Welcome!

Founded in 1495, the University of Aberdeen is respected the world over for its high quality teaching and research. We are the UK’s fifth oldest university, with a student population of around 14,500 and a large international community of students drawn from 120 different countries.

We are delighted that you have chosen University of Aberdeen for your Erasmus exchange and can’t wait to welcome you and share all Aberdeen and the University has to offer! From a wide range of study options to suit your academic interests, as well as a huge variety of social and leisure pursuits for you to take part in, one thing is for sure, your exchange at Aberdeen will pass in a flash of activity, enjoyment and adventure!

This Guide is intended as a follow-up to ‘Part 1: Application Guide’. It includes more detailed information and advice about preparing for your arrival and your first few weeks in Aberdeen as well as your studies and student life at the University. This Guide is aimed at students coming to Aberdeen as Erasmus study exchange students or within the Swiss-European Mobility Programme. Visiting students may find some sections useful, but please note that not all information given in this guide will apply.

We hope that after reading the Guide you will feel prepared and, most of all, excited about your upcoming exchange at University of Aberdeen! If you have any questions at any stage please do not hesitate to contact the Erasmus Unit by email at erasmus@abdn.ac.uk.

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

Best wishes,
Your Erasmus Team

Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forward Planning</td>
<td>2-3</td>
</tr>
<tr>
<td>Touchdown in Aberdeen</td>
<td>4-5</td>
</tr>
<tr>
<td>Studying Here</td>
<td>6-7</td>
</tr>
<tr>
<td>The Practical Stuff</td>
<td>8-9</td>
</tr>
<tr>
<td>Student Life</td>
<td>10</td>
</tr>
<tr>
<td>The End of Semester (already!)</td>
<td>11</td>
</tr>
</tbody>
</table>
Now that you have received your Acceptance Email you can officially consider yourself an Exchange Student at University of Aberdeen, hooray! To ensure that your semester/year gets off to a smooth and successful start, we advise you to read this section carefully and follow the steps given to prepare for your exchange.

Arranging Accommodation
The University of Aberdeen offers a wide range of accommodation options which you can view on the website.

Accommodation contracts for one semester or the full academic year are available to incoming Erasmus students. You must wait until you have received your Acceptance Email before applying for accommodation. Your Acceptance Email will include your unique student ID number which you will need to complete the online accommodation application.

The majority of incoming exchange students choose to apply for halls of residence within Hillhead Student Village. This is comprised of self-catering accommodation across 9 different properties with the majority of flats being single sex. Hillhead Student Village is within walking distance of King’s College campus and served by a frequent bus service. Demand for certain properties can be high and allocation is on a first-come first-served basis.

Of course you may prefer to look for accommodation in the private sector but please be aware that the Erasmus Unit cannot support you with this. Accommodation in the private sector in Aberdeen can be expensive and in some instances it may be difficult to obtain a short-term lease. If you are able to secure a lease, 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 you if you experience difficulties or wish to leave your accommodation early.

University of Aberdeen’s Student Association (AUSA) has produced a useful guide about renting in the private sector which is available on the website.

First semester or full year exchange students should aim to arrive in Aberdeen over the weekend of 2/3 September 2017.

University accommodation contracts commence on the dates given above. If you choose to arrive prior to these dates you will need to organise temporary private accommodation.

All accommodation enquiries should be directed to the Student Accommodation Office via email: studentaccomm@abdn.ac.uk.
Planning Travel
There are direct flights to Aberdeen from several continental European airports including Amsterdam, Bergen, Copenhagen, Frankfurt, Malaga and Paris. Alternatively Aberdeen airport has excellent links with London airports and flying time is just over 1 hour. Or you may choose to fly to Glasgow, Prestwick or Edinburgh airports and take public transport, bus or train, to Aberdeen which will take approximately 2.5 – 3.5 hours.

Over arrival weekend in September, the University offers a ‘Meet and Greet’ service at the airport, and a free hourly bus service to University Halls. More information here.

For those arriving outside of these dates, taxis and buses are available directly outside the airport.

