

University of Aberdeen

**Guidance Notes For Students Concerning
Undergraduate, Primary and Secondary
Teacher Training (PGDE) Admissions**

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Table of Contents

											<u>Page</u>
Introduction	2
Admissions Policy	2
Note 1	How do I apply?	3
Note 2	Where do I obtain an application?	3
Note 3	Is there a charge for applying?	4
Note 4	Can I make more than one application?	4
Note 5	When do I apply?	4
Note 6	What happens if I submit my application late?	6
Note 7	What are the entry requirements?	6
Note 8	Can I make an application for deferred entry?	7
Note 9	If I have a criminal conviction can I still apply?	7
Note 10	Do I have to undergo a criminal records check?	9
Note 11	Do I have to undergo a medical examination?	9
Note 12	Do I have to undergo an Admissions Test?	10
Note 13	Will I be required to attend for an interview?	10
Note 14	When you receive my application, how is it processed?	11
Note 15	How do you determine my fee status?	12
Note 16	How can I find out how much my tuition fees will be?	12
Note 17	Do I have to tell you how my tuition fees will be paid?	13
Note 18	Will I receive an offer of admission?	13
Note 19	Is student accommodation available?	15
Note 20	What formal documentation do I receive?	16
Note 21	Where can I find out the term dates?	17
Note 22	What happens if I have a disability, medical condition or specific learning difficulty?	17
Note 23	Can I come and visit the University of Aberdeen?	18
Note 24	Do you verify my previous qualifications?	18
Note 25	Do I have to let you know my exam results?	19
Note 26	What is confirmation?	20
Note 27	What is clearing?	21
Note 28	Are there any scholarships available?	21
Note 29	Is my proficiency in english good enough?	22
Note 30	How do I make a complaint regarding my application?	22
Appendix A	Data Protection	23
Appendix B	Tuition Fees – Determining Status	24
Appendix C	University of Aberdeen Standard Terms Governing Offers	31
Appendix D	Useful Contact Details and Web Addresses	33

University of Aberdeen

Guidance Notes for Students Concerning Undergraduate, Primary and Secondary Teacher Training (PGDE) Admissions

Introduction

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

- undergraduate study on a full-time basis;
- undergraduate study on a non-graduating basis;
- primary and secondary teacher training (professional graduate diploma in education).

If you wish to study as an undergraduate student on a part-time basis or participate on Individual Subject Study, 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

Admissions Policy

The University of Aberdeen's Admissions Policy is detailed on our web pages at: www.abdn.ac.uk/undergraduate/admissions-policy.php

In addition, the following applies for applications submitted through UCAS and GTTR.

The University has robust and equitable admissions procedures, based on all relevant academic and personal circumstances as outlined in the application submitted to UCAS or GTTR and/or in subsequent correspondence. Further contextual information, for example that on care leavers, parental education and ethnicity, that is or may become available from UCAS or GTTR applications, may be used to supplement the overall picture of a candidate. However no single piece of such information will, on its own, be conclusive in an admission decision. The additional information will be useful in terms of ensuring that adequate support is provided to students once they are on course and will assist the University in ensuring that activities in terms of outreach and widening participation are effective.

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 Student Recruitment and Admissions Service for more information. Telephone: +44 (0) 1224 272090/91 Email: sras@abdn.ac.uk

Note 1. How do I apply?

1.1 Undergraduate full-time

If you wish to submit an application for undergraduate study on a full-time basis, applications to the University of Aberdeen, as to other UK universities, are made through the Universities and Colleges Admissions Service (UCAS).

If you are a graduate wishing to apply for Law the appropriate degree to apply for is the two year accelerated programme (M115). Graduates wishing to enter any of the other LLB degrees will be required to study over 4 years and pay Graduate Fees of approximately £11,000. Fees rise each year of study.

If you are a graduate wishing to apply for primary teacher training, the BEd degree (X120) is not applicable. Graduate students apply through the GTTR, see 1.3 below.

1.2 Undergraduate non-graduating

If you wish to submit an application for undergraduate study on a non-graduating basis, applications are made through the Student Recruitment and Admissions Service, University of Aberdeen.

1.3 Primary and Secondary PGDE

If you wish to submit an application for primary or secondary teacher training, on a full-time basis, applications to the University of Aberdeen, as to other UK institutions, are made through the Graduate Teacher Training Registry (GTTR).

Note 2. Where do I obtain an application?

2.1 Undergraduate full-time

Applications are submitted through UCAS. Their contact details are: UCAS, Rosehill, New Barn Lane, Cheltenham, Gloucestershire, GL52 3ZA.

Web: www.ucas.com The main application pathway is as follows:-

- **apply**, a web-based application system which has been designed for schools and colleges registered with UCAS, as well as independent home or international applicants.

2.2 Undergraduate non-graduating

Application forms are available from the Student Recruitment and Admissions Service, University of Aberdeen, University Office, King's College, Aberdeen, AB24 3FX, Scotland, UK. Telephone + 44 (0) 1224 272090 Email: admoff@abdn.ac.uk

2.3 Primary and Secondary PGDE

Applications are submitted through GTTR. Their contact details are: GTTR, Rosehill, New Barn Lane, Cheltenham, Gloucestershire, GL52 3LZ.

Web: www.gttr.ac.uk The main application pathway is as follows:-

- online, a web-based application system.

Note 3. Is there a charge for applying?

3.1 Undergraduate full-time

Completed UCAS applications are submitted to UCAS with the applicant's fee of £22. If you are applying for only one course at one institution, you pay a reduced fee of £11. Information on how to pay the charge is contained on the UCAS web pages, see 2.1 above.

