

University of Aberdeen

**Guidance Notes For Students Concerning
ERASMUS Admissions**

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Table of Contents

	<u>Page</u>
Introduction	3
Note 1	How do I apply? 4
Note 2	Where do I obtain an application form? 4
Note 3	What supporting documents do I need to provide with my application? 4
Note 4	Is there a charge for applying? 4
Note 5	Do I have to pay tuition fees? 4
Note 6	When do I apply? 4
Note 7	What happens if I submit my application late? 4
Note 8	What are the entry requirements? 5
Note 9	Where can I find out more information on the courses that you offer? 5
Note 10	How do Aberdeen credits compare to ECTS credits? 5
Note 11	How many credits should I take? 5
Note 12	Can I defer my date of entry? 5
Note 13	If I have a criminal conviction can I still apply? 6
Note 14	Do I have to undergo a criminal records check? 6
Note 15	Do I have to undergo a medical examination? 6
Note 16	Will I be required to attend for an interview? 6
Note 17	When you receive my application, how is it processed? 6
Note 18	What formal documentation do I receive? 6
Note 19	Is student accommodation available? 6
Note 20	Where can I find out the term dates? 7
Note 21	What happens if I have a disability, medical condition or specific learning difficulty? 7
Note 22	Can I come and visit the University of Aberdeen? 7
Note 23	Do you verify my previous qualifications? 8
Note 24	Are there any bursaries or scholarships available? 8
Note 25	Is my proficiency in English good enough? 8
Note 26	Are English Language courses available? 8
Note 27	How do I make a complaint regarding my application for admission? 8
Note 28	Who should I contact if I have further queries? 9
Appendix A	University of Aberdeen Standard Terms Governing Offers of Admissions 10
Appendix B	Useful Contacts and Web Addresses 11

University of Aberdeen

Guidance Notes for Students Concerning ERASMUS Admissions

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

- undergraduate or postgraduate study as a ERASMUS exchange student under an existing Bilateral Exchange Agreement in the relevant subject area

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 ERASMUS Unit for more information. Telephone: +44 (0) 1224 273664; Email: erasmus@abdn.ac.uk

Note 1. How do I apply?

If you wish to apply to the University of Aberdeen as a ERASMUS student, you must check that a Bilateral Agreement for student exchange has been signed between the University of Aberdeen and your home institution in your subject area. Your application must have the support of your home institution and, ideally, should be submitted by them to the ERASMUS Unit, Registry, University of Aberdeen.

Note 2. Where do I obtain an application form?

Application forms are available online at www.abdn.ac.uk/erasmus or from the ERASMUS Unit, University of Aberdeen, The Hub (2nd Floor), Elphinstone Road, Aberdeen, AB24 3TU, Scotland, UK. Telephone + 44 (0) 1224 273664; e-mail: erasmus@abdn.ac.uk

Note 3. What supporting documents do I need to provide with my application?

- ECTS Learning Agreement signed by home institution
- Additional Statistical Data Questionnaire
- Transcript of Records detailing results of previous university study

The ECTS Learning Agreement and Additional Statistical Data Questionnaire are available on our web-pages at www.abdn.ac.uk/erasmus The Transcript of Records is an official document available from your home institution.

Please note that consideration of your application will be delayed if there are any required documents missing.

Note 4. Is there a charge for applying?

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

Note 5. Do I have to pay tuition fees?

ERASMUS and other students admitted under reciprocal exchange agreements do not pay tuition fees to the University of Aberdeen. You will have to pay accommodation and living expenses.

Note 6. When do I apply?

There are two deadlines for ERASMUS applications, depending on when you wish to commence your studies at the University of Aberdeen:

Applications for first semester/full academic year:	15 June
Applications for the second semester:	1 November

Note 7. What happens if I submit my application late?

If you submit your application late, the University of Aberdeen reserves the right to reject the application, however, we will do our best to consider it. Please note that late applicants will have

difficulty in gaining places in University accommodation and may have a restricted choice of courses.

Note 8. What are the entry requirements?

