ACADEMIC ENGLISH PREPARATION PROGRAMME (AEPP)

2019 -2020

STUDENT HANDBOOK

Semester dates:

7 October – 13 December 2019
6 January – 13 March 2020
30 March – 5 June 2020
21 June – 28 August 2020

Public holidays 2020: to be advised

The Language Centre
University of Aberdeen
Regent Walk
Aberdeen
AB24 3FX

01224 272537/272538
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**BEFORE YOU ARRIVE**

**E-Registration**

*Use the link to complete eRegistration:*
https://www.abdn.ac.uk/infohub/study/student-registration-548.php

As a Language Centre student, do the following once you have logged in:

- In section 1, the Personal Details, answer 1, 4, 6 and 7
- In section 2, course of study details, enter English Language where it asks for Qualifications on entry to university
- In section 3, IT section. This should already be complete if you had done task 1
- In section 4, the Finance Section, please read the statement and click on ‘agree’
- Once successfully completed, the black and white shield will be in full colour

As long as you complete e-registration (all four sections), you can go back in to it via your student hub to add or change some of the details when you have started your course.

**Accommodation**

You have been sent information about accommodation with your offer letter. Please read this carefully and arrange your accommodation before arriving in Aberdeen. If you are intending to rent a flat, (you may not be able to do this until you arrive) then please be aware that temporary accommodation (in a hotel or guest house) is expensive and it may take some time before you can move into a flat.

For full information about the range of university Accommodation available see:
http://www.abdn.ac.uk/accommodation/prospective-students/catered-halls-43.php

For tips and advice about private rented accommodation see:
http://www.abdn.ac.uk/accommodation/prospective-students/other-accommodation-63.php

**WHEN YOU ARRIVE**

**Student ID Cards**

Once you have completed your e-registration, you need to upload a passport style photo for your Student ID card by Thursday 3 October, 14:00 GMT:
www.abdn.ac.uk/photoupload.

Your card will be ready on Monday 7 October.

*If you have not uploaded a photo prior to arriving, you will not receive your Student ID card. You will be able to upload a photo after arriving, but your Student ID card will not be available until 24 hours after the photo upload, from the InfoHub.*

**Student IT Account**

Open a student IT Account within one month of starting your course. To do this, you will need your Language Centre student ID number (5007****) and your date of birth (DD/MM/YYYY). This will give you a ‘user name’ and you will have to create a password for your account. Use the link: https://www.abdn.ac.uk/it/account-registration/
**Visa check**

Due to UK Visas and Immigration (UKVI) requirements, the university is obliged to check your visa and passport soon after you arrive. This takes place at the InfoHub and cannot be done until your e-registration and photo upload is complete, so please see above to complete this process. Once completed satisfactorily, you will be given your student ID card.

If you are studying in the Language Centre for over 6 months on a Tier 4 visa you will have been given a short-term Entry Clearance sticker in your passport. This gives you 30 days in which to travel to the UK and go to the named Post Office in Aberdeen to collect a Biometric Residence Permit (BRP). You must collect the BRP as soon as possible after your arrival in Aberdeen because this is your visa and will contain details about the conditions of your stay (for example, visa expiry date and work permission). The Entry Clearance sticker only has a short validity and cannot be used to prove that you have a right to be in the UK. You will not be a fully registered student at the University until you can provide University staff in the InfoHub with the original BRP. Failure to show your BRP to InfoHub staff could result in your being reported to the UKVI. If for any reason you have a problem when you try to collect your BRP, please follow the advice given to you by the post office staff and also notify staff in the Language Centre Reception who will provide support in these circumstances.

*Please bring the following photocopies from your passport with you:*

- photo ID page
- all pages with a stamp
- all pages with visa information
- all pages with any other information

**Course payment**

**Self-funded students:** We will ask you to pay the balance of your fees. You can pay in the Language Centre administration office which is on the ground floor of the Regent Building. Office hours are 9.30-4.30 but the office is usually closed at lunchtime. If we have not received full payment by week 5, you will no longer be eligible to attend classes. If you have a problem with payment of the course fees, please arrange to see the Director as soon as possible.

