



WELCOME TO THE UNIVERSITY OF ABERDEEN

Congratulations on being accepted as an ERASMUS student at the University of Aberdeen. This guide is designed to provide you with the information you require to prepare to spend a period of study here and also with information which you will find useful when you are a student in Aberdeen. Please read it carefully as you will find the answers to many of your questions here.

We hope you find this information helpful and that you have a very enjoyable stay in Aberdeen. If you should have any further questions regarding the application process after reading this guide please do not hesitate to contact the ERASMUS Unit by e-mail at erasmus@abdn.ac.uk. **Please ensure that you use only this address for ERASMUS-related correspondence.**

We look forward very much to welcoming you to the University of Aberdeen.

Best wishes
Shona Potts

Contact Details

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ERASMUS Unit, The Hub (2nd Floor)
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Elphinstone Road, Aberdeen, AB24 3TU, UK

E-mail: erasmus@abdn.ac.uk ; <http://www.abdn.ac.uk/erasmus>

Section 1: Travelling to Aberdeen

1.1 Travel Arrangements

It is your responsibility to arrange your travel to Aberdeen. Detailed information on travelling to Aberdeen can be found at the following website:

<http://www.abdn.ac.uk/central/abdn/travel>.

If your accommodation is in Hillhead Halls of Residence, it will be possible to gain access to your room at any time as there is a 24 hour security presence. If your accommodation is not in Hillhead Halls of Residence and you intend to arrive outside working hours (normally 9.00 a.m. to 5.00 p.m. Monday-Friday), it is advisable to make alternative arrangements for your first night in Aberdeen. You will find information about temporary hotel or bed and breakfast accommodation on the following website: <http://www.visitscotland.com/>. Information regarding the Aberdeen Youth Hostel can be found on the following website:

<http://www.syha.org.uk/SYHA/web/site/Hostels/Aberdeen.asp>.

1.2 Travel by Air

Aberdeen has excellent communications with other British cities - flying time from London is just over one hour. There are also direct flights from some continental European airports, including Amsterdam, Copenhagen, Frankfurt and Stavanger.

During the weekend preceding Freshers' Week (see section 9.3) in the first semester, the Students' Association normally runs a frequent bus service from the Airport to Halls of Residence. If you arrive at another time, you will have to make your own way to your accommodation.

Aberdeen Airport is situated approximately 7 miles from the city centre. It is advisable to travel directly to your accommodation when you arrive. The city can be accessed by taxi or bus. Taxis and buses can be found directly in front of the airport terminal building. For further information, please see the following website:

<http://www.toandfromtheairport.com/aberdeen.html>

A taxi from the airport to the city will take approximately 20 minutes (longer at peak times) and will cost approximately £15.00.

The No. 27 bus (run by First Bus) will take you from the airport to the Bus Station which is situated in the city centre. Other buses (run by Stagecoach) also cover the same route. The journey by bus will take approximately 35 minutes (longer at peak times) and will cost approximately £3.50. From the Bus Station, it is advisable to take a taxi to your accommodation. This will cost approximately £8.00.

1.2 Travel by Train

There are regular trains from London to Aberdeen - the travelling time is about seven hours. A Young Person's Railcard, which gives reductions on rail travel, can be purchased at rail stations or online at: <http://www.youngpersons-railcard.co.uk/>. You will be required to provide proof of full-time student status.

Taxis from Aberdeen railway station to the University cost around £8.00.

Section 2: Registering as a Student at the University of Aberdeen

2.1 Electronic Registration

As part of the registration process at the University of Aberdeen, you will need to complete electronic registration. This should be completed before you arrive in Aberdeen. Electronic registration is a compulsory element of the registration process which must be completed before you will be fully registered as a student at the University of Aberdeen.

Electronic Registration allows students to:-

- Check and confirm their personal data e.g. postal addresses.
- Check and propose corrections to their Entrance Qualifications and Academic Record. (This is not relevant to ERASMUS students. You must simply enter the name of your home university.)
- Check and confirm details of their tuition fees.
(ERASMUS students are not personally responsible for the payment of tuition fees to the University of Aberdeen. You will find that the information in the fees section of your electronic registration refers to an amount of money. For ERASMUS students, the fee indicates the amount of tuition fees which the relevant College in the University of Aberdeen will be charged for your period of study in Aberdeen. This is entirely normal and you must agree to this. You will not be asked to pay tuition fees to the University of Aberdeen. If you do not agree to the amount shown your Electronic Registration will not be complete.)
- Register for a University computer account.

Please note that the Electronic Registration screen will show the dates of the entire academic year during which you will study at the University of Aberdeen i.e. 21 September 2010 to 30 September 2011. This appears automatically for all students and does not mean that you will be registered as a student for the entire academic year. Your acceptance letter will contain the approximate period of study for which you will be registered as a student of the University of Aberdeen. You must also consult the semester dates which can be found in section 3.8 of this booklet.

You will normally be able to complete Electronic Registration from mid-August if you will arrive for the first semester and mid-January if you will arrive in the second semester.

2.2 Where can you complete Electronic Registration?

- If you have not arrived in Aberdeen, by following the link: www.abdn.ac.uk/ereg
- Once you arrive in Aberdeen, in any computer classroom:-
to log on, click ctrl + alt + delete, then click 'ok'. In the login window, type 'register' in the username box, leave password empty and then click 'ok'.

2.3 Do you need help with Electronic Registration?

If you need help and have not yet arrived in Aberdeen, please e-mail erasmus@abdn.ac.uk. If you need help and are in Aberdeen, please go to the Computing Centre Help Desk on the ground floor in the Edward Wright Building where staff will be available to help you.

Useful links:

- Step by Step Guide to Electronic Registration www.abdn.ac.uk/registry/ereg/
- Frequently Asked Questions www.abdn.ac.uk/registry/ereg/faq

More information can be found in Annex II, a Brief Step-by-Step Guide to Electronic Registration for ERASMUS students.

2.4 Completing Registration

To be a fully registered student of the University you must:

BEFORE YOU ARRIVE

- a) upload an ID photograph at www.abdn.ac.uk/photoupload
- b) complete all four sections of electronic registration

AFTER YOU ARRIVE

- c) agree your academic curriculum with your Adviser of Studies (see next section)
- d) finalise your registration with a member of the ERASMUS Unit staff

You will receive information in advance about where to finalise your registration and collect your student ID card.

2.5 Student Identity Card

Before you come to Aberdeen, you must upload a passport-sized photograph for your student ID card. This should be done at <http://www.abdn.ac.uk/photoupload> where full instructions will be given. You will be able to do this from mid-July onwards and it should be done at least two weeks before the start of your studies for your ID card to be available for collection at registration.

