



## WELCOME TO THE UNIVERSITY OF ABERDEEN

We are delighted that you are interested in applying to study at the University of Aberdeen. This guide is designed to provide you with the information you require to prepare to apply to spend a period of study here.

We hope you find this information useful and look forward to receiving your application. If your application is successful, you will receive further information. 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](mailto:erasmus@abdn.ac.uk). **Please ensure that you use only this address for ERASMUS-related correspondence.**

We look forward very much to receiving your application and to welcoming you to the University of Aberdeen.

Best wishes  
Shona Potts

### Contact Details

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E-mail: [erasmus@abdn.ac.uk](mailto:erasmus@abdn.ac.uk) ; <http://www.abdn.ac.uk/erasmus>

## Section 1: Applying to Study at the University of Aberdeen

### 1.1 Bilateral Agreements for Student Exchange

Before the exchange of ERASMUS students can take place, a Bilateral Agreement for student exchange in the relevant subject area must be signed by your home university and the University of Aberdeen. If you are interested in applying to the University of Aberdeen you must check with the Coordinator in your home university whether an agreement is in place. Please note that Bilateral Agreements cannot be signed at the request of individual students. Bilateral agreements limit the number of students who can be exchanged.

### 1.2 Language Requirements

Visiting students **MUST** have adequate English language proficiency prior to coming to Aberdeen. There is no official English language requirement for the ERASMUS programme, however, students who do not have an adequate command of English will experience great difficulty in understanding lectures, producing written work and sitting examinations, as well as integrating into life in Aberdeen. If you are required to undertake work in a laboratory you may only be able to do so if you can communicate effectively in English as it may be too dangerous if you have a poor command of English.

**Please note that admission to Level 3 courses in English literature and linguistics is subject to students passing a diagnostic test.** This is held in the first week of each semester (please see section 3.5 for more details). There is no diagnostic test for admission to level 3 courses in other subjects. Admission to these courses will depend on your previous experience which will be judged, in a first instance, on the basis of the transcript that you provide as part of your application to study at the University of Aberdeen.

### 1.3 Application Procedures

All ERASMUS students wishing to apply to the University of Aberdeen must have the support of their home University who must nominate them by e-mail to [erasmus@abdn.ac.uk](mailto:erasmus@abdn.ac.uk). Once this nomination has been made, the ERASMUS Unit will send current application information to all applicants.

In order to apply to the University of Aberdeen as an ERASMUS student, you must complete an online application form which will be available at [www.abdn.ac.uk/erasmus](http://www.abdn.ac.uk/erasmus). Paper application forms will not be accepted.

As part of the online application process, you will have to upload the following documents which you must have ready before you begin the online application process:

- **ECTS Learning Agreement signed by home institution**
- **Transcript of Records detailing your previous University study and results**

A blank ECTS Learning Agreement is available at: <http://www.abdn.ac.uk/erasmus>. You may provide the Learning Agreement of your home university.

The Transcript of Records is an official document available from your home institution.

Once you have completed the online application process, you must send the original Learning Agreement only by post within 10 days to the ERASMUS Unit at:

ERASMUS Unit, The Hub (2<sup>nd</sup> Floor), University of Aberdeen, Elphinstone Road, King's College, Aberdeen, AB24 3TU, UK

**Please note that your application will not be accepted if any of the necessary documentation is not submitted.**

A signed ECTS Learning Agreement must be included as part of your application even if you are not sure of your final choice of courses. The Learning Agreement must list your provisional course choices and must include courses worth a total of 60 Aberdeen credits (30 ECTS credits) per semester. Applicants for the full academic year must list provisional course choices for both semesters.

If you intend to undertake a project during your period of study in Aberdeen, this should be clearly indicated on the ECTS Learning Agreement with a brief statement about the nature of the proposed project.

#### **1.4 ERASMUS Application Deadlines**

ERASMUS applications for study at the University of Aberdeen in the first semester must be submitted before **1 June** and applications for the second semester must be submitted before **1 November**. It is strongly recommended that all applications be submitted well in advance of both of these dates.

**The University of Aberdeen will not consider applications submitted after these dates.** Late applicants will have difficulty in gaining a place in University accommodation.