3.2 Undergraduate non-graduating

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

3.3 Primary and Secondary PGDE

Completed GTTR applications are submitted to GTTR with the applicant's fee of £19. Information on how to pay the charge is contained on the GTTR web pages, see 2.3 above.

Note 4. Can I make more than one application?

4.1 Undergraduate full-time

You may only submit one application to UCAS in each year's application cycle. Details on how to complete the application can be found on the UCAS web pages, see 2.1 above.

4.2 Undergraduate non-graduating

You may only submit one application form to the University of Aberdeen in each year's application cycle.

4.3 Primary and Secondary PGDE

You may only submit one application to GTTR in each year's application cycle. Details on how to complete the application can be found on the GTTR web pages, see 2.3 above.

Note 5. When do I apply?

5.1 Undergraduate full-time

If you are a student applying from the UK or European Union (EU) or elsewhere, whatever your nationality, you must ensure your application, in full, is submitted to UCAS on time. Full details regarding submission dates are provided by UCAS on their web pages and also detailed in the current University of Aberdeen Undergraduate Prospectus.

If you are a student applying from outside the UK or European Union (EU), whatever your nationality, you can apply anytime from 1 September. Full details are provided by UCAS on their web pages. (i.e. for 2012 entry [including deferred entry to 2013], applications can be submitted to UCAS from September 2011). If you are applying for Medicine or Dental Surgery, you must observe the paragraph below.

If you are a student applying for Medicine or Graduate Dental Surgery (A100 or A201) at the University of Aberdeen, you must ensure that your application, in full, is submitted to UCAS by 15 October in the year previous to the one you wish to commence studies. (i.e. for 2012 entry,

[including deferred entry to 2013], applications, in full, must be submitted to UCAS by 15 October 2011). Please also read Note 12 regarding the UKCAT Admissions Test. Further information for Medical and Dental applicants can be found on our web pages: www.abdn.ac.uk/medicine-dentistry/

If you are a student applying for courses other than Medicine or Graduate Dental Surgery at the University of Aberdeen, you must ensure that your application, in full, is submitted to UCAS by 15 January in the year you wish to commence studies (i.e. for 2012 entry, [including deferred entry to 2013], applications must be submitted to UCAS by 15 January 2012).

International students, applying from outside the UK or EU, are expected to meet the 15 October or 15 January deadlines as appropriate.

5.2 Undergraduate non-graduating

Early application is encouraged, particularly if you are required to attend classes for a specific period. The University of Aberdeen will consider applications all year round and any offers made will indicate the appropriate start date.

5.3 Primary and Secondary PGDE

You can apply anytime after September. Full details are provided by GTTR on their web pages. (i.e. for 2012 entry, applications can be submitted to GTTR from September 2011) If you are applying for PGDE Primary or Secondary, you must observe the paragraphs below.

If you are a student applying for the PGDE Primary course, you must ensure that your application is submitted to GTTR by 1 December in the year previous to the one you wish to commence studies. Full details regarding submission dates are provided by GTTR on their web pages and also detailed in the current University of Aberdeen Postgraduate Prospectus. (i.e. for 2012 entry, applications must be submitted to GTTR by 1 December 2011).

If you are a student applying for the PGDE Secondary course, early application is encouraged, particularly for subjects attracting high numbers of applications, such as Biology, Business Education, History and Modern Studies. Full details regarding submission dates are provided by GTTR on their web pages.

It is likely that the University of Aberdeen will be required to ask GTTR to extend your application at some point. This is because interviews do not normally commence until January onwards each year. In addition, offers of admission are not issued until the Scottish Funding Council confirms the number of teaching places available, usually by February each year. It is therefore your responsibility to decide if you wish your application retained and to advise the GTTR by the date they set you. Whilst with one institution, your GTTR application cannot be released to any of your other choices. The University of Aberdeen cannot be held responsible if your application subsequently moves to another choice and is unsuccessful due to all places already being allocated.

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

6.1 Undergraduate full-time

The University of Aberdeen guarantees to consider all applications received by UCAS by the appropriate deadlines. Late applications are unlikely to be considered. The University of Aberdeen endeavours to meet all deadlines outlined by UCAS.

International students, applying from outside the UK or EU, are expected and encouraged to meet the 15 October or 15 January deadlines as appropriate. **See Note 5.**

6.2 Undergraduate non-graduating

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

6.3 Primary and Secondary PGDE

The University of Aberdeen guarantees to consider all applications received by GTTR by the appropriate deadlines. The University of Aberdeen is unlikely to consider PGDE Primary applications after the GTTR closing date. In addition, for PGDE Secondary courses attracting high numbers of applications, we will advise GTTR when no further applications will be considered. The University of Aberdeen endeavours to meet all deadlines outlined by GTTR.

Note 7. What are the entry requirements?

7.1 Undergraduate full-time

The minimum entry requirements for all undergraduate degrees are detailed in UCAS publications and on their web pages, in the University of Aberdeen Undergraduate Prospectus and on our web pages. Achieving, or expecting to achieve, the minimum entry requirements does not guarantee an offer of admission.

We have many more applicants than places, and most meet our minimum entrance requirements, consequently we may need to ask for more than the minimum.

7.2 Undergraduate non-graduating

You will be considered for admission mainly on the basis of your academic attainments, particularly those achieved at your home university or college. Your proficiency in English will also be taken into account and your intended subject of study. If you wish to take Level 3 courses in English 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.