Once you have completed all four sections of Electronic Registration in full and have been advised on your course choice by your Departmental ERASMUS Coordinator/Adviser of Studies, you will meet with ERASMUS Unit staff to complete the registration process and to collect your student identity (ID) card which is required for borrowing Library books, using computer facilities etc. **You will be able to collect your ID card only *after* you have completed electronic registration in full and have met with your Departmental ERASMUS Coordinator/Adviser of Studies.**

Section 3: Important Campus Locations

Subject	Building
Accountancy	Edward Wright Building
Agriculture & Forestry	23 St Machar Drive
Anthropology	Edward Wright Building
Celtic	'C' Block, Taylor Building
Chemistry	Meston Building
Computing Science	Meston Building
Economics	Edward Wright Building
Engineering	Fraser Noble Building
English	'A' & 'B' Blocks, Taylor Building
French	'A' Block, Taylor Building
Geography	St Mary's
German	'A' Block, Taylor Building
History	Crombie Annexe, Meston Walk
History of Art	King's College
Information and Advice Centre	Butchart Centre
Language Centre	Regent Building
Law	'C' & 'D' Blocks, Taylor Building
Management Studies	Edward Wright Building
Mathematical Sciences	Meston Building
Medicine and Therapeutics	*IMS, Foresterhill
Molecular and Cell Biology	*IMS, Foresterhill
Plant and Soil Science	Cruickshank Building
Politics and International Relations	Edward Wright Building
Planning	St Mary's
Psychology	William Guild Building
Sociology	Edward Wright Building
Spanish / Hispanic Studies	'A' Block, Taylor Building
Student Accommodation Office	The Hub
Students' Association	Butchart Centre
Zoology	Zoology Building

***IMS = Institute of Medical Sciences**

Downloadable maps of the campus can be found at <http://www.abdn.ac.uk/maps/downloads.php>

3.2 Departmental ERASMUS Coordinators*

Academic Subjects	ERASMUS Coordinator	E-mail Address
Accountancy	To be confirmed	
Agriculture & Forestry	Dr Steve Woodward	s.woodward@abdn.ac.uk
Anthropology	Dr Arnar Arnason	arnar.arnason@abdn.ac.uk
Celtic	Dr Aideen O'Leary	aoleary@abdn.ac.uk
Chemistry	Prof Jörg Feldmann	j.feldmann@abdn.ac.uk
Computing Science	Dr Roly Lishman	rl@abdn.ac.uk
Economics	Dr Harminder Battu	h.battu@abdn.ac.uk
Education	Mrs Mary Stephen	m.stephen@abdn.ac.uk
Engineering	Mrs Nina Nikora	n.nikora@abdn.ac.uk
English	Dr Mercedes Durham	mercedes.durham@abdn.ac.uk
French	Dr Clémence O'Connor	clemence.oconnor@abdn.ac.uk
Geography	Ms Gill Wall	gill.wall@abdn.ac.uk
German	Dr Gundula Sharman	g.m.sharman@abdn.ac.uk
History	Dr Christoph Dartmann	c.dartmann@abdn.ac.uk
History of Art	Mr John Gash	j.gash@abdn.ac.uk
Law Law (Germany)	Mr David Lessels Prof Robin Evans-Jones	law045@abdn.ac.uk law034@abdn.ac.uk
Management Studies	Dr Julian Randall	julian.randall@abdn.ac.uk
Mathematical Science	Prof Rob Archbold	r.archbold@abdn.ac.uk
Medicine & Therapeutics	Dr Frank Thies	f.thies@abdn.ac.uk
Molecular and Cell Biology	Dr Allison Carrington	a.carrington@abdn.ac.uk
Philosophy	Dr Franz Berto (semester 1) Dr Bob Plant	f.berto@abdn.ac.uk r.plant@abdn.ac.uk
Planning	Ms Gill Wall	gill.wall@abdn.ac.uk
Politics & IR	Dr Andrea Oelsner	a.oelsner@abdn.ac.uk
Psychology	Dr David Carey	d.carey@abdn.ac.uk
Sociology	Dr Chris Kollmeyer	c.kollmeyer@abdn.ac.uk
Zoology	Dr Alan Bowman	a.bowman@abdn.ac.uk

Further information on individual subject areas is available on the University web pages at:
<http://www.abdn.ac.uk/central/depts/schools.shtml>

* This information is subject to change. Your acceptance letter will contain the details of your Departmental ERASMUS Coordinator. You will be informed of any subsequent changes by e-mail.

Section 4: Academic Calendar 2011-2012

First Semester

Freshers' Week & Registration:

Tuesday 20 September 2011 – Friday 23 September 2011

Teaching:

Monday 26 September 2011 – Friday 16 December 2011

Vacation:

Saturday 17 December 2011 – Sunday 8 January 2012

Private Revision (no classes):

Monday 9 January 2012 – Friday 13 January 2012

Exams:

Saturday 14 January 2012 – Friday 27 January 2012

Second Semester

Registration for second semester arrivals & Teaching:

Monday 30 January 2012 – Friday 23 March 2012

Vacation:

Saturday 24 March 2012 – Sunday 15 April 2012

Teaching:

Monday 16 April 2012 – Friday 11 May 2012

Private Revision (no classes):

Monday 14 May 2012 – Friday 18 May 2012

Exams:

Saturday 19 May 2012 – Friday 8 June 2012

Section 5: Communication and Information

5.1 Contacting the ERASMUS Unit

The ERASMUS Unit will be your main point of contact for general (non-academic or administrative) queries before your arrival and during your time in Aberdeen. Please e-mail the ERASMUS Unit with any queries you may have prior to or during your time in Aberdeen (e-mail: erasmus@abdn.ac.uk). Please understand that the ERASMUS Unit receives a large volume of e-mail and staff will respond to enquiries as soon as reasonably possible. Please do not use any other e-mail address and please do not send the same e-mail several times.

If you have any specific academic queries, please contact your Adviser of Studies.

After your arrival in Aberdeen, if you have a serious or difficult problem which you wish to discuss, please see the Institutional ERASMUS Coordinator during their office hours. You will be asked to respect the published times of the office hours. If you are not available during these office hours, please make an appointment by e-mailing erasmus@abdn.ac.uk.

5.2 Papers for Signature

Once you arrive in Aberdeen, you may have paperwork to be signed or require a letter confirming your status as an ERASMUS student or a copy of your ECTS Learning Agreement. If this is the case, you can request this when you attend the welcome meeting for ERASMUS students or meet with ERASMUS Unit staff to complete registration. You will be told where to collect the documentation when it has been prepared.

After Freshers' Week, you must submit papers for signature to the reception desk on the second floor of the Hub (turn left at the top of the stairs, enter the open area and the reception desk is on your right).

Please note that you do not need to see the Institutional Coordinator in person to obtain a signature and must ensure that you leave sufficient time for documentation to be handed in to be completed.

5.3 E-mail Communication

You must register for computer access as part of the Electronic Registration process. You will receive a University e-mail account as part of this procedure. The University will normally use e-mail to communicate with you during the semester. These e-mails will be sent to your University e-mail account.

It is your responsibility to ensure that you **check your e-mail on a regular basis, every day**. See <http://www.abdn.ac.uk/diss/email/mailquota.hti> for guidance on managing your mail quota.

We recommend that you use your University e-mail account for all University of Aberdeen communication. Please ensure that you read University communications carefully and respond promptly where necessary. If you already have a non-University e-mail account that you use for personal correspondence, it is possible to set up automatic forwarding of

messages from your University e-mail account to your personal e-mail address (see <http://www.abdn.ac.uk/local/mail.forward/>). It is your responsibility to ensure that this is done correctly. The University takes no responsibility for the delivery of e-mails to non-University accounts.

Failure to check your e-mail or failure to receive e-mail due to being over-quota or due to non-delivery of an e-mail forwarded to a non-University e-mail account will not be accepted as grounds for appeal (for further information on the appeals procedures, please refer to the Guidance Note on Academic Appeals at: <http://www.abdn.ac.uk/registry/quality/appendix5x18b.pdf>).

5.4 Computer Facilities

There are many computers available for student use on campus and in Hillhead Halls of Residence. The University campus and all student-managed accommodation is also enabled for free wireless access and there are areas where you can plug in your laptop. For more information, please consult the web pages at: <http://www.abdn.ac.uk/wireless/>

Please be aware that you will not have computer access when you first arrive in Aberdeen. This will not be available until you have completed the entire registration process.