#### **1.5 Confirmation of Acceptance**

Once your application has been received and processed by the ERASMUS Unit, it will be sent to the relevant Departmental ERASMUS Coordinator in Aberdeen for approval. The Departmental Coordinator will provide the ERASMUS Unit with feedback on your chosen programme of study.

The ERASMUS Unit will inform you by e-mail if your application has been successful and, if appropriate, will convey the feedback from the Departmental Coordinator who will also act as your Adviser of Studies during your period of study in Aberdeen. The ERASMUS Unit will also provide you with information about arrival in Aberdeen and applying for University-managed accommodation.

**You will not be able to apply for accommodation until official approval of your acceptance has been received from the Departmental Coordinator and you have received confirmation of your acceptance from the ERASMUS Unit.**

#### **1.6 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](mailto: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 after you have been accepted as a student at the University of Aberdeen, please contact your Adviser of Studies whose details will be sent to you at the appropriate stage by the ERASMUS Unit.

## Section 2: Choosing your Courses

### 2.1 Courses

The University of Aberdeen's academic year is divided into two semesters. Most courses last for one semester i.e. twelve teaching weeks followed by an examination period. A small number of courses run for six weeks only or for the full academic year.

All courses at the University of Aberdeen are given codes which are normally composed of two letters and four digits: e.g. MS3034. Each letter and digit represents the following:

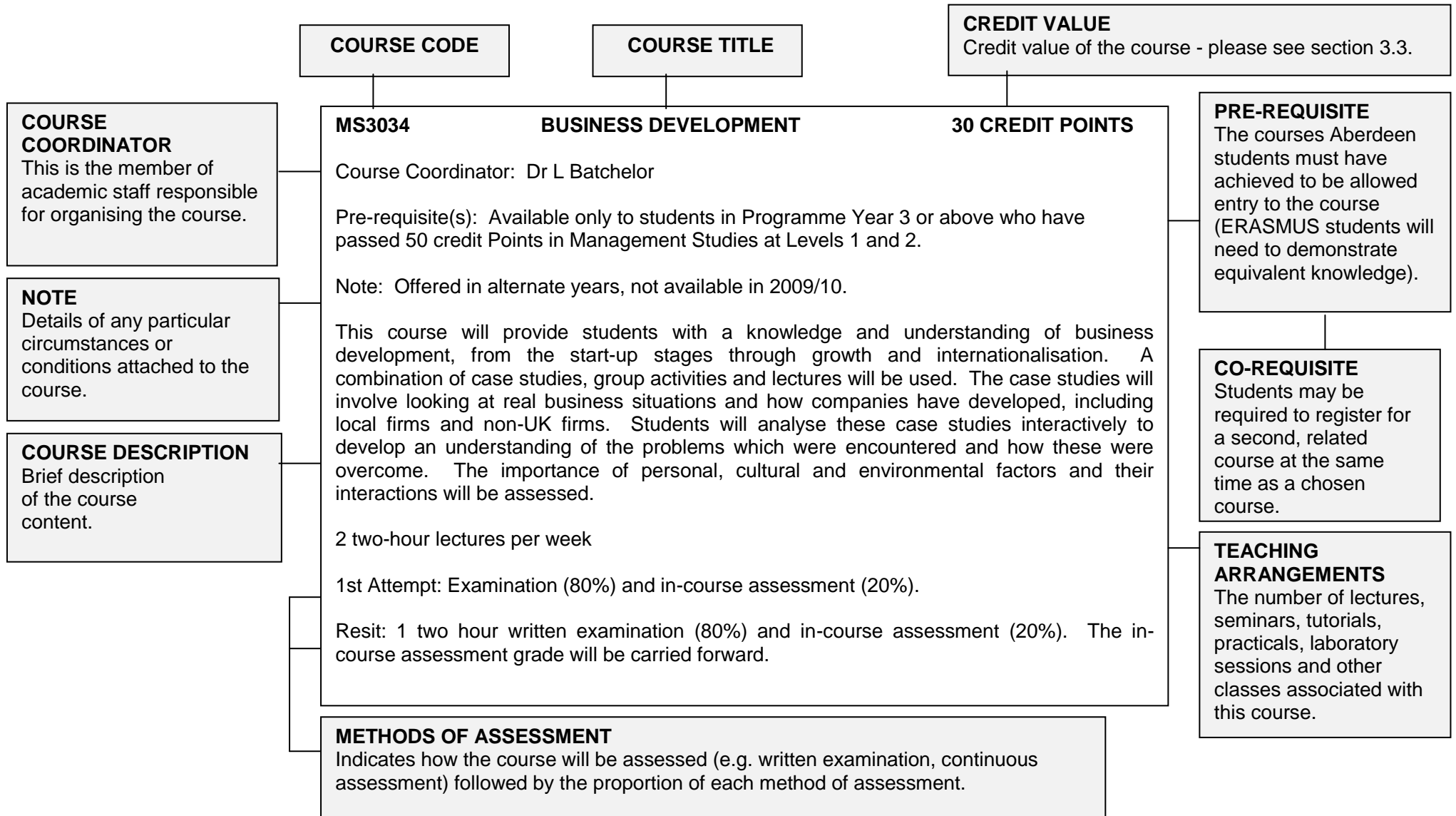
COURSE CODE	EXPLANATION OF SAMPLE COURSE CODE <u>MS3034</u>
MS	The first two letters refers to the <b>subject area</b> of the course. (In this case: MS = Management Studies)
3	The <b>first digit</b> indicates the <b>level</b> of the course i.e. year 1, 2, 3 or 4
0	The <b>second digit</b> indicates when the <b>course starts</b> : 0 = course starts at the beginning of Semester 1, normally for 12 weeks 3 = course starts in week 7 of Semester 1, normally for 6 weeks 5 = course starts at the beginning of Semester 2, normally for 12 weeks 8 = course starts in week 7 of Semester 2, normally for 6 weeks
34	The <b>last two digits/letters</b> identify individual courses and have no significance in making your course choice.