Entering the UK
EU/EEA/Swiss nationals who are participating in a student exchange programme will require a full passport or valid national ID card in order to enter the UK. This will enable you to reside here for up to one year. No other documentation is required.

All other students will need a visa to study in the UK.
Students coming on exchange for the full academic year must apply for a Tier 4 Student Visa. Students coming to Aberdeen on exchange for less than 6 months have the option of two entry visas:

- Tier 4 Student Visa (you will need a Certificate of Acceptance of Studies from University of Aberdeen in order to apply for this visa). Once you have received your Letter of Acceptance, you should email erasmus@abdn.ac.uk with a copy of your passport and to request your CAS.
- Short term Student Visa (you can use your Letter of Acceptance to apply for this visa)

You will be sent further details regarding your recommended visa along with your Letter of Acceptance.

Full visa information can be found on the UK Border Agency (UKBA) website. Please pay particular attention to the new information on the NHS surcharge. More information on page 8.

Please be aware that your visa application is your responsibility. Even if your application to study has been accepted by the University of Aberdeen, you may not receive a visa to study in the UK.

eRegistration
eRegistration is a compulsory step of the registration process at University of Aberdeen which must be completed before your arrival in order for you to be fully registered as a student. You will be sent an email with information and useful screenshots to guide you through the eRegistration process when the system opens.

During eRegistration you will be asked to:
> check and confirm personal data
> register for a University computer account
> check and confirm tuition fee details. Although Erasmus students do not pay tuition fees, you must still agree to the fee amount to be waived. If you do not agree to the amount shown you will not be able to complete eRegistration.

Student ID Card
Once you have completed the eRegistration process you will need to upload a passport-sized photograph for your student ID card. To do so, visit www.abdn.ac.uk/photoupload where full instructions are given. Please make sure your photo meets the guidelines for acceptable photo types and re-visit the webpage after uploading your photo to ensure it has been successfully accepted.

You should upload a photo at least two weeks prior to beginning your studies at Aberdeen so that your ID card will be ready for collection upon your arrival.
Woohoo! You’ve safely arrived in Aberdeen and now it’s time for your exchange to really begin - get to know a new city, meet lots of new people, take up a hobby, travel and expand your knowledge and learning!

Finding your way around
The University of Aberdeen has over 14,500 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 hospital, the University’s School of Medicine and Dentistry and the Institute of Medical Sciences. The majority of other students are based at King’s College.

You can download campus maps from the website.

Orientation
On the opening day of each semester, the Go Abroad Team hold a compulsory Orientation Session for all incoming exchange students. During Orientation you will be introduced to the city and University, have the opportunity to meet fellow exchange students and enjoy social activities taking place around campus.

For first semester and full year exchange students Orientation will take place on Monday 4 September 2017.

You will be emailed with further information about the time and location of Orientation before arriving in Aberdeen.

Registration
These are the steps you must take on arrival to complete your registration.

> Meet your Go Abroad Tutor
Upon applying to the University of Aberdeen as an exchange student you will be appointed a Go Abroad Tutor who will fulfil the role of academic contact throughout your period of study here. Contact details for your Go Abroad Tutor will be included in your Acceptance Email. You should contact your Go Abroad Tutor via email prior to coming to Aberdeen to finalise the course choices in your Learning Agreement and to arrange an appointment for as soon as possible after your arrival.

> Visa Registration
Those of you who require a Visa to study in Aberdeen must attend the University’s visa registration sessions during the first week of semester. Students with Tier 4 Visas must collect the biometric residence permit within 10 days of your stated arrival in the UK from a designated Post Office. Visa students will be emailed with further information prior to arrival in Aberdeen.

> Erasmus Drop-In
Finally you should attend Erasmus Registration. Drop-in hours and arrangements for this will be emailed to you prior to the beginning of semester. Erasmus Unit staff will confirm your registration status, collect any documents which require the signature of the Institutional Erasmus Co-ordinator and issue you with your student ID card. Your student ID card is required for accessing the library, borrowing books and using computer and printing facilities on campus.