**Sponsored students:** We require your sponsor letter before you start the course. Until we receive one, the invoice will be in your name. We will be invoicing mid-semester. This means that if we do not have your sponsor letter, then you will be invoiced personally for the fees.

**OPENING A BANK ACCOUNT**

You are advised to open a bank account as soon as possible after your arrival. Do not carry large amounts of cash around with you. In this case, you should either try to open a bank account immediately or pay tuition fees immediately.

To open a bank account you will need:

- Your passport,
- University offer letter or ID card
- Accommodation contract
- Sponsor’s letter (if you have an official sponsor - not family members)
- A bank letter from the InfoHub (Letter of Introduction for UK Banking Facilities)

For further information on opening a bank account, please visit the British Bankers’ Association website: [https://www.bba.org.uk/publication/leaflets/international-students/](https://www.bba.org.uk/publication/leaflets/international-students/)

It is important to keep your bank statements for visa extension applications. You will need your most recent bank statement when you apply for your visa extension. The statements should be original, formal statements. Printouts and internet bank statements will not be accepted.
**COMPUTING FACILITIES**

*Please note, we will use your Aberdeen e-mail account to send you important information. Therefore it is extremely important that you check this account regularly.*

For all types of help with computers and portable devices please contact the IT help desk either through:

email: helpdesk@abdn.ac.uk
or
in person: see the IT services website for locations and times and also for useful information and guides http://www.abdn.ac.uk/it/student/help/

**REGISTERING WITH THE POLICE**

Applicants required to register with the police will see the police registration condition on the 30 day entry clearance vignette issued to enable travel to the UK.
They will need to show the vignette to the police when registering, together with the letter confirming that their application for leave was successful.

**Those required to register must do so within 7 days of arrival in the UK.**

Information on registering with the police, including the documents required, is available at www.gov.uk/register-with-the-police

Nationals of certain countries are required to register with the police within 7 days of their arrival. This requirement will be noted in your passport.
You must also inform the police within 7 days if you change address or within 8 days if any of the information recorded on the certificate (immigration conditions, passport details, name, marital status, occupation, college or university) changes.

**DOCUMENTS REQUIRED**

You will need the following documents to register with the police:

- £34 registration fee – cash only (amount correct at time of writing)
- Passport
- Biometric Residence Permit (if you have been issued with one)
- Decision/offer letter
- 2 x recent passport-sized photograph
- Certificate of Acceptance or student ID card from the University
- Proof of Aberdeen address (for example, accommodation contract, tenancy agreement or invoice/bill with your address on).
- Decision/Offer Letter

Students (and their dependants) should register in person at the Aberdeen City Division of Police Scotland on Queen Street in Aberdeen city centre. You must make an appointment to register.

Appointments can only be made by e-mailing the Nationality Department at SCDovraaberdeen@scotland.pnn.police.uk. Police Registration is a condition of your visa, so you must attend your appointment. Full details can be found at: https://www.gov.uk/register-with-the-police

**HEALTH CARE**

There are two medical practices near the University (see below). However, the medical practice you will join will be determined by your accommodation address and postcode.

Old Aberdeen Medical Practice
12 Sunnybank Road
Aberdeen
AB24 3NG

Tel: 01224 486702
Email: administrator@oldaberdeen.grampian.scot.nhs.uk

Old Machar Medical Practice
526 King Street, Aberdeen, AB24 5RS, Tel: 0845 337 0510
Due to recent changes in the provision of health services for International Students, please check these websites for information:

http://www.abdn.ac.uk/study/international/visa-information.php  To find details about the Immigration Health Surcharge, click on Visa Information and FAQs, then on the tab which says: How much does the visa cost?
https://www.gov.uk/healthcare-immigration-application

**Medical Advice**

If your medical complaint is relatively minor, local pharmacies are able to give advice. Medical pharmacies display a green cross in their window. The nearest pharmacy to the Language Centre is situated on King Street opposite Tesco (next to the university playing field). There is also one near the roundabout at St Machar Drive which is open over lunchtime.

If your medical complaint is more serious or persistent, you should see a doctor. You need to register with a doctor before they will make an appointment for you.