### 2.2 Catalogue of Courses

The Catalogue of Courses contains details of all undergraduate courses taught in the University of Aberdeen. The Catalogue of Courses is available online and can be found at: <http://www.abdn.ac.uk/registry/courses>. The undergraduate degree at the University of Aberdeen is normally four years in length. Postgraduate (level 5) courses are not available to visiting students.

The following page contains an example of how a course would be displayed in the Catalogue of Courses. Please refer to the relevant text box for an explanation of each section of the course description.

**COURSE CATALOGUE CASE STUDY: MS 3034 BUSINESS DEVELOPMENT**



## 2.3 Converting Aberdeen Course Credits to ECTS Credits

The University of Aberdeen uses a credit system which is double the ECTS system i.e. 20 Aberdeen credits = 10 ECTS credits. One Aberdeen credit represents what you are expected to achieve in 10 'notional hours of learning time'. 'Notional hours' refers to the time that you will spend both in the classroom and in private study.

Students are expected to register for and pass courses worth 60 Aberdeen credits (30 ECTS) per semester. You will be required to register for this number of credits.

The conversion between Aberdeen Credit Points and ECTS credits is as outlined below:

Aberdeen Credit Points (as stated in the Catalogue of Courses)	ECTS Credit Value
5	2.5
10	5.0
15	7.5
20	10.0
25	12.5
30	15.0
60	30.0
120	60.0

## 2.4 Courses in English Literature and Linguistics

Each year, many visiting students seek admission to advanced level courses in English literature and linguistics. Please note that restrictions are placed on the number of students admitted to many Level 3 courses and preference is given to students who are completing their degree programme at the University of Aberdeen.

**Visiting students interested in taking courses in English literature and linguistics at level 3, whose native language is not English, will be required to sit a diagnostic test. This will be held during the week before teaching begins in the first semester and in the first week of teaching in the second semester.**

The diagnostic test is to determine a student's language and literacy/critical competence. Students who fail this test are not normally admitted to Level 3 courses within English. Further information regarding the Diagnostic Test and courses available within English can be found on the School of Language and Literature web pages at: <http://www.abdn.ac.uk/english/international/erasmus.php>.

Visiting students are never permitted to register for courses at Level 4 in English literature and linguistics.

