GUIDE FOR STUDENTS
INCOMING ERASMUS 2019/20
PART I: APPLICANT GUIDE
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 to take you through the steps of applying to the University of Aberdeen as an Erasmus student. Further information on studying here will be made available to you once you have been accepted.

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

Best wishes,
Your Erasmus Team

You can find out more about studying here and living in Aberdeen in our Lonely Planet Guide

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So you’ve decided on University of Aberdeen – hooray! This section will guide those interested in coming to Aberdeen on Erasmus study exchange through each stage of our application process. Students coming to Aberdeen on exchange from one of our Swiss partner institutions, under the Swiss-European Mobility Programme, should apply in the same way as Erasmus study exchange students. Don’t worry, it’s not complicated and of course, we’re here to help at every stage!

**Inter-institutional Agreements**

In order to participate in an Erasmus exchange at the University of Aberdeen, an Inter-institutional Agreement for student exchange in a relevant subject area must exist between your home institution and the University of Aberdeen. You should check with your home institution whether a valid agreement exists. We cannot establish a new Inter-institutional agreement at the request of an individual student. If you are interested in studying at the University of Aberdeen outside of the Erasmus+ programme, please contact studyabroad@abdn.ac.uk for more information.

**Nominations**

We can only accept applications from students who have been officially nominated by their home institution. A nomination email should be sent to erasmus@abdn.ac.uk detailing the student’s name, email address, proposed length of stay and subject area.

**Exchange Duration**

You may come to Aberdeen on study exchange for either one semester (first semester or second semester) or the full academic year. This information should be included in the official nomination email from your host institution.

Please be aware that once you arrive in Aberdeen it is not possible to extend your stay (ie. from first semester to a full year).

**HOW TO... APPLY ONLINE**

Nominated students will be emailed directly with a link to our online application in April (for first semester and full year exchange students) or September (for second semester exchange students).

The online application is very straightforward but you will need to prepare the following documents in advance:

- **Academic Transcript** – your home institution should be able to provide you with a copy of your Academic Transcript, detailing the courses, credits and grades you’ve achieved to date.

- **Learning Agreement**: Section 1 – complete your home institution’s Learning Agreement document, detailing your provisional course choices in Section 1. This will be signed by the University of Aberdeen and returned to you prior to beginning your exchange.

- **Statement of Language Level** – this can be in any format, but must attest to your English language level and be signed and stamped by your host institution. A template document will be provided for your use when the online application opens.

These documents will need to be uploaded as part of the online application. We do not require any documents by post.

You must complete the online application by the stated deadline:

- First semester or full year exchange students: **15 May**
- Second semester exchange students: **15 October**

Your submitted online application will be processed by the Erasmus Unit and relevant Academic Department at the University of Aberdeen.

**Letter of Acceptance**

Successful applicants will receive an official Letter of Acceptance from the Erasmus Unit via email, within four weeks of the relevant application deadline. The Letter of Acceptance will detail your University of Aberdeen student ID number along with information about applying for accommodation and pre-arrival stages.

**HOW TO... APPLY FOR A VISA**

Students who are EU/EEA/Swiss nationals do not need a visa to participate in Erasmus exchange at University of Aberdeen.

All our students will need a visa to study in the UK. Depending on the duration of your exchange, we recommend you apply for the following visas:

- If you are coming for one semester – **Short-term student visa**. You can use your Letter of Acceptance to apply for this visa.

- If you are coming for the full academic year – **Tier 4 Visa**. You will need a CAS (Certificate of Acceptance of Studies) from the 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.

Full visa information can be found on the [UK Visas + Immigration (UKVI) website](https://www.gov.uk/visas-an-individual).

Please be aware that your visa application is your own responsibility. Even if your application to study has been accepted by the University of Aberdeen, we cannot guarantee that you will receive a visa to study in the UK.
You will probably be familiar with the ECTS credit system used by institutions across Europe to compare study attainment and performance.

The University of Aberdeen uses a credit system which is double the ECTS system:

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<tr>
<th>Aberdeen credit points</th>
<th>Corresponding ECTS value</th>
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<tbody>
<tr>
<td>5</td>
<td>2.5</td>
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<tr>
<td>10</td>
<td>5</td>
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</tr>
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<td>120</td>
<td>60</td>
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60 University of Aberdeen credits (30 ECTS) per semester, is the normal workload for Aberdeen students. Exchange students are expected to register for, and undertake, the same workload as an Aberdeen student.

One University of 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. You may find that the number of contact teaching hours in Aberdeen is less than you are used to as UK universities tend to place larger importance on self-study.

Choosing Courses
The academic year at University of Aberdeen is divided into two semesters. Most courses last for one semester i.e. 12 teaching weeks followed by an examination diet. A small number of courses run for six weeks only, or for the full academic year.

You can access the full Course Catalogue [here](#).

As an incoming exchange student you must select at least 50% of your curriculum from the hosting School of the Inter-Institutional Agreement between your home institution and University of Aberdeen.

Incoming exchange students would generally be guided to courses offered at Levels 2 and 3 and, exceptionally, Level 4.

