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 15 November 2012, 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, for entry from 1st August 2012, and that there are different fee regulations in operation in England, Wales and Northern Ireland. See the UKCISA Guidance Note for Scotland – August 12 onwards, under Financial Support at: www.ukcisa.org.uk/student/information_sheets.php#tuition_fees

Category 1: Those who have a 'relevant connection' to Scotland

In order to qualify for 'home' fees under this Category, you must meet all of the following criteria:

- (a) you must be 'settled' in the UK [see Box 1] on the 'relevant date' [see Box 11]; AND**
- (b) you must be 'ordinarily resident' [see Box 2] in Scotland on the 'relevant date' [see Box 11]. However, if you are ordinarily resident in Scotland because you moved from England, Wales, Northern Ireland, the Channel Islands or the Isle of Man to undertake a course, then you are considered to be ordinarily resident wherever you moved from; AND**
- (c) your ordinary residence in Scotland on the 'relevant date' [see Box 11] must not be attributable to, or connected with, any period of residence in Scotland, within the immediately preceding three year period, that was mainly for the purpose of receiving full-time education. If it is attributable in one or both of these ways, then you will not be eligible under this Category UNLESS you acquired the right of permanent residence in the UK "as a result of residence for full-time education which has led to a right of permanent residence". (See Category 5. Non-UK EU nationals and family members with the right of permanent residence in the UK for an explanation of the 'right of permanent residence'.) AND**
- (d) you must also have been 'ordinarily resident' [see Box 2] in the UK and Islands (the Islands means**

the Channel Islands and the Isle of Man) for the full three year period before the 'relevant date' [see Box

11]. For example, if your course begins in September 2012, the date in (a) above will be 1 August 2012

and you must have been ordinarily resident in the UK and Islands from 1 August 2009 to 31 July 2012; AND

(e) 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 UNLESS you are someone with the right of permanent residence. People with the right of permanent residence are allowed to have had a main purpose of full-time education as long as you were ordinarily resident in the EEA and/or Switzerland immediately prior to your five-year period of residence in the UK which led to you obtaining the right of permanent residence.

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.

In addition, if you moved to the UK for your course of study (or a course of study you finished immediately before it), you will be treated as being ordinarily resident in the Islands and you will therefore be unable to meet (a) above.

Eligibility for the middle rate fee (known as Rest of UK fee [RUK])

If you fail to meet (b) and/or (c) but meet all other requirements, you will still be eligible for RUK Fee status as long as you are ordinarily resident in the UK on the 'relevant date' [see Box 11].

However, if you are ordinarily resident in the UK having moved from the Channel Islands or the Isle of Man to undertake a course, then you are considered to be ordinarily resident wherever you moved from.

Category 2: Those who are 'settled' in the UK and have exercised a 'right of residence' in the EEA and/or Switzerland, and family members of 'settled' UK nationals

In order to qualify for 'home' fees under this Category, you must meet all of the following criteria:

(a) you are 'settled'* in the United Kingdom [see Box 1] or you are the 'settled' / non-'settled' family member of a UK national; AND

(b) you have left the UK and exercised a right of residence in the EEA and/or Switzerland but were 'settled'* in the UK immediately before leaving (Note if you are the 'settled' / non-'settled' family member of a UK national then you do not have to have been settled in the UK immediately before that person exercised a right of residence).

(Note a right of residence covers those people, and their family members, who are in the EEA [see Box

5] and/or Switzerland as: workers; and/or self-employed people; and/or students; and/or self-sufficient people; AND

(c) you were ordinarily resident in Scotland, immediately before leaving the UK, in a way that was not

attributable to, or not connected with, any period of residence in Scotland, that was mainly for receiving

full-time education, within the immediately preceding 3 years; AND

(d) you have been ordinarily resident [see Box 2] in the EEA and/or Switzerland for the three years preceding 'relevant date' [see Box 11]; AND
(e) in a case where the ordinary residence referred to in (d) above was wholly or mainly for the purposes of receiving full-time education, you were ordinarily resident in 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, and family members

In order to qualify for 'home' fees under this Category, you must meet all of the following criteria:

(a) you must either be:

1. a national of an EU country [see Box 3] but not a UK national, or the 'relevant family member' [see Box 7] of such a person, on the 'relevant date' [see Box 11]; or
2. a UK national who has exercised a right of residence as a worker or self-sufficient person or student in another EEA member state, or Switzerland, or the 'relevant family member' [see Box 7] of such a person, on the 'relevant date' [see Box 11]; AND

(b) you, or the person that you are a relevant family member of, must have been ordinarily resident [see Box 2] in the European Economic Area (EEA) [see Box 5], Switzerland and/or the EU overseas territories for the three years before the 'relevant date' [see Box 11]; 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.