If you have a medical emergency which is **serious**, you should go to the accident and emergency department of the hospital. If you are unable to go there by taxi because for example you are unconscious, a friend should call 999 (this is the emergency number) and ask for an ambulance. It should be stressed that the hospital is for extreme emergencies. You may have to wait hours if your condition is not serious.
**COURSE CONTENT AND STRUCTURE**

**Learning Outcomes**

**Writing**

Students will be able to:
- Produce writing that appropriately responds to the question set
- Organise writing into well-developed paragraphs
- Cite sources appropriately
- Incorporate source material to support their ideas
- Demonstrate the ability to use some features of academic style
- Produce writing where the message is clear throughout
- Use a range of sentence structures accurately
- Incorporate a range of academic vocabulary
- Demonstrate critical thinking

**Reading**

Students will be able to:
- Employ reading strategies appropriate for their purpose for reading
- Identify main points within texts
- Identify stance and purpose of texts
- Summarise information from texts
- Distinguish fact from opinion
- Make inferences
- Critically evaluate texts

**Communication classes**

Students will be able to:
- Identify key factual information
- Present and defend/justify content
- Distinguish between fact and opinion
- Distinguish different views from a number of speakers
- Demonstrate an understanding of key skills necessary for seminar participation
- Produce extended speech that expresses and justifies an opinion
- Identify the overall message as well as the key points in extended lectures

**Self-study**

Self-study (including homework) is an integral part of the course; attending class alone is not enough to improve your English. It is particularly important to help you develop your skills as tasks given by your tutor consolidate work done in the class. In addition, consistently not doing your homework will affect your overall result and may put your university place at risk.
Opportunities outside the classroom

In order to really improve your language you need to make the most of the language learning opportunities all around you.

- Try joining one of the many university clubs and societies. These are an excellent way to meet new people and practise English. A list of activities and societies can be found at https://www.ausa.org.uk/ and https://www.ausa.org.uk/societies/
- Become a volunteer and meet new people. You can find information on https://www.ausa.org.uk/search/?q=volunteering
- Listen to English on the radio or television.
- Go to the cinema
- Socialise with your classmates outside of the classroom.
- Take part in sports http://www.aberdeensportsvillage.com/ Swimming, football, badminton, ping pong, et

Tutorials

You will have regular one-to-one tutorials with a member of staff to discuss your progress and any issues that there may be. You are expected to attend these, and again, failure to do so may affect your overall result.

Attendance

Attendance of all classes is compulsory and you should ask your teacher for approval for any planned absences before the event. Typical pre-planned absences are:
- Isolated and unavoidable administrative tasks such as workmen, landlords etc
- Meeting with your embassy concerning sponsorship
- Childcare issues
- Hospital / doctor’s appointments

These types of event are seen as one-off and usually should not result in more than 3 days missed classes. You should not book routine administrative tasks during class time (for example bank appointments or meetings with landlords).

Absence due to illness

If you miss a class through illness, you should complete the medical self-assessment form which can be found on MyAberdeen. You should complete this form and hand it to your tutor on your return to class.
If you have a more serious illness and have missed classes for 5 consecutive days you will be asked to provide some medical confirmation of your illness. You will also be asked for medical confirmation if you have missed class due to illness on 5 separate occasions. If you cannot provide any evidence (doctor’s note, note from pharmacy) your teacher will warn you that the next time that you miss class due to illness you will be marked as absent.

Repeated late arrival to class

It is important to attend class on time. If you are repeatedly late for class your teacher will give you 2 warnings. After this your teacher will mark you absent if you are late.

Visa Regulations and attendance

Under regulations for Tier 4 visas the Language Centre is obliged to inform the UK Visa and Immigration agency if a student fails to attend 10 consecutive classes. This might include a student leaving the course early or going home in the middle of the course without prior consent. Registers will be taken at every class and each week students should sign the Tier 4 sheets that are placed outside the Language Centre office – failure to do so could jeopardise your visa.