Students interested in taking courses at level 3 in other subjects will not be required to sit a diagnostic test. Entry to these courses will be subject to timetabling and the previous experience of the individual concerned.

## 2.5 English Language Training

ERASMUS students are not expected to require additional English language training. The University of Aberdeen does not offer any free English language courses.

If you do feel that it would be helpful to attend a language training course before the academic year begins, a pre-semester Intensive Course in Academic English is available in August-September. ERASMUS students must pay a fee to attend this course.

If you choose to attend the pre-semester language training course, please note that you will have to arrange your own accommodation during this period. You may be able to arrange accommodation independently in a University Hall of Residence. Please be aware that you will not be able to register as a student of the University of Aberdeen during this period.

The University Language Centre provides some English language training in both semesters. These courses are not credit-bearing and are not formally assessed. This means that these courses will not appear on a student's transcript and do not have a related number of credits). They do not form part of a student's normal curriculum of study. Attendance must be arranged directly via the Language Centre and ERASMUS students will be required to pay a fee.

Other options are available and, for further information, please consult the Language Centre web-pages at: <http://www.abdn.ac.uk/languagecentre/index.php?id=3>.

## **2.6 Teaching Hours**

You may find that the number of teaching hours in Aberdeen is less than you are used to. This is because you will be expected to undertake a significant amount of private study. 120 Credits (60 ECTS Credits) per academic year is the normal workload for Aberdeen students and you will not normally be permitted to register for significantly more or fewer credits than this. Should you wish to do so, you will require the written permission of the Head of School/Discipline and the approval of the Academic Standards Committee (Undergraduate). Any communication regarding such a request must be sent to the ERASMUS Unit at [erasmus@abdn.ac.uk](mailto:erasmus@abdn.ac.uk) and the request must have the written support of your Adviser of Studies.

## **Section 3: 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 4: Structure of the University

The University of Aberdeen has around 14,000 registered students and is based on two main campuses; King's College in Old Aberdeen and Foresterhill campus. The Foresterhill campus is home to Aberdeen's main hospital and the University's School of Medicine and Dentistry and the Institute of Medical Sciences.

The University is structured in three Colleges, each of which contains a number of Schools. Many Schools contain several different academic disciplines as detailed below.

College	School	Discipline
<b>College of Arts and Social Sciences</b>	School of Divinity, History and Philosophy	<ul style="list-style-type: none"> <li>• Divinity/Theology</li> <li>• Religious Studies</li> <li>• Cultural History</li> <li>• History</li> <li>• History of Art</li> <li>• Philosophy</li> </ul>
	School of Education	
	School of Language & Literature	<ul style="list-style-type: none"> <li>• English</li> <li>• Film and Visual Culture</li> <li>• Language and Linguistics</li> <li>• Modern Languages                             <ul style="list-style-type: none"> <li>• Celtic</li> <li>• French</li> <li>• German</li> <li>• Hispanic Studies</li> </ul> </li> </ul>
	School of Law	
	School of Social Science	<ul style="list-style-type: none"> <li>• Anthropology</li> <li>• Gender Studies</li> <li>• Politics and International Relations</li> <li>• Sociology</li> </ul>
	Business School	<ul style="list-style-type: none"> <li>• Accountancy and Finance</li> <li>• Economics</li> <li>• Property</li> <li>• Management</li> </ul>
<b>College of Life Sciences and Medicine</b>	School of Biological Sciences	<ul style="list-style-type: none"> <li>• Biology</li> <li>• Conservation Biology</li> <li>• Marine Biology</li> <li>• Tropical Environmental Science</li> <li>• Zoology</li> </ul>
	School of Medical Sciences	
	School of Medicine and Dentistry	
	School of Psychology	
<b>College of Physical Sciences</b>	School of Engineering	
	School of Natural & Computing Sciences	<ul style="list-style-type: none"> <li>• Chemistry</li> <li>• Computing Science</li> <li>• Mathematical Sciences</li> <li>• Physics</li> </ul>
	School of Geosciences	<ul style="list-style-type: none"> <li>• Archaeology</li> <li>• Geography and Environment</li> <li>• Geology and Petroleum Geology</li> <li>• Planning</li> </ul>

## Section 5: Applying for Accommodation

### 5.1 University Accommodation: General Information

You will find information about University-managed accommodation on the University web-pages at:

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

**University accommodation is normally available for all visiting students who submit an application by the deadline.** You will not be able to apply for accommodation until your application to study at the University of Aberdeen has been approved.