NOTES:

You do not have to meet (b) and (c) above if you are the family member of an EU national and that EU national, his or herself, has three years' ordinary residence in the EEA, Switzerland and/or the EU overseas territories

If you become, or if a 'relevant family member' [see Box 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 note too).

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 family members, in the UK & Islands

In order to qualify for 'home' fees under this Category, you must meet all of the following criteria:

(a) you are an EU national (but not a UK national), or the family member [see Box 7] of such a person, on the 'relevant date' [see Box 11]; AND

(b) you are ordinarily resident [see Box 2] in Scotland on the 'relevant date' [see Box 11]; AND

(c) you were ordinarily resident in the UK and Islands for the three-year period before the 'relevant date' [see Box 11]; 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 three-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.

In order to qualify for 'home' fees under this Category, you must meet all of the following criteria:

(a) you have 'the right of permanent residence' in the UK under European Community (EC) law on the 'relevant date' [see Box 11]; AND

(b) you are 'ordinarily resident' [see Box 2] in Scotland on the date in (a) above. However, if you are ordinarily resident in Scotland because you moved from England, Wales, Northern Ireland, the Channel Islands or the Isle of Man to undertake a course, then you are considered to be ordinarily resident wherever you moved from; AND

(c) your ordinary residence in Scotland on the 'relevant date' [see Box 11] is not attributable to, or connected with, any period of residence in Scotland, within the immediately preceding three year period, that was mainly for the purpose of receiving full-time education. (If it is, then you will not be eligible under this Category UNLESS you acquired the right of permanent residence in the UK "as a result of residence for full-time education which has led to a right of permanent residence".); AND

(b) you were ordinarily resident [see Box 2] in the UK and Islands for the three-year period before the date in (a) above; 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 the three-year period UNLESS 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 three-year period in (b)

Eligibility for the middle rate fee (known as Rest of UK fee [RUK])

If you fail to meet (b) and/or (c) but meet all other requirements, you will still be eligible for RUK Fee Status, as long as you are ordinarily resident in the UK on the 'relevant date' [see Box 11].

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

In order to qualify for 'home' fees under this Category, you must meet all of the following criteria:

(a) you must be an EEA national [see Box 5] (but NOT a UK national), or a Swiss national, in the UK as

a 'worker' [see Box 9], or the relevant family member [see Box 7] of such a 'worker'. If you are an EEA or

Swiss 'frontier worker' [see Box 9] you must be working in Scotland; AND

(b) you must have been ordinarily resident [see Box 2] in the EEA [see Box 5] and/or Switzerland for the

three years preceding the 'relevant date' [see Box 11].

Category 7: Child of a Swiss National

In order to qualify for 'home' fees under this Category, you must meet all of the following criteria:

- (a) you must be the child [see Box 8] of a Swiss national; AND
- (b) you must have been ordinarily resident [see Box 2] in the EEA [see Box 5] and/or Switzerland for the three years immediately before the 'relevant date' [see Box 11]; 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 three-year period.

NOTES:

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.

Category 8: Child of a Turkish worker

In order to qualify for 'home' fees under this Category, you must meet all of the following criteria:

- (a) you must be the child [see Box 8] of a Turkish national; AND
- (b) your Turkish national parent must be ordinarily resident [see Box 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 'relevant date' [see Box 11] AND
- (d) you must have been ordinarily resident in the EEA [see Box 5] and/or Switzerland and/or Turkey for the three years before the date in (c) above,

Category 9: Refugees and family

In order to qualify for 'home' fees under this Category, you must meet all of the following criteria:

- (a) 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 Box 8] of such a person; AND
- (b) you must be ordinarily resident in Scotland on the 'relevant date' [see Box 11].

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.

Eligibility for the middle rate fee (known as Rest of UK fee [RUK])

If you meet (a) but not (b), then you will be eligible for RUK Fee Status.

See Box 10 for when someone granted Refugee Status has become a British Citizen.

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 April 2003, Exceptional Leave to Enter or Remain (ELE/R) was granted in such circumstances.

To be eligible for 'home' fees under this Category, you must meet all of the following criteria:

- (a) you must have been refused refugee status but granted leave as above and have remained ordinarily resident in the UK and Islands since the Home Office decision, you must be the spouse, civil partner or child [see Box 8] of someone who meets the above conditions; AND
- (b) you must be ordinarily resident in Scotland on the 'relevant date' [see Box 11].