Sponsored students

For those of you who are sponsored, please be aware that we are required to keep your sponsors informed of both your attendance and your progress.
What we expect from you

- Be prepared to discuss and offer your opinion even if you know very little about the topic. The British Education system may be very different to what you are used to. On all degree programmes you are expected to be able to discuss ideas, make suggestions and offer opinions. An important part of your English training and preparation for university study is to develop these skills.

- Ask questions. If you do not understand or are not sure why you are being asked to do something please ask your teacher. We can only help you if you tell us if there is a problem.

- You should try to speak only English in Class. Sometimes it is easier to speak to classmates in your first language. However, you will not be making the most of your opportunities to practise, communicate and think in English. When you start your degree programmes you will be expected to function entirely in English. It is therefore important that you develop the skill of not relying on your first language.

- Please switch off your mobile phones before entering class.

- We have provided dictionaries in the classrooms. Please use these.

What you can expect from us

- Classes may be more informal than you are used to at home. For example, it is common to call your teacher by his/her first name.

- We understand the problems associated with learning a second language and therefore aim to provide a supportive and friendly environment in which to learn.

- We will be honest with you. If we feel that you are not performing at an appropriate level, we will tell you immediately and offer advice and suggestions to help you improve your performance. If we do not think that your level of English is high enough for university study, we will inform you and ask you to sit an IELTS exam. This is for your benefit, as it will confirm your level.

- We are open to constructive criticism. If you feel that the course is not helping you, we will listen to your suggestions. Sometimes we have very different ideas and expectations about what is needed. This can be due to cultural differences and experiences of learning languages but open honest discussions can help to find common ground and compromise.

Sample Timetable

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.00 - 9.50</td>
<td>Integrated Skills</td>
<td>Integrated Skills</td>
<td>Integrated Skills</td>
<td>Integrated Skills</td>
<td>Mini research project</td>
</tr>
<tr>
<td></td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
</tr>
<tr>
<td>10.00 - 10.50</td>
<td>Integrated Skills</td>
<td>Integrated Skills</td>
<td>Integrated Skills</td>
<td>Integrated Skills</td>
<td>Mini research project</td>
</tr>
<tr>
<td></td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
</tr>
<tr>
<td>11.10 - 12.00</td>
<td>Integrated Skills</td>
<td>Integrated Skills</td>
<td>Integrated Skills</td>
<td>Integrated Skills</td>
<td>Book Club</td>
</tr>
<tr>
<td></td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
</tr>
<tr>
<td>12.10 - 13.00</td>
<td>Integrated Skills</td>
<td>Integrated Skills</td>
<td>Integrated Skills</td>
<td>Integrated Skills</td>
<td>Book Club</td>
</tr>
<tr>
<td></td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
</tr>
<tr>
<td>2.00 – 4.00</td>
<td>Group self-study</td>
<td>Group self-study</td>
<td>Group self-study</td>
<td>Group self-study</td>
<td></td>
</tr>
</tbody>
</table>
**How is the course assessed?**

**Continuous assessment & tests**

Assessment is a combination of assessed tasks, projects, portfolio, presentations and class tests. Continuous assessment is throughout the course. All of these tasks form part of your overall mark and therefore contribute to your final mark. Homework plays a key part in overall assessment. Records will be kept and will be used, if necessary to further support of a student’s performance.

**Assessments guidelines: Levels 1, 2 & 3.**

(There me some slight variations in the assessment types or the number of them. However, the overall criteria for passing remains at the levels indicated.)

Below is more detail regarding the assessment process

**Writing**

1. **Writing portfolio**

   Throughout the course, you will be required to do a variety of writing tasks which will be kept in your portfolio. The aims of this are:

   - To serve as a visible record of your progress
   - To develop independence in the writing process
   - To allow for reflection on your progress
   - To develop the ability to edit and correct your work

   Following both feedback and feedforward from your tutor, you are expected to revise your work and add this to your portfolio.

2. **A Reflective piece of writing about your portfolio:**

   - Is there a pattern in the feedback/feedforward?
   - What are the implications?
   - Are you ignoring something you know you have difficulty with?
   - Why?
   - How is the portfolio helping you (or not helping you) with your writing?
   - Do you understand the feedback/feedforward? If not, have you done anything about it?
   - When you see your mistakes, do you realise straight away how to correct it? What are the implications of this?
   - Does your feedback relate to grammar or content? What are the implications?

