



**Guidance Notes on Admissions For
Undergraduate, Primary and Secondary
Teacher Training (PGDE)
for
August/September 2017 Entry and
Deferred Entry to 2018**

Updated May 2017

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University of Aberdeen

Guidance Notes for Students Concerning Undergraduate, Primary and Secondary Teacher Training (PGDE) Admissions

Scope of Guidance Notes

These *Guidance Notes* apply to all students who wish to submit an application for:

- undergraduate study on a full-time basis;
- undergraduate study on a non-graduating basis;
- primary and secondary teacher training (professional graduate diploma in education).

If you wish to study as an undergraduate student on a part-time basis or participate on Individual Subject Study, you can find more information at: www.abdn.ac.uk/study/undergraduate/part-time.php

Admissions Policy

The University of Aberdeen's Admissions Policy is detailed on our web pages at: www.abdn.ac.uk/study/undergraduate/admissions-policy.php

The University has robust and equitable admissions procedures, based on all relevant academic and personal circumstances as outlined in the application submitted to UCAS and/or in subsequent correspondence. Further contextual information, for example that on care leavers, parental education and ethnicity, that is or may become available from UCAS applications, may be used to supplement the overall picture of a candidate. However no single piece of such information will, on its own, be conclusive in an admission decision. The additional information will be useful in terms of ensuring that adequate support is provided to students once they are on the course and will assist the University in ensuring that activities in terms of outreach and widening participation are effective.

Note A

Students who matriculate at the University automatically become a member of the Aberdeen University Students' Association (AUSA). However, under the 1994 Education Act, students have the right to 'opt out' of membership of AUSA and will be able to exercise that right should they wish to as part of e-registration. Please note that 'opting out' will restrict a student from participating in student elections and may restrict students from accessing some services provided by AUSA. Further information regarding this is provided in the University's Code of Practice for Compliance with the 1994 Act www.abdn.ac.uk/staffnet/teaching/agh/appendix5x24.pdf

Note B

The University of Aberdeen continues to pursue best practice and high standards of service for all students. If you would like to receive this document in an alternative format, please contact the Student Recruitment and Admissions Service for more information. Telephone: +44 (0) 1224 273504 Email: ugadmissions@abdn.ac.uk

Responsibility and Monitoring of Policy and Guidance Notes

Admissions Policy: Is the responsibility of the Student Recruitment and Admissions Committee.

Guidance Notes: Are the responsibility of the Head of Admissions and are reviewed and updated annually.

Admissions Procedures: The admission of students to the University of Aberdeen is managed by the Student Recruitment and Admissions Service (SRAS). The Head of Admissions is responsible for delivery of the admissions service. Admissions procedures are reviewed annually and updated where necessary. The academic Admissions Selectors and Admissions Officers, based in SRAS, in conjunction with the Head of Admissions and Head of SRAS monitor the admissions procedures.

Note 1. How do I apply?

1.1 Undergraduate full-time

1.2 Primary and Secondary PGDE

If you wish to submit an application for undergraduate study or PGDE teacher training study on a full-time basis, applications to the University of Aberdeen are made through the Universities and Colleges Admissions Service (UCAS).

If you are a **graduate** wishing to apply for **Law** the appropriate degrees to apply for are the two year accelerated programmes (M115 or M116).

If you are a **graduate** wishing to apply for **primary teacher training**, the MA Primary Education degree (X120) is not applicable. Graduate students apply to the PGDE Primary degree (X100).

1.3 Undergraduate non-graduating

If you wish to submit an application for undergraduate study on a non-graduating basis, applications are made through the Student Recruitment and Admissions Service, University of Aberdeen.

Applications are currently only open to those who are classified as Overseas Fees or Rest of UK Fees.

Note 2. Where do I obtain an application?

2.1 Undergraduate full-time

2.2 Primary and Secondary PGDE

Applications are submitted through UCAS. Their contact details are: UCAS, Rosehill, New Barn Lane, Cheltenham, Gloucestershire, GL52 3ZA.

Web: www.ucas.com The main application pathway is as follows:-

- **apply**, a web-based application system which has been designed for schools and colleges registered with UCAS, as well as independent home or international applicants.

2.3 Undergraduate non-graduating

Where applicable, application forms are available from the Student Recruitment and Admissions Service, University of Aberdeen, University Office, King's College, Aberdeen, AB24 3FX, Scotland, UK. Telephone + 44 (0) 1224 273504 Email: ugadmissions@abdn.ac.uk

Please refer to **1.3** for detailed information.

Note 3. Is there a charge for applying?

3.1 Undergraduate full-time

3.2 Primary and Secondary PGDE

Completed UCAS applications are submitted to UCAS with the application fee. If you are applying for only one course at one institution, you pay a reduced fee. Information on how to pay the fee is contained on the UCAS web pages, see **2.1** above.

3.3 Undergraduate non-graduating

The University of Aberdeen makes no application charge if you wish to apply for study as a non-graduating student.

Please refer to **1.3** for detailed information.

Note 4. Can I make more than one application?

4.1 Undergraduate full-time

4.2 Primary and Secondary PGDE

You may only submit one application to UCAS in each year's application cycle. Details on how to complete the application can be found on the UCAS web pages, see **2.1** above.

4.3 Undergraduate non-graduating

You may only submit one application form to the University of Aberdeen in each year's application cycle.

Please refer to **1.3** for detailed information.

Note 5. When do I apply?

5.1 Undergraduate full-time

5.2 Primary and Secondary PGDE

If you are a student applying from the UK or European Union (EU) or elsewhere, whatever your nationality, you must ensure your application, in full, is submitted to UCAS on time. Full details regarding submission dates are provided by UCAS on their web pages and also detailed in the current University of Aberdeen Undergraduate Prospectus.

If you are a student applying from outside the UK or European Union (EU), whatever your nationality, you can apply anytime from early September. Full details are provided by UCAS on their web pages. (i.e. for 2017 entry [including deferred entry to 2018], applications can be

submitted to UCAS from 6 September 2016). If you are applying for Medicine or Dental Surgery, you must observe the paragraph below.

If you are a student applying for Medicine or Graduate Dental Surgery (A100 or A201) at the University of Aberdeen, you must ensure that your application, in full, is submitted to UCAS by 15 October in the year previous to the one you wish to commence studies. (i.e. for 2017 entry, [including deferred entry to 2018], applications, in full, must be submitted to UCAS by 15 October 2016). Please also read Note 12 regarding the UKCAT Admissions Test. Further information for Medical and Dental applicants can be found on our web pages: www.abdn.ac.uk/smmsn/undergraduate/index.php

If you are a student applying for courses other than Medicine or Graduate Dental Surgery at the University of Aberdeen, you must ensure that your application, in full, is submitted to UCAS by 15 January in the year you wish to commence studies (i.e. for 2017 entry, [including deferred entry to 2018], applications must be submitted to UCAS by 15 January 2017).

International students, applying to Aberdeen from outside the UK or EU, are required to meet the 15 October deadline for Medicine or Graduate Dental Surgery and encouraged to meet the 15 January deadline for all other degrees.

5.3 Undergraduate non-graduating

Early application is encouraged, particularly if you are required to attend classes for a specific period. The University of Aberdeen will consider applications all year round and any offers made will indicate the appropriate start date.

Please refer to **1.3** for detailed information.

Note 6. What happens if I submit my application late?

6.1 Undergraduate full-time

6.2 Primary and Secondary PGDE

The University of Aberdeen guarantees to consider all applications received by UCAS by the appropriate deadlines. Late applications may or may not be considered. The University of Aberdeen endeavours to meet all deadlines outlined by UCAS.

International students, applying from outside the UK or EU, are expected and encouraged to meet the 15 October or 15 January deadlines as appropriate. **See Note 5.**

6.3 Undergraduate non-graduating

The University of Aberdeen will consider applications all year round and any offers made will indicate the appropriate start date.

Please refer to **1.3** for detailed information.

Note 7. What are the entry requirements?

7.1 Undergraduate full-time

The University of Aberdeen welcomes applications from candidates who can demonstrate they have the ability to succeed on the course to which they have applied and that they will benefit from and contribute to the learning, research and social environment at the University.

The University's minimum entry requirements for all undergraduate degrees are set by the Student Recruitment and Admissions Committee (SRAC), in consultation with SRAS and are detailed in UCAS publications and on their web pages, in the University of Aberdeen Undergraduate Prospectus and on our web pages. Achieving, or expecting to achieve, the minimum entry requirements from a single sitting of exams does not guarantee an offer of admission.

We have many more applicants than places, and most meet our minimum entrance requirements, consequently we may need to ask for more than the minimum. An applicant's academic profile will normally be the most significant factor in our decision making.

7.2 Undergraduate non-graduating

You will be considered for admission mainly on the basis of your academic attainments, particularly those achieved at your home university or college. Your proficiency in English will also be taken into account and your intended subject of study. If you wish to take Level 3 courses in English as part of your curriculum at Aberdeen, you will be required to take a diagnostic test before commencing classes. Diagnostic tests are usually held in September, during the first week of term.

Please refer to **1.3** for detailed information.

7.3 Primary and Secondary PGDE

The University of Aberdeen follows the Memorandum on Entry Requirements to Programmes of Initial Teacher Education in Scotland produced by the General Teaching Council for Scotland (GTCS). The current Memorandum is dated June 2013 (including Religious Education revisions - September 2015 and GCSE English and Maths revisions – June 2016). The University produces an Information Leaflet for the PGDE and it provides information on specific entry requirements. It is available at: www.abdn.ac.uk/study/postgraduate-taught/degree-programmes/991/primary-education/ for Primary and for Secondary at: www.abdn.ac.uk/study/postgraduate-taught/degree-programmes/992/secondary-education/

Note 8. Can I make an application for deferred entry?