A Fact Sheet: *Notes for Students using Computer Facilities* describes the computing services. Please see Appendix III for more information.

5.5 You and Your Data

The University of Aberdeen holds personal information about you on its electronic Student Record System. This information comes from your application form and the information you complete as part of the e-registration process. You have access to this information via your Student Portal which will normally be available 24 hours after you complete the entire registration process or on Monday if you complete the registration process on Friday. You can access your Student Portal from the University homepage by clicking on 'Students' and then 'Student Portals'. Your login and password will be the same as your computer login. **You should use your Portal to check the information held on you and amend anything that is incorrect or missing.**

The Data Protection Act protects your data. This means that access to your data within the University is restricted to those who need it and we will not release any information about you to anyone outside the University of Aberdeen and your home university (including your family/friends) without your permission. We can, however, be required to provide information to the Police or other government organisations for the prevention or detection of crime. Please also note that we shall release all relevant information regarding your conduct, registration and progress at the University of Aberdeen, including exam results, directly to your home university when deemed appropriate.

The Student Portal also has the following information/facilities:

- Course enrolment
- Overall course results
- Financial information
- Disclosure of disabilities
- Teaching/exam timetables
- Update addresses
- Print budget payment
- and much more

For further information on the use of computer facilities, please see Appendix III.

5.6 Address Details

The University will use the postal address information you provide through your Student Portal to contact you outside the teaching semester. It is essential that you ensure that this information is correct and that you keep it up to date. If you do not do so, important correspondence may be sent to the wrong address. It is particularly important that, at the end of your period of study in Aberdeen, you ensure that your home address is current and accurate. Your Transcript of Records detailing the results you have obtained at the University of Aberdeen will be sent to the home address which is listed on the Student Portal.

5.7 Library Facilities

Registered students are automatically members of the University Library. Tours of the Library are arranged at the beginning of the academic year. Further information on Library services can be found at:- <http://www.abdn.ac.uk/library/>. It is hoped that the University of Aberdeen's new library will open for September 2011. For more information on this exciting development, see: <http://www.abdn.ac.uk/newlibrary/>

5.8 Information and Advice Centre

The Information and Advice Centre is part of the Students' Association and can be found in the Butchart Centre. The Centre provides general information for all students on a drop-in basis (no appointment needed) on everything from bus timetables to sexual health.

5.9 Buddy Scheme

The Buddy Scheme is run by students for students and offers informal advice and support to fellow students. Buddies can provide advice, from a student's perspective, to help others settle into University life and adjust to University culture in the UK. The Scheme is available to all students and more information and the contact details of all the Buddies can be found on their web pages at: www.abdn.ac.uk/central/students/buddy.shtml.

Section 6: Your studies at the University of Aberdeen

6.1 Common Assessment Scale (CAS)

All coursework, class assessments and end of semester examinations at the University of Aberdeen are graded using the Common Assessment Scale (CAS).

PLEASE NOTE: CAS marks indicate levels of performance and **do not** correspond directly to percentages.

The Common Assessment Scale is comprised of 21 discrete points: 0 to 20, which are grouped into seven bands. A CAS mark of 9 or above is required to “Pass” a course and gain credit. The table below shows how Aberdeen CAS grades convert to the relevant ECTS grades.

Aberdeen CAS Mark	Equivalent ECTS Grade	ECTS Definition
18-20	A	EXCELLENT: outstanding performance with only minor errors
15-17	B	VERY GOOD: above the average standard but with some errors
13-14	C	GOOD: generally sound work with a number of notable errors
11-12	D	SATISFACTORY: fair but with significant shortcomings
9-10	E	SUFFICIENT: performance meets the minimum criteria
7-8	FX	FAIL: some more work is required before the credit can be awarded
0-6	F	FAIL: considerable further work is required

6.2 Monitoring

The University operates a Monitoring system to identify students who may be experiencing difficulties with their studies. If a coordinator for one of your courses is concerned about your performance or attendance they will inform the Registry, the University’s central administration office. If you are reported to the Registry, you will be contacted directly via your Aberdeen University e-mail address. You must read very carefully all e-mail communication from the ‘Monitoring’ e-mail address and **you must respond to the e-mail you have received. This is essential.**

If you do not respond to monitoring e-mails from the Registry, staff will assume that you no longer wish to be registered for the course concerned and you will be withdrawn from the course. **Please be aware that attendance at tutorials is also compulsory and non-attendance will be reported.**

If you are withdrawn from a course which you do in fact wish to take, you will be required to meet with the Convener of the Students’ Progress Committee and must make a case to the Convener in order to receive permission to be re-registered for the course.

If your attendance is poor and/or you do not submit written work, you may be withdrawn from the course concerned directly by the relevant School. This is known as having your Class Certificate refused. In the past, a Class Certificate used to be a paper document, now it is simply the right to remain registered for a course and to take the related assessment. If your Class Certificate is refused, only the relevant Head of School has the authority to reinstate you on the course and you must make a case directly to the Head of School.

If you are not registered for a course because you have been withdrawn from it by the Registry or by the relevant School, you will not be able to receive the results of assessments for that course until your position is resolved and you have been permitted to re-register for the course.

If you no longer wish to be registered for a course, it is essential that you see your Adviser of Studies/Departmental Coordinator to withdraw from the course officially. **Please be aware that all course changes must be made before the end of week 3 of teaching in each semester in consultation with your Adviser of Studies. The deadline for entry to some courses may be earlier.**

6.3 Absence from Classes

Unless you are ill, or have other good reason, you must **attend all your classes, including tutorials**. If you are unable to attend classes for medical reasons, or you feel that your academic performance has been adversely affected by your health, you must submit relevant medical certificates. If you are absent from class for health reasons for between six and eleven weekdays, you should submit a medical certificate from a doctor or a self-certificate to the Infohub on the ground floor of the Hub, Elphinstone Road. A self-certificate should be a brief statement with your name, ID number and a brief explanation of the circumstances. If you are absent for more than eleven working days (i.e. Monday-Friday), you must submit a medical certificate from a doctor.

6.4 Assessments/Exams

Courses can be assessed either by course-work or examination or a combination of both. Examinations take place in January for first semester courses and in May/June for second semester courses. The examination period is an integral element of the semester. You will be expected to be available for the exam periods and you must budget and make your travel plans accordingly. It is **NOT** appropriate to ask tutors to prepare special assessments to avoid you having to be in Aberdeen for the examination periods. If you are in Aberdeen for the first semester, you must arrange to be in Aberdeen for the January exam period.

If you do have very genuine reasons why you cannot attend the examination period, your home university must submit a request to the ERASMUS Unit by e-mailing erasmus@abdn.ac.uk. The ERASMUS Unit will liaise with the relevant academic discipline(s) regarding the request. Approval of such requests is not guaranteed and you must be aware that approval is very rarely granted. Requests based on financial considerations or personal convenience will not be approved as the dates of the examination period are made very clear at a sufficiently early stage for arrangements to be made accordingly.

Students are **not permitted** to sit University of Aberdeen assessments/exams outside the University and you should not request such arrangements.

6.5 Assessments and Illness

It is essential that you submit a medical certificate from a doctor in the following circumstances:

- where illness has prevented you attending an exam
- where you believe that your performance in an assessed piece of work has been affected by illness
- where illness has prevented you submitting a piece of assessed coursework by the required deadline

The medical certificate should be submitted to the Infohub on the ground floor of the Hub, Elphinstone Road. In addition, it is advisable to submit a copy to the relevant School(s).