3. **In-class written assessments X 2**

   You are required to write two texts in class time. There will be time in the class for preparation, for class discussion, for collating ideas and for discussing structure. The writing will be done individually.

   The purpose of this is to gradually develop the skills needed for assignment preparation and delivery in your future academic courses.

4. **Summary (Formative)**

   You are required to write a summary about the book you read in The Book Group. In addition, there will be a meeting with a tutor to discuss your summary.
5. **Project**

Over the 10 weeks you will have a mini-research project that will involve:
- Researching a topic
- Collating information
- Producing a report
- Presenting information

All of the above can be kept in your portfolio

**READING & LISTENING**

At the end of each semester, there will be an externally set test for these skills. This is to ensure validity and fairness for all students. In addition to this, there will be regular opportunities for practicing skills in class.

**COMMUNICATION SKILLS**

There will be two formal speaking tasks. These will be done in pairs.

**Presentations**

There will be mini-presentations throughout the course as well as a final one at the end of the course.

<table>
<thead>
<tr>
<th>Assessments</th>
<th>Dates</th>
<th>% of overall marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing portfolio</td>
<td>Throughout</td>
<td>5</td>
</tr>
<tr>
<td>Reflection on portfolio</td>
<td>Week 9</td>
<td>10</td>
</tr>
<tr>
<td>In-class written assignment 1</td>
<td>Week 4</td>
<td>10</td>
</tr>
<tr>
<td>In-class written assignment 2</td>
<td>Week 9</td>
<td>10</td>
</tr>
<tr>
<td>Project</td>
<td>Week 9</td>
<td>15</td>
</tr>
</tbody>
</table>

**Final writing result is the average of the above**

<table>
<thead>
<tr>
<th>Assessments</th>
<th>Dates</th>
<th>% of overall marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>Week 10</td>
<td>10</td>
</tr>
<tr>
<td>Listening</td>
<td>Week 10</td>
<td>10</td>
</tr>
<tr>
<td>Communication skills (speaking)</td>
<td>Weeks 5 &amp; 10</td>
<td>15 (7.5 each)</td>
</tr>
<tr>
<td>Presentations</td>
<td>Week 9</td>
<td>10</td>
</tr>
<tr>
<td>Class Mark</td>
<td>Throughout</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

Collectively, the marks act as an indicator of your progress. Within those marks, however, are compulsory pass marks for some assessments which have to be met to successfully complete the level: Writing, Reading, Listening, Speaking & Presentation.

**Passing the course**
<table>
<thead>
<tr>
<th>Level</th>
<th>Pass mark (CEFR)*</th>
<th>IELTS equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>B1 (Middle - Higher)</td>
<td>4.5 in 2 skills, 5.0 in 2 skills</td>
</tr>
<tr>
<td>Level 2</td>
<td>B1 (Higher) – B2 (Lower)</td>
<td>5.0 in 2 skills, 5.5 in 2 skills</td>
</tr>
<tr>
<td>Level 3</td>
<td>B2 (Lower)</td>
<td>5.5 in all 4 skills</td>
</tr>
</tbody>
</table>

*CEFR = Common European Reference Framework.

At the end of each level, you will receive a certificate with your overall result for the semester, as well as a breakdown of your results.
What happens if you do not successfully complete Levels 1 or 2?