7.3 Primary and Secondary PGDE

The University of Aberdeen follows the Memorandum on Entry Requirements to Courses of Teacher Education in Scotland, produced by the Scottish Executive Education Department (SEED). Entry requirements for the PGDE degrees are detailed in GTTR publications and on their web pages, in the University of Aberdeen Postgraduate Prospectus and on our web pages. The Course Leaflet for the PGDE also provides information on specific entry requirements and is available with the Postgraduate Prospectus from the University's Student Recruitment and Admissions Service.

Note 8. Can I make an application for deferred entry?

8.1 Undergraduate full-time

If you wish to take a year out, UCAS offers applicants the opportunity to submit an application during one cycle, for admission in the following cycle. If you apply for deferred entry, you must meet the conditions of entry by 31 August in the cycle you have applied. (i.e if you apply in the 2012 cycle for 2013 admission, you must meet the condition of offer by 31 August 2012). You must also apply by the appropriate UCAS deadline dates (i.e 15 October 2011/15 January 2012 for deferred entry to 2013).

If you decide to defer entry once an offer of admission has been made, the University of Aberdeen will consider such requests. You should write to the appropriate Admissions Selector, at the University of Aberdeen, stating that you wish to amend the year of entry and why.

8.2 Undergraduate non-graduating

Deferred entry is not applicable if you are a non-graduating student. If you accept an offer of admission and then wish to change the point of entry, you would be required to submit a new application.

8.3 Primary and Secondary PGDE

The GTTR system does not give you the opportunity to take a year out. You must submit an application, observing the appropriate closing dates (**See Note 5**), for the year in which you wish to commence studies.

If you accept an offer of admission and find that your circumstances change, making it impossible for you to commence studies, the University of Aberdeen may consider a request for deferred entry. It should be noted that in recent years requests for deferred entry to PGDE Primary have not normally been authorised. GTTR will only process our requests for deferred entry if applicants hold and accept an unconditional offer of admission. If the offer is conditional and that condition has not been met, it is not possible for our Admissions Selectors to consider deferred entry. You would be required to submit a new application. In such cases, there is no guarantee that an applicant would receive a further offer of admission as the application would be considered alongside all other applications submitted.

Note 9. If I have a criminal conviction can I still apply?

9.1 Undergraduate full-time

Applicants with a criminal conviction can make an application for admission. As you complete the UCAS application you will be asked two questions referring to criminal convictions. UCAS provides full information on definitions used and how to respond to the questions being asked.

The first question is for all applicants and asks them to declare that they have a *relevant* criminal conviction. *Relevant* is defined in UCAS Apply help text as criminal offences involving any kind of violence, offences concerning the intention to harm or resulting in actual bodily harm, the unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or

trafficking, offences involving firearms, arson or those listed in the Sex Offences Act 2003 or the Terrorism Act 2006.

Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant. Certain profession or occupations such as (but not limited to) teaching, medicine, dentistry, law, accountancy, actuarial, insolvency, healthcare, social work, veterinary medicine, veterinary science, pharmacy, osteopathy, chiropractic, optometry and professions or occupations involving work with children or vulnerable adults, including the elderly or sick people, are exempt from the Rehabilitation of Offenders Act (1974).

The second question refers to courses leading to professions or occupations such as (but not limited to) teaching, medicine, dentistry, law, accountancy, actuarial, insolvency, healthcare, social work, veterinary medicine, veterinary science, pharmacy, osteopathy, chiropractic, optometry and professions or occupations involving work with children or vulnerable adults, including the elderly or sick people.

At the University of Aberdeen, spent convictions are still relevant for entry to the MBChB degree (A100), the Graduate Dental Surgery degree (A201), the Education degrees and the BMus Education degree (WX13). For all these degrees, where we have indicated through UCAS that the course requires a criminal records check, you are required to declare all convictions whether spent or unspent.

If you indicate that you have a relevant criminal conviction, 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.

If you accept an offer of admission for the MBChB degree (A100), the Graduate Dental Surgery degree (A201), the Education degrees or the BMus Education degree (WX13), please read **Note 10** and **Note 11**.

9.2 Undergraduate non-graduating

Applicants with a criminal conviction can make an application for admission. Section 3 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 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.

9.3 Primary and Secondary PGDE

Applicants with a criminal conviction can make an application for admission. The GTTR Application asks 'Do you agree to a criminal Records Bureau or a Scottish Criminal Record Office Disclosure Service check.' The GTTR web pages provide full information.

Note 10. Do I have to undergo a criminal records check?

10.1 Undergraduate full-time

If you accept an offer of admission for the MBChB degree (A100), the Graduate Dental Surgery degree (A201), the Education degrees or the BMus Education degree (WX13) you will receive information regarding a criminal records check. Prior to admittance, you will be required to obtain Disclosure through Disclosure Scotland and the cost, which you will need to pay, should be approximately £60. Disclosure is now referred to as PVG (Protection of Vulnerable Groups). International applicants and applicants who have lived abroad for a significant number of years will be asked to provide appropriate proof that they did not have any convictions whilst abroad.

10.2 Undergraduate non-graduating

A criminal records check is not required if you are attending the University of Aberdeen as a non-graduating student.

10.3 Primary and Secondary PGDE

If you accept an offer of admission for the PGDE programme, in order to meet legislative, General Teaching Council for Scotland (GTCS) and local education authorities' requirements, it is necessary that, before taking up a place with us, you undertake a criminal records check. You will be required to obtain Disclosure through Disclosure Scotland and the cost, which you will need to pay, should be approximately £60. Disclosure is now referred to as PVG (Protection of Vulnerable Groups). International applicants and applicants who have lived abroad for a significant number of years will be asked to provide appropriate proof that they did not have any convictions whilst abroad.

Note 11. Do I have to undergo a medical examination?