8.1 Undergraduate full-time

If you wish to take a year out, UCAS offers applicants the opportunity to submit an application during one cycle, for admission in the following cycle. If you apply for deferred entry, you must meet the conditions of entry by 31 August in the cycle you have applied. (i.e if you apply in the 2017 cycle for 2018 admission, you must meet the condition of offer by 31 August 2017). You must also apply by the appropriate UCAS deadline dates (i.e. 15 October 2016/15 January 2017 for deferred entry to 2018).

If you decide to defer entry once an offer of admission has been made, the University of Aberdeen will consider such requests. You should email the University of Aberdeen (ugadmissions@abdn.ac.uk), requesting that you wish to amend the year of entry and why. Please ensure you provide your name and 10 digit UCAS number.

8.2 Undergraduate non-graduating

Deferred entry is not applicable if you are a non-graduating student. If you accept an offer of admission and then wish to change the point of entry, you would be required to submit a new application.

Please refer to **1.3** for detailed information.

8.3 Primary and Secondary PGDE

Deferred entry is not permitted. You must submit an application, (**See Note 5**), for the year in which you wish to commence studies.

If you accept an offer of admission and find that your circumstances change, making it impossible for you to commence studies, the University of Aberdeen is unlikely to consider a request for deferred entry. It should be noted that in recent years requests for deferred entry to PGDE have not been authorised. UCAS will only process our requests for deferred entry if applicants hold and accept an unconditional offer of admission. If the offer is conditional and that condition has not been met, it is not possible for our Admissions Selectors to consider deferred entry. You would be required to submit a new application. In such cases, there is no guarantee that an applicant would receive a further offer of admission as the application would be considered alongside all other applications submitted.

Note 9. If I have a criminal conviction/caution can I still apply?

9.1 Undergraduate full-time

9.2 Primary and Secondary PGDE

Applicants with a criminal conviction/caution can make an application for admission. As you complete the UCAS application you will be asked questions referring to criminal convictions/cautions. UCAS provides full information on definitions used and how to respond to the questions being asked.

Applicants are asked to declare if they have a *relevant* criminal conviction that is not spent. *Relevant* criminal offences include convictions, cautions, admonitions, reprimands, final warnings, bind over orders

- Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm.
- Offences listed in the Sex Offenders Act 2003.
- The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.
- Offences involving firearms.
- Offences involving arson.
- Offences listed in the Terrorism Act 2006.

Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant.

Certain profession or occupations such as (but not limited to) teaching, medicine, dentistry, law, accountancy, actuarial, insolvency, healthcare, social work, veterinary medicine, veterinary science, pharmacy, osteopathy, chiropractic, optometry and professions or occupations involving work with children or vulnerable adults, including the elderly or sick people, are exempt from the Rehabilitation of Offenders Act (1974).

A further question refers to courses leading to professions or occupations such as (but not limited to) teaching, medicine, dentistry, law, accountancy, actuarial, insolvency, healthcare, social work, veterinary medicine, veterinary science, pharmacy, osteopathy, chiropractic, optometry and those involving work with children or vulnerable adults, including the elderly or sick people.

At the University of Aberdeen, spent convictions/cautions are still relevant for entry to the MBChB degree (A100), the Graduate Dental Surgery degree (A201), the Education degrees (including PGDE), and the BMus Education degree (WX13). For all these degrees, where we have indicated through UCAS that the course requires a criminal records check, you are required to declare all convictions/cautions whether spent or unspent.

If you indicate that you have a relevant criminal conviction/caution, or were to write to us indicating that you have a relevant criminal conviction/caution, the University of Aberdeen will write to you to request further information. Your reply is sent to the Head of Admissions who will discuss the matter with the appropriate Admissions Selector. The information provided is treated in the strictest confidence. A recommendation on whether or not to clear for admissions consideration is passed to the University Secretary or Principal. The outcome is communicated to you by the Head of Admissions. Your application for admission is placed on hold until the University Secretary or Principal has considered the recommendation relating to the declared conviction/caution.

If you accept an offer of admission for the MBChB degree (A100), the Graduate Dental Surgery degree (A201), the Education degrees or the BMus Education degree (WX13), please read **Note 10** and **Note 11**.

9.3 Undergraduate non-graduating

Applicants with a criminal conviction/caution can make an application for admission. Section 3 of the University of Aberdeen Application Form states 'If you have a relevant criminal conviction, enter **x** in the box'. The Instructions for Completion provide full information on how to complete, in addition to the definition of a relevant criminal conviction.

If you enter **x** in the box, or were to write to us indicating that you have a relevant criminal conviction/caution, the University of Aberdeen will write to you to request further information. Your reply is sent to the Head of Admissions who will discuss the matter with the appropriate Admissions Selector. The information provided is treated in the strictest confidence. A recommendation on whether or not to clear for admissions consideration is passed to the University Secretary or Principal. The outcome is communicated to you by the Head of Admissions.

Your application for admission is placed on hold until the University Secretary or Principal has considered the recommendation relating to the declared conviction/caution.

Please refer to **1.3** for detailed information.

Note 10. Do I have to undergo a criminal records check?

10.1 Undergraduate full-time

10.2 Primary and Secondary PGDE

If you accept an offer of admission for the MBChB degree (A100), the Graduate Dental Surgery degree (A201), the Education degrees (including PGDE), or the BMus Education degree (WX13) you will receive information regarding a criminal records check. Prior to admittance, you will be required to obtain Disclosure through Disclosure Scotland and the cost, which you will need to pay, should be approximately £60. Disclosure is now referred to as PVG (Protection of Vulnerable Groups). International applicants and applicants who have lived abroad for a significant number of years will be asked to provide appropriate proof that they did not have any convictions whilst abroad.

10.3 Undergraduate non-graduating

A criminal records check is not required if you are attending the University of Aberdeen as a non-graduating student.

Please refer to **1.3** for detailed information.

Note 11. Do I have to undergo a medical examination?

11.1 Undergraduate full-time

If you accept an offer of admission for the MBChB degree (A100) or for the Graduate Dental Surgery degree (A201), you will receive information on our Immunisation Policy. Information can also be found on our web pages: www.abdn.ac.uk/smmsn/undergraduate/medicine/fitness-to-practise.php and www.abdn.ac.uk/smmsn/undergraduate/dentistry/fitness-to-practise.php

If you are made an offer of admission for A100 or A201, you will be issued with a Health Questionnaire.

11.2 Undergraduate non-graduating

A medical examination is not required if you are attending the University of Aberdeen as a non-graduating student.

Please refer to **1.3** for detailed information.

11.3 Primary and Secondary PGDE

A medical examination is not required if you are attending the University of Aberdeen to study as a PGDE student.

Note 12. Do I have to undergo an Admissions Test?

12.1 Undergraduate full-time

The UK Clinical Aptitude Test (UKCAT) has been used in the selection process by a consortium of UK university Medical and Dental Schools, including the University of Aberdeen, since 2007. The test helps universities to make more informed choices from amongst the many highly-qualified applicants who apply for their medical and dental programmes. The test does not contain any curriculum or any science content; nor can it be revised for. It focuses on exploring the cognitive powers of candidates and other attributes considered to be valuable for health care professionals.

The two degrees at the University of Aberdeen requiring the UKCAT Test are A100 and A201. More information can be obtained from the UKCAT web pages at: www.ukcat.ac.uk and also the University of Aberdeen web pages at: www.abdn.ac.uk/smmsn/undergraduate/medicine/ukcat.php

12.2 Undergraduate non-graduating

You will not be required to take an admissions test.

Please refer to **1.3** for detailed information.

12.3 Primary and Secondary PGDE

You will not be required to take an admissions test.

Note 13. Will I be required to attend an interview or audition ?

13.1 Undergraduate full-time

Interviews/auditions form part of the admissions process for the MBChB degree (A100), the Graduate Dental Surgery degree (A201), the Education degrees and the BMus degrees (XW13, W300 and W390). Not all applicants who apply for these degrees are invited for interview/audition. For A100 and A201, please also read **Note 11**.

Interviews/auditions will continue until the end of March and for A100, A201 and Education it is unlikely that decisions will be communicated to UCAS until the interview/audition procedure is complete. Please also read **Note 18**.

13.2 Undergraduate non-graduating

You will not be required to attend an interview.

Please refer to **1.3** for detailed information.

13.3 Primary and Secondary PGDE

Interviews form part of the admissions process for the PGDE (Primary and Secondary). **See Note 18**.

Note 14. When you receive my application, how is it processed?

14.1 Undergraduate full-time

14.2 Primary and Secondary PGDE

Once you submit your application to UCAS, they check to ensure the application is complete, then forward it to each of the universities and colleges you selected. The University of Aberdeen has a centralised admissions process and all UCAS communications are sent to the Student Recruitment and Admissions Service (SRAS). UCAS applications at the University of Aberdeen are not distributed to colleges, schools or departments. **See Appendix A.**

Please remember that when writing your Personal Statement UCAS use software to detect any evidence of plagiarism and will advise the University accordingly. Should we be informed that an application contains plagiarism; the University reserves the right to reject the application, particularly for high demand courses such as Medicine (A100), Graduate Dental Surgery (A201), Law and Education (including PGDE).