Most visiting students are offered accommodation in Hillhead Halls of Residence, the University's largest complex of student accommodation. Allocation of rooms is made on a first-come, first-served basis and choice will be limited if your application is submitted late.

Hillhead Halls of Residence is within walking distance of King's College and served by a frequent bus service. There is a 24 hour security presence on site and each Hall has a sub-warden who can be contacted if you are experiencing difficulties of a practical or personal nature.

Further details about accommodation at Hillhead Halls of Residence are available at the following website:

<http://www.abdn.ac.uk/accommodation/accommodation/hillhead.php>.

Accommodation is self-catering (an apartment with a shared kitchen). Apartments are normally allocated either to groups of male or female students. Double rooms are not available.

### 5.2 Second Semester Arrivals

If you are coming to Aberdeen for the second semester only, please note that there is no gap between semester one and semester two. For this reason, University-managed accommodation for the second semester cannot be made available until Sunday 29 January 2012 and teaching begins on Monday 30 January 2012. If you are coming to Aberdeen for the second semester only, it is therefore important that you see your Departmental Coordinator/Adviser of Studies as soon as possible after your arrival in order to complete the registration process and begin attending classes without any delay.

### 5.3 University Accommodation: Making an Application

Students wishing to apply for University accommodation are required to apply online at: <http://www.abdn.ac.uk/accommodation/apply/index.php>

You will only be able to do this once your application to study at the University of Aberdeen has been approved. It is very important that you complete the application for accommodation as soon as possible after you receive notification of your acceptance. If you apply late there is no guarantee that accommodation will be available. Please check the Student Accommodation website for details of application deadlines.

The ERASMUS Unit has no involvement with the allocation of accommodation. **All questions regarding accommodation applications should be directed to the Student Accommodation Office by e-mailing [studentaccomm@abdn.ac.uk](mailto:studentaccomm@abdn.ac.uk).**

## 5.4 Private Accommodation

The University of Aberdeen cannot provide guidance on applying for accommodation in the private sector. Student accommodation is available in the private sector but can be expensive. Short term contracts (leases) may not be possible as most leases will be for a calendar year. Should you be interested in looking for private accommodation, there are many estate agents and solicitors' offices which advertise property for rent and local newspapers are also a good source of information. You may wish to consult the following web pages which contain information gathered from the individual websites of many companies: <http://www.aspc.co.uk/>.

The Information and Advice Centre, based in the Butchart Centre, has details of accommodation available on a private basis. Please see [http://www.ausa.org.uk/content/page.php?page\\_id=26](http://www.ausa.org.uk/content/page.php?page_id=26) for more information. Many students also place adverts for rooms available in shared accommodation on notice boards all over the University.

**Before signing a lease on private accommodation, it is essential that you are fully aware of the implications of the document which will be legally binding. The ERASMUS Unit will not be able to help if you experience difficulties or wish to leave your accommodation early.**

## Section 6: Travel Arrangements

### 6.1 Entering the UK

Students from any European Union Member State or the European Economic Area who are on a student exchange programme, will require a full passport or valid national ID card in order to enter the UK. This will allow them to reside in the UK for up to one year. No other documentation is required.

Students who are nationals of non-EU countries must check in advance with the authorities of their home country what documentation is required. Bear in mind that it will take time to apply for a visa if that is necessary and that the UK is subject to very strict immigration legislation. For more information please consult the following web pages: <http://www.bia.homeoffice.gov.uk/>. Please be aware that your visa application is your responsibility. You must submit your application to the University of Aberdeen in sufficient time for it to be processed. If your application is approved, you will receive an appropriate acceptance letter.

If you have applied to study at the University of Aberdeen for one semester only and require a visa to enter the UK, you must apply for a Student Visitor Visa. Please note that you will not be permitted to work in the UK with this type of visa.

