



**Guidance Notes on Admissions For
Undergraduate, Primary and Secondary
Teacher Training (PGDE)
for
August/September 2023 Entry and
Deferred Entry to 2024**

September 2022

To contact us please email ugadmissions@abdn.ac.uk

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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 [here](#).

Admissions Policy

The University of Aberdeen's Admissions Policy is detailed on our web pages [here](#).

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, 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 – Aberdeen University Students' Association

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 [here](#).

Note B – Alternative Format Request

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 Admissions Office, Directorate of External Relations for more information. Email: ugadmissions@abdn.ac.uk

Responsibility and Monitoring of Policy and Guidance Notes

Admissions Policy: Is the responsibility of the Student Recruitment 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 Admissions Office within the Directorate of External Relations. 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 the Admissions Office, in conjunction with the Head of Admissions and Head UK Recruitment and Admissions 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). The LLB four year degree such as M114 is not applicable.

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 Admissions, External Relations, 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: [Student sign in | UCAS](#) The main application pathway is as follows:-

- **My application**, 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 Admissions Office, Directorate of External Relations, University of Aberdeen, University Office, King's College, Aberdeen, AB24 3FX. 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 current costs and 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.

You can find more information [here](#).

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. You can, however, apply to 5 courses on the UCAS application form.

4.3 Undergraduate non-graduating

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

You can find more information [here](#).

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 Europe or elsewhere, whatever your nationality, you must ensure your application, in full, is submitted to UCAS before the Equal Consideration Deadline (ECD) to be guaranteed consideration. Full details regarding submission dates are provided by UCAS on their web pages and also detailed in the current University of Aberdeen Undergraduate Prospectus. You can find more information [here](#).

If you are a student applying from outside the UK or Europe, whatever your nationality, you can apply anytime from early September. Full details are provided by UCAS on their web pages. (i.e. for

2023 entry [including deferred entry to 2024], applications can be submitted to UCAS from 6 September 2022). 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 A105 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 2023 entry, [including deferred entry to 2024], applications, in full, must be submitted to UCAS by 15 October 2022). Please also read Note 12 regarding the UCAT Admissions Test. Further information for Medical and Dental applicants can be found [here](#).

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 the last Wednesday in January in the year you wish to commence studies (i.e. for 2023 entry, [including deferred entry to 2024], applications must be submitted to UCAS by 6pm on Wednesday 25 January 2023).

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

You can find more information [here](#)

Note 6. What happens if I submit my application after the Equal Consideration Date?

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 depending on the course and time of application. Students should consult UCAS website to see what courses are still open. The University of Aberdeen endeavours to meet all deadlines outlined by UCAS.

International students, applying from outside the UK or Europe, are expected and encouraged to meet the Equal consideration dates (15 October or 25 January) 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. You can find more information [here](#)

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. It is not a requirement to have finished school or achieved all qualifications before submitting an application to UCAS.

The University's minimum entry requirements for all undergraduate degrees are set by the Student Recruitment Committee (SRC), in consultation with the Directorate of External Relations and are detailed on UCAS 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 previous academic attainments, particularly those achieved at your home university or college if applicable. 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.

You can find more information [here](#)

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 September 2019. The University produces an Information Leaflet for the PGDE and it provides information on specific entry requirements. It is available at: [Primary](#) and [Secondary](#).

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 in the cycle you have applied. (i.e if you apply in the 2023 cycle for 2024 admission, you must meet the condition of offer in 2023). You must also apply by the appropriate UCAS equal consideration date (i.e. 15 October 2022/25 January 2023 for deferred entry to 2024).

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. There is no guarantee that your request to defer will be approved, particularly if the offer of admission issued states that deferred entry is not permitted.

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.

You can find more information [here](#)

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 will look at the request but is unlikely to consider a request for deferred entry and it should be noted that in recent years requests for deferred entry to PGDE have not been able to be 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. We recognise the importance education can be in transforming lives and believe that an unspent criminal conviction should not be an automatic barrier to studying at Aberdeen. Please see *Confidential Discussion* below.