11.1 Undergraduate full-time

If you accept an offer of admission for the MBChB degree (A100) for the Graduate Dental Surgery degree (A201), you will receive information on our Immunisation Policy. Information can also be found on our web pages: www.abdn.ac.uk/medicine-dentistry

If you are called for interview for A100 or A201, you will be invited to complete an Occupational Health questionnaire. The questionnaire is returned to NHS Grampian Occupational Health Service, an agency independent of the University. Occupational Health will only scrutinise the completed health assessments of applicants after they have secured a place at Aberdeen. All other assessments will be destroyed.

11.2 Undergraduate non-graduating

A medical examination is not required if you are attending the University of Aberdeen as a non-graduating student.

11.3 Primary and Secondary PGDE

A medical examination is not required if you are attending the University of Aberdeen to study as a PGDE student.

Note 12. Do I have to undergo an Admissions Test?

12.1 Undergraduate full-time

The UK Clinical Aptitude Test (UKCAT) is used in the selection process by a consortium of UK university Medical and Dental Schools, including the University of Aberdeen, with effect from the summer of 2006 for entry in 2007 and beyond. The test will help universities to make more informed choices from amongst the many highly-qualified applicants who apply for their medical and dental programmes. The test will not contain any curriculum or any science content; nor can it be revised for. It will focus on exploring the cognitive powers of candidates and other attributes considered to be valuable for health care professionals.

The two degrees at the University of Aberdeen requiring the UKCAT Test are A100 and A201. More information can be obtained from the UKCAT web pages at: www.ukcat.ac.uk and also the University of Aberdeen web pages at: www.abdn.ac.uk/medicine-dentistry

12.2 Undergraduate non-graduating

You will not be required to take an admissions test.

12.3 Primary and Secondary PGDE

You will not be required to take an admissions test.

Note 13. Will I be required to attend an interview?

13.1 Undergraduate full-time

Interviews form part of the admissions process for the MBChB degree (A100), the Graduate Dental Surgery degree (A201), the Education degrees and the BMus degrees (XW13, W300 and W390). Not all applicants who apply for these degrees are invited for interview. For A100 and A201, please also read **Note 11**.

Interviews will continue until the end of March and for A100, A201 and Education it is unlikely that decisions will be communicated to UCAS until the interview procedure is complete. Please also read **Note 18**.

13.2 Undergraduate non-graduating

You will not be required to attend an interview.

13.3 Primary and Secondary PGDE

Interviews form part of the admissions process for the PGDE diploma (Primary and Secondary). See **Note 18**.

Note 14. When you receive my application, how is it processed?

14.1 Undergraduate full-time

Once you submit your application to UCAS, they check to ensure the application is complete, then forward it to each of the universities and colleges you selected. The University of Aberdeen has a centralised admissions process and all UCAS communications are sent to the Student Recruitment and Admissions Service (SRAS). UCAS applications at the University of Aberdeen are not distributed to colleges, schools or departments. **See Appendix A.**

Please remember that when writing your Personal Statement UCAS use software to detect any evidence of plagiarism and will advise the University accordingly. Should we be informed that an application contains plagiarism; the University reserves the right to reject the application, particularly for high demand courses such as Medicine (A100), Graduate Dental Surgery (A201), Law and Education.

The University of Aberdeen starts to receive copies of UCAS applications from late September, early October onwards. The applications are distributed within SRAS to the respective academic Admissions Selector, via the Admissions Assistants, on a regular basis.

When we receive your application from UCAS, we will send you an Acknowledgement.

When a decision on your application has been reached, we communicate this to UCAS who will then notify you formally. For applications submitted to UCAS on time, by 15 October/15 January, we endeavour to meet the UCAS response deadline of 31 March.

14.2 Undergraduate non-graduating

Once you send your application form to us, we check to ensure that it is complete before passing it to the appropriate Admissions Selector to make a decision.

If you wish to take Level 3 subjects, a copy of your application is also forwarded to the appropriate Head of School. Only in exceptional cases do students take Level 4 subjects.

Once the Admissions Selector and Head of School (where appropriate), make a decision, we will write to you. If we accept you as a non-graduating student, you receive a formal offer of admission and you will be asked to confirm whether or not you wish to accept the place.

14.3 Primary and Secondary PGDE

You are advised to visit the GTTR website. When you complete the GTTR application, you will be asked to list your chosen courses in order of preference, starting with your first choice.

Once you submit your application to GTTR, they check to ensure the application is complete, then copy it and send it to the first university or college you selected. The University of Aberdeen has a centralised admissions process and all GTTR communications are sent to the Student Recruitment and Admissions Service. GTTR applications at the University of Aberdeen are not distributed to colleges, schools or departments. **See Appendix A.**

The University of Aberdeen starts to receive copies of GTTR applications from October onwards. The applications are distributed to the respective Admission Selectors, via the Admissions Assistant, on a regular basis.

When we receive your application from GTTR, we will send you an Acknowledgement.

When a decision on your application has been reached, we communicate this to GTTR who will then notify you formally.

Note 15. How do you determine my fee status?

15.1 Undergraduate full-time

Primary and Secondary PGDE

UCAS and GTTR require you 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. UCAS and GTTR provide guidance.

Home Fees are payable by students who meet the criteria. **Appendix B** provides further information on who is eligible for Home Fees.

The University of Aberdeen seeks to confirm fee status at an early stage in the application process as offers of admission made through UCAS or GTTR must indicate if Rest of UK (RUK) or International Fees are to be paid.

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

When you reply to us, we will make an assessment and then write to you to advise if Home Fees or RUK Fees or International Fees are to be awarded. If International Fees are awarded, we will provide you with an explanation.