If you have applied to study in the UK for a full academic year and require a visa to enter the UK, the ERASMUS Unit will provide you with a CAS number in order to allow you to apply for a visa.

Please note that, even if your application to study has been accepted by the University of Aberdeen, you may not receive a visa to study here. This is the responsibility of the appropriate authorities.

### 6.2 When to Arrive

If you are staying in University accommodation, you will be informed by the Student Accommodation Office of the date when your accommodation is available.

First semester arrivals: Accommodation is usually available from the Saturday preceding the first day of the semester.

Second semester arrivals: Accommodation is usually available from the Sunday preceding the first day of the semester.

**Should you wish to arrive before these dates, you must arrange additional vacation accommodation by contacting Hillhead Halls of Residence directly ([hillhead.halls@abdn.ac.uk](mailto:hillhead.halls@abdn.ac.uk)). The Student Accommodation Office and the ERASMUS Unit cannot help you to arrange accommodation outside the semester dates.**

Please note that there is no need to arrive a week (or more) *before* the start of the semester, as all advising procedures are organised in the first week. You are expected to arrive in Aberdeen in time for the first Monday of the semester.

## Section 7: You and the University of Aberdeen

### 7.1 Meet with Your Adviser of Studies

Once you arrive in Aberdeen, you must meet with your Departmental ERASMUS Coordinator, who is also your Adviser of Studies. The details of your Departmental Coordinator/Adviser of Studies will be included in your acceptance letter. They are the first person you should make contact with when you arrive and will remain your main academic contact throughout your period of study in Aberdeen. They will be able to discuss your final course choice with you. This is known as Advising. Before your arrival you should contact your Departmental Coordinator to arrange an appointment.

### 7.2 Computer Facilities

The University campus and all student-managed accommodation is enabled for wireless access.

### 7.3 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.

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

### 7.4 Cost of Living

It is estimated that students will require an absolute 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 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.

### 7.5 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](mailto: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, King's College.

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.

## **7.6 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 8: Leisure Activities

### 8.1 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. Joining a society is a good way of meeting a wide range of other students.

### 8.2 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 student 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 is 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 for advice or visit <http://www.ausa.org.uk/> for more information.

### 8.3 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/newstudents/>. You will find details of specific events for new students, including welcome meetings for ERASMUS students, on these pages.

### 8.4 Things to do in the City of Aberdeen

The city of Aberdeen has numerous facilities for various forms of cultural activities including cinemas, theatres, museums, music, dancing, eating and sports. See <http://www.aberdeen-grampian.com/> for more information on the city and surrounding area, Aberdeenshire.

### 8.5 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>

## FREQUENTLY ASKED QUESTIONS APPLICATION PROCESS: INCOMING ERASMUS STUDENTS

### ***How do I apply to study as an ERASMUS student at the University of Aberdeen?***

All applicants must be nominated to the University of Aberdeen by their home university by e-mail to [erasmus@abdn.ac.uk](mailto:erasmus@abdn.ac.uk).

All nominated applicants must complete the online application available at <http://www.abdn.ac.uk/erasmus>. **Paper application forms will not be accepted.**

As part of the online application, you will have to upload the following documents:

- ECTS Learning Agreement signed by home institution
- Official Transcript of Records detailing results of previous university study

A blank ECTS Learning Agreement is available on our web-pages at <http://www.abdn.ac.uk/erasmus> under 'Downloadable Forms'. The Transcript of Records is an official document available from your home university. **Incomplete applications will NOT be accepted.**

**Please ensure that you have these documents ready before you begin the online application.**

**Once you have completed the online application form, you must send the original ECTS Learning Agreement by post** no more than 10 days after your completion of the online application. Please do not send documents by fax or e-mail. Full details are included in the online application process.

### ***I do not have all these documents. Is that a problem?***

Yes. You will not be able to complete the online application without these documents and your application will not be valid until the ERASMUS Unit has received the original documents.

### ***Can I use my own university's application form?***

No. All applicants must complete the online application process. You may upload and send your home university's version of the Learning Agreement. Please do not send documents by fax or e-mail.

