SOME QUESTIONS AND ANSWERS FOR UNDERGRADUATE STUDENTS WHO WITHDRAW FROM STUDY

(for students following degree programmes in Arts & Social Sciences, Divinity, Education (excluding PGDE students), Engineering, Law and Science)

The following questions and answers are provided to assist undergraduate students who have elected to take time out from their studies, who have withdrawn or who have been deemed withdrawn from study as a consequence of leaving the University.

Should I contact my funding body regarding my withdrawal from study?
If you have received financial support from the Student Awards Agency for Scotland (SAAS), Student Finance, or the Student Loans Company (SLC), the University will write to them to confirm your position. You may also wish to contact your funding body to inform them of your withdrawal and to ask any questions you may have regarding your funding.

Can I still access MyAberdeen, my Student Portal and email account?
You will not be able to access MyAberdeen or your Student Portal after your withdrawal. Your email account is for life however and will therefore continue to remain available to you.

What University facilities and services will I be able to use after my withdrawal?
On your withdrawal from University you will be able to access limited facilities and services. For example you can continue to contact:

- The University Careers Service (Phone: 01224 273601 or email: careers@abdn.ac.uk).
- The University’s Registry, including the Registry Officer (RO) for your Degree, (Phone: 01224 273505 or email the relevant RO via the email address given at the end of these Questions and Answers).
- The Advice & Support office (Phone 01224 273935 or email student.support@abdn.ac.uk )

You will be eligible to apply for registration as an Associate Student. This costs £120 per annum unless your fees for the full academic year have been paid in which case the £120 fee is waived.

Registration as an Associate Student will allow you access to the following services:

- An active Student ID card.
- Access to the Libraries and borrowing rights.
- Access to computing facilities, including MyAberdeen for courses you register to resit
- Access to student welfare/support facilities.

Please note that Associate Students are not entitled to a student loan or exemption from paying Council Tax.

If you intend to take resit examinations as an external candidate, you may find Associate Student status useful as it also entitles you to academic support and assistance from the Student Learning Service.

To apply for registration as an Associate Student, please complete the relevant form which can be downloaded from www.abdn.ac.uk/infohub/study/associate-student-status-64 and return it to the Registry along with the £120 fee.
**RESIT EXAMINATIONS AND RETURN TO STUDY:**

**Can I obtain further credits if I am not attending University?**

You can take resit examinations, resubmit coursework or repeat a placement (if the regulations for the degree you are studying permit a repeat placement) as an external candidate for any course for which you hold a valid Class Certificate. Class Certificates are valid for the academic year in which you registered for the course and the academic year that follows. Students holding a valid Class Certificate are permitted a total of three opportunities of assessment within this period.

Please note that if for any course for which you were registered, you have had your Class Certificate refused (this will show as a C7 on your Student Record) you must contact the Registry Officer for your Degree for further instruction.

First half-session courses are examined in December and June/July of each year. Second half-session courses are examined in May and June/July of each year. Not all courses offer resit / resubmission opportunities during the June/July diet; the catalogue of courses gives further information in the relevant course entry (www.abdn.ac.uk/registry/courses).

To apply to take resit examinations or resubmit coursework you must submit an application. The most up to date information on dates, deadlines and any associated costs is available on the Exams and Assessments website at www.abdn.ac.uk/infohub/study/reassessment. Please note that all students must apply prior to the advertised deadlines.

Please note that students who apply after the advertised deadline will be charged a late fee. Further, Schools are not required to provide a resit paper for students who apply after the advertised deadlines, and therefore students who apply late are not guaranteed an exam will be scheduled and may find they will have to resit their exam(s) at a future exam diet. This can affect progression and graduation, so please ensure you apply on time.

**Can I return to study at a later date?**

It is open to you to apply to return to study at a later date. To apply for readmission, please download and complete the Application for Readmission form available from www.abdn.ac.uk/infohub/study/readmission. The completed application form MUST be returned directly to the Registry by the relevant application deadline:

- **September readmission - by 30th June deadline**
- **January readmission – by 30th November deadline**

**Please ensure that you apply on time. If you submit your application after the deadline there is no guarantee that your application will be considered.**

Please note that a student applying for readmission must meet the following criteria:

- You must have satisfied the requirements of your degree to date and the regulations for your Degree must not preclude your return to study (please contact the Registry Officer for your Degree if you require more information about this).
- You must have cleared ALL outstanding debt to the University.
- You must disclose any criminal convictions prior to your readmission to study.

