INCOMING ERASMUS STUDENTS
2015/16
PART I : APPLICATION GUIDE
www.abdn.ac.uk/erasmus
Welcome!

Founded in 1495, the University of Aberdeen is respected the world over for its high quality teaching and research. We are the UK’s fifth oldest university, with a student population of around 14,500 and a large international community of students drawn from 120 different countries.

We are delighted that you have chosen University of Aberdeen for your Erasmus exchange and can’t wait to welcome you and share all Aberdeen and the University has to offer! From a wide range of study options to suit your academic interests, as well as a huge variety of social and leisure pursuits for you to take part in, one thing is for sure, your exchange at Aberdeen will pass in a flash of activity, enjoyment and adventure!

This Guide is intended to take you through the steps of applying to the University of Aberdeen as an Erasmus student. Further information on studying here will be made available to you once you have been accepted.

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

Best wishes,
Your Erasmus Team

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

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

Inter-institutional Agreements
In order to participate in an Erasmus exchange at the University of Aberdeen, an Inter-institutional Agreement for student exchange in a relevant subject area must exist between your home institution and the University of Aberdeen. You should check with your home institution whether a valid agreement exists. We cannot establish a new Inter-institutional agreement at the request of an individual student, nor can we accept ‘free moving’ students outside of the Erasmus exchange programme.

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

Exchange Duration
You may come to Aberdeen on study exchange for either one semester (first semester or second semester) or the full academic year. This information should be included in the official nomination email from your host institution. Please be aware that once you arrive in Aberdeen it is not possible to extend your stay (ie. from first semester to a full year).

HOW TO... APPLY ONLINE
Nominated students will be emailed directly with a link to our online application in May (for first semester and full year exchange students) or October (for second semester exchange students).

The online application is very straightforward but you will need to prepare the following documents in advance:
> Transcript of Records – your home institution should be able to provide you with a copy of your Transcript of Records, detailing the courses, credits and grades you’ve achieved to date
> Learning Agreement, Section 1 – complete your home institution’s Learning Agreement document, detailing your provisional course choices in Section 1. This will be signed by the University of Aberdeen and returned to you prior to beginning your exchange
> Statement of Language Level – this can be in any format, but must attest to your English language level and be signed and stamped by your host institution

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

You must complete the online application by the stated deadline:
> First semester or full year exchange students: 1 June
> Second semester exchange students: 1 November

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

Letter of Acceptance
Successful applicants will receive an official Letter of Acceptance from the Erasmus Unit via email, within 4 weeks of the relevant application deadline. The Letter of Acceptance will detail your University of Aberdeen student ID number along with information about applying for accommodation and pre-arrival stages.

HOW TO... APPLY FOR A VISAA
Students who are EU/EEA/Swiss nationals do not need a visa to participate in Erasmus exchange at University of Aberdeen.

All other students will need a visa to study in the UK. Depending on the duration of your exchange, we recommend you apply for the following visas:
> If you are coming for one semester – Short-term student visa. You can use your Letter of Acceptance to apply for this visa
> If you are coming for the full academic year – Tier 4 Visa. You will need a CAS (Certificate of Acceptance of Studies) from the University of Aberdeen in order to apply for this visa. Once you have received your Letter of Acceptance, you should email erasmus@abdn.ac.uk with a copy of your passport and to request your CAS.

Incoming exchange students who will require a Tier 4 visa to study in the UK will need to provide an official English language certificate. The list of acceptable certificates is available on our website: http://www.abdn.ac.uk/study/international/undergraduate-degrees-english-requirements-268.php.

Full visa information can be found on the UK Border Agency (UKBA) website: https://www.gov.uk/government/organisations/uk-visas-and-immigration.

Please be aware that your visa application is your responsibility. Even if your application to study has been accepted by the University of Aberdeen, you may not receive a visa to study in the UK.
HOW TO... CHOOSE COURSES

ECTS Credits
You will probably be familiar with the ECTS credit system used by institutions across Europe to compare study attainment and performance.

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

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<tr>
<th>Aberdeen credit points</th>
<th>Corresponding ECTS value</th>
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<tr>
<td>5</td>
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<td>10</td>
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<td>120</td>
<td>60</td>
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60 University of Aberdeen credits (/30 ECTS) per semester is the normal workload for Aberdeen students and as an exchange student, you would not normally be permitted to register for significantly more or fewer credits than this.