The requirements for certification for absence for medical reasons or other good cause are detailed online at: <http://www.abdn.ac.uk/registry/quality/appendix7x5.pdf>

6.6 Plagiarism

Plagiarism is the use, without adequate acknowledgement, of the intellectual work of another person in work for assessment.

Please be aware that the University of Aberdeen has strict rules regarding plagiarism, with which all students are expected to comply.

When you prepare a piece of written work for assessment, it is expected that you will read books on the subject and consult relevant websites. When you write your piece of work, you may wish to use some of the ideas contained in what you have read or you may want to include a quotation to illustrate a point you are making. When you do so, it is essential that you acknowledge the source of the idea or the quotation by using correct referencing. If you do not do so, you may be accused of breaking the rules regarding plagiarism.

You may also discuss a piece of written work with a friend. It is essential that the work you submit is different. If you submit the same work, in part, or as a whole, you will be accused of collusion i.e. not preparing work independently.

For more information on plagiarism, please see the web-pages of the University's Student Learning Service: <http://www.abdn.ac.uk/sls/plagiarism/>.

Even if you will not be a student in the School of Language and Literature, their information on avoiding plagiarism is particularly helpful for visiting students and can be found on their web pages at: <http://www.abdn.ac.uk/english/international/erasmus.php>.

Students accused of plagiarism or collusion will be subject to the University's disciplinary procedures. The Code of Practice on Student Discipline can be found at: <http://abdn.ac.uk/registry/quality/appendix5x15.pdf>.

Section 7: Leisure Activities

7.1 Clubs and Societies

The University of Aberdeen has a very active student social life. There are clubs and societies which cover all interests from music-making to extreme sports. Aberdeen is well situated for visiting other parts of Scotland and there is easy access to the countryside with the possibility for hill-walking, climbing and skiing. Many academic subjects have societies run by students which organise meetings, visits and many other activities. Many of the sports clubs use the magnificent facilities available in the new Aberdeen Sports Village which is located next to the university campus. You can find more information at: <http://www.aberdeensportsvillage.com/>. There is a swimming pool in the King's Pavilion and outdoor tennis courts are also located there.

Joining a society is a good way of meeting a wide range of other students. Information can be obtained through the Students' Association.

7.2 Students' Association (SA)

The SA is a group of elected students who represent student interests at the University. It supports the activities of a wide range of students societies - academic, sporting, social, cultural and also runs a range of services. The SA also has a Joblink service to help students find part-time employment and information on volunteering possibilities.

The SA's function is to ensure that students enjoy their time at University, whether it be from enjoying a drink with friends, to getting involved in one of the many clubs or societies. All students are welcome to come in to the SA offices in the Butchart Centre, University Road, for advice or visit <http://www.ausa.org.uk/> for more information.

7.3 Freshers' Week

The SA also organises Freshers' Week which takes place in the first week of the first semester and in a smaller form at the beginning of the second semester (new students starting university for the first time are traditionally known as 'Freshers'). During Freshers' Week, there is a **Societies and Sports Clubs Fair**, at which most student clubs and societies are represented. Freshers' Week is very informal and aims to welcome all new students to the University. There is no need for you to plan in advance as information will be available when you arrive in Aberdeen. No teaching takes place during Freshers' Week in the first semester. You must ensure that you see your Departmental Coordinator/Adviser of Studies to finalise your registration with the University. Apart from this requirement, you are free to participate in all welcome events, some of which will be organised specifically for visiting students. More important information will be available nearer the beginning of each semester at <http://www.abdn.ac.uk/infohub/>. You will find details of specific events for new students, including welcome meetings for ERASMUS students, on these pages.

7.4 International Society

If you want to make the most of your stay in Scotland and to meet people from many different countries, the International Society is for you. The Society's aim is to promote intercultural understanding through social and cultural activities and to give students the opportunity to experience Scottish life and tradition. Membership is open to all students at the University. The Society's programme of social events often includes a shopping

trip to Glasgow, hunting the Loch Ness monster and weekend trips to Edinburgh, a haunted castle and islands on the West Coast.

Further details can be found either by e-mailing the Society at: intersoc@abdn.ac.uk (term-time only), by attending the Societies and Sports Clubs Fair in Freshers' Week or by visiting the Students' Association in the Butchart Centre.

7.5 Things to do in the City of Aberdeen

The city of Aberdeen has many opportunities for cultural and social activities including cinemas, theatres, museums, music, dancing, eating and sports. The new Union Square shopping centre has a cinema and many places to eat as well as good shopping opportunities. Many bars and nightclubs have special promotions for students and there is a lovely local music scene. Information is available through the local newspapers, the Press and Journal and the Evening Express and also through the student newspaper '*Gaudie*'.

If you enjoy the outdoors, you will be able to go for walks on the beach which is easily accessible from Hillhead Halls of Residence. Remember to wrap up warm! Aberdeen also has a number of lovely parks.

More information and contact details for leisure activities in Aberdeen can be found in Appendix V.

7.6 SNAPfax

If you enjoy shopping and going out, it may be a good idea to order an Aberdeen SNAPFax. You pay a small fee (currently £3) and receive a SNAPfax full of discount vouchers for shops, restaurants, nightclubs etc. See <http://www.snapfax.co.uk/> for more information.

7.7 Lonely Planet Guide

The University of Aberdeen has teamed up with the Lonely Planet to create an exclusive new travel guide showcasing what Aberdeen has to offer students. You can download the guide at <http://www.abdn.ac.uk/documents/lonely-planet.pdf>

Section 8: Health and Insurance

8.1 Registration with a Medical Practice

Students who are studying full-time courses of any duration in Scotland are eligible for National Health Service (NHS) treatment, that is, even if they are only planning to be in the UK for a short time. This is automatic and you do not have to apply in advance.

You may register with any local doctor General Practitioner or 'GP', however, if you will be in Aberdeen for one semester only, registration will be at the discretion of the individual medical practice. If you have an ongoing medical condition, you will be able to register, even if you will be in Aberdeen only for a short time. In this case, it is essential that you bring full documentation with you and register with a Medical Practice as soon as possible after your arrival. It is recommended that all visiting students register with a Medical Practice. If you need to consult a doctor, you will be able to obtain an appointment more quickly if you are already a member of the Practice. You may register with any Medical Practice in the city. These are listed at <http://www.yell.com>. Search under 'Doctors' and 'Aberdeen City Council'. The contact details of all Medical Practices can be found at <http://www.nhsgrampian.org/>. See 'GPs' under 'Local Services and Clinics'.

8.2 Dentist

Unfortunately, the UK is currently experiencing a shortage of NHS dentists, therefore it is normally only possible to register with a private dental practice which is more costly. It is recommended that you see your dentist in your home country before you come to Aberdeen and arrange to have treatment done there. Please be aware that emergency dental treatment in the UK will be expensive and it is advisable to ensure that you have adequate insurance to cover this.

8.3 Student Counselling Service

In addition to medical services, there is also a Student Counselling Service which provides confidential guidance on matters which may trouble students. This service is freely available to all students and is located at 5 Dunbar Street, Old Aberdeen (e-mail: counselling@abdn.ac.uk). You may wish to consult the Counselling web pages at: <http://www.abdn.ac.uk/counselling>.

8.4 Students with Disabilities

The University of Aberdeen welcomes applications from students with disabilities. If you have a disability such as deafness, visual impairment, dyslexia or other medical problems which may impair your performance in continuously assessed work and in examinations you must ensure that you provide the necessary information on the Disclosure of Disabilities section of the application form. You will find information on the support available at <http://www.abdn.ac.uk/disabilities/>.