### ***When are the deadlines for applications?***

For first semester/full year applications: **1 June** ; For second semester applications: **1 November**.  
**NB: These are FINAL deadlines. No applications will be considered after these dates.**

### ***Do I have to have a TOEFL or other English Language qualification?***

No. However, you must have adequate proficiency in English as you will have to follow lectures, participate in seminars and produce written work in English at an advanced level. For further guidance, please see the attached sheet.

### ***Are English Language courses available?***

ERASMUS students are not expected to require this level of support. Courses are available in August-September before the beginning of the semester. You will have to pay the full price to attend these courses. Please note that you will have to arrange your own accommodation during this period. You may be able to arrange accommodation independently in a University Hall of Residence.

The University Language Centre provides some English language training in both semesters. These courses are not credit-bearing and attendance should be arranged via the Language Centre. **You will have to pay for these courses.** Other options are available and, for further information, please consult the Language Centre web-pages at: <http://www.abdn.ac.uk/languagecentre/index.php?id=3>.

### ***How do I find out about university courses?***

The Catalogue of Courses is available on the University's web-pages at <http://www.abdn.ac.uk/registry/courses>. The Catalogue of Courses for 2011-2012 will not be available until summer 2011. If necessary, you should make your course choice based on the 2010-2011 Catalogue. Please note that **you must choose at least 50% of your courses in the subject area in which the Bilateral Agreement with your home institution has been signed** but may also take other courses, subject to timetabling and experience.

### ***How do I know when courses run?***

Look carefully at the course code. The first two letters denote the subject. The first digit indicates the level of the course (i.e. 3 = 3<sup>rd</sup> year). The second digit indicates when the course starts:-

0 = course starts at the beginning of semester 1 ; 3 = course starts in week 7 of semester 1 (for 6 wks)

5 = course starts at the beginning of semester 2 ; 8 = course starts in week 7 of semester 2 (for 6 wks)

e.g. CS1014 is a first year course in Computing Science which is only available in the first semester  
EL3501 is a third year course in English which is only available in the second semester

Most courses run for 12 weeks. There are a small number of 6 week courses, mostly with second digits '3' and '8'. These will be indicated in the Catalogue of Courses. Please note that the timetable of courses will not be available until a much later stage.

### ***How do Aberdeen credits compare to ECTS credits?***

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

### ***How many credits should I take?***

The normal workload for Aberdeen students is 120 credits (60 ECTS credits) per year i.e. 60 (30 ECTS credits) per semester. This is the workload that is expected of visiting students; you will **not** be permitted to diverge significantly from these guidelines. Classroom hours may be fewer than you are used to. Private study may be more.

### ***What level of courses may I take?***

The University of Aberdeen has a four year undergraduate degree. Normally, visiting students may apply to take courses at levels 1, 2 and 3. Some restrictions may apply at levels 3 and 4. Please note that it is advisable to avoid choosing courses at different levels and in a wide range of subject areas as this will increase the likelihood of timetabling difficulties. All course choices are subject to timetabling and the previous study which applicants have undertaken. Advice will be offered by the relevant Departmental Coordinator where appropriate. Visiting students are **not** permitted to take courses at level 5 i.e. the courses for one year Masters students.

### ***What are the semester dates for 2011/2012?***

1 <sup>st</sup> sem Registration & Teaching:	Tuesday 20 September 2011 – Friday 16 December 2011
1 <sup>st</sup> sem Exams:	Saturday 14 January 2012 – Friday 27 January 2012
2 <sup>nd</sup> sem Registration & Teaching:	Monday 30 January 2012 – Friday 23 March 2012
	Monday 16 April 2012 – Friday 11 May 2012
2 <sup>nd</sup> Sem Exams:	Saturday 19 May 2012 – Friday 8 June 2012

Visiting students are expected to respect these semester dates. Applications should normally be for one complete semester or both (with the exception of students undertaking projects). If you apply for the first semester, you will be expected to leave Aberdeen by Saturday 28 January 2012.

**Visiting students must be present in Aberdeen for the relevant exam period. This means that, if you are a student in Aberdeen for the first semester, you must return in January to complete the relevant exams. You must make your travel plans accordingly. Please note that no exceptions will be made. All students are required to be in Aberdeen for the exam period. You must not request special exam/assessment arrangements.**

***Do I have to pay tuition fees?***

No. Incoming ERASMUS students do not pay tuition fees to the University of Aberdeen. You will have to pay for accommodation and living expenses.