For more information regarding any of the above conditions and to discuss your individual case, please contact the Registry Officer for your degree (Phone: 01224 273505 or contact the Registry Officer for your Degree via the email address given on the letter which accompanies these Questions and Answers).
Could I be readmitted to another degree programme on my return to study?

If you are interested in applying for readmission to a different degree programme, (for example, if you wished to study an MA rather than a BSc) and would like further information about the options available to you, please contact the Registry (Phone: 01224 273505 or contact the Registry Officer for your Degree).

To apply for readmission and transfer please follow the procedure given above in the section Can I Return to Study at a Later Date?

What year of study can I return to?

This will depend upon the total number of credit points you have achieved and the specific courses that you have passes in. The Registry Officer for your Degree will be able to give you advice on this.

Will I receive financial support if I return to study?

Possibly. This depends on several factors, such as your funding body’s regulations and the number of years you have previously spent in higher education. If you intend to return to full-time study in the next academic year, you should contact your funding body informing them of this and indicating that you will be applying for your financial support to be renewed in due course. Please be aware that the package of support available to you will not necessarily be the same as the support that applied when you first entered the University. You should contact your funding body directly if you have any queries about this. Please remember that you must re-apply each year to your funding body if you want financial support for your studies. This is the case even if you wish to apply only for the non-means-tested element of the student loan, or for assistance with tuition fees only.

Will I have to pay tuition fees if I am repeating part of my studies?

If your tuition fees are paid for by a funding authority eg SAAS, Student Finance) you must apply directly to them for funding for each year of your studies. If you have to repeat a period of study, you may have to pay your own fees so you should contact your funding authority directly to inform them of this and to discuss whether you would remain eligible for tuition fee support. If your funding authority requires written confirmation of your repeat year from the University, please let us know by emailing the Registry Officer for your Degree.

Please note that if you study full-time for your repeat year, you are still eligible to apply for a student loan.

Should I return as a part-time or full-time student?

Part-time study may be beneficial for students who have other commitments outside the university or who need to make up a shortfall of credit points to get back on track for their degree. Part-time tuition fees are approximately half that of full-time fees. Students who opt for this mode of study may take up to 75 credit points in each academic year, nor more than 45 credit points in either half-session. Please be aware that part-time students are not eligible for tuition fee assistance, a student loan or exemption from Council Tax.

Part-time study is not available to students who require a Tier 4 visa to study in the United Kingdom. Tier 4 visas are only available for full-time study.

Scottish-domiciled students studying on a part-time basis towards the award of first degree, who are classified as home (UK/EU) students for fees purposes, and who are in receipt of benefits may be eligible for a part-time fee waiver. Further details are available from the Registry (telephone: 01224 273505 or email: tuitionfees@abdn.ac.uk).
I hold a Tier 4 visa - will you report my visa to the immigration authorities (UKVI)?

Yes. The University is required by law to report students who withdraw early, or are withdrawn, from their studies as we cannot continue to be a Sponsor of your visa. If you hold a Tier 4 visa, you are no longer a student, and you are not moving into a new visa category, you must make immediate arrangements to leave the UK and provide the Registry with a copy of your departure details from the UK.

If you hope to return to study, about 3 months in advance of your expected return date you should consult the newest version of the immigration rules before you consider applying for a new visa. You should also contact an International Student Adviser at student.international@abdn.ac.uk and they can assist with your application and answer any questions you may have.

University website: www.abdn.ac.uk/infohub/study/visa-and-immigration
UKVI website: www.bia.homeoffice.gov.uk/visas-immigration/studying/

Useful Contacts

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<td>Contact the Registry Officer for your Degree via the email address given below.</td>
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<td>Tuition Fees Team</td>
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<td>Student Awards Agency for Scotland</td>
<td>0845 111 1711</td>
<td><a href="http://www.saas.gov.uk">www.saas.gov.uk</a></td>
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<td>Student Loans Company</td>
<td>0870 242 2211</td>
<td><a href="http://www.slc.co.uk">www.slc.co.uk</a></td>
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Registry Officers’ Contact Details

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