To discuss your individual options and the support available, in confidence, please e-mail the Disability Advisers at student.disability@abdn.ac.uk. Once you arrive in Aberdeen you can make an appointment to see one of the Advisers at the Student Advice and Support Office, The Hub, Elphinstone Road.

Documentary evidence of any disability/medical condition will be required before the University can make any specific arrangements to support you in your studies. Any medical evidence you provide must be in English or have an English translation attached. It will be filed confidentially in Student Support Services. A form indicating which provisions you require will be sent to the Disabilities Coordinator in the School(s) in which you will be studying but will also be treated confidentially.

It is University policy to take specific disabilities into account when assessing students' performance. It is, however, your responsibility to notify the University of such difficulties at the earliest opportunity and it is therefore important that you contact a Disability Adviser as soon as possible.

8.5 Insurance

You are strongly advised to take out adequate personal accident and belongings insurance, preferably before departure to the UK, including cover for any items sent by air. Personal accident insurance and the insurance of your personal belongings is your responsibility and the University of Aberdeen accepts no responsibility for this. If you intend to bring a car with you to the UK, you must ensure that you have adequate motor insurance.

Section 9: Other Practical Information

9.1 Cost of Living

It is estimated that students will require a minimum of £700 per month to cover accommodation and food, and about £5,000 per academic year to cover all other costs (for example books, stationery, laundry/cleaning, telephone, postage, travel, sport/leisure). Please note that these are intended as guidelines only. Aberdeen is a relatively expensive city to live in and how much you spend will depend on your individual lifestyle. Please be aware that public transport is expensive, particularly taxis. If you will use the bus frequently, it is advisable to purchase a season ticket. You will be able to find more information at

http://www.firstgroup.com/ukbus/aberdeen/tickets/student_bus_travel/

Please note that, as an ERASMUS student, you may be eligible for an ERASMUS Mobility Grant which is paid by your home institution. You will not be able to apply for extra funding in the UK. Additional funding for ERASMUS students is not available from the University of Aberdeen.

9.2 Council Tax

The Council Tax is a local tax which has to be paid by all adult residents of the UK. Full-time students registered at a UK university are **not required** to pay Council Tax. A 'full-time' student is defined as a student who attends university **in the UK for at least 24 weeks** of the year and studies for a minimum of 21 hours per week. Study time can include attendance at classes and private study.

If you require a certificate to prove your student status for Council Tax purposes, you should request this from the Student Reception of the University Office.

Students who are living in University accommodation such as Hillhead Halls of Residence will not normally receive bills for the Council Tax. However, if you will be registered as a student at the University of Aberdeen for a full academic year and choose to live in private accommodation or accommodation run by a private company on behalf of the University, you will be required to pay Council Tax for the period between your date of arrival and the official date of registration with the University.

If you are registered as a student at the University of Aberdeen for one semester only and choose to live in private accommodation, you will not meet the requirement of being registered as a student in the UK for 24 weeks and therefore will be required to pay Council Tax. The fact that you are registered as a student in your home university will not be taken into consideration. It is recommended that, if you apply to study at the University of Aberdeen for less than the full academic year, you apply for a place in University accommodation.

Part-time students are not exempt from Council Tax and therefore you must be registered for a full workload of 60 Aberdeen (30 ECTS) credits per semester in order to be considered a full-time student.

For the purposes of the electronic Student Record System, the official dates of registration with the University are 21 September for the first semester and 31 January for the second semester.

Should you have difficulty with Council Tax demands, please contact the ERASMUS Unit at erasmus@abdn.ac.uk, however, it may not always be possible for the ERASMUS Unit to help you and it is likely that you will still have to pay the Council Tax bill you have received.

9.3 Banks

On arrival in Aberdeen, you may wish to exchange money and this can be done at most banks. If you choose to open a bank account in Aberdeen, it is advisable to choose a bank which is reasonably close to the University campus or hall of residence. You will need to take along the following documents: *student ID card, passport and an official letter from the University*. If you are living in Halls of Residence and wish to open a bank account with one of the banks with which the University has made special arrangements, this letter may be available when you arrive in Aberdeen. If not, you will be able to submit a request for a 'bank letter' when you complete the registration process with ERASMUS Unit staff or at the Student Reception of the University Office. Please be aware that it takes time to prepare letters, particularly at the beginning of the semester which is a particularly busy time of year.

Banks are normally open from 9.15 am to 5.00 / 5.30 pm Monday to Friday. Some are open on Saturday mornings until 12.30 pm. The bank listed below is located within the Old Aberdeen University campus:

Bank of Scotland, University Branch, 91 High Street, Old Aberdeen

9.4 Post Offices

The nearest Post Office to King's College is in the Spar shop on the corner of King Street and St. Machar Drive. Post Offices are open from 9.00 am to 5.30 pm Monday to Friday and on Saturday mornings between 9.00 am and 12.30 pm.

In the centre of town Post Offices are located in the basement of WH Smith in the St Nicholas Shopping Centre and at 489 Union Street.

9.5 Travel

The following travel service can advise you on cheap travel (e.g. Student Rail Cards) and can book journeys and vacations world-wide:

STA Travel, 30 Upperkirkgate, Aberdeen

Tel: 01224 658222

Other useful contacts can be found in Appendix V.

Section 10: Exams and the End of Your Stay

10.1 Examinations

If you are registered for and attending a course for the first time, you will automatically be entered for the exam in that course and there is no fee. Exam dates and times will appear in your Student Portal when the timetable has been finalised. The ERASMUS Unit cannot provide information on the exam timetable. If you have lost your Class Certificate for non-attendance or non-submission of written work, the timetable for the exam concerned will not appear in your Student Portal. Please see section 8.8 for further information.

Please note that you must not request special assessment arrangements in order to allow you to leave Aberdeen early or avoid returning to Aberdeen to sit exams. All students are expected to sit exams at the end of each semester, in January and in May/June and you must arrange to be in Aberdeen for the exam period.

10.2 Resit Examinations

If you have to resit an exam, you must formally register for that exam. You will have to apply for the resit exam and pay the appropriate exam fee. All students, including visiting students, are required to pay a resit fee unless the result for the first attempt has been entered by the School as MC (Medical Certificate) or GC (Good Cause).

If you have a valid class certificate, you will be able to resit examinations in the August exam period or in the following January or May/June, depending on whether the course ran in the first or second semester. You will have a final attempt to pass the exam in the following August. After this, your class certificate will no longer be valid and you would require special permission to resit the exam.

You can apply to take resit exams via your Student Portal and information on applying for resit exams can also be found online at:

<http://www.abdn.ac.uk/registry/examinations.shtml>.

Please note that no special assessment arrangements will be made for visiting students who fail an exam. You will be required to return to Aberdeen to take the resit exam at the scheduled time. Exams may not be taken outside Aberdeen.

10.3 Exam Results

You will be able to access your exam results as soon as they become available via your Student Portal by clicking on 'Exam Results'.

You should note that appeals against exam/assessment results must reach the Academic Registrar by 4.00 p.m. on the fourteenth day after the result is accessible via your Student Portal. The University's Policy on Academic Appeals can be accessed at:

<http://www.abdn.ac.uk/registry/quality/appendix5x18a.pdf>.