The University of Aberdeen starts to receive UCAS applications from September onwards. The applications are distributed within SRAS to the respective academic Admissions Selector, via the Admissions Officers and Admissions Assistants, on a regular basis.

When we receive your application from UCAS, we will issue an Acknowledgement.

When a decision on your application has been reached, we communicate this to UCAS who will then notify you formally, usually through UCAS Track. For applications submitted to UCAS on time, by 15 October/15 January, we endeavour to meet the UCAS response deadline of 31 March.

14.3 Undergraduate non-graduating

Once you send your application form to us, we check to ensure that it is complete before passing it to the appropriate Admissions Selector to make a decision.

If you wish to take Level 3 subjects, a copy of your application is also forwarded to the appropriate Head of School. Only in exceptional cases do students take Level 4 subjects.

Once the Admissions Selector and Head of School (where appropriate), make a decision, we will write to you. If we accept you as a non-graduating student, you receive a formal offer of admission and you will be asked to confirm whether or not you wish to accept the place.

Please refer to **1.3** for detailed information.

Note 15. How do you determine my fee status?

15.1 Undergraduate full-time

15.2 Primary and Secondary PGDE

UCAS require you to provide information that will then be used by the University of Aberdeen to help determine your fee status if this requires to be done. UCAS provides guidance during the application process.

Home Fees (Scottish/EU) are payable by students who meet the criteria. **Appendix B** provides further information on who is eligible for Home Fees.

The University of Aberdeen seeks to confirm fee status at an early stage in the application process as offers of admission made through UCAS will indicate if Home Fees (Rest of UK) or International Fees are to be paid.

In situations where the fee status is not clear, the University of Aberdeen will write to you (by email), to request further information. In such circumstances you will be sent the Fees Classification Form for completion.

When you reply to us, we will make an assessment and then write to you to explain and advise if Home Fees (Scottish/EU) or Home Fees (RUK) or International Fees are to be awarded.

If you fail to reply to our communications or fail to return the completed Fees Classification Form, then the University may communicate an unsuccessful decision to UCAS.

Note 16. How can I find out how much my tuition fees will be?

16.1 Undergraduate full-time

16.2 Primary and Secondary PGDE

16.3 Undergraduate non-graduating

Information on tuition fees can be found on our web pages at:-
www.abdn.ac.uk/infohub/finance/fee-rates.php

Note 17. Do I have to tell you how my tuition fees will be paid?

17.1 Undergraduate full-time

If you intend to come and study at the University of Aberdeen, we must ensure that you have the financial resources necessary to meet the costs of study.

If you are aged under 21 and domiciled in the UK or EU, you are not required to provide us with evidence of how your tuition fees are to be paid because it is assumed that you will be applying to either the Student Awards Agency for Scotland (SAAS) or Finance England/Wales/Northern Ireland. You have to contact them yourself to let them know you intend to commence studies at a university and if they agree to pay your tuition fees, they will liaise with the university. You will also have to confirm annually to SAAS/Student Loan Company or the other award bodies that you are continuing with your studies.

If you are aged over 21 when you are due to commence studies, or if you are an International student, we will send you a Financial Guarantee Form for completion. This form is sent to you if an offer of admission is to be made and you are requested to complete and return the form as soon as possible.

17.2 Undergraduate non-graduating

If you are attending the University as a non-graduating student you are not required to tell us in advance how your tuition fees will be paid as the information required is provided on your application form.

Please refer to **1.3** for detailed information.

17.3 Primary and Secondary PGDE

If you commence studies on the PGDE (Primary and Secondary) it cannot be assumed that you will receive funding for a second degree from either SAAS or Finance England/Wales/Ireland. You are encouraged to contact them to determine your status.

We will send you a Financial Guarantee Form for completion if an offer of admission is to be made and you are requested to complete and return the form as soon as possible.

If you are an applicant from England, Wales or Northern Ireland it should be noted that any study bursary offered to postgraduate initial teacher training (ITT) students studying in England, Wales or Northern Ireland does not apply if you accept an offer of a place at a Scottish institution.

Note 18. Will I receive an offer of admission?

18.1 Undergraduate full-time

Our aspiration is to make offers of admission to those who have already achieved the published minimum grades for entry or are predicted to achieve them in forthcoming examination results. Our minimum entry requirements are detailed in the Undergraduate Prospectus. Achieving, or expecting to achieve, the minimum entry requirements does not guarantee an offer of admission.

The exceptions to the above are the degrees of MBChB (A100), Graduate Dental Surgery (A210), Primary Education and BMus (XW13, W300, W390). These degrees require applicants to attend for interview/audition before offers of admission can be made. Not all applicants who apply are invited to interview/audition. For A100, A201, Primary Education, XW13, W300 and W390 degrees the Admissions Selectors will take into account all information presented in the UCAS application and performance at interview/audition to determine whether or not an offer of admission will be made.

If you are applying for the MBChB degree, you can access detailed information at:- www.abdn.ac.uk/smmsn/undergraduate/medicine/index.php Please also read **Note 11**.

If you have been asked to provide further information in order for the University of Aberdeen to determine your correct fee status, no offer of admission can be communicated to UCAS until this is confirmed. **See Note 15**

If you declared a relevant criminal conviction/caution in your UCAS application (**See Note 9**), no offer of admission can be communicated to UCAS until the University Secretary or Principal has considered the recommendation.

At the University of Aberdeen, decisions on applications are communicated to UCAS electronically. UCAS will communicate our decision to you and where an offer is conditional, details of the condition will be stated. If Home Fees (Rest of UK) or International Fees are applicable the UCAS communication will also state this.

UCAS will advise you on how to reply to offers made to you. **See Appendix C.**

18.2 Undergraduate non-graduating

At present, it is likely that offers of admission can only be made to international fees, non-graduating students. Please refer to **1.3** for detailed information. **See Appendix C.**

18.3 Primary and Secondary PGDE

Competition for places on the PGDE Primary and some subjects on the PGDE Secondary is strong. The University of Aberdeen receives an allocation of places from the Scottish Executive, via the Scottish Funding Council on an annual basis and must adhere to these when making offers of admission. The University's allocation of places is not generally known until approximately 6 months before term commences.

Entry to the PGDE requires applicants to attend for interview before offers of admission can be made. Not all applicants are invited for interview. To determine who is invited, the Admissions Selectors take into account all information presented in the UCAS application paying particular attention to academic qualifications achieved, or to be achieved, the personal statement and the reference. Admissions Selectors will also take into account additional qualifications gained prior to University entry and for PGDE Primary the range of subjects studied within the degree. Selectors look for a commitment to teaching, an understanding of the teaching profession, an interest in children or young people and work experience/voluntary work with schools or with organisations connected to young people.

Interviews are normally conducted jointly by University staff and field specialists. In the event that field specialists are unavailable, interviews will be conducted by experienced University staff.

Following interview, offers of admission can be made. Not everyone who attends for interview will receive an offer of admission. In general, offers of admission are made to applicants who meet or who will meet the entry requirements, who perform extremely well in all aspects at interview and particularly for the PGDE Primary, whose qualifications pre degree are wide ranging.

If you have been asked to provide further information in order for the University of Aberdeen to determine your correct fee status, no offer of admission can be communicated to UCAS until this is confirmed. **(See Note 14)**

If you declared a relevant criminal conviction/caution in your application **(See Note 9)**, no offer of admission can be communicated to UCAS until the University Secretary or Principal has considered the recommendation.

At the University of Aberdeen, decisions on applications are communicated to UCAS electronically. UCAS will communicate our decision to you and where an offer is conditional, details of the

condition will be stated. If Home (Rest of UK) Fees or International Fees are applicable the UCAS communication will also state this.

UCAS will provide you with information on how to reply if an offer of admission is made to you. **See Appendix C.**

Note 19. Is student accommodation available?

19.1 Undergraduate full-time

19.2 Primary and Secondary PGDE

19.3 Undergraduate non-graduating

The University of Aberdeen makes no stipulation about where its students should live and new students may apply to the University or arrange their own accommodation. You are advised that all new students to the University are guaranteed an offer of accommodation; this could be within our portfolio of accommodation or with one of our partners.

Application

Information on how to apply for Accommodation is sent out in May. If you **firmly** accept an offer of admission (conditional or unconditional) you will receive the Accommodation information. This means you have made Aberdeen your first choice. It is advisable to apply for accommodation as soon as you are notified you can do so.

If you are a UCAS applicant and you select the University of Aberdeen as your Insurance choice, you will not be sent Accommodation information at this time (you have made Aberdeen your second choice), but would receive at a later date if your status at Aberdeen was to move to Firm.

Accommodation Contracts

Unconditional Firm applicants, who apply for accommodation, will be allocated a room and issued with Contracts, by the Accommodation Office, from late May onwards. Room allocations and Contracts for Conditional Firm applicants, will be issued when the Conditions of the Offer of Admission have been met. It is advisable to return your Contract as soon as possible to the Accommodation Office.

Please be advised that as accommodation contracts can be issued from late May/early June onwards, applicants cannot expect the full range of accommodation options to be available in August, when they move from conditional to unconditional status or if an applicant is placed at Aberdeen having made another University their first choice or if an application is made for the first time in the lead up to the accommodation submission deadline.

Note 20. What formal documentation do I receive?

20.1 Undergraduate full-time

20.2 Primary and Secondary PGDE

If we make you an offer of admission, our official decision, and any conditions attached, will be communicated to UCAS. If the offer is conditional, details of the condition will be stated. Full information will be available on your UCAS Track account.

