

**Admissions Office  
Director of Marketing and Student Recruitment,  
University Office, Regent Walk, King's College, Aberdeen, AB24 3FX**

**TERMS AND CONDITIONS – ONLINE STUDY**

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

1. By accepting an offer of admission you agree to abide by these terms and conditions which are a requirement of registration on your programme or course.
2. Any offer of admission to the University of Aberdeen (“University”) is made on the understanding that in accepting it you will undertake to observe the Ordinances and Resolutions of the University Court and abide by the rules and regulations which the University makes for its students from time to time. 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. Any offer of admission is made without prejudice to the right of the University to vary or withdraw it if information 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.
4. The University reserves the right to vary or amend any aspect of an offer of admission prior to acceptance. Where a re-evaluation of your fee status, as at the relevant date, results in you being liable for fees at a different rate, you, or your sponsor, shall accept responsibility for payment of the revised fee rate. In such cases the University’s offer may be withdrawn. If the offer remains, a revised offer of admission would be issued and where you had already commenced studies, revised paperwork relating to fees due would be issued.
5. Admission to individual courses within any degree, diploma or certificate or programme is subject to the satisfaction of academic prerequisites and any other experiential requirements.
6. Any offer of admission made will be based on academic reasons and the criteria set of admission alone. By accepting your offer of admission you confirm that you have received sufficient information and are satisfied that the programme or course is suitable for you.
7. If you are an overseas student whose native language is not English or, if you are from a country not recognised by the University as English speaking, you will be required to demonstrate, by way of a valid International English Language Testing System (IELTS), Cambridge Advanced or Pearson Test of English (PTE) Academic test result, proficiency in English language to the standard required in our prospectus. If, following admission, you do not demonstrate proficiency to a satisfactory standard you should contact Online Admissions directly to discuss your situation.
8. If you wish to defer your start date please contact Online Admissions directly. Once Online Admissions has confirmed that your deferral is permitted, written notification will be sent to you confirming your new start date.

**Amendments to Programmes and Courses**

9. The University will use all reasonable endeavours to deliver programmes and courses in accordance with the descriptions set out in the editions of its Undergraduate and Postgraduate Prospectuses and/or Online Short Courses webpages current at the time an offer is made. However, it reserves the right to make variations to the contents or methods of delivery of programmes and/or courses, to discontinue programmes and/or courses and to merge or combine programmes or courses, if such action is reasonably considered to be necessary. If the University discontinues any programme or course, it will use its reasonable endeavours to provide a suitable alternative. Further information is available at [www.abdn.ac.uk/infocenter/documents/Amendments to Programmes and Courses.pdf](http://www.abdn.ac.uk/infocenter/documents/Amendments_to_Programmes_and_Courses.pdf)

## Tuition Fees

10. All students are required to pay tuition fees. Payment options for online study are either to pay as you study or pay per year. Further information on tuition fees including refund policy is available at [www.abdn.ac.uk/study/online/fees.php](http://www.abdn.ac.uk/study/online/fees.php). Full details of the terms and conditions as applicable to tuition fees can be found at [www.abdn.ac.uk/infohub/finance/tuition-fees.php](http://www.abdn.ac.uk/infohub/finance/tuition-fees.php). Your acceptance of this offer of admission to the University will be taken as an acknowledgement by you that you are aware of your responsibilities for ensuring that your tuition fees are paid (whether directly by yourself or, if appropriate, by a third party sponsor), the timescales for such payments and that you accept it. Any offer of admission does not imply that any financial assistance will be available from the University.
11. Tuition fees are subject to annual review and the University of Aberdeen reserves the right to routinely increase these each year. You should budget for an increase of between 5% and 9% per annum. If you owe money to the University from a previous academic year, you may not be permitted to re-register in the new academic year.

## Regulations, Policies & Procedures

12. Degree Regulations (available at [www.abdn.ac.uk/registry/calendar/postgraduate](http://www.abdn.ac.uk/registry/calendar/postgraduate)) stipulate that those students on taught postgraduate programmes must comply with the progress requirements of their specific programme of study. Unsatisfactory engagement and/or progress may lead your studies being terminated.
13. The University's Academic Quality Handbook contains the University's policies, procedures and regulations relating to all aspects of teaching and learning at the University. This includes, but is not limited to, policies on equal opportunities, complaints, student discipline, student and staff conduct, progression within your programme, and assessment. A copy of the current University of Aberdeen Academic Quality Handbook is available on the University's website at: [www.abdn.ac.uk/staffnet/teaching/academic-quality-handbook-838.php](http://www.abdn.ac.uk/staffnet/teaching/academic-quality-handbook-838.php).

## Virtual Learning Environment & IT Policies

14. Your tuition will be delivered within a secure Virtual Learning Environment (VLE). Access to the VLE can only be obtained with your University username and password which will be issued to you as part of registration. Access to course materials is not available until the course start date, subject to payment of tuition fees.
15. All content within the VLE, including course materials, discussion board postings, tutor feedback, comments, assessments and images are the intellectual property of the University of Aberdeen.
16. The University of Aberdeen reserves the right to amend the content of the VLE on a regular basis in order to ensure that it is current and as relevant as possible.
17. The University cannot accept responsibility, and expressly exclude liability, for loss or damage to students' property, and transfer of computer viruses to students' equipment. You are strongly recommended to protect their own computer systems with appropriate anti-virus software.
18. Use of the University of Aberdeen's IT systems and electronic resources requires acceptance of the Conditions for using IT Facilities. You should familiarise yourself with these which can be accessed at [www.abdn.ac.uk/it/student/get-started/policies.php](http://www.abdn.ac.uk/it/student/get-started/policies.php). Unauthorised or improper use of University IT facilities could result in termination of your computing account, or even your studies.

## Intellectual Property

19. You should familiarise yourself with the University's policy and procedures on assignment of the intellectual property rights by students. The policy can be accessed at [www.abdn.ac.uk/infohub/documents/IPR statement from Code of Prac for PgRs 2014.pdf](http://www.abdn.ac.uk/infohub/documents/IPR_statement_from_Code_of_Prac_for_PgRs_2014.pdf)
20. All copyright, trademarks, design rights, patents and other intellectual property rights (registered and unregistered) and all content located on the VLE shall remain vested in the University of Aberdeen or its licensors (which includes other users). Unless specifically stated in a Creative Commons licence which may be attached to some content – <https://creativecommons.org/licenses/by-nc-sa/2.0/uk/> (“Creative Commons Licence”) - you may not copy, reproduce, republish, disassemble, decompile, reverse engineer, download, post, broadcast, transmit, make available to the public, or otherwise use University of Aberdeen content in any way except for your own personal, non-commercial use. Please read the Creative Commons licence in full before downloading or otherwise making use of University of Aberdeen content.

## **Data Sharing**

21. In accepting an offer of admission you understand the University shall process your personal data for legitimate purposes connected to your studies. We may, on occasion, need to share your data with third parties in order to provide the programme to you as detailed in the University's privacy statement available at: [www.abdn.ac.uk/privacy](http://www.abdn.ac.uk/privacy)

## **Aberdeen University Students' Association**

22. As a registered student of the University of Aberdeen, you will automatically become a member of Aberdeen University Students' Association (AUSA). You understand that if you do not wish to become a member of AUSA you can request this in writing by completing the form available at [www.abdn.ac.uk/infohub/documents/opt\\_out\\_form.docx](http://www.abdn.ac.uk/infohub/documents/opt_out_form.docx).

**Please keep these notes carefully for future reference  
Correct as at November 2018**