



**Postgraduate Admissions
Office of External Affairs
Student Recruitment & Admissions Service
University Office, King's College, Aberdeen, AB24 3FX**

STANDARD TERMS GOVERNING OFFERS OF ADMISSION TO THE UNIVERSITY

**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, if it found there is an error or mistake. Where a re-evaluation of a fee status assessment results in a student being liable for fees at a higher rate, or the student qualifying under a different fee status category compared to the original offer, the student, or their sponsor, shall accept responsibility for payment of the revised fee rate. In such cases 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. Postgraduate applicants, who wish to be considered for research council studentships or other similar awards, should contact their prospective Supervisor or Head of School regarding this.
- 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.
- 6 All students are required to pay tuition fees annually. Details of these fees can be found at www.abdn.ac.uk/registry/tuitionfees. 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/contents. 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 material 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 Degree Regulations stipulate that all research students are subject to 6-monthly progress reports and that those students on taught postgraduate programmes must comply with the progress requirements of their specific programme of study. In addition, all students are subject to monitoring of attendance, as stipulated in course and programme handbooks. Unsatisfactory attendance and/or progress may lead to students being withdrawn from study.
- 10 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 the University's website at: www.abdn.ac.uk/registry/quality/appendix5x15.pdf
- 11 The University cannot accept responsibility, and expressly excludes liability, for loss or damage to students' property, and transfer of computer viruses to students' equipment.

Deferral of Offer

If you wish to defer your start date please contact Postgraduate Admissions or the Graduate School directly to seek permission. Once the Graduate School has confirmed that your deferral is permitted, a letter confirming your new start date will be sent to you in due course. Please note that only one deferral is permitted however, applicants for the Diploma in Professional Legal Practice may not defer.

Conditional Offer

If you do not attain the examination or English Language results that are a condition of your offer, please contact Postgraduate Admissions or the Graduate School directly to discuss your situation.

INFORMATION ON THE COSTS OF STUDY

- 1 Intending students of the University of Aberdeen are required to ensure that they have the financial resources necessary to meet the cost of tuition fees and maintenance for the full duration of the programme of study. All offers of admission are conditional on the applicant producing written confirmation either from a sponsoring authority that it will meet these costs in full or from themselves accepting full personal responsibility for both tuition fees and maintenance expenses.
- 2 In addition to Tuition Fees, students will require a further £800 per month (minimum) to cover additional costs for accommodation, food, clothing, entertainment, local travel, laundry etc. It must be emphasised that this figure is an approximate amount, and that unless you have at least that sum for maintenance, you should not come to Aberdeen to study. This estimate does not make any allowance for travel to and from Aberdeen or for expenses associated with supporting any dependents.
- 3 Students commencing studies at the beginning of a new academic year (August, September, October) are charged tuition fees for the academic year. **Postgraduate Taught:** If you are commencing study in February 2013, at registration, the University will charge you the tuition fees for the full year to January 2014. **Postgraduate Research:** If you 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 postgraduate research 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. **All Postgraduate students:** 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/registry/tuitionfees
- 4 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

March 2012