Student Portal
You will have access to the University of Aberdeen’s Student Portal within 24 hours of completing registration. You can access your Student Portal from the University homepage, selecting ‘Students’ from the top right hand corner of the site.

Your login and password for the Student Portal will be the same as your computer login.

On your Student Portal you will find information about course enrolment; course results; teaching and exam timetables; address information and your print budget. You should check the information held on you by the University via the Student Portal and amend anything that is incorrect or missing.

University of Aberdeen Email Account
As an exchange student you will have a University of Aberdeen email account. The University will use this email address to communicate with you.

You should check your email account every day. Missing important information due to not checking your emails is not a satisfactory excuse! The Erasmus Unit will use your University of Aberdeen email address for all communication during your exchange.
We strongly recommend that you use your University email account for all University of Aberdeen-related communication. Please ensure that you read all University emails carefully and respond where necessary.

**Facilities**

Registered students automatically become members of the University Library. Further information about the collections and services offered are available on the library [website](#). The library is a great place to study, work on assignments and of course, revise for exams. Opening hours vary throughout semester but during examination diets the Sir Duncan Rice Library is open 24 hours a day, 7 days a week.

There are many computers available for student use in the libraries, computer labs and at Hillhead Student Village. There is also free wireless access and areas for laptop use across campus. If you are experiencing any issues with the computing facilities you can contact `servicedesk@abdn.ac.uk` or drop into the IT Help Desk in the Infohub or Edward Wright Building.

**Go Abroad Office Hours**

Erasmus Team members are available throughout the year to assist with any administrative or non-academic issues you may have.

The Go Abroad Desk in the International Centre is staffed daily by one of our Go Abroad Ambassadors. Office hours are:

- Mondays, Wednesdays and Fridays: 14:00 – 16:00
- Tuesdays and Thursdays: 10:00 – 12:00

If you have a quick query, or need to submit or collect paperwork, then you can simply drop-in during these hours. Paperwork which requires the signature of the Institutional Erasmus Co-ordinator should be submitted to the Go Abroad Desk and will be available for collection within 48 hours.

We do ask that you respect these office hours as the Erasmus Unit is very busy dealing with a large number of incoming and outgoing students. You can of course contact us by email at any time, and we will respond to you as soon as we can.
You will probably find studying in the UK to be quite different to studying in your home country due to differing education systems and cultures. This section will help you organise your studies at Aberdeen and get to know our procedures for attendance, monitoring, assessments and exams.

**Academic Calendar 2017/18**

Diaries at the ready! Here are the key semester and exam dates, and most importantly, the holidays!

<table>
<thead>
<tr>
<th>Semester 1 (winter semester)</th>
<th>Semester 2 (summer semester)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term opens</td>
<td>Term opens</td>
</tr>
<tr>
<td>4 September 2017</td>
<td>9 January 2018</td>
</tr>
<tr>
<td>Teaching commences</td>
<td>Teaching commences</td>
</tr>
<tr>
<td>11 September 2017</td>
<td>15 January 2018</td>
</tr>
<tr>
<td>Exam diet commences</td>
<td>Spring break commences</td>
</tr>
<tr>
<td>2 December 2017</td>
<td>30 March 2018</td>
</tr>
<tr>
<td>Term closes</td>
<td>Spring break ends</td>
</tr>
<tr>
<td>15 December 2017</td>
<td>23 April 2018</td>
</tr>
<tr>
<td></td>
<td>Exam diet commences</td>
</tr>
<tr>
<td></td>
<td>28 April 2018</td>
</tr>
<tr>
<td></td>
<td>Term closes</td>
</tr>
<tr>
<td></td>
<td>18 May 2018</td>
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</tbody>
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**Common Grading Scale (CGS)**

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

CGS comprises 23 discrete grades, grouped into 7 bands, with an associated grade point for each grade. A CGS mark of D3 or above is required to pass the course and gain credit. More information here.