10.4 Transcripts

When you have completed your period of study in Aberdeen and the results you have obtained have been processed, a Transcript of Records detailing these results will be sent to your home address automatically. **It is your responsibility to ensure prior to your departure from Aberdeen that your home address as listed on the Student Portal is accurate.** Please note that Transcripts will be printed only once the exam results for all students have been processed. You will normally receive your Transcript 4-6 weeks after the end of the semester. You will be able to see your results in your Student Portal as soon as they are available. Please note that transcripts can be delayed if academic departments submit exam results late.

The Transcript is an official document which explains how your results can be converted to the ECTS Grading Scale. It is your responsibility to pass a copy of your Transcript on to your home institution, however, please note that the ERASMUS Unit will send a copy of the transcript directly to the home university if a request is received from that institution. You may also request this by e-mail to erasmus@abdn.ac.uk.

If you have had to take resit exams, please note that a transcript will not be sent to you automatically as the ERASMUS Unit does not have a record of students who have applied for resits. Once your resit result is available, you may request that a revised transcript be sent to you by e-mailing erasmus@abdn.ac.uk.

10.5 ERASMUS Student Diploma

If you are registered as an ERASMUS student at the University of Aberdeen for an entire academic year and achieve a minimum of 120 Aberdeen credit points during your period of registration, you have the right to apply for an ERASMUS Student Diploma. Should you wish to do so, please ask your Adviser of Studies to inform the ERASMUS Unit or e-mail erasmus@abdn.ac.uk directly. When we receive this request, the ERASMUS Unit will complete an application for the award of the ERASMUS Student Diploma on your behalf and your name will be submitted to the next meeting of the University Senate, the governing body of the University, who have the authority to award Diplomas and Degrees *in absentia* i.e. without the candidate being present. The diploma certificate will be sent to the home address which is listed on your Student Portal as soon as possible after the meeting of the University Senate. Please note that there will be a delay in sending your Diploma if the University Senate is not due to meet at the time of your application for the award.

Please see Appendix IV for the regulations governing the award of the ERASMUS Student Diploma.

10.6 Extending Your Period of Study

We regret to inform you that, due to the exceptionally high student numbers it will not be possible for the ERASMUS Unit to consider applications from students who have applied to study at Aberdeen for the first semester and wish to extend their stay for the entire academic year. In the interests of fair treatment, no exceptions to this can be considered.

Section 11: Pre-Departure and Arrival Checklists

11.1 Before Departure from Home

A checklist to ensure that you have done everything before your departure

CHECKLIST	TICK
Have you sent your completed application documents to the ERASMUS Unit of the University of Aberdeen?	
Have you received a <i>Letter of Acceptance</i> from the ERASMUS Unit, with contact details of your Departmental ERASMUS Coordinator?	
Have you applied for University (or alternative) accommodation?	
Have you received details from the Accommodation Office?	
Has your ECTS Learning Agreement been approved and signed by all relevant parties?	
Have you applied for a visa, if relevant?	
Have you uploaded a photograph for your ID card?	
Have you completed all four parts of electronic registration?	
Have you contacted your Departmental ERASMUS Coordinator to arrange an advising/registration appointment?	
Is your passport/national ID card valid?	
Do you have any other documents you might need? (eg <i>Birth Certificate, Driving licence</i>)	
Have you arranged financial support? (eg <i>ERASMUS grant</i>)	
Have you made your travel arrangements?	
Do you know how to reach your accommodation?	
Have you checked the New Students' website for last-minute information (http://www.abdn.ac.uk/newstudents/)?	

11.2 On Arrival in Aberdeen

CHECKLIST	TICK
Complete e-registration if you have not already done so.	
Meet with your Adviser of Studies/Departmental ERASMUS Coordinator to register formally with the University.	
Collect your student ID card (<i>after</i> registering with your Adviser of Studies).	
Collect your student information pack (Freshers' Pack) from the Students' Association.	
Attend any welcome meetings as detailed on the New Students' website at (http://www.abdn.ac.uk/newstudents/)	
Register with a Medical Practice.	
Visit the Departments where you will study and identify where your first classes will be held.	

Appendices

- I Standard Terms Governing Offers of Admission
 to the University**
- II Electronic Registration: A brief step-by-step guide**
- III Notes for Students Using Computer Facilities**
- IV ERASMUS Student Diploma**
- V Useful Contact Information**

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UNIVERSITY OF ABERDEEN

**Office of External Affairs
Student Recruitment & Admissions Service
University Office, King's College, Aberdeen, AB24 3FX
Tel: +44 (0) 1224 273504; email admoff@abdn.ac.uk
www.abdn.ac.uk/sras**

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) Any offer of admission does not imply that any financial assistance will be available from the University.
- d) Admission to individual courses within any degree, diploma or certificate programme is subject to the satisfaction of academic prerequisites and, where course numbers are restricted, to the availability of places. ERASMUS and other full-time non-graduating students whose native language is not English wishing to register for courses at Level 3 in English may be required to sit a diagnostic test before being permitted to register for such courses.
- e) With the exception of ERASMUS and other students admitted under reciprocal exchange agreements and of staff under a contract of employment to the University, all students are required to pay tuition fees annually. Details of these fees 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, normally in one sum, at the time of registration. Your acceptance of this offer of admission to the University will be taken as an acknowledgement by you that you are aware of this obligation and of the time at which it must be met, and that you accept it. When Schools issue teaching materials to students, they may make a charge for this to cover reproduction costs.

f) If you are an overseas student whose native language is not English you may be required to take a test of proficiency in the comprehension and use of English language before you begin to study. If your proficiency does not reach a satisfactory standard you may be directed to attend remedial classes in the University's Language Centre until you have reached an acceptable standard.

g) The University will use all reasonable endeavours to deliver courses in accordance with the descriptions set out in the editions of its Undergraduate and Postgraduate Prospectuses current at the time an offer is made. However, it reserves the right to make variations to the contents or methods of delivery of courses, to discontinue courses and to merge or combine courses, if such action is reasonably considered to be necessary. If the University discontinues any course, it will use its reasonable endeavours to provide a suitable alternative course.

h) All students are required, as a condition of enrolment in the University, to abide by the University's Code of Practice on Student Discipline, as amended from time to time. A copy of the current Code is available from our web pages at:- www.abdn.ac.uk/registry/quality/appendix5x15.pdf

i) The University cannot accept responsibility, and expressly excludes liability, for loss or damage to students' property, and transfer of computer viruses to students' equipment.

Please keep these notes carefully for future reference

Appendix II

ELECTRONIC REGISTRATION (including your Computer Account) A BRIEF STEP-BY-STEP GUIDE

For ERASMUS students

The full Step-by-Step Guide can be accessed at www.abdn.ac.uk/registry/ereg/step.

Electronic Registration is part of the process of registration at the University. It enables you to (i) check and update your personal details held by the University and (ii) check your academic record and/or entry qualifications (iii) set up or renew a computer account (iv) check and settle your tuition fees.