Information Letter

The University of Aberdeen will also provide you with an information letter, including details on our Standard Terms Governing Offers of Admission. Before you reply to UCAS accepting the formal offer of admission, you must read our information. **See Appendix C.**

Certificate of Acceptance

If you firmly accept an offer from the University of Aberdeen, we will provide you with a Certificate of Acceptance. This document is issued from May, at the same time as the Accommodation information. **(See Note 19)**

The Certificate of Acceptance is an important document and should be held in a secure place and brought with you to Aberdeen when you commence studies. The Certificate contains your Student ID number.

The Certificate of Acceptance will contain a CAS number, required by International students who require a Tier 4 visa to enter the UK. You may require this document to obtain, for example, assistance towards the cost of tuition fees and/or a student loan, to open a student bank account in the UK or to apply for a visa.

Confirmation

If you firmly accept a conditional offer of admission and move to unconditional firm status following receipt of examination results, you will receive from UCAS an AS12 communication **(See Note 26)**. It is important that you follow the instructions sent by UCAS. You will also receive a letter of confirmation from the University of Aberdeen and if you applied for a place in Halls, the Contract issued by the Accommodation Office.

Joining Pack

Throughout late July and August, you will be sent a Joining Pack if you have i) firmly accepted an unconditional offer or ii) accepted an offer (conditional firm or insurance) and you have moved to unconditional firm status following the receipt of examination results.

The Joining Pack contains information that will help you prepare for the start of term and will include information on Registration and course selection.

20.3 Undergraduate non-graduating

If we make you an offer of admission, we will write to you with a formal offer. Our formal offer will also contain a document detailing the Standard Terms Governing Offers of Admission to the University **(See Appendix C)**. If you accept, you will receive Accommodation information from early May. If you are to commence studies during the first semester (September start), you will be sent a Joining Pack in August or early September. If you are to commence studies during the second semester (January start), the Joining Pack will be sent in December. The Joining Pack contains information that will help you prepare for your time at the University of Aberdeen and will include information on Registration.

Please refer to **1.3** for detailed information.

Note 21. Where can I find out the term dates?

21.1 Undergraduate full-time

21.2 Primary and Secondary PGDE

21.3 Undergraduate non-graduating

The term dates are intimated to applicants during the admissions cycle but can also be found on our web pages at: www.abdn.ac.uk/infohub/study/term-dates.php

Note 22. What happens if I have disability, medical condition or specific learning difficulty?

22.1 Undergraduate full-time

22.2 Primary and Secondary PGDE

22.3 Undergraduate non-graduating

The University welcomes applications from disabled applicants and the University aims to make all of the services it provides as accessible as possible. The University's Disability Advisers are the main point of contact for discussing any requirements you may have. Each School also has a designated Disability Co-ordinator who is responsible for ensuring that any provisions that have been agreed are put in place.

The University's Disability Advisers are based in the Students' Union Building (Top Floor), Elphinstone, Road, in the Student Advice and Support Office, Student Support Services. The Disability Advisers contact applicants holding offers to discuss support arrangements and to ensure that appropriate guidance is given.

If you think it would be helpful, you are welcome to contact a Disability Adviser for a confidential discussion on your application. More information can be found on our web pages at www.abdn.ac.uk/disability or by email: student.disability@abdn.ac.uk

The application for admission provides applicants with the opportunity to disclose a disability and the University of Aberdeen encourages early disclosure. In line with the Admissions Policy, the University makes the reassurance that a disability will not affect the outcome of an application. Early disclosure enables the University to work with you to ensure that appropriate support systems are in place to allow you to participate fully in your studies.

Note 23. Can I come and visit the University of Aberdeen?

23.1 Undergraduate full-time

23.2 Primary and Secondary PGDE

23.3 Undergraduate non-graduating

The University of Aberdeen has an 'Open Door' policy, which means that you are welcome to contact us to arrange a private visit at any time. A visit tailored to your interests is the most informative and enjoyable way to find out what it is really like to be a student at the University of Aberdeen and the University encourages you to visit as an individual and/or to come to one of the Applicant Visit Days.

To arrange a visit, please go to at: www.abdn.ac.uk/study/open-days.php and Book a Private Visit from the links available on the screen. Alternatively you can telephone +44 (0) 1224 272090 or email: study@abdn.ac.uk You are asked to give a least two weeks' notice of when you wish to visit, and which subjects you would like to see, so that adequate arrangements can be made for you.

Each year, we hold a number of General Open Days. You can find information on the dates at: www.abdn.ac.uk/study/undergraduate-open-day/index.php It is an ideal opportunity for you to visit the University of Aberdeen, either before you submit an application or before you commence studies.

In addition to the General Open Day, we also hold a number of Applicant Visit Days and they normally take place in March. If you receive an offer of admission for one of the MA degrees, Science degrees, Divinity degrees, Law degrees or Engineering degrees, details about the Applicant Visit Days will be sent to you.

If you are an MBChB (A100), Graduate Dental Surgery (A201) or Education applicant, you are encouraged to attend the General Open Day prior to submitting your application to UCAS. If this has not been possible, you are welcome to contact us to arrange a private visit, however your visit to the University may be confined to a tour of the appropriate campus and the opportunity to talk with a Student Ambassador. MBChB and Graduate Dental Surgery applicants attending for interview will have the opportunity to attend a tour of the medical campus at Foresterhill and talk with a current medical student acting as a Student Ambassador.

Note 24. Do you verify my previous qualifications?

24.1 Undergraduate full-time

If you hold non-UK qualifications or if you have sat the examinations listed in your UCAS application outside the UK, you are required to send the University of Aberdeen good quality photocopies of your examination certificates for verification. In certain circumstances, UK candidates may also be asked to supply the University with good quality photocopies of their examination certificates. If you apply for the Education degrees and you are selected for interview, you will be required to provide good quality photocopies of your examination certificates, particularly relating to English and Mathematics.

If you are requested to provide copies of your examination certificates, admission papers such as your Certificate of Acceptance will not be issued until you provide copies of the relevant paperwork.

The University of Aberdeen reserves the right to scrutinise the originals of applicants' certificates for all examinations detailed in the UCAS application at any time.

If you become a registered student at the University of Aberdeen, you have the opportunity to check the information we hold on your qualifications. Corrections can be made during Advising and Registration week at the start of term, or thereafter by contacting Student Recruitment and Admissions. You would email copies of the relevant documents to ugadmissions@abdn.ac.uk quoting your Student ID number.

24.2 Undergraduate non-graduating

The information contained in the application is generally sufficient to allow the Admissions Selector to reach a decision. On occasion, you may be contacted to clarify data if the Admissions Selector is unable to determine information. If you become a registered student at the University of Aberdeen, you have the opportunity to check the information we hold on your qualifications. Corrections can be made at Advising or by contacting the Student Recruitment and Admissions Service. You would email copies of the relevant documents to ugadmissions@abdn.ac.uk quoting your Student ID number.

Please refer to **1.3** for detailed information.

24.3 Primary and Secondary PGDE

You are required to send the University of Aberdeen good quality photocopies of your examination certificates for verification. In certain circumstances, UK candidates may also be asked to supply the University with good quality photocopies of their examination certificates. Information on which certificates to provide is sent with our Acknowledgement. If you are selected for interview, you will be required to provide good quality photocopies of your examination certificates, particularly relating to your degree and to English and Mathematics. Admission papers such as your Certificate of Acceptance will not be issued until you provide copies of the relevant paperwork.

The University of Aberdeen reserves the right to scrutinise the originals of applicants' certificates for all examinations detailed in the UCAS application at any time.

If you become a registered student at the University of Aberdeen, you have the opportunity to check the information we hold on your qualifications. Corrections can be made at Registration or by contacting the Student Recruitment and Admissions Service. You would email copies of the relevant documents to ugadmissions@abdn.ac.uk quoting your Student ID number.

Note 25. Do I have to let you know my examination results?

25.1 Undergraduate full-time

The University of Aberdeen receives direct notification of most examinations from UCAS, **including previously achieved qualifications** including the following:-

Scottish Qualifications Authority, Higher Grades and Advanced Higher Grades and HNC/HND
General Certificate of Education taken in the UK
Irish Leaving Certificate
International Baccalaureate
BTEC (National Diploma)

You do not need to notify the University of Aberdeen of your results in respect of the above examinations. If you intend to sit any other examinations, you must arrange for the results of these examinations to be sent to the Student Recruitment and Admissions Service at the University of Aberdeen.

Please be aware that should discrepancies arise between the declared information provided in the UCAS application and the verified results from the examination boards, the University of Aberdeen reserves the right to withdraw the offer of admission.

25.2 Undergraduate non-graduating

You are not normally required to send us information on your examination results as all information will be contained in your application form.

Please refer to **1.3** for detailed information.

25.3 Primary and Secondary PGDE

The University of Aberdeen does not receive direct notification of examinations and degrees from UCAS. If you have an offer of admission for the PGDE Primary or Secondary, you must ensure that you send us a copy of your results.

Note 26. What is confirmation?

26.1 Undergraduate full-time

26.2 Primary and Secondary PGDE

Confirmation is the process in which we confirm conditional offers made earlier in the application cycle. Confirmation applies if you are holding a conditional offer and you move to unconditional status following receipt of your examination results.

If you firmly accept a conditional offer of admission at the University of Aberdeen and you meet the conditions of our offer, you will receive formal confirmation of the unconditional status from UCAS.