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.

Eligibility for the middle rate fee (known as Rest of UK fee [RUK])

If you meet (a) but not (b), then you will be eligible for RUK Fee Status.

Category 11: Children of asylum seekers and unaccompanied asylum-seeking children

In order to qualify for 'home' fees under this Category, you must meet all of the following criteria:

- (a) be the child [see Box 8] of an asylum seeker, or an unaccompanied asylum-seeking child; AND
- (b) be living in Scotland on the 'relevant date' [see Box 11]; AND
- (c) have been living in Scotland for the three-year period immediately before the date in (b); 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 December 2006; AND
- (e) be under 25 years old on the date in (b).

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: Iraqi nationals granted indefinite leave to enter the UK under the Locally Engaged Staff Assistance Scheme (Direct Entry), and family

In order to qualify for 'home' fees under this Category, you must meet all of the following criteria:

- (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 of such a person; AND

(b) you must have been ordinarily resident [see Box 2] in the United Kingdom and Islands at all times since you were first granted such indefinite leave to enter the United Kingdom; AND

(c) you must be 'ordinarily resident' [see Box 2] in Scotland on the 'relevant date' [see Box 11]. If you are not an Iraqi national yourself, but are the spouse, civil partner or child of such a person, then that Iraqi national must also be ordinarily resident' [see Box 2] in Scotland on the 'relevant date' [see Box 11].

Box 1

'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. NOTE: 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.

Box 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 or studying 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. For more detailed information about ordinary residence, see UKCISA's Information Sheet, Ordinary residence: case law for fees and Student Support.

Box 3

European Union (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.

Box 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, Curaçao, Saba, Sint Eustatius and Sint Maarten, the Territory of New Caledonia and Dependencies or Wallis and Futuna Islands. You are a European overseas territories national if you are a national of any of these territories.

Box 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 Box 3] 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).

Box 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.

Box 7

Relevant family members EU Nationals / (Non-UK) EU Nationals

- **spouse or civil partner**
- **direct descendants of the EU national, or of the EU 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 or dependent on the EU national's spouse or civil partner**
- **for self-sufficient EU nationals, the dependent direct ascendants of the EU national, or dependent direct ascendants of the EU national's spouse/civil partner, for example dependent parents and grandparents.**

European Economic Area (EEA) / Swiss Workers

- **spouse or civil partner**
- **direct descendants of the EEA/Swiss worker and of the EEA/Swiss worker's spouse or civil partner, for example children or grandchildren; a direct descendant must also be under 21 years old or (if 21 or over) dependent on the EEA/Swiss worker or dependent on the EEA/Swiss worker's spouse or civil partner**
- **direct ascendants of the EEA/Swiss worker or of the spouse or civil partner or the EEA/Swiss worker, for example parents and grandparents, who must be dependent on the EEA/Swiss worker or dependent on the spouse or civil partner of the EEA/Swiss worker.**

Box 8

'Child'

In this Information Sheet, 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.

Box 9

EEA/Swiss 'worker'

'Worker' includes an EEA or Swiss national who is working in the UK and is:

- employed;
- self-employed; or
- a 'frontier worker' who is employed or self-employed.

A 'frontier worker' is an EEA or Swiss national who works in Scotland but who "resides in Switzerland or the territory of an EEA State other than the United Kingdom 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. However, you do have to be registered as unemployed (at Jobcentre Plus). 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.

Box 10

When someone granted Refugee Status has become a British Citizen

The Immigration Rules revoke someone's Refugee Status once he/she subsequently obtains a new nationality, eg when a refugee gains British citizenship.

If you have, or a relevant family member has, Refugee Status and you are, or the person with that status is, considering applying for British (or any other) citizenship, you should be aware that such an application could have an effect on your fee status or your eligibility for Student Support.

Example:

You are about to start Year 1 of your BA degree course and you have been provisionally assessed as eligible for 'home' fees and Student Support because one of your parents has Refugee Status. Your parent with Refugee Status obtains a British citizenship during the month before the first day of the first academic year of your course. You would no longer be eligible under the same category because the requirement that your family member – in this example, your parent – has Refugee status would no longer be met.

