

Terms and Conditions for Self-Evaluation Short Courses

Version 2.2 – August 2024

1. Regulations, Policies & Procedures

- 1.1. In enrolling on this stand-alone course that is provided by the University of Aberdeen (“University”) you are agreeing 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 (all of the foregoing being referred to as the “Regulations”).
- 1.2. The University's Academic Quality Handbook (“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, 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.
- 1.3. The contract between you and the University is formed when you pay the tuition fees for a stand-alone course at the University. The contract between you and the University (“Contract”), consists of the following:
 - 1.3.1. the applicable Course application pages on the University’s website;
 - 1.3.2. these terms and conditions; and
 - 1.3.3. the Handbook and Regulations.

2. Tuition Fees

- 2.1. Tuition fees are payable at the time of registration on the Course and, subject to your right to cancel, are non-refundable.

3. Right to Cancel

- 3.1. You have a legal right to cancel the Contract as follows:
 - 3.1.1. for standard fixed start date courses, your right to cancel starts on the date of payment of the tuition fees for the Course and expires 15 days after the start date of the Course;
 - 3.1.2. for always on courses, you have the right to cancel within 15 days from the date of payment of the tuition fees for the Course;
 - 3.1.3. for always on access courses, you have the right to cancel within 28 days from the date of payment of the tuition fees for the Course; the “Cancellation Period”.
- 3.2. To exercise your right to cancel, you must inform us within the Cancellation Period by a clear statement of cancellation in writing (in this case an email will be accepted).
- 3.3. If you cancel within the Cancellation Period, we will refund the tuition fees paid for the Course. We will make the reimbursement without due delay, and not later than 14 days after the day on which we are informed about your decision to cancel.
- 3.4. You may register onto this Course at any time after the University makes the Course available and this may be before the expiry of the Cancellation Period.

4. Virtual Learning Environment & Information Technology Policies

- 4.1. 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 following your registration.
- 4.2. If you are provided with a University username and password, you must treat such information as confidential and must not disclose it to any third party. The University has the right to disable any username or password at any time, if in the University's opinion you have failed to comply with any of the provisions of the Contract.
- 4.3. The University will use reasonable endeavours to deliver the Course in accordance with the descriptions published on the University's website. However, on occasion it may decide to make changes, either prior to or following registration. Where necessary, the University therefore reserves the right to amend the content on the VLE on a regular basis in order to ensure that it is as current and as relevant as possible.
- 4.4. If the University discontinues or does not provide your Course or significantly changes the content of your Course such that the overall learning aims and outcomes of your Course are fundamentally different, the University will:
 - 4.4.1. notify you as soon as possible; and
 - 4.4.2. if you request the University to do so, provide you with reasonable assistance to find a suitable replacement course at the University.
- 4.5. If you do not wish to accept the University's offer of a replacement course, and instead wish to withdraw from your Course, or if the University is unable to offer you a suitable replacement Course, the University will refund the tuition fees paid for the Course.
- 4.6. The University does not accept responsibility, and expressly excludes all liability, for loss or damage to your property, and transfer of computer viruses to your equipment. You are strongly recommended to protect your own computer systems with appropriate anti-virus software.
- 4.7. The University is not responsible for resolving any issues concerning software, hardware, or internet, in relation to your personal computer and the Course.
- 4.8. Use of the University Information Technology ("IT") systems and electronic resources requires acceptance of the University's Conditions for using IT Facilities (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.

5. Intellectual Property

- 5.1. All copyright, trademarks, design rights, patents and other intellectual property rights (registered and unregistered) and all content located on the VLE, including but not limited to Course materials, discussion board postings, tutor feedback, assessments and images are the intellectual property of the University or its licensors ("University Intellectual Property") and shall remain vested in the University or its licensors (which includes (without limitation) other users). You, as a user of the discussion board and other Intellectual Property, hereby grant a non-exclusive and irrevocable licence to the University to use and reproduce all content posted by you on the discussion board and elsewhere on the VLE.
- 5.2. Unless specifically stated in a Creative Commons licence which may be attached to some content – <http://creativecommons.org/licences/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 content or the University Intellectual Property 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 content.

6. Data Protection

- 6.1. The University holds information about applicants to the University and students of the University and uses this in accordance with its privacy statement – www.abdn.ac.uk/privacy/
- 6.2. In accepting an offer of admission, you understand the University shall process your personal data for legitimate purposes connected to your studies. The University may, on occasion, need to share your data with third parties in order to provide the Course to you as detailed in the University's privacy statement. available at:
www.abdn.ac.uk/privacy/

7. Aberdeen University Students' Association

As a registered student of the University, 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 manage your preferences via the [Information Sharing Preferences page of Student Hub](#) (requires Student Hub access).

8. Terms and Conditions History

These current terms and conditions came into effect in August 2024. Details of previous terms and conditions:

Version number	Use period	T&Cs documents
1	March 2019 to August 2022	View version 1 terms and conditions
2.0	1 August to 16 August 2022	View version 2.0 terms and conditions
2.0	16 August 2022 to 13 August 2024	View version 2.1 terms and conditions