***Will the University of Aberdeen provide accommodation?***

If your application is received by the deadline, you will be able to apply for accommodation near the main campus. Please note that there is limited space in University accommodation and there is no guarantee that a place will be available even if you submit your application by the deadline.

***How do I apply for accommodation?***

Details of how to apply for University-managed accommodation form will be sent to you by the ERASMUS Unit when you complete the online application process. You will not be able to apply for a place in University-managed accommodation until this point. Please note that your acceptance as an ERASMUS student at the University of Aberdeen will be provisional at this point but you should follow the instructions given as quickly as possible as the places available in University-managed accommodation are limited.

All applications to study at the University of Aberdeen must be approved by the relevant Departmental Coordinator. You will receive confirmation of the final outcome of your application as soon as we receive that confirmation from the Departmental Coordinator. If there are any problems with your application, the ERASMUS Unit will contact you by email. As we receive a large volume of applications, please be patient while your application is being processed.

Please note that, if your application is not approved by the Departmental Coordinator, your application for a place in University-managed accommodation will be cancelled.

If your application to study at the University of Aberdeen is successful, the [Student Accommodation Office](#) will contact you directly regarding the allocation of accommodation. Please bear in mind that the Student Accommodation Office is dealing with a large volume of applications and queries and it is unlikely that you will receive details of your accommodation until nearer the time of your arrival.

Under no circumstances should it be assumed that it will be possible to find accommodation in Aberdeen easily upon arrival. Please be aware that it is very difficult to find private accommodation in Aberdeen, particularly for short periods. The University of Aberdeen cannot help you to find private accommodation.

***My university does not have a bilateral agreement with Aberdeen. Can you accept my application as an ERASMUS student?***

No. A bilateral agreement for student exchange in your subject area must already be in place between your home university and the University of Aberdeen.

***Who should I contact if I have further queries?***

Further information is available online at <http://www.abdn.ac.uk/erasmus>. If you have more questions, please contact the ERASMUS Unit at [erasmus@abdn.ac.uk](mailto:erasmus@abdn.ac.uk) and we shall do our best to help.

**Please do not use any other e-mail address to make ERASMUS-related enquiries**

## ENGLISH LANGUAGE

### Is my English good enough?

To enter study at the University of Aberdeen it is essential that you can speak and write English fluently. These skills will allow you to understand lectures, produce a high standard of written work and perform well in examinations. As an ERASMUS student, you are not required to provide evidence of English Language qualifications, however, the following is intended to provide an indication of the level which will be expected of you.

Language proficiency is mainly assessed by referral to candidates' IELTS<sup>1</sup> or TOEFL<sup>2</sup> qualifications. Candidates who possess English Language qualifications other than IELTS or TOEFL are advised to contact the Language Centre at [langcen@abdn.ac.uk](mailto:langcen@abdn.ac.uk) for guidance.

### Undergraduate Study

The standard English Language criteria for undergraduate study at the University of Aberdeen (i.e. years 1-4) is listed below and is referred to as **Undergraduate Standard**. This is the minimum requirement for students beginning their studies. It should be borne in mind that, should you wish to take courses at a more advanced level, a greater level of proficiency in English will be required.

	<b>Undergraduate Standard</b>
IELTS	IELTS 6 *Including IELTS 6 in writing
TOEFL	TOEFL 550/CB 213 *Including TWE 4.5
TOEFL iBT	80 *Including 20-24 in the writing component

### Postgraduate Study

For postgraduate study, it is highly recommended that candidates have the following level of English language proficiency.

	<b>Postgraduate Higher</b>
IELTS	IELTS 7 *Including IELTS 6 in writing
TOEFL	TOEFL 600/CB 250 *Including TWE 5
TOEFL iBT	100 including 20-24 in writing

<sup>1</sup>**IELTS**: International English Language Testing Service examination, administered by the British Council.

<sup>2</sup>**TOEFL**: Test of English as a Foreign Language, administered by the Educational Testing Service, Rosedale Road, Princeton, New Jersey 08541, USA