A UCAS communication would also be sent to you if you selected the University of Aberdeen as your Insurance choice and then move to Firm status with us following the release of the examination results. One way in which this can happen is if you do not meet the conditions of your offer with the university you selected as your Firm choice.

If you firmly accept an unconditional offer of admission you will not receive a UCAS communication confirming your place following the release of examination results.

26.3 Undergraduate non-graduating

Confirmation does not apply to you if you are a non-graduating student.

Please refer to **1.3** for detailed information.

Note 27. What is clearing?

27.1 Undergraduate full-time

27.2 Primary and Secondary PGDE

Clearing is the final chance to gain a place at university if you are a UCAS applicant and you are not holding any offers of admission. Through Clearing you have the opportunity to be considered by institutions with vacancies. Clearing generally takes place during July and August and you become

eligible by several means – receiving no offers, declining all offers, applying after the UCAS deadlines or being turned down at Confirmation (**See Note 26**). UCAS will inform you if you are eligible for Clearing.

Should the University of Aberdeen have vacancies during Clearing, the UCAS web pages will provide details.

27.3 Undergraduate non-graduating

Clearing does not apply if you are a non-graduating student. Please refer to **1.3** for detailed information.

Note 28. Are there any scholarships available?

28.1 Undergraduate full-time

The University of Aberdeen offers Entrance Scholarships for undergraduate students resident in the UK. There are awards available for entry in September 2017. In some cases closing dates apply – usually May 2017. Full details are available on our Finance and Funding pages at: www.abdn.ac.uk/study/undergraduate/finance.php

If you are an International student, you can find more information on our Finance and Funding pages at:- www.abdn.ac.uk/study/international/finance.php

28.2 Undergraduate non-graduating

Scholarships are not generally available from the University of Aberdeen for Undergraduate non-graduating students.

28.3 Primary and Secondary PGDE

Scholarships are not generally available from the University of Aberdeen for students participating on the PGDE, however more information on support for postgraduate studies can be found on the web at: www.abdn.ac.uk/study/postgraduate-taught/finance-funding-1599.php

Note 29. Is my proficiency in English good enough?

29.1 Undergraduate full-time

29.2 Primary and Secondary PGDE

29.3 Undergraduate non-graduating

If your first language is not English, it is important that your proficiency in English is good in order for you to study successfully at the University of Aberdeen. Without this ability you will find great difficulty in understanding lectures, producing written work and sitting examinations. Even if you have been educated in the medium of English, you must meet our English Language requirements. You can find more information on our web pages at: www.abdn.ac.uk/study/international/english-requirements.php

If you are in doubt about your proficiency in English, contact the British Council office or equivalent in your country.

Note 30. What if I wish to cancel my application?

30.1 Undergraduate full-time

30.2 Primary and Secondary PGDE

The consumer protection regulations provide applicants with the 'right to cancellation' of their contract with UCAS.

- Applicants can contact UCAS with 14 days of submitting a their application to cancel their whole application and obtain a refund.
- Applicants can contact UCAS within 7 days of submitting an application to change their minds about initial choices.
- Applicants can change replies to offers within 7 days of making them.
- Applicants can completely withdraw their application to UCAS at any time throughout the application cycle, but the application fee is not refunded.

Applicants can use UCAS Track to cancel choices if there are outstanding decisions. Applicants can then reply to other offers.

30.3 Undergraduate non-graduating

Applicants can contact the University of Aberdeen at any time throughout the application cycle to amend any aspect of their application or to completely withdraw.

Note 31. How do I make a complaint regarding my application for admission?

31.1 Undergraduate full-time

31.2 Primary and Secondary PGDE

31.3 Undergraduate non-graduating

It is the policy of the University at all times to provide the highest possible level of service to its applicants. Nevertheless, it is recognised that there will be occasions when applicants may feel that the level of service, or the treatment they have received from staff, has fallen short of that normally expected.

If you are unhappy in regard to your application for admission, you can raise your concerns in the first instance with the person who answers your call. In many cases staff in the Student Recruitment and Admissions Service will be able to sort out your problem over the phone, +44 (0) 1224 273504. Or you can write, quoting your applicant number, to the Head of Admissions, Student Recruitment and Admissions Service, Directorate of Student Life, University of Aberdeen, University Office, Regent Walk, King's College Aberdeen, AB24 3FX.

If you are unable to resolve your concerns, guidance on the procedure for submitting a complaint is given in the University's Policy on Student Complaints which can be accessed at www.abdn.ac.uk/staffnet/teaching/appeals-and-complaints-686.php and its accompanying Guidance Note.

Applicants may raise a complaint about the application process and/or its outcome, but do not have an automatic right of appeal against a decision as to whether or not they should be offered a place at the University of Aberdeen. However, the University will normally review admissions decisions where a complaint has been received about the application process and/or its outcome, or if new information about an application comes to light.

Appendix A

Data Protection

In submitting an application to UCAS, you confirm that the information given is complete and accurate.

When you agree to the terms of use of the application scheme, you consent to the processing of your personal data (as defined by the Data Protection Act 1998) by the UCAS Group of Companies and educational establishments in accordance with UCAS privacy policy.

You accept that UCAS :-

- will share the details of your application with the universities and colleges to which you apply at any time during the application cycle so that they can consider it.
- may use details in your application to verify your identity by means of official, publicly available or commercially available identity checking services. If any adverse information is revealed about you, you will have the opportunity to provide an explanation.
- Will share performance information, where available, about your UK school or college with the universities and colleges to which you apply and they may use this information when they consider you.
- May keep a copy of your application and use the information to collect and publish statistics or monitor equal opportunities (or both). No published information will identify you as an individual.
- May use or disclose information on your application for research and monitoring purposes, but no information that could identify you as an individual will be published.
- May co-operate with, and may share your personal data with banks, other organisations and their agents about any products and services which you apply for, by checking on your identity and status as a UCAS applicant, or an accepted applicant, and the commencement date and duration of your study.
- Will, unless you opt otherwise, allow your school, college or UCAS-registered centres access to the content and progress of your application (including information on our acceptance and entry to an institution or if you are ultimately unplaced). They will not be able to amend the application. This will allow the school or college to continue to support you throughout the application process and to hold information on the outcome.
- May, with your additional consent, share relevant details of your application with the Student Loans Company as long as your normal residence is within England, Wales or Northern Ireland. This information will be used by the Student Loans Company in connection with any application for a loan which you may choose to make in the future. The Student Loans Company will process your personal information in accordance with its own privacy policy. The UCAS Group of Companies shall not be liable to you for any loss or damage that you might suffer in connection with the use or processing of your personal information by the Student Loans Company.
- May also, with your consent, remind you by text, or email about the deadline for submitting your application for a student loan. Please note that to the fullest extent permitted by law we do not accept liability for any loss or damage that you might suffer if we do not do so.
- Will appropriate share information with relevant professional and/or regulatory bodies in connection with enquiries relating to ultimate fitness to practice.
- Will correspond with your exam board or awarding organisation about your results and in connection with any survey they undertake or commission on their behalf.
- If your application includes material that appears to have been copied from another source, we may notify the universities and colleges to which you have applied and your existing school, college or other UCAS-registered centre. Where you request us to do so, we may (but we are not obliged) to enter into dialogue with those parties with a view to resolving the matter.
- Will supply details from your application and associated examination results to the Higher Education Statistics Agency.
- Will share your personal data with other companies in the UCAS Group, who (with your consent) may use it to keep you informed by electronic means, or (unless you object) may use it to keep you informed by other means of information services, and products that they think are relevant to you as a student.
- Will share information from your application with government departments responsible for skills funding in the UK.

UCAS confirm that the information provided in your application, including further information given to support your application and associated with the progress of your application throughout the UCAS system, will normally be confidential between:

- you;
- the UCAS Group of Companies;
- your referee;
- the appropriate staff and advisers at the higher educational establishments to which you have applied and their consultants or professional advisers;
- your school, college or training organisation including its governing body or controlling authority;
- your parents or legal guardians, where appropriate;
- your nominated representative whom you appoint and notify to us to act on your behalf in making enquiries;
- your appointed agent to assist you in the processing of your application;
- professional or regulatory bodies in connection with enquiries relating to ultimate fitness to practice;
- your exam board or awarding organisation or their respective agents;
- your student support assessment body;
- the Student Loans Company (where applicable);
- the higher education funding council for England, Scotland, Wales and Northern Ireland;
- the Higher Education Statistics Agency;
- the Department for Education and the Department for Business, Innovation & Skills, including Learning Records Service (previously MIAP);
- departments with remits in educational matters forming part of devolved Government in Wales, Scotland and Northern Ireland;
- departments responsible for skills funding: the Skills Funding Agency (SFA), the Young Peoples Learning Agency (YPLA), the Department for Children, Education, Lifelong Learning & Skills (DCELLS), the Department for Employment & Learning Northern Ireland (DELNI) and the Scottish Qualification Authority (SQA) or any successor bodies continuing similar responsibilities;
- accredited researchers or research bodies which request data for research purposes;
- the university or college which accepts you, to create a student record about you for the Higher Education Statistics Agency and its statutory customers;
- for international applicants, the British Council or appropriate agency;
- for applicants who also apply to study at institutions in the Republic of Ireland, The Central Applications Office Ltd (universities and other higher education institutions) located in Galway, Ireland;
- the UK Border Agency in connection with verification procedures for the entry of an international applicant into the United Kingdom for study purposes.