If you fail to reply to our communications or fail to return the completed Fees Classification Form, then the University may communicate an unsuccessful decision to UCAS or GTTR.

Note 16. How can I find out how much my tuition fees will be?

16.1 Undergraduate full-time

Undergraduate non-graduating

Primary and Secondary PGDE

Information on tuition fees is updated once a year in Spring. Full details can be found on our web pages at:- www.abdn.ac.uk/registry/tuitionfees

Note 17. Do I have to tell you how my tuition fees will be paid?

17.1 Undergraduate full-time

If you intend to come and study at the University of Aberdeen, we must ensure that you have the financial resources necessary to meet the costs of study for the full duration of your degree.

If you are aged under 21 and domiciled in the UK or EU, you are not required to provide us with evidence of how your tuition fees are to be paid because it is assumed that you will be applying to either the Student Awards Agency for Scotland (SAAS) or Finance England/Wales/Northern Ireland. You have to contact them yourself to let them know you intend to commence studies at a university and if they agree to pay your tuition fees, they will liaise with the university.

If you are aged over 21 when you are due to commence studies, or if you are an International student, we will send you a Financial Guarantee Form for completion. This form is sent to you if an offer of admission is to be made and you are requested to complete and return the form as soon as possible.

17.2 Undergraduate non-graduating

If you are attending the University as a non-graduating student you are not required to tell us in advance how your tuition fees will be paid as the information required is provided on your application form.

17.3 Primary and Secondary PGDE

If you commence studies on the PGDE diploma (Primary and Secondary) it cannot be assumed that you will receive funding for a second degree from either SAAS or Finance England/Wales/Ireland. You are encouraged to contact them to determine your status.

We will send you a Financial Guarantee Form for completion if an offer of admission is to be made and you are requested to complete and return the form as soon as possible.

If you are an applicant from England, Wales or Northern Ireland it should be noted that the study bursary offered to postgraduate initial teacher training (ITT) students studying in England, Wales or Northern Ireland does not apply if you accept an offer of a place at a Scottish institution.

Note 18. Will I receive an offer of admission?

18.1 Undergraduate full-time

Our aspiration is to make offers of admission to those who have already achieved the published minimum grades for entry or are predicted to achieve them in forthcoming examination results. Our minimum entry requirements are detailed in the Undergraduate Prospectus. Achieving, or expecting to achieve, the minimum entry requirements does not guarantee an offer of admission.

The exceptions to the above are the degrees of MBChB (A100), Graduate Dental Surgery (A210), Education and BMus (XW13, W300, W390). These degrees require applicants to attend for interview before offers of admission can be made. Not all applicants who apply are invited to interview. For A100, A201, Education, XW13, W300 and W390 degrees the Admissions Selectors

will take into account all information presented in the UCAS application and performance at interview to determine whether or not an offer of admission will be made.

If you are applying for the MBChB degree, you can access detailed information at:- www.abdn.ac.uk/medicine-dentistry/ Please also read **Note 11**.

If you are applying for the Education or BMus degrees, you are encouraged to read the appropriate Subject Leaflet. These can be obtained from the Student Recruitment and Admissions Service at the University of Aberdeen.

If you have been asked to provide further information in order for the University of Aberdeen to determine your correct fee status, no offer of admission can be communicated to UCAS until this is confirmed. **See Note 15**

If you declared a relevant criminal conviction in your UCAS application (**See Note 9**), no offer of admission can be communicated to UCAS until the University Secretary or Principal has considered the recommendation.

At the University of Aberdeen, decisions on applications are communicated to UCAS electronically. UCAS will communicate our decision to you and where an offer is conditional, details of the condition will be stated. If International Fees are applicable the UCAS communication will also state this.

UCAS will advise you on how to reply to offers made to you. **See Appendix C**.

18.2 Undergraduate non-graduating

Offers of admission are generally made to all non-graduating students. **See Appendix C**.

18.3 Primary and Secondary PGDE

Competition for places on the PGDE Primary diploma and some subjects on the PGDE Secondary diploma is strong. The University of Aberdeen receives an allocation of places from the Scottish Executive Education Department on an annual basis and must take these into account when making offers of admission. The University's allocation of places is not generally known until part way through the admissions cycle.

Entry to the PGDE diploma requires applicants to attend for interview before offers of admission can be made. Not all applicants are invited for interview. To determine who is invited, the Admissions Selectors take into account all information presented in the GTTR application paying particular attention to academic qualifications achieved, or to be achieved, the personal statement and the reference. Admissions Selectors will also take into account additional qualifications gained prior to University entry and for PGDE Primary the range of subjects studied within the degree. Selectors look for commitment to teaching, understanding of the teaching profession, interest in children or young people and work experience/voluntary work with schools or with organisations connected to young people.

Interviews are normally conducted jointly by University staff and field specialists. In the event that field specialists are unavailable, interviews will be conducted by experienced University staff. The

University normally commences interviews in January each year and these run until our allocation of places are filled. PGDE Primary interviews are not normally held after March however for PGDE Secondary, it has been known for interviews to be held into July.

It is likely that the University of Aberdeen will be required to ask GTRR to extend your application at some point in order to meet the interview timescales. It is your responsibility to decide if you wish your application retained and to advise the GTRR by the date they set you. If your application is Rejected by Default through the GTRR system, because you have not responded within the GTRR timescales, the University cannot guarantee that your application will be reinstated.

Following interview, offers of admission can be made. Not everyone who attends for interview will receive an offer of admission. In general, offers of admission are made to applicants who meet or who will meet the entry requirements, who perform extremely well in all aspects at interview and particularly for the PGDE Primary diploma, whose qualifications pre degree are wide ranging.