In order for you to be eligible to apply to the University of Aberdeen, a Bilateral Agreement for student exchange must have been signed between the University of Aberdeen and your home institution in your subject area. You will be considered for admission mainly on the basis of the recommendation of your home university or college and the choice of courses that you list on your ECTS Learning Agreement. Your academic attainments, particularly those achieved at your home university or college, will be considered and your proficiency in English will also be taken into account. Normally, visiting students may apply to take courses at levels 1, 2 and 3. Some restrictions may apply at levels 3 and 4. All course choices are subject to timetabling and the previous study which applicants have undertaken. Advice will be offered by the relevant Academic Coordinator where appropriate. If you wish to take Level 3 courses in English literature or linguistics as part of your curriculum at Aberdeen, you will be required to take a diagnostic test before commencing classes. Diagnostic tests are usually held in September, during the first week of term. More information on this can be found on the University website at: <http://www.abdn.ac.uk/english/international/erasmus.php>

Note 9. Where can I find out more information on the courses that you offer?

Information on the courses that are currently available can be found in the Catalogue of Courses which is available on the University website at: www.abdn.ac.uk/registry/courses The Catalogue of Courses for the following academic year will be available in the summer preceding the new academic year, therefore you should make your initial choices based on the Catalogue that is currently available.

If you look at the course code, you will be able to see when the course runs. The first two letters of the course code denote the subject. The first digit indicates the level of the course. The second digit indicates when the course starts. Courses with the second digit '0' or '3' run only in the first semester; courses with the second digit '5' or '8' run only in the second semester. There are only a small number of courses with the second digit '3' or '8' as these are courses that are six weeks in length and most courses run for 12 weeks.

2nd digit '0' = course starts at the beginning of semester 1

2nd digit '3' = course starts in week 7 of semester 1

2nd digit '5' = course starts at the beginning of semester 2

2nd digit '8' = course starts in week 7 of semester 2

e.g. the course

'GG2003' is a second year course in Geography which is available only in the first semester

'EL3501' is a third year course in English which is only available in the second semester.

You will be expected to take some courses in the subject area in which the Bilateral Agreement with your home institution has been signed but may also take other courses subject to timetabling and your level of experience. If you wish to undertake a project during your period of study in Aberdeen, you should indicate this on your ECTS Learning Agreement.

Note 10. How do Aberdeen credits compare to ECTS credits?

You should divide Aberdeen credits by 2 to find the equivalent rate in ECTS credits i.e. 20 Aberdeen credits = 10 ECTS credits.

Note 11. How many credits should I take?

The normal workload for Aberdeen students is 120 credits (60 ECTS credits) per year i.e. 60 (30 ECTS credits) per semester. This is the workload that is expected of visiting students; you will **not** be permitted to diverge significantly from these guidelines. ERASMUS students are expected to register for the normal workload in order to qualify for full-time student status. The maximum permitted workload is 90 credits (45 ECTS credits) per semester. This limit must be respected.

Note 12. Can I defer my date of entry?

If you wish to change your date of entry, you will be required to submit a new application and new ECTS Learning Agreement. Your home institution must confirm the deferral by contacting the ERASMUS Unit directly by e-mail or letter.

Note 13. If I have a criminal conviction can I still apply?

Applicants with a criminal conviction can make an application for admission. Page 1 of the University of Aberdeen Application Form states 'If you have a relevant criminal conviction, enter **x** in the box'. The Instructions for Completion provide full information on how to complete, 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 should be sent to the Academic Registrar who will discuss the matter with the appropriate Academic ERASMUS Coordinator. 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 will be communicated to you by the Institutional ERASMUS Coordinator. No offer of admission can be made until the University Secretary or Principal has considered the recommendation.

Note 14. Do I have to undergo a criminal records check?

A criminal records check is not normally required if you are attending the University of Aberdeen as an ERASMUS student. However, students applying to study in the School of Education will be required to provide evidence that they have undertaken a criminal records check.

Note 15. Do I have to undergo a medical examination?

A medical examination is not required if you are attending the University of Aberdeen as an ERASMUS student.

Note 16. Will I be required to attend an interview?

You will not be required to attend an interview.

Note 17. When you receive my application, how is it processed?

Once you send your application form to us, we check to ensure that it is eligible and complete before passing it to the appropriate Academic ERASMUS Coordinator for formal approval.