The below gives an outline of the procedure for successfully completing the course(s)

<table>
<thead>
<tr>
<th>Result</th>
<th>Course of Action</th>
<th>Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Levels 1 &amp; 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One skill below the pass level</td>
<td>Student can continue. Tutor to hold meeting to discuss progress.</td>
<td>Borderline pass</td>
</tr>
<tr>
<td>Two or more skills below the pass level</td>
<td>Student can continue. However:</td>
<td>Unsuccessful completed</td>
</tr>
<tr>
<td></td>
<td>• Under supervision of AEPP Co-ordinator</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Fortnightly meetings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Discussion of progress &amp; possible alternatives if necessary</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Ensure aware of route to passing the course</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Keep a record in the student’s tutorial file</td>
<td></td>
</tr>
<tr>
<td>Level 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One skill below the pass mark</td>
<td>Listening or reading:</td>
<td></td>
</tr>
<tr>
<td>More than one skill below the pass level.</td>
<td>• students will be given the opportunity of one more external test in Week 10.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Writing &amp; Speaking: Students will be given a test in the Language Centre.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Option 1:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Student can continue but they will not be able to use our test to remove their language condition.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• This means they will be required to take an IELTS test as evidence of the level of failed skills.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Students will be asked to sign a letter agreeing to this condition.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Option 2:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Student exits the course at Level 3 and takes an IELTS test to meet the language requirements in all four skills.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Students with a degree that has a January start can take an IELTS test as evidence of the failed skills, and then join the October pre-session course.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Students can defer their degree course.</td>
<td></td>
</tr>
</tbody>
</table>

Successful supplementary test: **Pass**

Unsuccessful supplementary test: **Unsuccessful completion**

Option 1:

• Student can continue but they will not be able to use our test to remove their language condition.
• This means they will be required to take an IELTS test as evidence of the level of failed skills.
• Students will be asked to sign a letter agreeing to this condition.

Option 2:

• Student exits the course at Level 3 and takes an IELTS test to meet the language requirements in all four skills.
• Students with a degree that has a January start can take an IELTS test as evidence of the failed skills, and then join the October pre-session course.
• Students can defer their degree course.
Passing the course (after Level 4) and obtaining an unconditional offer

To pass the course you need to obtain the following overall score:

- Overall average of D2
- No element of extended writing tasks should be below D3
- Scores of D3 indicate a borderline pass. In such cases students will be allowed to continue but departments will be informed. An agreed program of support will be put in place

Your academic department and registry will be informed if you have met the language requirements.

Please do not come into the Language Centre on the final day of the course as this will slow the process down.

What should I do if I pass?
If you have provided all documentation required in your degree offer letter, you will be sent a new CAS number via e-mail. The international student advisors will guide you through the process of renewing your visa.

You will be able to collect your certificate from the Language Centre Reception from the beginning of September.

What can I do if I fail the course?
The Language Centre has a duty to you the student and to the University. We want to be sure that you have the language and skills to study effectively at Aberdeen University. Research at other institutions indicates that students with poor language and study skills suffer an unacceptable level of stress trying to keep up with their studies and many eventually drop out. We are therefore very strict about English language entry requirements and we will not admit students who are below the required level. Once we have issued the results we are unable to:

- Change the results
- Offer a resit

If you fail the course the following options are open to you, please consider them carefully. Language Centre staff are unable to offer you any other options than those offered below:

1. Try to sit an IELTS, Pearson or TOEFL test and meet the requirements for direct entry

For available IELTS Tests see: [http://www.ielts.org/](http://www.ielts.org/)


For TOEFL: [https://www.ets.org/toefl/ibt/register/](https://www.ets.org/toefl/ibt/register/)

[http://www.abdn.ac.uk/study/postgraduate/january.php](http://www.abdn.ac.uk/study/postgraduate/january.php)

2. You can apply to other institutions for their masters’ programmes or for pre-masters’ programmes.

Some institutions have lower language requirements
3. You can return home and consider your options

Complaints Procedure
We take complaints and criticisms seriously. If you are unhappy with any aspect of the course, please talk to someone as soon as possible. If you feel unable to talk about your complaint to one of the tutors, please make an appointment to see:

Alison McBoyle, AEPP Course Co-ordinator: Office G06 a.mcboyle@abdn.ac.uk

Do I have to sit an IELTS test before starting university?
As we monitor and test your level regularly throughout the course, we are able to tell the university Admissions Department if you have reached the minimum level of English that the University requires. We need to be satisfied that your speaking, listening, reading and writing abilities are sufficient to carry out academic study. If you obtain satisfactory scores, you will not need to take an IELTS test. However:

- If you are seriously below target then you will be advised of our concern.
- If this continues, you will be asked to take an IELTS test.
- You may even be advised that it would be inadvisable for you to continue the course.