STEP 1: LOGGING ON

On Campus	Off Campus
<p>(i): LOGGING ON TO THE COMPUTER (this may already be done for you)</p> <ul style="list-style-type: none">• Press keys Ctrl + Alt + Delete, then click OK <p>This will display the login window</p> <ul style="list-style-type: none">• In the <i>User name</i> box, type register• Leave the password box empty; click OK <p>(ii): E-REGISTRATION LOGIN</p> <ul style="list-style-type: none">• Once you are logged into the PC, you will be taken to the Registration web page	<ul style="list-style-type: none">• If you have access to the internet, enter the following web-address: www.abdn.ac.uk/ereg

- Click on the *University of Aberdeen Registration System* icon. This will take you to the eRegistration login page
- For Step-by-Step instructions, go to www.abdn.ac.uk/registry/ereg/step or click on the link to the left of the screen that you are currently viewing. The same Step-by-Step link will take you to a set of Frequently Asked Questions, or go to www.abdn.ac.uk/registry/ereg/faq
- Click on the link '*eRegistration Login*' in the centre of the screen
- You will then be prompted to enter:
 - (i) your date of birth in the format 01Jan1970
 - (ii) your student ID number (new entrants should use the first 8 digits of their ID i.e. 07123456)
- You will then be invited to proceed to initialise electronic enrolment for session 2010/11 – click this link
- Once into your own portal, you will find there are 4 separate sections to complete, corresponding to the 4 segments of the University shield: Personal, Course of Study Details, Computing Account Registration and Finance Details/Fees. You need to complete each of these in turn as outlined in steps 2-6 below. When a section is complete the corresponding segment of the University shield will change from black and white to colour.

STEP 2: PERSONAL

- Any parts of your personal data which are missing or incomplete will be listed. As you complete the data the item will disappear from the list.
- You should also take time to check each section and ensure that your personal data is up-to-date. (Please note that when your Student Portal opens you will be able to update any future changes using this facility).
- To enter any missing information or amend any existing data, follow the appropriate links and go through each of the screens in turn. Read the on-screen instructions provided carefully, and enter in the data as required. To save data to the system, click 'Apply' at the bottom of each screen. To return to the main screen of the Personal Details section, click 'Back' at the top of the screen.
- When all information is complete, return to the main screen of the Personal Details section and read the Declaration. Click 'Agree' to accept. You can now return to the eRegistration Overview screen by clicking 'Back'.

STEP 3: COURSE OF STUDY DETAILS

- Confirm that the information the University holds on your entry qualifications is correct by clicking 'Yes'. If it is incorrect, click 'No'. A text box will appear for you to input the correct information. **If you are an incoming ERASMUS student you will be asked to confirm the University where you normally study. No details of your previous qualifications are required.**
- Once you have confirmed your academic information, you will be invited to complete a Declaration to confirm your academic record is correct. Click 'Agree' to accept, and 'Back' at the top of the screen to return to the e-Registration Overview screen.

STEP 4: COMPUTING ACCOUNT REGISTRATION (including Email)

- You will be asked to confirm that you agree to abide by the *Terms and Conditions for Computing Use*. Please take a moment to read the Conditions before proceeding.
- Having done this, you will be prompted to choose a password. Take care to memorise your password or write it down and store in a secure place. You will need it each time you log-on to your University computer account.
- Once you have chosen a password, you will be given details of your username (you will also need this each time you log on to a University computer) and University e-mail address, both of which you should write down and keep securely.
- Your new computing account will become active the next working day (either the following day or Monday if you register on Friday, Saturday or Sunday). This will then enable you to access your Web-based learning resources and University e-mail account. The Student Portal will be activated when you are fully registered. When your Student Portal account is activated you will receive an e-mail informing you that your account is now open.

STEP 5: FINANCE DETAILS/FEEES

- ERASMUS students are not personally responsible for the payment of tuition fees to their host institution, however, you will find that the information in your fees portlet refers to an amount of money. For ERASMUS students, the fees portlet indicates the amount of tuition fees which the relevant College in the University will be charged for the duration of your period of study in

Aberdeen. This is entirely normal and you should simply agree to this. You will not be asked to pay tuition fees to the University of Aberdeen.

- If you have any queries regarding tuition fees, please e-mail erasmus@abdn.ac.uk
- Further detailed guidance (including several examples) on how to complete this section can be accessed via the Finance Details/Fees Section of the full Step-by-Step Guide.

STEP 6: LOGGING OUT

- You have now completed e-Registration – thank you. The main e-Registration overview screen will now be completely in colour (subject to Finance Details/Fees being complete). Click logout at the top of the screen to exit e-Registration.

TO BE FULLY REGISTERED ~ READ ON!

Please note that to be a fully registered student of the University you must complete **both** parts of the Registration process. You will then be eligible to receive your Student ID card.

Part 1 of the Registration process is e-Registration, which you have just completed yourself.

Part 2 is Advising: This is the part of the process, that you cannot do yourself, which makes your academic curriculum to the end of your period of study at the University live. Part 2 must be undertaken by an appropriate academic member of staff. You will have received the details of your Adviser of Studies in your acceptance letter. You will need to contact them to make an appointment to meet as soon as possible after your arrival in Aberdeen in order to complete Part 2 of the Registration process.

- When you complete both parts of the Registration process you should come to the Student Reception in the Registry to collect your Student ID Card. You should have a Registration Document with you which you will have received from your Adviser of Studies. Please show this to the Reception Staff. They will check that you are eligible to receive your ID card.
 - As you are a new student, in order to receive an ID card you must have submitted a UK-passport-approved-sized photograph. If you submit a photograph after your arrival, it takes about two working days for the ID card to be ready for collection.
-

ERASMUS Student Diploma

The ERASMUS Student Diploma is awarded in accordance with the following regulations approved by the Senatus Academicus on 27 January 1983.

REGULATIONS

1. Admission to a programme of study leading to the award by the University of Aberdeen of the ERASMUS Student Diploma is open only to students from institutions in the European Community attending the University under an approved ERASMUS bilateral agreement or who have 'Freemover' status under the SOCRATES-ERASMUS Scheme, and who are not qualified to register for any other qualification of the University of Aberdeen. Students must have completed a minimum of two sessions of full-time study at their home university before registering at the University of Aberdeen.
2. The programme for the diploma shall extend for a minimum of one session of full-time study, undertaken at the University of Aberdeen. The diploma may be awarded on the recommendation of any Academic Standards Committee (Undergraduate) in the University.
3. Candidates shall follow a programme of study as agreed by the ERASMUS coordinators and the Heads of the relevant Schools. The prescribed programme must include not less than 120 credit points selected from the undergraduate Catalogue of Courses. In terms of General Regulation 4 for First Degrees, no candidate may register for more than 90 credit points in any half-session.
4. The examiners for the diploma shall be the Professors, Readers and Lecturers in the University of Aberdeen whose courses are taken towards the diploma together with such external examiners as may be appointed by the University Court. The provisions regarding the assessment of courses taken for the diploma shall be those contained in Regulations 9.1 and 9.2 of the General Regulations for First Degrees.
5. The Senatus Academicus, on the recommendation of the relevant Academic Standards Committee (Undergraduate), may terminate, during the academic year, the studies of candidates who persistently fail to attend, or perform the required work of, the courses for which they are registered.
6. Candidates who have attended and duly performed the work of the course and passed the prescribed degree assessments in the subjects required under regulation 3 shall be eligible for the award of the ERASMUS Student Diploma.