Once the Academic ERASMUS Coordinators makes a decision, the ERASMUS Unit will write to you with the outcome. If we accept you as an ERASMUS student, you receive a formal offer of admission. If there is paperwork missing or any other problem with your application, you will be contacted directly by the ERASMUS Unit.

Note 18. What formal documentation do I receive?

If we make you an offer of admission, we will write to you with a formal offer. Our formal offer will also contain a document detailing the Standard Terms Governing Offers of Admission to the University (**See Appendix A**). The joining pack contains information that will help you prepare for your time at the University of Aberdeen and will include the contact details of your Academic ERASMUS Coordinator who will also act as your Adviser of Studies during your period of study in Aberdeen. You will also receive an application form for student accommodation in your joining pack.

Note 19. Is student accommodation available?

The University of Aberdeen makes no stipulation about where its students should live and new students may arrange their own accommodation or apply to the University for a place in one of the Halls of Residence. As a new student to the University of Aberdeen, you may apply for a place in Halls, provided your complete application has been submitted by the stated deadline. Please be aware that late applicants will have difficulty obtaining a place in Halls.

Accommodation Contracts

Applicants who apply for a place in Halls will be allocated a room and issued with Contracts, by the Student Accommodation Office, from May onwards for the first semester and from November onwards for the second semester.

Note 20. Where can I find out the term dates?

Term dates can be found on our web pages at: www.abdn.ac.uk/students/term-dates.php

Note 21. What happens if I have disability, medical condition or specific learning difficulty?

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 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 22. Can I come and visit the University of Aberdeen?

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.

You are, of course, also welcome to arrange directly to visit staff in the ERASMUS Unit. You can do this by telephone (+33 1224 273664) or e-mail: erasmus@abdn.ac.uk This is probably the best option for future ERASMUS students. You are asked to verify in advance that your home university has an exchange agreement with the University of Aberdeen in your subject area and to give at least two weeks notice of when you wish to visit.

Note 23. Do you verify my previous qualifications?

The information contained in the application form is generally sufficient to allow the relevant Academic ERASMUS Coordinator to reach a decision. On occasion, you may be contacted to clarify data if the Academic ERASMUS Coordinator requires further information.

Note 24. Are there any bursaries or scholarships available?

Bursaries or Scholarships are not available from the University of Aberdeen for ERASMUS students.

Note 25. Is my proficiency in English good enough?

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. ERASMUS students are not required to have a TOEFL or other English language qualification, however, even if you have been educated in the medium of English, you should be aware of our English Language requirements. You can find more information on our web pages at: www.abdn.ac.uk/international/english-requirements.php

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

Note 26. Are English Language courses available?

It is expected that ERASMUS students should not require additional English language support, however, the University Language Centre provides English language training. A fee may be charged for this. You should contact the Language Centre when you arrive in Aberdeen for further information. For further information, please consult the Language Centre web page at: www.abdn.ac.uk/languagecentre

Note 27. How do I make a complaint regarding my application for admission?

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 ERASMUS Unit will be able to resolve your problem by telephone (+44 (0) 1224 27 3664). Or you can write, giving your applicant number if you know it, to the ERASMUS Unit, Registry, University Office, University of Aberdeen, King's College, Aberdeen, AB24 3FX; e-mail erasmus@abdn.ac.uk

If you are not happy with the answer you are given, you can ask to be put through to, or you can write to, the person in charge, the Institutional ERASMUS Coordinator.

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 Notes.

Note 28. Who should I contact if I have further queries?

If you require further information, please contact the ERASMUS Unit via e-mail at: erasmus@abdn.ac.uk and we shall do our best to help.

Appendix A

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 B

Useful Contacts and Web Addresses

ERASMUS UNIT, Registry, University Office, University of Aberdeen,
King's College, Aberdeen, AB24 3FX

Tel: +44 (0) 1224 273664 ; Fax: +44 (0) 1224 273386

Email: erasmus@abdn.ac.uk Web: www.abdn.ac.uk/erasmus

Websites

General Information

Department for Business Innovation and Skills

www.dcsf.gov.uk/hegateway

Study in Scotland

www.studyinscotland.org

The Council for International Student Affairs (UKCISA)

www.ukcisa.org.uk

British Council

www.britishcouncil.org/erasmus

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