If you have been asked to provide further information in order for the University of Aberdeen to determine your correct fee status, no offer of admission can be communicated to GTRR until this is confirmed. **(See Note 14)**

If you declared a relevant criminal conviction in your GTRR application **(See Note 9)**, no offer of admission can be communicated to GTRR until the University Secretary or Principal has considered the recommendation.

At the University of Aberdeen, decisions on applications are communicated to GTRR electronically. GTRR will communicate our decision to you and where an offer is conditional, details of the condition will be stated. If International Fees are applicable the GTRR communication will also state this.

GTRR will provide you with information on how to reply if an offer of admission is made to you. **See Appendix C.**

Note 19. Is student accommodation available?

19.1 Undergraduate full-time Undergraduate non-graduating Primary and Secondary PGDE

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. You are advised that, as a new student to the University of Aberdeen, you are guaranteed a place in University owned or University managed Halls, even if your home is currently in Aberdeen, however accommodation applications must be submitted by 26 August.

Application

Information on how to apply for Accommodation is sent out in May. If you firmly accept an offer of admission (conditional or unconditional) you will receive the Accommodation information.

If you are a UCAS applicant and you select the University of Aberdeen as your Insurance choice, you will not be sent Accommodation information at this time, but would receive at a later date if your status at Aberdeen was to move to Firm.

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, will be issued when the Conditions of the Offer of Admission have been met. It is advisable to return your Contract as soon as possible to the Accommodation Office.

Please be advised that as accommodation contracts can be issued from late May/early June onwards, applicants cannot expect the full range of accommodation options to be available in August, should an application be made in the lead up to the submission deadline.

Note 20. What formal documentation do I receive?

20.1 Undergraduate full-time

Primary and Secondary PGDE

If we make you an offer of admission, our official decision, and any conditions attached, will be communicated to UCAS or GTTR and they will send you a formal offer of admission. If the offer is conditional, details of the condition will be stated.

Information Letter

The University of Aberdeen will also provide you with an information letter, including details on our Standard Terms Governing Offers of Admission. Before you reply to UCAS or GTTR accepting the formal offer of admission, you must read our information. **See Appendix C.**

Certificate of Acceptance

If you firmly accept an offer from the University of Aberdeen, we will provide you with a Certificate of Acceptance. This document is issued from May, at the same time as the Accommodation information. (**See Note 19**)

For International students, the Certificate of Acceptance is an important document and should be held in a secure place. The Certificate of Acceptance will contain a CAS number, required by International students who require a Tier 4 visa to enter the UK. You may require this document to obtain, for example, assistance towards the cost of tuition fees and/or a student loan, to open a student bank account in the UK or to apply for a visa.

Confirmation

If you firmly accept a conditional offer of admission and move to unconditional firm status following receipt of examination results, you will receive from UCAS an AS12 communication or from GTTR a GT12 communication (**See Note 26**). It is important that you follow the instructions sent by UCAS or GTTR. You will also receive a letter of confirmation from the University of Aberdeen and if you applied for a place in Halls, the Contract issued by the Accommodation Office.

Joining Pack

Throughout August and early September, you will be sent a Joining Pack if you have i) firmly accepted an unconditional offer or ii) firmly accepted a conditional offer and you have moved to unconditional firm status following the receipt of examination results.

The Joining Pack contains information that will help you prepare for the start of term and will include information on Registration which takes place during the first week of term.

20.2 Undergraduate non-graduating

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 C**). If you accept, you will receive Accommodation information from early May. If you are to commence studies during the first semester (September start), you will be sent a Joining Pack in August or early September. If you are to commence studies during the second semester (January start), the Joining Pack will be sent in December. The Joining Pack contains information that will help you prepare for your time at the University of Aberdeen and will include information on Registration.

Note 21. Where can I find out the term dates?

21.1 Undergraduate full-time

Undergraduate non-graduating

Primary and Secondary PGDE

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

Note 22. What happens if I have disability, medical condition or specific learning difficulty?

22.1 Undergraduate full-time

Undergraduate non-graduating

Primary and Secondary PGDE

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

23.1 Undergraduate full-time Undergraduate non-graduating Primary and Secondary PGDE

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 and the University encourages you to visit as an individual and/or to come to one of the Applicant Visit Days.

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.

Each year, we hold our General Open Day (28 August 2012/27 August 2013). 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.

In addition to the General Open Day, we also hold a number of Applicant Visit Days and they normally take place between February and early March. If you receive an offer of admission for one of the MA degrees, Science degrees, Divinity degrees, Law degrees or Engineering degrees, details about the Applicant Visit Days will be sent to you.

If you are an MBChB (A100), Graduate Dental Surgery (A201) or Education applicant, you are encouraged to attend the General Open Day prior to submitting your application to UCAS. If this has not been possible, you are welcome to contact us to arrange a private visit, however your visit to the University may be confined to a tour of the appropriate campus and the opportunity to talk with a Student Ambassador. MBChB and Graduate Dental Surgery applicants attending for interview will have the opportunity to attend a tour of the medical campus at Foresterhill and talk with a current medical student acting as a Student Ambassador.

Note 24. Do you verify my previous qualifications?

24.1 Undergraduate full-time

If you hold non-UK qualifications or if you have sat the examinations listed in your UCAS application outside the UK, you are required to send the University of Aberdeen good quality photocopies of your examination certificates for verification. In certain circumstances, UK candidates may also be asked to supply the University with good quality photocopies of their examination certificates. If

you apply for the Education degrees and you are selected for interview, you will be required to provide good quality photocopies of your examination certificates, particularly relating to English and Mathematics.