If we feel at any point during the course that you are not going to reach the university’s minimum requirement we will ask you to sit an IELTS test. This is to provide you and the university with external proof of your current level of English. If your IELTS score is below the level required on your offer letter you will not be allowed to take up your place at the University of Aberdeen.

If you intend to study at another university, you will have to sit an IELTS exam as we are unable to validate your level for most other universities.

Student Facilities
There are two rooms in the Language Centre that have comfortable seating for use during breaks. There is a kettle and microwave for your use in one of them.

Who should I see if I have a problem with my course?
If you are having problems with your class you should speak to your teacher first of all. If there is anything else concerning or worrying you, Alison McBoyle, the AEPP Co-ordinator (Room G06) or the Director, Julie Bray (Room G07) are happy to talk to you confidentially. If you feel that you would like to talk to someone outside the Language Centre, the International Student Advisers in the Hub are able to give confidential advice. They will also be able to put you in contact with specialist advisors who can help with a range of issues and problems. They can be contacted at:

Student Advice & Support Office
The Hub, Top Floor
Elphinstone Road

Tel: 01224 273935
E-mail: student.international@abdn.ac.uk

Who should I see if I have a problem with my visa?
If you have any questions about visa issues, then you should visit the International Student Advisers in the Hub. Please note that you will have to make an appointment to see them.
Email: student.international@abdn.ac.uk
Insurance

If you have items which are valuable such as laptops or jewellery we would strongly recommend that you take out insurance.

Personal Safety and Belongings

You should take a number of simple precautions:

- Don’t walk alone late at night.
- Don’t leave large amounts of cash in your room.
- Don’t leave handbags, brief cases, lap tops etc unattended anywhere on campus.
- Don’t leave windows open (particularly on ground floor flats).
- When leaving your flat, make sure that your bedroom door (if in Halls of Residence) and the door to the flat are locked.
- Remember we drive on the left here so look right!

For more information on personal safety, please go to www.abdn.ac.uk/central/docs/safety_booklet.pdf

Council Tax

If you live in a private flat, you will receive a letter for council tax. To get exemption from this, you need to go the InfoHub at 91 High Street and request a letter to cover your English language course. It is your responsibility to ensure that your term-time address is entered in your student portal. If it is not, they cannot give you a letter.

Computing Facilities

For an overview of computing and printing facilities at the University please see http://www.abdn.ac.uk/it/student/index.php
For technical problems, please contact the Help Desk in the Edward Wright Building, room G83 or e-mail Servicedesk@abdn.ac.uk
**Sports Facilities**

Aberdeen Sports Village opened in August 2009. To find out more about the range of facilities on offer, go to [http://www.aberdeensportsvillage.com/](http://www.aberdeensportsvillage.com/) and


**Bus Information**

Bus information is available by telephoning First, the main local operator, on +44 (0)1224 650065 or by visiting their website at [http://www.firstgroup.com/ukbus/scotland/nescot/home/index.php](http://www.firstgroup.com/ukbus/scotland/nescot/home/index.php)

Aberdeen buses require the exact fare, so your options are:

- have some change/cash ready
- buy a bus card (First Travel Centre, 47 Union Street / The Hub)
- use their mTickets app on your mobile phone.
- Use contactless payments

Remember to carry your student card with you in order to get student discount.


**Services to the University of Aberdeen and Aberdeen Royal Infirmary (ARI)**

Numbers 1, 1a, 2, 20 and X40 to the University of Aberdeen and 3/3G, 8, 9, X40 to ARI

**Places of Worship**

Below is a selection of places of worship and University Societies. More faith information can be found at [http://www.abdn.ac.uk/chaplaincy/what/who/denominational-chaplains/](http://www.abdn.ac.uk/chaplaincy/what/who/denominational-chaplains/) or go to [www.ausa.org.uk](http://www.ausa.org.uk) for more information about different kinds of societies.