<table>
<thead>
<tr>
<th>CGS Mark</th>
<th>Equivalent ECTS Grade</th>
<th>ECTS Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1, A2, A3, A4, A5</td>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>B1, B2, B3</td>
<td>B</td>
<td>Very good</td>
</tr>
<tr>
<td>C1, C2</td>
<td>C</td>
<td>Good</td>
</tr>
<tr>
<td>C3, D1</td>
<td>D</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D2, D3</td>
<td>E</td>
<td>Sufficient</td>
</tr>
<tr>
<td>E1, E2</td>
<td>FX</td>
<td>Fail (some further work is required)</td>
</tr>
<tr>
<td>E3, F1, F2, F3, G1, G2, G3</td>
<td>F</td>
<td>Fail (considerable further work is required)</td>
</tr>
</tbody>
</table>

**Absence**

 Unless you are ill, or have another good reason, you must attend all your classes and tutorials.

If you are unable to attend classes for medical reasons for a period of more than 7 consecutive days (including weekends), you must report this.

Equally you must report an absence for a period of less than 7 consecutive days, if during this time you:

- fail to attend an examination;
- do not submit a piece of in-course assessment by the required deadline;
- or are unable to attend a compulsory teaching session (e.g. tutorial, laboratory or seminar)

To report an absence, you should complete and submit the relevant sections of the Absence Form available on MyAberdeen.

Some periods of absence will require you to submit supporting documentation (such as a medical certificate).

**Monitoring**

The University operates a monitoring system to identify students who may be experiencing difficulties with their studies. If a Course Co-ordinator is concerned about your performance or attendance they will report you to Registry, the University’s central administration office.

Registry will use your University email address to contact you should you be reported, so it is essential that you check your email account regularly. You must read very carefully any email communication from Registry regarding monitoring.

It is essential that you respond to any email you receive by the stated deadline. Otherwise staff will assume you no longer wish to be registered for the course concerned and you will be withdrawn.

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. You 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. 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 have been withdrawn from a course by Registry or the relevant School, you will not be able to receive the results of your assessments for that course, nor the credits.

If you no longer wish to be registered for a course, it is essential that you arrange an appointment with your Go Abroad Tutor to withdraw from the course officially.

All course changes must be made before the end of week 2 of teaching, in consultation with your Go Abroad Tutor.
Assessments and Exams

Your courses may be assessed either by coursework or examination, or by a combination of both.

If you are registered for, and attending, a course you will automatically be entered for the exam. Exam dates and times can be accessed via your Student Portal when the timetable has been finalised and published.

If you have to resit an examination, you must apply for this by the relevant deadline and pay the appropriate fee. All students, including Erasmus students, are required to pay a resit fee unless the first exam result has been accepted by the School as due to medical reasons or other good cause and recorded accordingly.

If you have a valid class certificate you will be able to resit exams in the June/July diet, or in the following academic year, subject to course timetabling.

Further information about registering for resit examinations, and the deadlines for this, can be found on the Infohub website.

Please note that no special arrangements will be made for Erasmus students who fail an exam. If you are required by your home institution to achieve credits for the course, you must return to Aberdeen and take the resit exam at the scheduled time. Students are not permitted to sit University of Aberdeen assessments/exams off campus and you should not request such arrangements.

Plagiarism

The University of Aberdeen has strict rules regarding plagiarism with which all students must comply.

Please read this section very carefully as Aberdeen’s plagiarism regulations may be different to those enforced by your home institution and there can be serious consequences for your study if these regulations are not adhered to.

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

When you prepare a piece of written work for assessment it is expected that you will carry out adequate research on the subject, consulting textbooks, websites and journals. If you use some of these ideas or a direct quotation in your written work, you must 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 collusions, i.e. not preparing work independently. While you may prepare written work in this way at your home university you must be aware that this is not acceptable at the University of Aberdeen.

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 on the website.

We would strongly advise you to refer to the web pages of the University’s Student Learning Service for more information on plagiarism.
Health and Insurance
EU/EEA/Swiss nationals who are studying full-time courses of any duration in Scotland are eligible for National Health Service (NHS) treatment. This is automatic and you do not have to apply for it in advance.