If you are requested to provide copies of your examination certificates, admission papers such as your Certificate of Acceptance will not be issued until you provide copies of the relevant paperwork.

The University of Aberdeen reserves the right to scrutinise the originals of applicants' certificates for all examinations detailed in the UCAS application at any time.

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 during Advising and Registration week at the start of term, or thereafter by contacting Student Recruitment and Admissions.

24.2 Undergraduate non-graduating

The information contained in the application form is generally sufficient to allow the Admissions Selector to reach a decision. On occasion, you may be contacted to clarify data if the Admissions Selector 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 Advising or by contacting the Student Recruitment and Admissions Service.

24.3 Primary and Secondary PGDE

You are required to send the University of Aberdeen good quality photocopies of your examination certificates for verification. In certain circumstances, UK candidates may also be asked to supply the University with good quality photocopies of their examination certificates. Information on which certificates to provide is sent with our Acknowledgement. If you are selected for interview, you will be required to provide good quality photocopies of your examination certificates, particularly relating to your degree and to English and Mathematics. Admission papers such as your Certificate of Acceptance will not be issued until you provide copies of the relevant paperwork.

The University of Aberdeen reserves the right to scrutinise the originals of applicants' certificates for all examinations detailed in the GTTR application at any time.

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 Advising or by contacting the Student Recruitment and Admissions Service.

Note 25. Do I have to let you know my examination results?

25.1 Undergraduate full-time

The University of Aberdeen receives direct notification of most examinations from UCAS, **including previously achieved qualifications** including the following:-

Scottish Qualifications Authority, Higher Grades and Advanced Higher Grades and HNC

General Certificate of Education taken in the UK
Irish Leaving Certificate
International Baccalaureate
BTEC (National Diploma)

You do not need to notify the University of Aberdeen of your results in respect of the above examinations. If you intend to sit any other examinations, you must arrange for the results of these examinations to be sent to the Student Recruitment and Admissions Service at the University of Aberdeen.

Please be aware that should discrepancies arise between the declared information provided in the UCAS application and the verified results from the examination boards, the University of Aberdeen reserves the right to withdraw the offer of admission.

Primary and Secondary PGDE

The University of Aberdeen does not receive direct notification of examinations and degrees from GTTR. If you have an offer of admission for the PGDE diploma (Primary and Secondary), you must ensure that you send us a copy of your results.

25.2 Undergraduate non-graduating

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

Note 26. What is confirmation?

26.1 Undergraduate full-time

Confirmation is the process in which we confirm conditional offers made earlier in the application cycle.

Confirmation applies if you are holding a conditional offer and you move to unconditional status following receipt of your examination results.

If you firmly accept a conditional offer of admission at the University of Aberdeen and you meet the conditions of our offer, you will receive formal confirmation of the unconditional status from UCAS.

A UCAS communication would also be sent to you if you selected the University of Aberdeen as your Insurance choice and then move to Firm status with us following the release of the examination results. One way in which this can happen is if you do not meet the conditions of your offer with the university you selected as your Firm choice.

If you firmly accept an unconditional offer of admission you will not receive a UCAS communication confirming your place following the release of examination results.

26.2 Undergraduate non-graduating

Confirmation does not apply to you if you are a non-graduating student.

26.3 Primary and Secondary PGDE

Confirmation is the process in which we confirm conditional offers made earlier in the application cycle. Confirmation applies if you are holding a conditional offer and you move to unconditional status following receipt of your examination results.

If you firmly accept a conditional offer of admission at the University of Aberdeen and you meet the conditions of our offer, you will receive formal confirmation of the unconditional status offer from GTTR.

If you firmly accept an unconditional offer of admission you will not receive a GTTR communication confirming your place following the release of examination results.

Note 27. What is clearing?

27.1 Undergraduate full-time Primary and Secondary PGDE

Clearing is the final chance to gain a place at university if you are a UCAS or GTTR applicant and you are not holding any offers of admission. Through Clearing you have the opportunity to be considered by institutions with vacancies. Clearing generally takes place during July and August and you become eligible by several means – receiving no offers, declining all offers, applying after the UCAS or GTTR deadlines or being turned down at Confirmation. UCAS or GTTR will inform you if you are eligible for Clearing.

Should the University of Aberdeen have vacancies during Clearing, the UCAS web pages will provide details.

27.2 Undergraduate non-graduating

Clearing does not apply if you are a non-graduating student.

Note 28. Are there any scholarships available?

28.1 Undergraduate full-time

The University of Aberdeen offers Entrance Scholarships for undergraduate students resident in the UK. There are awards available for entry in September 2012 and the closing date for applications is 23 April 2012. Full details are available on the web at:
www.abdn.ac.uk/undergraduate/scholarships.php

If you are an International student, you can find more information on the web at:-
www.abdn.ac.uk/international/scholarships.php

28.2 Undergraduate non-graduating

Scholarships are not generally available from the University of Aberdeen for Undergraduate non-graduating students.

28.3 Primary and Secondary PGDE

Scholarships are not generally available from the University of Aberdeen for students participating on the PGDE diploma, however more information on support for postgraduate studies can be found on the web at: www.abdn.ac.uk/postgraduate/finance.php

Note 29. Is my proficiency in english good enough?

29.1 Undergraduate full-time

Undergraduate non-graduating

Primary and Secondary PGDE

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 our web pages at: www.abdn.ac.uk/international/english-requirements.php

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

Note 30. How do I make a complaint regarding my application for admission?

30.1 Undergraduate full-time

Undergraduate non-graduating

Primary and Secondary PGDE

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 Student Recruitment and Admissions Service will be able to sort out your problem over the phone. Or you can write, giving your applicant number if you know it, to the Head of Admissions, Office of External Affairs, Student Recruitment and Admissions Service, University of Aberdeen, University Office, King's College Aberdeen, AB24 3FX.