The University of Aberdeen is a data controller as defined in the Data Protection Act. The University requires to collect personal data in order to process applications, and to reach decisions on entry. Any data provided in relation to an application (including data provided by UCAS) will be treated in confidence by the Admissions Office, Admissions Selectors and administrative staff in relevant sections. Data will not be relayed to any third party unless the University of Aberdeen is required to do so under the terms of the Act itself. As noted by UCAS, in the event of a successful application the data will be held at the University of Aberdeen as the basis of the ongoing Student Record.

In order to improve its performance the University of Aberdeen organises, from time to time, surveys of applicants including those who do not accept our offer, after the main admissions process has taken place. If you do not wish to take part in such a survey, you are asked to write to the Student Recruitment and Admissions Service.

Appendix B

General

In accordance with the fee regulations (HE) for Scotland, last modified on 5 May 2017, if you fit into one of the fifteen categories, you must be charged 'Home' Fees if you attend Higher Education in Scotland. Fee regulations change frequently and it is advised to check the UKCISA website www.ukcisa.org.uk for the latest information.

Please note that the fee regulations detailed below relate specifically to Higher Education in Scotland, for entry from 1st August 2017, and that there are different fee regulations in operation in England, Wales and Northern Ireland.

Please be advised that, if you complete and return the Fees Classification Enquiry Form, Question 1 must be answered.

Full information is detailed below and can also be found at: www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Scotland-fee-status

Definitions of the terminology used below all link to the above url. For the detailed terminology, select Higher Education and click on the appropriate section, 1 to 16.

1: Those who have a 'relevant connection' to Scotland

In order to qualify for 'home' fees under this category, you must meet all of the following criteria:

- (a) you must be [settled](#) in the [UK](#) on the [relevant date](#); **and**
- (b) you must be [ordinarily resident](#) in Scotland on the relevant date. However, if you are ordinarily resident in Scotland because you moved from elsewhere in the [UK and Islands](#) to undertake a course, then you are considered to be ordinarily resident wherever you moved from; **and**
- (c) your ordinary residence in Scotland on the relevant date must not be attributable to / connected with any period of residence in Scotland that was wholly/mainly for the purpose of receiving full-time education within the immediately preceding three-year period; if it is, then you will not be eligible under this category unless you acquired the [right of permanent residence](#) in the UK "as a result of residence for full-time education which has led to" this right; **and**
- (d) you must also have been ordinarily resident in the [UK and Islands](#) for the full three year period before the relevant date, eg if your course begins in October 2017, the date in (a) above will be 1 August 2017 and you must have been ordinarily resident in the UK and Islands from 1 August 2014 to 31 July 2017; **and**
- (e) the main purpose for your residence in the UK and Islands must not have been to receive full-time education during any part of that three-year period. However, if you have the [right of permanent residence](#) you are excluded from this 'main purpose' test, as long as you were ordinarily resident in the [EEA](#) and/or Switzerland immediately prior to the five-year period of UK residence which led to you obtaining this right.

Eligibility for the middle rate fee

If you fail to meet (b) and/or (c) but meet all other requirements, you will still be eligible for the middle rate fee, as long as you are ordinarily resident in the UK on the relevant date. However, if you are ordinarily resident in the UK having moved from [the Islands](#) to undertake a course, then you are considered to be ordinarily resident in the Islands.

2: 'Settled' people who exercise a 'right of residence' in the EEA and/or Switzerland, and family members of 'settled' UK nationals

In order to qualify for 'home' fees under this category, you must meet all of the following criteria:

- (a) you are [settled](#) in the [UK](#) or you are the family member of a UK national

Note: If you are the family member of a UK national, the requirement to be settled does not apply to you;

and

(b) you have left the UK and exercised a right of residence elsewhere in the [EEA](#) and/or Switzerland but were settled in the UK immediately before leaving

Note: If you are the family member of a UK national then you do not have to have been settled in the UK immediately before that person exercised a right of residence. A right of residence covers those people, and their family members, who are in the EEA and/or Switzerland as workers, self-employed people, students and/or self-sufficient people;

and

(c) you were [ordinarily resident](#) in Scotland, immediately before leaving the UK, in a way that was not attributable to, or not connected with, any period of residence in Scotland, that was mainly for receiving full-time education, within the immediately preceding three years; **and**

(d) you have been ordinarily resident in the EEA and/or Switzerland for the three years preceding the [relevant date](#); **and**

(e) in a case where the ordinary residence referred to in (d) above was wholly/mainly for the purposes of receiving full-time education, you were ordinarily resident in EEA/Switzerland immediately before that three-year period.

3: EU nationals, and family

In order to qualify for 'home' fees under this category, you must meet all of the following criteria:

(a) on the [relevant date](#), you must either be a:

1. non-UK [EU](#) national, or the [family member](#) of such a person; or
2. UK national who has exercised a right of residence, for more than three months, as a [worker](#), self-sufficient person, or student, in another [EEA](#) member state / Switzerland, or the family member of such a person. For UK nationals, the utilisation of a right of residence can include time spent as an employed, self-employed, self-sufficient person, or student, in a country other than the UK of which the student is also a national;

Note: To be considered a family member of a non-UK national or UK national, the regulations stipulate that you must be joining or accompanying that person in the UK.

and

(b) you, or the person that you are a relevant family member of, must have been [ordinarily resident](#) in the EEA, Switzerland and/or the EU [overseas territories](#) for the three years before the relevant date; **and**

(c) where eligibility depends on you (the student) being the person who has been ordinarily resident in the residence area for the three years before the relevant date, the main purpose of your residence in that area must not have been to receive full-time education during any part of the three-year period.

Up until August 2012, a student studying in Scotland and paying the 'overseas' fee could potentially become a 'home' fee payer from the following academic year if: the country of their nationality joined the European Union (EU); or they were a relevant family member of someone whose country joined the EU; or they acquired citizenship of an EU member state; or they were a relevant family member of someone who acquired citizenship of an EU member state. The Education (Fees and Awards) (Scotland) Regulations 2011, which introduced new provisions from 1 August 2012, limited this provision so that only those who are nationals of a country that joins the EU can benefit from this provision.

4: Non-UK EU nationals, and family, ordinary residence in the UK & Islands

In order to qualify for 'home' fees under this category, you must meet all of the following criteria:

(a) you are an [EU](#) national (but not a [UK](#) national), or the [family member](#) of such a person, on the [relevant date](#); **and**

(b) you are [ordinarily resident](#) in Scotland on the relevant date; **and**

(c) you were ordinarily resident in the [UK and Islands](#) for the three-year period before the relevant date; **and**

(d) if your residence described in (c) above was mainly for the purpose of receiving full-time education, you must have been ordinarily resident in the [EEA](#)/Switzerland immediately prior to the three-year period of ordinary residence in the UK and Islands.

5: Non-UK EU nationals, and family, with the right of permanent residence in the UK

In order to qualify for 'home' fees under this category, you must meet all of the following criteria:

- (a) you have the [right of permanent residence](#) in the [UK](#) under European Community (EC) law on the [relevant date](#); **and**
- (b) you are [ordinarily resident](#) in Scotland on the relevant date. However, if you are ordinarily resident in Scotland because you moved from elsewhere in the UK and Islands to undertake a course, then you are considered to be ordinarily resident wherever you moved from; **and**
- (c) your ordinary residence in Scotland on the relevant date is not attributable to, or connected with, any period of residence in Scotland that was mainly for the purpose of receiving full-time education within the immediately preceding three-year period; if it is, then you will not be eligible under this category unless you acquired the right of permanent residence in the UK "as a result of residence for full-time education which has led to a right of permanent residence"; **and**
- (d) you were ordinarily resident in the [UK and Islands](#) for the three-year period before the date in (a) above; **and**
- (e) the main purpose for your residence in the UK and Islands must not have been to receive full-time education during any part of the three-year period unless you qualified for permanent residence due to residence for full-time education and you were ordinarily resident in the [EEA](#)/Switzerland immediately prior to the three-year period in (b)

Eligibility for the middle rate fee

If you fail to meet (b) and/or (c) but meet all other requirements, you will still be eligible for the middle rate fee, as long as you are ordinarily resident in the UK on the relevant date.

6: Non-UK EEA and Swiss migrant workers, and family

In order to qualify for 'home' fees under this category, you must meet all of the following criteria:

- (a) you must be an non-[UK EEA](#) / Swiss national in the UK as a [worker](#), or the [family member](#) of such a worker; **and**
- (b) you must have been [ordinarily resident](#) in the EEA and/or Switzerland for the three years preceding the [relevant date](#).

Note: If you are the child of an EEA worker who is no longer working or living in the UK, you may still be entitled to pay 'Home Fees' if you have, at some point, lived in the UK as a child of that person whilst he/she exercised his/her right to reside as a worker (but not a self-employed worker).

7: Children of Swiss Nationals

In order to qualify for 'home' fees under this category, you must meet all of the following criteria:

- (a) you must be the [child](#) of a Swiss national; **and**
- (b) you must have been [ordinarily resident](#) in the [EEA](#) and/or Switzerland for the three years immediately before the [relevant date](#); **and**
- (c) if the main purpose for your residence in the EEA/Switzerland, as in (b) above, was wholly or mainly for the purpose of receiving full-time education, you must have been ordinarily resident in the EEA and/or Switzerland immediately before that three-year period.

Note: There is no requirement that your Swiss parent is, or has been, economically active in the UK.