As you complete the UCAS application there is one question asked referring to criminal convictions. **This question is only asked for those applying to certain courses that require enhanced disclosure known as a PVG check. UCAS provides full information on the question being asked.**

Question 1 for certain courses

The question refers to applications for 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. These professions or occupations are exempt from the Rehabilitation of Offenders Act (1974) or involve regulated activities.

At the University of Aberdeen, spent convictions/cautions, including motoring/driving, are still relevant for entry to the MBChB degrees (A100 and A105), Gateway to Medicine (A1A1), 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, a PVG, you are required to declare all convictions/cautions including motoring/driving, whether spent or unspent. Full information is available on UCAS.

If you apply for one of the degrees detailed above and 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 by email) to request further information. Your reply is sent to the Head of Admissions. The information provided is treated in the strictest confidence. A recommendation on whether or not to clear for admissions consideration is considered by the University. The outcome is communicated to you by the Head of Admissions. Your application for admission is placed on hold whilst the University reviews the information provided relating to the declared conviction/caution.

If you accept an offer of admission for the MBChB degrees (A100 and A105), Gateway to Medicine (A1A1), the Graduate Dental Surgery degree (A201), the Education degrees (including PGDE) or the BMus Education degree (WX13), please read **Note 10** and **Note 11**.

Confidential Discussion

With the exception of the degrees listed above, for all other degrees, if you have an unspent conviction, including if you are on licence, then we would strongly recommend that you get in touch with us before you arrive at Aberdeen to undertake your studies. It is important to the University that we understand the nature of your unspent conviction, particularly in regard to understanding the conditions of your licence so that we might work with you to ensure it will not prevent you from commencing /finishing your degree.

You are asked to contact our Deputy Head of UK Recruitment & Admissions and Head of Admissions, **Carol Baverstock** (confidential.disclosure@abdn.ac.uk), for a confidential conversation about studying with a conviction or are under licence. This email address is for the sole purpose of confidential discussion relating to the above.

9.3 Undergraduate non-graduating

Applicants with a criminal conviction/caution can make an application for admission. Please see 9.1 and 9.2 above.

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

10.1 Undergraduate full-time (only the degrees detailed below)

10.2 Primary and Secondary PGDE

If you accept an offer of admission for the MBChB degrees (A100 and A105), the Graduate Dental Surgery degree (A201), Gateway to Medicine (A1A1), 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.

You can find more information [here](#).

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 degrees (A100 and A105) or for the Graduate Dental Surgery degree (A201), you will receive information on our Immunisation Policy. Information can also be found at [Medicine](#) and [Dentistry](#).

If you are made an offer of admission for A100 or A105 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.

You can find more information [here](#).

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 University Clinical Aptitude Test (UCAT) – previously known as 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. It focuses on exploring the cognitive powers of candidates and other attributes considered to be valuable for health care professionals.

The three degrees at the University of Aberdeen requiring the UCAT Test are A100, A105 and A201. More information can be obtained from the UCAT [here](#) and also the University of Aberdeen web pages [here](#).

No other undergraduate degrees other than the 3 listed above undergo an Admissions Test.

12.2 Undergraduate non-graduating

You will not be required to take an admissions test.

You can find more information [here](#)

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 degrees (A100 and A105), the Graduate Dental Surgery degree (A201), the Gateway to Medicine programme (A1A1) and the Education degrees. These may be in person or on-line. Not all applicants who apply for these degrees are invited for interview/audition. For A100, A105 and A201, please also read **Note 11**.

Interviews/auditions will continue until the end of March and for A100, A201, A1A1 and Education it is unlikely that decisions will be communicated to UCAS until the interview/audition procedure is complete. Please also read **Note 18**.

In exceptional circumstances we may elect to invite applicants to attend for interview for other degree programmes.

13.2 Undergraduate non-graduating

You will not be required to attend an interview.

You can find more information [here](#)

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 Admissions Office in the Directorate of External Relations. 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, A105), 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 Admissions to the respective academic Admissions Selector, via the Admissions administrative staff on a regular basis.

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

When a decision on your application has been reached, we communicate this to UCAS who will then notify you formally, usually through your UCAS My Application account. For applications submitted to UCAS by the equal consideration date (by October/January), we endeavour to meet the UCAS suggested response deadline of 31 March and certainly by early May.

14.3 Undergraduate non-graduating

Once you send your application 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.