Box 11

Definition of 'relevant date'

for courses starting:

'relevant date':

on or after 1 August	1 August
and	
on or before 31 December	
on or after 1 January	1 January
and	
before 1 April	
on or after 1 April and	1 April
before 1 July	
on or after 1 July and	1 July
before 1 August	

Appendix C

University of Aberdeen Standard Terms Governing Offers of Admission

Acceptance of an offer of admission is subject to the following terms and conditions

You must read these before you accept

1. Any offer of admission to the University is made on the understanding that in accepting it you will undertake to observe the Ordinances and Resolutions of the University Court and to abide by the rules and regulations which the University makes for its students from time to time, and also to observe the terms and conditions contained in the latest edition of the relevant University Prospectus. Any offer is contingent upon the acceptance of these terms and conditions by you and therefore you must read them before you accept it.
2. Any offer of admission is made without prejudice to the right of the University to vary or withdraw it if information of a serious nature comes to the notice of the university (whether relating to events occurring before or after the date of the offer) which could reasonably have influenced the University's decision if known at the time the offer was made.
3. The University of Aberdeen reserves the right to vary or amend any aspect of an offer of admission, including fee status assessment. Where a re-evaluation of an applicant's fee status, as at the relevant date, results in a student being liable for fees at a different rate, the student, or their sponsor, shall accept responsibility for payment of the revised fee rate. In such cases the University's offer may be withdrawn. If the offer remains, a revised offer of admission would be issued and where a student had already commenced studies, revised paperwork relating to fees due would be issued.
4. Any offer of admission does not imply that any financial assistance will be available from the University.
5. 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.
6. With the exception of ERASMUS and other students admitted under reciprocal exchange agreements, all students are required to pay tuition fees annually. Details of these fees can be found at www.abdn.ac.uk/infohub/finance/tuition-fees-348 Estimates of the other expenses which may be incurred by students taking courses in specified subjects are contained in the University Calendar, available at www.abdn.ac.uk/registry/calendar If you receive an award from a source which carries with it payment of all or part of your tuition fees direct to the University, these fees will be claimed from the award-giving body, and you will be invoiced for any balance, once the amount of their contribution is known. Otherwise you will be responsible for ensuring that tuition fees are paid. Your acceptance of this offer of admission to the University will be taken as an acknowledgement by you that you

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

7. 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, TOEFL or PTE Academic test result, proficiency in the comprehension and use of English language before you begin to study. If, following admission, you do not demonstrate proficiency to a satisfactory standard you may be directed to attend remedial classes in the University's Language Centre until you have reached an acceptable standard.
8. 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.
9. 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 from our web pages at: www.abdn.ac.uk/quality/appendix5x15.pdf
10. The University cannot accept responsibility, and expressly excludes liability, for loss or damage to students' property, and transfer of computer viruses to students' equipment.
11. Readmissions to study for students who will need a tier 4 visa. Any offer of readmission made to a student will be based on academic reasons. The offer of readmission does not therefore mean that the University will be able to issue a Certificate of Acceptance for Studies number (CAS) which a student would need to obtain in order to apply for a Tier 4 visa.

The decision on whether to issue a CAS can only be made when the University has gone through a screening process of a student's immigration history, and other criteria required by the UK immigration authorities (UKBA). The UKBA's rules change frequently and the onus is on you to apply for the correct visa www.ukba.homeoffice.gov.uk/visas-immigration/studying/

INFORMATION ON THE COSTS OF STUDY

- a) Students commencing studies at the beginning of a new academic year are charged tuition fees for the academic year (1 October to 30 September). Students who commence after the start of a new academic year will be charged tuition fees in proportion to the remainder of that academic year. For example, if a student commenced study on 1 January, fees would be charged initially for the period January to September. Thereafter, the student would re-register in September for the next academic year (or part thereof) and fees would be charged accordingly. It should be assumed that fees will increase at least in line with inflation in subsequent years, you can access tuition fees details at: www.abdn.ac.uk/infohub/finance/tuition-fees-348

- b) Students who owe money to the University from a previous academic year(s), may not be permitted to re-register in the new academic year. If permitted to re-register you will have the status of matriculated student withheld and be given Temporary Registration only. This will be for 3 weeks only to allow you to settle your debt. Lapsing of Temporary Registration means that you will no longer be a student of the University, you should no longer attend classes and you will be ineligible to appear for assessment in, or to obtain credit for, any courses which you may have registered for in the previous session. Additionally, for full-time students, it terminates your right to occupy University Accommodation, to exemption from Council Tax and to eligibility for student grants and loans.

Please keep these notes carefully for future reference

October 2012

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 Web: 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 Web: www.abdn.ac.uk/sras

For applicants with disabilities

Skill, National Bureau for Students with Disabilities www.skill.org.uk
Royal National Institute for the Blind www.rnib.org.uk
Royal National Institute for the Deaf www.rnid.org.uk