If you are going to be studying in Aberdeen for the full year it is recommended that you register with a General Practitioner (GP) at your local 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. To register you will need to provide photo identification and proof of address. If you have an ongoing medical condition you should bring full documentation with you.

If you are going to study in Aberdeen for one semester only, registration will be at the discretion of the individual medical practice. If you are not registered but need to see a Doctor, you should be able to ask for an appointment as a Temporary Patient.

As of 6 April 2015, students who require a Tier 4 visa to study in the UK, have to pay an NHS health surcharge upon applying. The amount to pay depends on the length of leave granted. More information. Having paid this surcharge, NHS treatment will remain free at the point of use for students.

Student Support
The University of Aberdeen welcomes applications from students with disabilities and has a team of dedicated Disability Advisers. If you have a disability which may impair your performance in continuously assessed work and in examinations you must ensure that you provide the necessary information in the Disclosure of Disabilities section of the online application.

If you have disclosed a disability on the online application, the Student Support office will send you an information pack prior to beginning your studies in Aberdeen. While you are studying at Aberdeen you can make an appointment with a Disability Adviser if required, or you can email student.disability@abdn.ac.uk with any queries.

Student Counselling Service
The University also offers a Student Counselling Service on campus which provides confidential guidance to students experiencing troubles. The service is available to all students.

Student Advice Centre
The Student Advice Centre can be found in the AUSA building. The Centre provides general information for all students on everything from bus timetables to sexual health. If you have any queries feel free to drop-in to Student Advice, appointments aren’t necessary.
Cost of Living
Aberdeen is a relatively expensive city to live in. It is estimated that students will require approximately £650-£850 per month to cover university accommodation, food, clothing, entertainment, local travel, laundry etc. Costs will obviously vary depending on your lifestyle and spending habits.

Public transport, particularly taxis, can be expensive in the city. If you travel around the city by bus you can use your University of Aberdeen student ID card to buy discounted tickets. More information can be found on the First Group website.

As an Erasmus student you should normally be eligible for an Erasmus Mobility Grant which is administered and paid by your home institution. You will not be able to apply for extra funding in the UK nor is additional funding available from the University of Aberdeen.

Council Tax
Council Tax is imposed by local authorities to contribute towards the funding of services, such as schools, libraries, leisure facilities and waste collection. It is a tax which all who live within the council’s area must pay, unless eligibility for exemption can be proved.

Full-time students registered at a UK university are exempt from paying Council Tax. To be defined as a full-time student you must be attending a university in the UK for at least 24 weeks a year and registered for a full workload of 120 University of Aberdeen credits.

Students who are living in university accommodation will not normally receive Council Tax bills.

However if you choose to live in private accommodation you will receive a Council Tax bill. You must provide the council with a certificate to prove your student status in order to receive exemption. You can request this certificate from the Infohub. The certificate will show only your official dates of registration with the University, therefore you will be required to pay Council Tax for any period you are living in private accommodation outside of these.

Banks, Post Offices and Travel
If you are going to be studying in Aberdeen for a full academic year you may wish to open a UK bank account. To do so you will need to make an appointment with your chosen branch and bring with you your student ID card, passport and an official letter from the University. This official letter will be sent to your University email account after you have completed the registration process in full, provided you have detailed a term-time address on your Student Portal. Alternatively you can request a copy from the Infohub.

Erasmus students who will study in Aberdeen for only one semester are unlikely to be able to open a UK bank account. The nearest Post Office to the King’s College campus and Hillhead Halls of Residence is in the Spar shop on the corner of King Street and St Machar Drive.

If you plan to travel around Scotland and the UK during your time here, you may wish to purchase a Young Person’s Railcard which gives you discount of up to 30% on train travel booked in advance. Further information can be found on the 16-25 website.

Megabus also offers cheap bus travel between cities when booked in advance.
Students’ Association
The Students’ Association 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 offers a range of services. The Students’ Association aims to ensure that students enjoy their time at University and all are welcome to pop in to the office in the AUSA Building or visit the website for more information.