You can find more information [here](#)

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 are payable by students who meet the criteria. **Appendix B** provides further information on who is eligible for Home Fees, who is Rest of UK Fees (also known as the middle rate) and who is International 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 fee status.

In situations where the fee status is not clear, the University of Aberdeen will contact 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 (by email) to explain and advise if Home Fees or Rest of UK or International Fees are to be awarded, in line with the Fee Regulations that are in place and issued by the Scottish Government.

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 [here](#).

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, 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.

You can find more information [here](#).

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. Achieving, or expecting to achieve, the minimum entry requirements, however, does not guarantee an offer of admission. Our minimum entry requirements are detailed in the Undergraduate Prospectus.

The University of Aberdeen has a long standing commitment to widening access to higher education and is keen to encourage students from the widest possible range of backgrounds to participate in University studies. A key part of this commitment is the University's Contextualised Admissions and Access Thresholds Policy. More information can be found via the link [Contextualised Admissions here](#)

For degrees MBChB (A100, A105), Graduate Dental Surgery (A201), the Gateway to Medicine programme (A1A1), and Primary Education (X120) applicants are required to undertake an interview before offers of admission can be made. But please note not all applicants who apply are invited to interview. For A100, A105, A201, A1A1, and X120 degrees the Admissions Selectors will take into account all information presented in the UCAS application and performance at interview to determine whether or not an offer of admission will be made.

If you are applying for the MBChB degrees (A100, A105), you can access detailed information [here](#). 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 are applying for one of degrees detailed in **Note 9** and you have declared a relevant criminal conviction/caution in your UCAS application, no offer of admission can be communicated to UCAS until the University has considered the information submitted.

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.

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 Government, 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 5 months before term commences.

Entry to the PGDE requires applicants to undertake an 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. Detailed information can be found within the PGDE Information Leaflet at [Primary](#) and [Secondary](#).

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 has considered the information submitted.

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.

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 by the University by email. 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. 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 well before term commences, 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 My Application 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 and how to access your Aberdeen Portal. Before you reply to UCAS accepting the formal offer of admission, you must read our information.

See Appendix C.

Joining Information

Throughout the summer months, (June/July/August) you will be sent (by email) Joining Information 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 Information contains details 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 information detailing the Standard Terms Governing Offers of Admission to the University (**See Appendix C**). If you accept, you will receive Accommodation information at the appropriate time. If you are to commence studies during the first semester (September start), you will be sent Joining Information in July or August or early September. If you are to commence studies during the second semester (January start), the Joining Information will be sent in December. The Joining Information contains information that will help you prepare for your time at the University of Aberdeen and will include information on Registration.

You can find more information [here](#)

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

21.1 Undergraduate full-time

21.2 Primary and Secondary PGDE

21.3 Undergraduate non-graduating

The term dates can be found [here](#).

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.

All applicants are encouraged to disclose information via the application process. It enables the University's Disability Advisers to make timely contact with applicants holding offers of admission in order 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 [here](#) 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 would be delighted to welcome you to our beautiful campus. 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 Open Days.

You can find full information [here](#) and to arrange a visit, please go [here](#).

Each year, we hold a number of Undergraduate Open Days. You can find information on the dates [here](#). It is an ideal opportunity for you to find out more about the University of Aberdeen, either before you submit an application or before you commence studies.

In addition to the Undergraduate Open Days, we also hold a number of Applicant Events 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 Events will be sent to you.

If you are an MBChB (A100, A105), Graduate Dental Surgery (A201) or Education applicant, you are encouraged to participate in our Undergraduate Open Day, prior to submitting your application to UCAS. More information can be found [here](#).

Note 24. Do you verify my previous qualifications?

24.1 Undergraduate full-time

24.2 Primary and Secondary PGDE

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 email the University of Aberdeen (ugadmissions@abdn.ac.uk), with good quality copies of your examination certificates for verification. In certain circumstances, UK candidates may also be asked to supply the University with good quality copies 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 copies of your examination certificates, particularly relating to English and Mathematics.

If you are requested to provide copies of your examination certificates, additional admissions information such as your Student ID number, will not be issued until you provide copies of the relevant documents.