8: Children of Turkish workers

In order to qualify for 'home' fees under this category, you must meet all of the following criteria:

- (a) you must be the [child](#) of a Turkish national; **and**
- (b) your Turkish national parent must be [ordinarily resident](#) in Scotland and must be, or have been, lawfully employed in the [UK](#); **and**
- (c) you must be ordinarily resident in Scotland on the [relevant date](#); **and**
- (d) you must have been ordinarily resident in the [EEA](#) and/or Switzerland and/or Turkey for the three years before the date in (c) above.

9: People with Refugee status and family

In order to qualify for 'home' fees under this category, you must meet all of the following criteria:

- (a) you must have been recognised as a refugee by the [UK](#) Government and have remained [ordinarily resident](#) in the [UK and Islands](#) since then, or you must be the spouse or civil partner or [child](#) of such a person; **and**
- (b) you must be ordinarily resident in Scotland on the [relevant date](#).

Eligibility for the middle rate fee

If you are studying a HE course, and meet (a) but not (b), then you will be eligible for the middle rate fee.

Refugee Status: where someone gains British citizenship

The Immigration Rules revoke someone's Refugee Status once s/he subsequently obtains a new nationality, eg when a refugee gains British citizenship. If you have, or a relevant family has, Refugee Status and you are, or the person with that status is, considering applying for British (or any other) citizenship, you should be aware that such an application could have an effect on your fees status or your eligibility for Student Support.

10: Those not recognised as refugees but allowed to remain in the UK, and family

If you apply for asylum and the Home Office decides that you do not qualify for refugee status but that you should be allowed to stay in the UK, it normally grants Humanitarian Protection (HP) or Discretionary Leave (DL) or, in some cases, Indefinite Leave to Remain (ILR).

To be eligible for 'home' fees under this category, you must meet all of the following criteria:

- (a) you must:
 1. **have been refused refugee status but granted leave as above and have remained [ordinarily resident](#) in the [UK and Islands](#) since the Home Office decision; or**
 2. **be the spouse, civil partner or [child](#) of someone who meets the conditions in (1);**
- (b) you must be ordinarily resident in Scotland on the [relevant date](#).

If you are, or if your parent or spouse or civil partner is, granted permission to stay in the UK after the start of your course, you will be entitled to pay 'home' fees from the start of the next academic year.

Eligibility for the middle rate fee

If you are studying a HE course, and meet (a) but not (b), then you will be eligible for the middle rate fee.

11: Unaccompanied asylum-seeking children and children of asylum seekers

In order to qualify for 'home' fees under this category, you must meet all of the following criteria:

- (a) be the [child](#) of an asylum seeker, or an unaccompanied asylum-seeking child; **and**
- (b) be living in Scotland on the [relevant date](#); **and**
- (c) have been living in Scotland for the three-year period immediately before the date in (b); **and**
- (d) have been under 18 years old on the date when you or your parent applied for asylum, and that application must have been made before 1 December 2006; **and**
- (e) be under 25 years old on the date in (b).

12: Reciprocal Exchange students

If you are studying in the UK on the basis of a formal student exchange between your institution in your own country and your UK place of study, you will not normally have to pay fees. If you do have to pay fees, these will be at the 'home' rate.

13: Temporary Protection

To be eligible for 'home' fees under this category, you must meet all of the following criteria:

- (a) you must be a person who has been granted temporary protection; and
- (b) you must be younger than 18 years old prior to the first day of the current academic year for which you are being assessed; and
- (c) you must be ordinarily resident in Scotland on the relevant date (and not wholly because you moved from elsewhere in the UK and Islands to undertake this course); and
- (d) you must have been ordinarily resident in the UK and Islands at all times since you were first granted temporary protection.

Eligibility for the middle rate fee

If you fail to meet (c), but you meet all other requirements, you will be eligible for the middle rate fee of £9000, as long as you are ordinarily resident in the UK on the relevant date.

14: Iraqi nationals granted indefinite leave to enter the UK under the Locally Engaged Staff Assistance Scheme (Direct Entry), and family

In order to qualify for 'home' fees under this category, you must meet all of the following criteria:

- (a) you must be an Iraqi national who has been granted indefinite leave to enter the [UK](#), under the Locally Engaged Staff Assistance Scheme (Direct Entry) operated by the Home Department, or the spouse, civil partner or [child](#) of such a person; and
- (b) you must have been [ordinarily resident](#) in the [UK and Islands](#) at all times since you were first granted such indefinite leave to enter; and
- (c) you must be ordinarily resident in Scotland on the [relevant date](#). If you are not an Iraqi national yourself, but are the spouse, civil partner or child of such a person, then that Iraqi national must also be ordinarily resident in Scotland on the relevant date.

15: British Overseas Territories nationals, and family

The 'home' rate fee is not available under this category. However, you will qualify for the middle rate fee, if you meet all of the following criteria:

- (a) you must be a [British Overseas Territories national](#), or the family member of such a national; and
- (b) you must have been [ordinarily resident](#) in either the [UK](#) or any of the [British Overseas Territories](#) throughout the 3 year period prior to the [relevant date](#).

16: Syrian (Vulnerable Persons Relocation Scheme) nationals, and family

This category is only for students commencing courses from 1 August 2016 onwards. In order to qualify for 'home' fees under this category, you must meet all of the following criteria:

- (a) you must be a Syrian national who;
 - 1. **has been granted Humanitarian Protection (HP) to enter the UK under the Syrian Vulnerable Persons Relocation Scheme;** and
 - 2. **has been ordinarily resident in the UK and Islands at all times since first being granted that HP to enter the uk;** and
 - 3. **is ordinarily resident in Scotland on the relevant date;**

or

- (b) you must be:
 - 1. **the spouse/civil partner, or child, or a person in (a);** and
 - 2. **ordinarily resident in Scotland on the relevant date.**

Eligibility for the middle rate fee

If you fail to meet (a) or (b) 2 but meet all other requirements, you will still be eligible for the middle rate fee, as long as you are ordinarily resident in the UK on the relevant date. However, if you are ordinarily resident in the UK having moved from [the Islands](#) to undertake a course, then you are considered to be ordinarily resident in the Islands.

**Undergraduate and PGDE Admission
Student Recruitment & Admissions Service, Directorate of Student Life,
University Office, Regent Walk, King's College, Aberdeen, AB24 3FX**

TERMS AND CONDITIONS – UNDERGRADUATE AND PGDE ADMISSION

**These terms and conditions represent an agreement between
you and the University of Aberdeen (“the University”)**

A) Your Application and Our Offer of Admission

1. It is your responsibility to ensure that all information you provide to the University is true, accurate, complete and not misleading.
2. Any offer of admission issued by the University is made on the understanding that in accepting it you will undertake to observe the Ordinances and Resolutions of the University Court and to abide by the rules and regulations which the University makes for its students from time to time, and also to observe these terms and conditions. Any offer is contingent upon the acceptance of these terms and conditions by you and therefore you must read them before you accept it.
3. An offer of admission will either be conditional or unconditional. Where your offer is conditional, it will set out the conditions you need to fulfil to be admitted to the programme of study. If you accept a conditional offer of admission and meet the terms of the offer issued, you will move to unconditional status.
4. Any offer of admission is made without prejudice to the right of the University to vary or withdraw it if information of a serious nature (for example a relevant criminal conviction), comes to the notice of the University (whether relating to events occurring before or after the date of the offer) which could reasonably have influenced the University's decision if known at the time the offer was made.
5. The University of Aberdeen reserves the right to vary or amend any aspect of an offer of admission, including fee status assessment. Where a re-evaluation of an applicant's fee status, as at the relevant date, results in a student being liable for fees at a different rate, the student, or their sponsor, shall accept responsibility for payment of the revised fee rate. A revised offer of admission would be issued and where a student had already commenced studies, revised paperwork relating to fees due would be issued.
6. The University cannot accept responsibility, and expressly excludes liability, for loss or damage to students' property, and transfer of computer viruses to students' equipment.
7. Students seeking to defer their offer of admission, should follow the procedures outlined in Note 8 of the Guidelines for Admissions at: www.abdn.ac.uk/study/undergraduate/admissions-policy.php
8. As a registered student studying at the University, what you can expect from the University and what expectations are placed on you can be found at: www.abdn.ac.uk/infohub/study/rights.php

B) Delivery and Availability of Degree Programmes and Courses

Delivery of Programmes

9. The University will take all appropriate steps to deliver programmes and courses in line with the public information available via the University website, course catalogue, the online prospectus, in addition to that communicated orally, such as that at University open days. We make every effort to ensure that the information provided to you is fair and accurate at the time of publication, however, as it is prepared well in advance of the academic session to which it applies, changes to the information presented may have occurred. We explain below to you why details of your programme might change, and how you will be informed of this.

Changes to Programmes & Courses: why might these be made?

10. All changes are approved by the Quality Assurance Committee with an aim to safeguard academic standards and ensure the quality of the student learning experience. Students' best interests are at the heart of the decision making process, and changes will be implemented in a way which minimises impact.

We normally only make changes where they are:

- advantageous for students, for example where a change will enable us to keep our teaching up-to-date with the latest research developments;
- for the maintenance of academic standards, for example where a change is required to maintain compliance with the UK Quality Code;
- required to secure our legal or regulatory compliance, for example if a change is required to maintain or gain a Professional, Statutory or Regulatory Body accreditation;
- the result of annual course and programme reviews, taking into account feedback from students, staff and employers;
- due to changes in staffing, for example, due to staff illness or staff departures where the specialist nature of teaching means it is not possible to cover from existing resources and alternative courses are not available.