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/appeals and its accompanying Guidance Note

Data Protection

In submitting an application to UCAS/GTTR, you confirm that the information given is complete, accurate and all your own work.

In signing the declaration on the application, you agree to the processing of your personal data (as defined by the Data Protection Act) by the UCAS group of companies and educational establishments.

UCAS/GTTR advises that a university or college that accepts you as a student may use the information on the application form to create a student record relating to the applicant for the Higher Education Statistics Agency.

You accept that:-

- UCAS/GTTR may keep a copy of your application and use the information to collect statistics or monitor equal opportunities (or both);
- UCAS/GTTR may use or disclose information on your application for research and monitoring purposes, but no information that could identify you as an individual will be published;
- Sometimes the UCAS group of companies may send you information from other organisations about products and services that are directly relevant to higher education applicants or students;
- UCAS/GTTR will co-operate with banks, other organisations and their agents about products and services for which you may want to apply or they may want to offer you as an existing customer or potential customer, by checking on your identity and status as a UCAS/GTTR applicant, or an accepted applicant, and the commencement date and duration of your study;
- UCAS/GTTR will share your personal data with other companies in the UCAS group, who may use it to keep you informed of information, services and products that they think are relevant to you as a student.

UCAS/GTTR confirms that they will take all reasonable steps to follow the terms of the Data Protection Act. The information provided in your application will normally be confidential between:-

- you;
- the UCAS group of companies;
- your referee;
- the appropriate staff at the educational establishments to which you have applied
- your school, college or training organisation;
- your parents or legal guardians, where appropriate;
- your nominated representative whom you appoint and notify to us to act on your behalf in making enquiries;
- your exam board or awarding body;
- your student support assessment body;
- the Student Loans Company;
- the Higher Education Funding Council for England and its equivalents in Scotland, Wales and Northern Ireland;
- researchers or research bodies which request data for research purposes;
- in the case of international applicants, the British Council or appropriate agency

The University of Aberdeen is a data controller as defined in the 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 Admissions Office, 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. As noted by UCAS/GTTR, 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 Student Recruitment and Admissions Service.

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 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 10 April 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 either, 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 either, 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.

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

Anyone granted Refugee Status by the UK government should, in UKCISA's understanding, still be considered to come within the definition of 'refugee' for the purposes of the relevant regulations even if they have now become a British citizen. If a decision maker considers otherwise, please ask them to check the case, heard in the Supreme Court, of 'ZN (Afghanistan) & Others v Entry Clearance Officer (Karachi) [2010] UKSC 21', particularly paragraphs 36 and 37.

This decision concerned an immigration decision rather than eligibility for 'home' fees or Student Support. The regulations for assessing fee status and Student Support eligibility define "refugee" as meaning:

"a person who is recognised by Her Majesty's government as a refugee within the meaning of the United Nations Convention relating to the Status of Refugees [...]".

In the Supreme Court decision at paragraph 37 Lord Clarke said: "The fact that British citizenship has been granted [...] does not change the fact that [...] a person [was or has been] granted asylum".

Therefore, it would seem unreasonable for a decision maker to conclude that the granting of British citizenship to someone with Refugee Status would mean that the UK government no longer considered that person to have a well-founded fear of persecution in their former home country.

Box 11

Definition of 'relevant date'

for courses starting:	'relevant date':
on or after 1 August and on or before 31 December	1 August
on or after 1 January and before 1 April	1 January
on or after 1 April and before 1 July	1 April
on or after 1 July and	1 July

before 1 August

UNDERGRADUATE AND PGDE ADMISSIONS

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

- 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. 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) The University of Aberdeen reserves the right to vary or amend any aspect of an offer of admission, including fee status assessment, if it is 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.
- d) Any offer of admission does not imply that any financial assistance will be available from the University.
- e) 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.
- f) 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/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 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.

- g) 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.
- h) 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.
- i) 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/registry/quality/appendix5x15.pdf
- j) The University cannot accept responsibility, and expressly excludes liability, for loss or damage to students' property, and transfer of computer viruses to students' equipment.

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 (plan for a 5% increase each year from 1 October), you can access tuition fees details at: www.abdn.ac.uk/registry/tuitionfees
- 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

September 2011

Useful Contacts and Web Addresses

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

Graduate Teacher Training Registry (GTTR)

Rosehill, New Barn Lane, Cheltenham, Gloucestershire, GL52 3LZ
Telephone: +44 (0) 870 1122200 Web: www.gttr.ac.uk

Universities and Colleges Admissions Service (UCAS)

Rosehill, New Barn Lane, Cheltenham, Gloucestershire, GL52 3LZ
Telephone: +44 (0) 870 1122211 Web: www.ucas.com

General Information

Department for Business Innovation and Skills
www.dcsf.gov.uk/hegateway

Study in Scotland
www.studyinscotland.org

The UK Council for International Student Affairs (UKCISA)
www.ukcisa.org.uk

Student Finance

For applicants from England – Student Finance England
www.direct.gov.uk/studentfinance

For applicants who live in Scotland the Student Awards Agency for Scotland (SAAS)
www.saas.gov.uk

For applicants from Northern Ireland – Student Finance
www.studentfinancenir.co.uk

For applicants from Wales – Student Finance Wales Contact Centre
www.studentfinancewales.co.uk

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

For applicants to teaching and health professions

Criminal Records Bureau
www.crb.homeoffice.gov.uk

Scottish Criminal Record Office Disclosure Service
www.disclosurescotland.co.uk