Appendix V

Useful Contact Information

The University numbers below are for internal dialling, within the University.
Please prefix with 27 if calling from an external line in Aberdeen OR
+44 1224 27 if calling from abroad

University of Aberdeen

ERASMUS Unit	3664
Language Centre	2537
Queen Mother Library	3600
Student Accommodation Office	3502
Students' Association	2965
Student Support Services	3935

<http://www.abdn.ac.uk/studenthelpguide/>

Medical

Old Aberdeen Medical Practice (01224) 286702

NHS 24 (Medical guidance by specialist staff delivered by telephone) (08454) 242424

Emergency

Direct dial

Police	999
Ambulance	999
Fire	999
Operator	100
Directory Enquiries	118 118
Internat. Directory Enquiries	118 102/3/4
Grampian Police	(0845) 600 5700

Crime Stoppers (0800) 555 111

Aberdeen Royal Infirmary, Foresterhill (0845) 456 6000

Travel

Rail: Passenger Enquiries	(08457) 484950
Air: Aberdeen Airport (Dyce)	(0141) 5856161
Bus: First Group	(01224 650 000) www.firstgroup.com
Stagecoach	(0871 200 22 33) www.stagecoachbus.com
Taxis: Central Taxis	(01224) 890089
ComCab	(01224) 353535
Mair's City Taxis	(01224) 724040
Rainbow City	(01224) 878787

Tourist Information

VisitScotland-Aberdeen and
Grampian
26/28 Exchange Street

(01224) 288800
<http://www.aberdeen-grampian.com/>

Post Office

Spar, St Machar Drive
WH Smith, St Nicholas Centre, Aberdeen City Centre

Leisure

Aberdeen Box Office,
Union Street
(Tickets for His Majesty's
Theatre, the Music Hall and
other venues in Aberdeen)

(01224) 641122
www.boxofficeaberdeen.com

Aberdeen Arts Centre,
King Street

(01224) 635208
www.digifresh.co.uk

Belmont Cinema,
Belmont Street

(01224) 343534

Cineworld Cinema
- Union Square
- Aberdeen Queen's Links

(0870) 200200
www.cineworld.co.uk

Vue Cinema,
Exchange Street

(0871) 2240240
<http://www.myvue.com/index.asp>

Aberdeen Art Galleries and
Museums:

<http://www.aagm.co.uk/>

- Aberdeen Art Gallery
- Aberdeen Maritime
Museum
- Cowdray Hall
- Provost Skene's
House

Sunset Boulevard
Beach Boulevard
- Ten Pin Bowling
- Pool and bars

(01224) 595910
www.codonas.com

Classical Music

Aberdeen Chamber Music
Club, Cowdray Hall

<http://www.aberdeenchambermusic.org/>

St Andrew's Cathedral,
King Street

<http://www.cathedral.aberdeen.anglican.org/cathedralmusic.htm>

St Machar's Cathedral,
Old Aberdeen

http://www.stmachar.com/music_events.html

University Music

<http://www.abdn.ac.uk/universitymusic/>

All offers of acceptance are made subject to the Standard Terms Governing Offers of Admission to the University. See Appendix I for full details of these terms.

OFFICIAL REQUIREMENTS

Free Movement- EU and EEA and Swiss students have the right of free movement- you can travel in and out of the UK freely and there is no requirement to register with the Police or Town Hall.

WORK DURING STUDY

Work Hours- Most EU, EEA and Swiss students can work unlimited hours. The exception is Bulgarian and Romanian nationals who must apply for a Workers Registration Certificate for permission to work.

Please see the “Bulgarian and Romanian Student Worker Registration” information sheet for more details or visit the UKBA website www.ukba.homeoffice.gov.uk/workingintheuk

Joblink- The Aberdeen University Students’ Association (AUSA) provide a Joblink service for all students interested in part-time work. Visit their website and register for part-time job vacancies, preparing CV’s, employment rights and more- www.ausa.org.uk/joblink

NI Number- If you want to work in the UK you will need a National Insurance (NI) Number. You should wait until you have a job offer, then make an appointment at your local Jobcentre to get your Number.

COUNCIL TAX

Exemption- Council Tax is a tax payable to the Council for the property you are living in. Most full-time students are exempt from paying Council Tax. Students in Halls are automatically exempt and won’t see a Council Tax bill. If you are staying in accommodation in the private sector you will need to fill in an exemption form which is available from Infohub.

You are only exempt if your course is longer than 24 weeks in 1 year. If you are here for 1 semester only and living in private accommodation you are eligible to pay Council Tax.

NATIONAL HEALTH SERVICE (NHS)

NHS- The NHS is the institution that provides healthcare in UK. In order to access this ensure you have your EHIC (European Health Insurance Card) and then register with a GP. Look out for the registration sessions in Elphinstone Hall during Freshers’ Week (you will find more information in your Freshers’ pack and the Events Guide). International and EU students in Scotland are entitled to free NHS consultations, treatment and prescriptions.

If you are only in the UK for a short time your registration will be at discretion of your practice, however if you need ongoing treatment you will be registered. If you are not registered with a GP and you fall ill you should contact your local GP as soon as possible. If you have questions about your health you can contact NHS 24 (08454 24 24 24) who provide free confidential advice over the phone. If you need emergency medical treatment you should call an ambulance by phoning 999.

Dentist- Unfortunately there is a lack of NHS dentists in North East Scotland. If you need dental treatment you will probably have to go to a private dentist which can be very expensive.

Optician- If need spectacles or contact lenses you can visit an Optician who will provide eye tests and an appropriate prescription. Sight tests are free but you will have to pay for spectacles and contact lenses.

FURTHER ISSUES

Driving- You can legally drive in the UK provided you have a valid EEA license, and you are free to apply at any time to exchange it for a UK license. Remember you will also need car insurance and valid road tax. Visit the UKCISA website for more information

www.ukcisa.org.uk/student/info_sheets/driving.php

TV License- You must pay a license fee (£145.50 per year) to watch TV in the UK. It makes no difference how you watch TV- whether it's on your laptop, PC, mobile phone or good old-fashioned TV set - if you use any device to receive television programmes as they're being shown on TV (live), the law requires you to be covered by a licence. If you are caught without a license you can be fined up to £1,000. For more information visit www.tvlicensing.co.uk

Bank Account- If you want to open a bank account in the UK you will need to show your passport, proof of accommodation and a letter from the University (available from Infohub). If you are here for a short time only it is probably best to just use your home bank account.

Insurance- If you have brought valuable items (laptop, camera, iPod) with you, it is best to take out an insurance policy to cover theft or damage. There are lots of policies available including ones specifically for students- shop around or search the internet for the best deal for you.

Personal Safety- Aberdeen is a city and like any city there are areas which are not as safe as others. Use common sense- at night stick to well lit areas and don't walk home on your own. You should also avoid Seaton Park after dark.

Theft from Halls is uncommon but not worth risking- always lock your door, even if you are just going to the kitchen or shower room.

STUDENT SUPPORT SERVICES

Student Advice and Support Office (SASO)- Confidential, independent and non-judgemental advice and support. Based on the ground floor of the Hub, telephone 01224 273935.

Student Support Advisers

The Student Support Advisers provide support and information on financial, accommodation and personal issues and can also provide assistance with University procedures. For more information please visit www.abdn.ac.uk/student-support/support-office

Disability Advisers

The Disability Advisers provide support and confidential advice for disabled students, including students with medical conditions and specific learning difficulties. For more information please visit

www.abdn.ac.uk/disability

International Student Advisers

The International Student Advisers are professionally trained to provide specialist advice on visa and immigration matters. For more information please visit the University New Students website

www.abdn.ac.uk/newstudents/international

Counselling- The University Counselling Service offers confidential one-to-one meetings with professional Counsellors to help you explore any issue that is causing concern or distress. The Counselling Service is based at 5 Dunbar Street, for further information visit

www.abdn.ac.uk/counselling

Chaplaincy- The University Chaplaincy caters for people of all faiths and none. The Chaplains are available for those who may find themselves struggling with life events, studies, unexpected losses and conflicts, relationships or just making it all fit together. The Chaplaincy is based at 25 High Street, for further information visit www.abdn.ac.uk/chaplaincy