Our exciting Sixth Century courses are cross-disciplinary and unique to Aberdeen. Open to all students, why not learn more about a subject area that you wouldn’t be able to study at your home institution? Find these courses in our Course Catalogue.

Course Restrictions
While we can accept Master and Postgraduate-level students for exchange, we do not permit students to take Master-level (i.e. Level 5) courses. Courses in Medicine are also not available to exchange students.

Students wishing to take Level 3 courses in English Language and Literature will need to pass a Diagnostic Test on arrival in Aberdeen. Incoming exchange students are not permitted to take Level 4 English Language and Literature courses.

Please note that all Level 4 courses from the School of Medical Sciences are assessed in May, and so only full year or semester 2 exchange students may be eligible to take these.

Go Abroad Tutor
Each subject area at University of Aberdeen has a dedicated Go Abroad Tutor. They will be your academic contact for the duration of your exchange and their details will be included in your Letter of Acceptance. Your Go Abroad Tutor will provide feedback on your provisional course choices and sign your Learning Agreement. On arrival in Aberdeen you will meet with your Go Abroad Tutor to officially register for courses.

HOW TO... ORGANISE ACCOMMODATION
The University of Aberdeen guarantees to provide all incoming students on Erasmus study exchange with accommodation, subject to the application being completed by the published date. There is a wide range of accommodation options which you can view on the Accommodation website.

Accommodation contracts for one semester or the full academic year are available to incoming Erasmus students.

You will not be able to apply for accommodation until you receive your Letter of Acceptance with your University of Aberdeen student ID number.

Of course, you may prefer to stay in private accommodation in Aberdeen but please be aware that we cannot support you in securing accommodation in the private sector.

University of Aberdeen's Student Association (AUSA) have produced a useful guide about renting in the private sector which is available on their website.
Erasmus Traineeship

If you are in receipt of Erasmus+ funding for a traineeship opportunity from your home institution - congratulations!

To find out whether a relevant traineeship project or supervising academic is available at the University of Aberdeen, you will need to make contact with the appropriate department. We suggest sending a cover letter and CV in the first instance.

Please be aware that some departments are currently experiencing capacity constraints and therefore are unable to host Erasmus Traineeship students at this time.

HOW TO... APPLY AS A VISITING STUDENT

Incoming students undertaking an Erasmus traineeship are given ‘Visiting Student’ status at University of Aberdeen. Visiting Students are administered centrally and not by the Erasmus Unit.

Students who have been accepted for an Erasmus Traineeship should read the Visiting Students guidelines carefully, before downloading and completing the application, available on our website.

You should forward the completed application to your host supervisor who will organise for it to be signed off by the relevant Head of School. Once fully signed, the form should be submitted to studentrecords@abdn.ac.uk at least 10 days prior to the start date of your Erasmus Traineeship.

Training Agreement

If you are receiving Erasmus funding for your Traineeship, you will most likely have to return a completed Training Agreement and perhaps additional Erasmus paperwork to your home institution. This paperwork can be signed and stamped by your host supervisor at the University of Aberdeen and does not need to be submitted to the Erasmus Unit.

HOW TO... ORGANISE ACCOMMODATION

Visiting students to the University of Aberdeen are not guaranteed university-managed accommodation. However, if we have available rooms, visiting students are more than welcome to apply. Email studentaccomm@abdn.ac.uk to enquire.

Some academic departments prefer you to organise your Erasmus Traineeship for the summer period when there is no undergraduate teaching and it will be easier for you to secure accommodation in the city. You will find more information about summer accommodation offered by the University on the Accommodation website.

HOW TO... APPLY FOR A CLINICAL ELECTIVE

For undergraduate medical students from other universities, the School of Medicine at University of Aberdeen offers Clinical Electives programmes in Aberdeen or Inverness for up to 8 weeks over the summer.

Applications open in October 2019 for Clinical Electives taking place in July/August 2020, with placements made on a first-come first-served basis.

This programme is organised by the School of Medicine, more information can be found on their website.
Important Information

Student Support
The University of Aberdeen welcomes applications from students with disabilities and has a dedicated Student Support service. Further information about the support available can be found on the InfoHub website.

Academic Calendar 2019/20
Incoming Erasmus students are expected to attend the University of Aberdeen for the full semester/academic year they have been nominated for. Please make a note of our semester dates and ensure these don’t overlap with those at your home institution.

On the first day of each semester the Erasmus Unit holds a compulsory Orientation which all new exchange students must attend. For semester 1 and full year students, this will take place on **Monday 2 September 2019**. For semester 2 students this will take place on **Monday 6 January 2020**.

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<td>Teaching commences</td>
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<td>Exam diet commences</td>
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<td>Term closes</td>
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<th>Semester 2 (Summer semester)</th>
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<td>Term opens</td>
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<td>Teaching commences</td>
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<tr>
<td>Spring break commences</td>
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<tr>
<td>Spring break ends</td>
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<tr>
<td>Exam diet commences</td>
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<tr>
<td>Term closes</td>
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Semester 1 and full year exchange students should aim to arrive in Aberdeen over the weekend of **31 August/1 September 2019**

Semester 2 exchange students should aim to arrive in Aberdeen over the weekend of **4/5 January 2020**