If changes occur we will ensure that the range of courses available for you to choose from delivers the published learning aims and outcomes of the programme for which you are enrolled.

Minor Changes to Programmes and Courses

11. A minor change is a small adjustment that does not impact significantly on the student learning experience. An example of this would be the inclusion of a new optional course, a replacement course, or a change in method of assessment. Where the changes are minor, they will be reflected through routine online publications; the University Calendar, Course Catalogue, and the online prospectus, all of which are updated annually.

Major Changes to Programmes and Courses

12. A major change could be the removal of, or change to, a prescribed course, a change in programme title, or, if necessary, the withdrawal of a programme. Changes to courses will be reflected through routine online publications; the University Calendar, Course Catalogue, and the online prospectus, all of which are updated annually. Students will be advised to check these online publications annually, in order to ensure that they are aware of any such changes.

We try to run all programmes we advertise and for which we have made offers. However, on very rare occasions we may need to discontinue or suspend a programme if the number of students who have applied for the programme is insufficient to make the programme viable, or if there is a change to the law, regulatory framework or Professional, Statutory and Regulatory Body requirement which we are unable to meet. If such an instance occurs we will inform applicants as soon as possible, explaining the reasons for doing so, and will endeavour to offer you a suitable alternative programme.

If the title of your programme undergoes any change, we will write to you explaining why and to provide information on the content of the degree.

Course Availability

13. Many of our programmes offer students flexibility of study, with optional courses to choose from. However, while every student will be able to take appropriate courses in the programme for which they are registered, we cannot guarantee that all course options will always be available to students who are qualified to take them. This may be because some options offered are subject to minimum levels of demand or have a limit on the number of students they are able to take. Combinations of optional courses are subject to timetabling constraints, and so the combination of courses you may have previously considered may not be possible to fit together.
14. Admission to individual courses within any degree, diploma or certificate or programme is subject to the satisfaction of academic prerequisites and, where course numbers are restricted, to the availability of places. ERASMUS and other full-time non-graduating students, whose native language is not English, wishing to register for courses at Level 3 in English, may be required to sit a diagnostic test before being permitted to register for such courses.

C) Visa Requirements

15. Any offer of admission made to a student will be based on academic reasons. For those requiring a Tier 4 Visa to study at the University of Aberdeen, the offer of admission does not guarantee that the University is prepared to sponsor a student under Tier 4 and to issue a Confirmation of Acceptance of Studies number (CAS).
16. The University of Aberdeen reserves the right to withdraw a CAS. In such cases the student will be notified of the withdrawal and the reasons.
17. Re-admissions to study for students who will need a tier 4 visa. Any offer of re-admission made to a student will be based on academic reasons. The offer of re-admission does not therefore mean that the University will be able to issue a CAS which a student would need to obtain in order to apply for a Tier 4 visa.
18. The decision on whether to issue a CAS can only be made when the University has gone through a screening process of a student's immigration history, and other criteria required by UK Visas & Immigration (UKVI).

D) English Language Requirements

19. Students whose native language is not English or students who are from a country not recognised by the University as English speaking, will be required to demonstrate, by way of a valid IELTS or TOEFL or Cambridge First/Advanced or PTE Academic test result, proficiency in the comprehension and use of English language. If, following admission, students do not demonstrate proficiency to a satisfactory standard they may be directed to attend remedial classes in the University's Language Centre until they have reached an acceptable standard.

E) Tuition Fees, Living Costs, Refunds

20. Intending students of the University of Aberdeen are required to ensure that they have the financial resources necessary to meet the cost of tuition fees and maintenance for the full duration of the programme of study. All offers of admission require intending students to produce written confirmation either from a sponsoring authority that it will meet these costs in full or from themselves accepting full personal responsibility for both tuition fees and maintenance expenses.

21. Any offer of admission does not imply that any financial assistance will be available from the University.

22. Students, who are granted permission to defer their offer of admission, will be charged tuition fees applicable at the new year of entry.

23. All students are required to pay tuition fees annually. Details of these fees can be found at www.abdn.ac.uk/infohub/finance/tuition-fees.php Students who receive an award from a source which carries with it payment of all or part of your tuition fees direct to the University, these fees will be claimed from the award-giving body, and the student invoiced for any balance, once the amount of their contribution is known. Otherwise students are responsible for ensuring that tuition fees are paid. At student's acceptance of their offer of admission to the University will be taken as an acknowledgement by the student that they are aware of this obligation and of the time at which it must be met, and that they accept it. When Schools issue teaching material to students, they may make a charge for this to cover reproduction costs. With the exception of ERASMUS and other students admitted under reciprocal exchange agreements,

24. In addition to Tuition Fees, students will require a further £1,015 per month (minimum) to cover additional costs (for a 9 month period), for accommodation, food, clothing, entertainment, local travel, laundry etc. It must be emphasised that this figure is an approximate amount, and that unless you have at least that sum for maintenance, you should not come to Aberdeen to study. This estimate does not make any allowance for travel to and from Aberdeen or for expenses associated with supporting any dependents. Additional costs associated with study, (for example Graduation fee), can be found under Miscellaneous Fees within the Tuition Fee Rates for each year at: www.abdn.ac.uk/infohub/finance/tuition-fees.php

25. Students commencing studies at the beginning of a new academic year (August, September,) are charged tuition fees for the academic year. In line with other universities, tuition fees are subject to annual review and the University of Aberdeen reserves the right to routinely increase these from year to year. You should budget for an increase of between 5% and 9% per annum. You can access tuition fees details at: www.abdn.ac.uk/infohub/finance/tuition-fees.php

26. Students, who owe money to the University from a previous academic year, may not be permitted to re-register in the new academic year. If permitted to re-register you will have the status of matriculated student withheld and be given Temporary Registration only. This will be for 3 weeks only to allow you to settle your debt. Lapsing of Temporary Registration means that you will no longer be a student of the University, you should no longer attend classes and you will be ineligible to appear for assessment in, or to obtain credit for, any courses which you may have registered for in the previous session. Additionally, for full-time students, it terminates your right to occupy University Accommodation, to exemption from Council Tax and to eligibility for student grants and loans.

27. Information on the University's refund of fees policy can be found at:
www.abdn.ac.uk/infohub/finance/tuition-fees.php

28. Information on the University's student debt policy can be found at:
www.abdn.ac.uk/infohub/finance/tuition-fees.php

F) Academic Quality

29. The University's Academic Quality Handbook contains the University's policies, procedures and regulations relating to all aspects of teaching and learning, including research degrees at the University of Aberdeen. A copy of the current Handbook is available on the University's website at:
www.abdn.ac.uk/staffnet/teaching/academic-quality-handbook-838.php

G) Concerns and Complaints

30. It is the policy of the University at all times to provide the highest possible level of service to its applicants. Nevertheless, it is recognised that there will be occasions when applicants may feel that the level of service, or the treatment they have received from staff, has fallen short of that normally expected. If you are unhappy in regard to your application for admission, you can raise your concerns in the first instance with the person who answers your call. In many cases staff in the Student Recruitment and Admissions Service will be able to sort out your problem over the phone, +44 (0) 1224 273504. Or you can write, quoting your applicant number, to the Head of Admissions, Student Recruitment and Admissions Service, Directorate of Student Life, University of Aberdeen, University Office, Regent Walk, King's College Aberdeen, AB24 3FX. If you are unable to resolve your concerns, guidance on the procedure for submitting a complaint is given in the University's Policy on Student Complaints which can be accessed at www.abdn.ac.uk/staffnet/teaching/appeals-and-complaints-686.php and its accompanying Guidance Note. Applicants may raise a complaint about the application process and/or its outcome, but do not have an automatic right of appeal against a decision as to whether or not they should be offered a place at the University of Aberdeen. However, the University will normally review admissions decisions where a complaint has been received about the application process and/or its outcome, or if new information about an application comes to light.

Please keep these notes carefully for future reference
Correct as at September 2016 for entry in academic year 2017/2018

Useful Contacts and Web Addresses

Student Recruitment and Admissions Service, University of Aberdeen

University Office, Regent Walk, King's College, Aberdeen, AB24 3FX

Telephone: +44 (0) 1224 273504

Email: study@abdn.ac.uk Web: www.abdn.ac.uk/study

Universities and Colleges Admissions Service (UCAS)

Rosehill, New Barn Lane, Cheltenham, Gloucestershire, GL52 3LZ

Web: www.ucas.com

General Information

Study in Scotland

www.studyinscotland.org

Teach in Scotland

www.teachinscotland.org/

The UK Council for International Student Affairs (UKCISA)

www.ukcisa.org.uk

Student Finance

For applicants from England – Student Finance England

www.gov.uk/browse/education/student-finance

For applicants who live in Scotland the Student Awards Agency for Scotland (SAAS)

www.saas.gov.uk

For applicants from Northern Ireland – Student Finance

www.studentfinancenir.co.uk

For applicants from Wales – Student Finance Wales Contact Centre

www.studentfinancewales.co.uk

For applicants with disabilities

Skill, National Bureau for Students with Disabilities

www.skill.org.uk

Royal National Institute for the Blind

www.rnib.org.uk

Royal National Institute for the Deaf

www.rnid.org.uk

For applicants to teaching and health professions

Disclosure and Barring Service

www.gov.uk/government/organisations/disclosure-and-barring-service

Scottish Criminal Record Office Disclosure Service

www.disclosurescotland.co.uk