One University of Aberdeen credit represents what you are expected to achieve in 10 ‘notional hours’ of learning time. Notional hours refers to the time that you will spend both in the classroom and in private study. You may find that the number of contact teaching hours in Aberdeen is less than you are used to as UK universities tend to place larger importance on self-study.

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

You can access the full Course Catalogue here: https://www.abdn.ac.uk/registry/courses/.

As an incoming Erasmus student you must select at least 50% of your curriculum from the subject area of the Inter-Institutional Agreement between your home institution and University of Aberdeen. You may choose the remainder from our wide range of courses, subject to previous experience, availability and timetabling.

Incoming exchange students would generally be guided to courses offered at Levels 2 and 3 and, exceptionally, Level 4. While we can accept Master and Postgraduate exchange students, we do not permit students to take Level 5 courses.

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

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

Go Abroad Tutor
There is a dedicated Go Abroad Tutor for every subject area at University of Aberdeen who will be your academic contact for the duration of your exchange. Your Go Abroad Tutor will provide feedback on the provisional course choice in Section 1 of your Learning Agreement, and register you for courses prior to your arrival in Aberdeen.

HOW TO... ORGANISE ACCOMMODATION

The University of Aberdeen guarantees to provide all incoming students on Erasmus study exchange with accommodation, subject to the application being completed by the published date. There is a wide range of accommodation options which you can view on the website: http://www.abdn.ac.uk/accommodation/.

Accommodation contracts for one semester or the full academic year are available to incoming Erasmus students but you will not be able to apply until you receive your Letter of Acceptance with your University of Aberdeen student ID number.

Of course, you may prefer to stay in private accommodation in Aberdeen but please be aware that we cannot support you in securing accommodation in the private sector. University of Aberdeen’s Student Association (AUSA) has produced a useful guide about renting in the private sector which is available on the website: https://www.ausa.org.uk/supportingyou/accommodation/
Erasmus Traineeship

Students from European universities who wish to undertake an Erasmus Traineeship at University of Aberdeen must first make contact with the relevant department to identify an appropriate academic and project. A full list of contact information can be found on the website: http://www.abdn.ac.uk/research/institutes-centres/index.php

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

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

HOW TO... APPLY AS A VISITING STUDENT

Students undertaking an Erasmus Traineeship should read the Visiting Students guidelines carefully, before downloading and completing the application, available on the website: http://www.abdn.ac.uk/staffnet/teaching/visiting-students-707.php

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

Training Agreement

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

HOW TO... ORGANISE ACCOMMODATION

Visiting students to the University of Aberdeen are not guaranteed accommodation.

Where possible, you are strongly encouraged to organise your Erasmus Traineeship for the summer period when it will be easier for you to secure accommodation in the city. You will find more information about summer accommodation offered by the University on the website: http://www.abdn.ac.uk/summer_accommodation/accommodation.php.

HOW TO... APPLY FOR A CLINICAL ELECTIVE

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

Applications open in October 2015 for Clinical Electives taking place in July/August 2016, with placements made on a first-come first-served basis.

This programme is organised by the School of Medicine, more information on the website: http://www.abdn.ac.uk/smd/medicine/visiting-student-electives.php.
Important Information

Student Support
The University of Aberdeen welcomes applications from students with disabilities and has a dedicated Student Support service. Further information about the support available can be found on the website: http://www.abdn.ac.uk/student-support/support-office.php.

Academic Calendar 2015/16
Incoming Erasmus students are expected to attend the University of Aberdeen for the full semester/academic year they have been nominated for. Please make a note of our semester dates and ensure these don’t overlap with those at your home institution.

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<th>Semester 1 (Winter semester)</th>
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<td>Teaching commences</td>
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<td>Exam diet commences</td>
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<td>Term closes</td>
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<table>
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<th>Semester 2 (Summer semester)</th>
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<tr>
<td>Term opens</td>
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<td>Teaching commences</td>
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<td>Spring break commences</td>
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<td>Spring break ends</td>
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<tr>
<td>Exam diet commences</td>
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<tr>
<td>Term closes</td>
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On the first day of each semester the Erasmus Unit holds a compulsory Orientation which all new exchange students must attend.

Semester 1 and full year exchange students should arrive at the University over the weekend of 5/6 September 2015.

Semester 2 exchange students should arrive at the University over the weekend of 9/10 January 2016.