**Catholic:** St Mary’s Cathedral, 20 Huntly Street

**Protestant:** St Machar Cathedral, The Chanonry, Old Aberdeen, King’s College Chapel, High Street, Old Aberdeen, Gilcomston South, Church of Scotland, Union Street

**Jewish:** Aberdeen Synagogue, 74 Dee Street

**Muslim:**

- Mosque & Islamic Centre, 164 Spital
- Powis Gate, Aberdeen University. The Prayer Room may be found on the basement floor (this is the lower floor when entering from the main entrance, but the ground floor from the back), and is next to the music practice rooms. Access is via a back door facing the entrance to Crombie and requires your University ID card for entry.
- Foresterhill: The prayer room is located to the rear of the Maternity Hospital, near the IM&T building. Friday prayer takes place there at lunchtime and the Mosque is open for regular prayer at any time of the day.
**Aberdeen University Societies (AUSA)**

- African Partnership Group  africangroup@abdn.ac.uk
- Buddhist Society  aberdeenunibuddhistsociety@gmail.com
- Catholic Society  cathsoc@abdn.ac.uk, www.topcath.com
- Chinese Society  li.yao.07@aberdeen.ac.uk
- Christian Union  aucu@abdn.ac.uk, www.aucu.org
- Jewish Society  aujsoc@yahoo.co.uk, www.ausa.org.uk
- Indian Society  indian.soc@abdn.ac.uk, http://indianstudentsoc.blogspot.com
- International Student’s Society  webmaster@intersoc.co.uk, www.intersoc.co.uk
- Muslim Society  aumsateam@gmail.com, www.aumsa.co.uk
- Russian Speaking Society Facebook:  http://www.facebook.com/groups/russoc/
- Saudi Society  r06maa7@abdn.ac.uk
- Kazakh Society  y.sabanbay.11@aberdeen.ac.uk

**Useful contact numbers**

**The Language Centre**

- Catherine Holmes (Language Centre Co-ordinator)  01224 272538
- Alison McBoyle (AEPP Co-ordinator)  01224 273157
- Julie Bray (Director)  01224 273877

**Emergency contact Hillhead Halls of Residence**

Central Building Hillhead 01224 274002

**Emergency Services**

- Fire, Police, Ambulance: 999
- Non-emergency police: 101

**Student Health Services**

01224 486702

**Student Support Services**

01224 272659

**Where you can find information**

**Infohub**

A good starting point to find a wide range of information. See their website or visit them in the Student Union

http://www.abdn.ac.uk/infohub/

For more information also see:

http://www.abdn.ac.uk/newstudents/

**Student Recruitment and Admissions Service**

Tel: +44 (0)1224 272090

E-mail: sras@abdn.ac.uk

Web: www.abdn.ac.uk/international
University of Aberdeen Campus Security
Tel: +44 (0)1224 273939 (24 hours)

Student Advice and Support Office
E-mail: student.advice@abdn.ac.uk
Web: www.abdn.ac.uk/student-support

Students’ Association
Web: www.ausa.org.uk

Graduate School Websites
College of Arts and Social Science
www.abdn.ac.uk/cass/graduate
College of Life Sciences and Medicine
www.abdn.ac.uk/clsm/graduateschool
College of Physical Sciences
www.cps.abdn.ac.uk/graduate-studies

Other Useful Contacts in Aberdeen
Tourist Information Centre
Tel: +44 (0)1224 632727

National Health Service (NHS): 111 – for when you need medical help fast, but it is not an emergency
Code of Practice on Student Discipline

Academic Misconduct

There are 4 offences regarded as misconduct:

- Plagiarism
- Collusion
- Contract cheating
- Other forms of cheating

What happens if a student is suspected of academic misconduct?

- A meeting will be arranged with the AEPP Co-ordinator in the first stage.
- If it is the first time, and is genuinely deemed to be an innocent mistake, a resubmission may be allowed.
- In other cases, a student may be interviewed to assess their level of understanding. Future action will depend on the outcome of that interview. Should there be any doubt regarding the validity of the writing, then the student will be required to take an IELTS test to prove their level.

For more detailed information, please go to https://www.abdn.ac.uk/staffnet/teaching/student-discipline-and-fitness-to-practise-6120.php