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 by contacting the Admissions Office. You would email copies of the relevant documents to ugadmissions@abdn.ac.uk quoting your Student ID number.

24.3 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 by contacting the Admissions Office. You would email copies of the relevant documents to ugadmissions@abdn.ac.uk quoting your Student ID number.

You can find more information [here](#)

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

(Nat 5 results are not received. Graded unit results of HNC/HND are also not received and so these should be sent directly to the university)

General Certificate of Education taken in the UK

Irish Leaving Certificate

International Baccalaureate (if you have given permission to IBO to release these to us)

BTEC (National Diploma)

A current list of exam results received via UCAS can be found at [exam results](#)

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 Admissions Office 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.

You can find more information [here](#)

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 to ugadmissions@abdn.ac.uk

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.

You can find more information [here](#)

Note 27. What is clearing?

27.1 Undergraduate full-time

27.2 Primary and Secondary PGDE

Clearing is an opportunity 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. You can find more information [here](#)

Note 28. Are there any scholarships available?

28.1 Undergraduate full-time

28.2 Primary and Secondary PGDE

The University of Aberdeen offers Entrance Scholarships for Undergraduate students. There are awards available for entry in September 2023. In some cases closing dates apply. Full details are available on our Finance and Funding pages [here](#).

If you are an International student, you can find more information on our Finance and Funding pages [here](#).

28.3 Undergraduate non-graduating

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

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 [here](#). The University reserves the right to request a condition of obtaining an English Language qualification.

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 their application to cancel their whole application and obtain a refund.
- Applicants can contact UCAS within 14 days of submitting an application to change their minds about initial choices.
- Applicants can change replies to offers within 14 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 My Application 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 Admissions Office. In many cases Admissions Office staff in the Directorate of External Relations will be able to sort out your problem. You can email ugadmissions@abdn.ac.uk quoting your applicant number. Or you can contact the Deputy Head of UK Recruitment & Admissions and Head of Admissions, Directorate of External Relations, University of Aberdeen, University Office, Regent Walk, King's College Aberdeen, AB24 3FX. The contact email is ugadmissions@abdn.ac.uk

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 and its accompanying Guidance Note. which can be accessed [here](#)

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.

Data Protection

In submitting an application to UCAS, you confirm that the information given is true, complete and accurate and no information requested or other material information has been omitted.

When you agree, by ticking a box in the **Pay/Send** section of your UCAS application, to the terms of the UCAS declaration, you will be providing your consent to the uses of your personal information, as defined by the Data Protection Act 1998, by UCAS and UCAS Media and other organisations as set out in the UCAS declaration and UCAS' privacy policy.

When you submit an application, UCAS may use your personal information for the following purposes :-

- **Managing your application to higher education**
- **Reporting to organisations with responsibilities for higher education**
- **Providing and enabling analysis and research about the higher education sector**
- **Other uses of personal information**
- **Sensitive personal information**
- **Sharing personal information where you provide separate consent**
- **Helping you access higher education**
- **Confirming your status as a UCAS applicant to help you access products and services aimed at student.**

Please refer to UCAS' privacy policy for a more detailed explanation on all of the bullet points above: [UCAS Privacy Policy](#). UCAS also provide information about:

- How to request a copy of your personal information
- How to request UCAS to change, delete or stop using the personal information they hold about you
- The ways you can contact UCAS about your personal information
- How long UCAS retain your personal information.

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 Admissions Office, Directorate of External Relations.

The University of Aberdeen Privacy Statement can be viewed [here](#).

Appendix B

Classification of Students for Purposes of Tuition Fees Scotland - Higher Education

Information relating to the Fee Status Regulations in Scotland for Universities, as determined by the Scottish Government, can be found via the Higher Education option [UKCISA - international student advice and guidance - Scotland: fee status](#)

Appendix C

Terms and Conditions – Undergraduate and PGDE Admission

Please refer to [University of Aberdeen Admissions Policy](#)
and select
View the Current Undergraduate/PGDE Terms and Conditions

Appendix D

Useful Contacts and Web Addresses

Admissions Office

Directorate of External Relations, University of Aberdeen

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

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

Universities and Colleges Admissions Service (UCAS)

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

Phone : 0371 468 0 468 Please have your Personal ID ready so we can find your records quickly 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