Freshers’ Week
The Students’ Association organises Freshers’ Week which takes place in the first week of the first semester. Freshers’ Week is very informal and aims to welcome all new students to the University.

There is no teaching during Freshers’ Week, so apart from Orientation and registration commitments, you are free to participate in all welcome events. These will be published on the website, social media and around campus.

In January, similar events are organised as part of Refresher’s Week.

Clubs and Societies
The University of Aberdeen has a very active student social life with around 170 clubs and societies covering all interests from music-making to extreme sport. Joining a society is a good way to meet a wide range of Aberdeen students.

During Freshers’ Week there is a Societies and Sports Club Fair, at which most student clubs and societies are represented. The Students’ Association have a list of all the societies on their website.

Many academic subjects have societies run by students which organise meetings, visits and activities. Sports clubs use the state-of-the-art facilities available at Aberdeen Sports Village, opened in 2009, and the University’s Aquatics Centre, opened in May 2014. The Centre boasts a 50m and 25m pool with diving facilities, sauna, steam room and café. Both facilities are located next to the university campus.

Various memberships are available giving access to the gym, pool, facilities and classes. Check out the website for more information.

Exchange ABDN
Exchange ABDN is a society aimed at helping international students integrate into life in Aberdeen. They offer guidance and advice to incoming students and organise social events and activities throughout the year. They also run a Buddy Scheme for exchange students. Becoming involved with Exchange ABDN is a great opportunity to mix with Aberdeen students who are keen to practice their foreign language with native speakers and interested in participating in a future exchange. For further information, contact languagesfamilyties@hotmail.co.uk.

Things to Do in Aberdeen
The city of Aberdeen has many opportunities for cultural and social activities including cinemas, theatres, museums, music, dancing, eating and sports. There are a number of shopping centres and many places to eat. Lots of bars and clubs offer special promotions for students and there is a lively local music scene. Information about what’s on is available in local papers and also through the student newspaper ‘Gaudie’.

If you enjoy the outdoors, the beach is easily accessible from Hillhead Halls of Residence and Aberdeen also has a number of lovely parks. In wider Aberdeenshire you will find lots of opportunities for hillwalking, skiing and visiting castles and distilleries.
The End of Semester (already!)

Before you know it your time in Aberdeen will be almost at an end, sob! At the end of your stay your home institution will probably require you to have some paperwork signed off.

Certificate of Attendance
Your home institution may require you to submit a completed Certificate of Attendance at the end of your Erasmus stay. This may be in the form of Section 3 of your Learning Agreement or a separate document altogether. This should be submitted to the Go Abroad Desk in the International Centre within 7 days of your departure. The Institutional Erasmus Co-ordinator will sign all paperwork, ready for collection within 48 hours.

Exam Results
You will be able to access your exam results as soon as they have been published via your Student Portal.

If you wish to appeal against exam/assessment results you should consult the University’s Policy on Academic Appeals. Please note that all appeals must reach the Academic Registrar by 4pm on the 14th day after the result is accessible on the Student Portal.

Academic Transcript
The Academic Transcript is an official document which details the results you have achieved at the University of Aberdeen and how these can be converted to the ECTS grading scale. At the end of your period of study in Aberdeen, once all exam results have been processed (approximately 4 weeks after the end of semester), an Academic Transcript will be sent to your home address automatically.

It is your responsibility to ensure that the home address you have provided on the Student Portal is accurate prior to your departure from Aberdeen.

For students who are studying at the University of Aberdeen for the full academic year, you will receive one Academic Transcript at the end of your exchange. It is your responsibility to provide your home institution with a copy of your transcript of records.

As the Erasmus Unit is not notified of students taking resit exams, an Academic Transcript will not be sent automatically following these exams. Once your resit result is available on the Student Portal you may request a revised Academic Transcript by emailing the Erasmus Unit.

Extending your Stay
Due to the high number of incoming students we receive, it is not possible for the Erasmus Unit to consider requests 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.

Alumni
After studying at the University of Aberdeen, you will automatically join our 78,000 strong international alumni network. To make full use of all that this network offers, please register.