



**Be extraordinary.**

**Be you.**

**UG Offer Guide 2023/24**





**Be inquisitive.  
Be you.**



## Congratulations on receiving an offer to study at Durham University!

We've prepared this guide to give you useful and important information to help you as you progress through your journey as an applicant with us. You should read this guide alongside your offer letter (which you'll receive by email), and the offer we have sent to UCAS which you can see on your [UCAS Hub](#).

You should also refer to our:

- [Statutes and Regulations](#)
- [Admissions Regulations](#)
- [Terms and Conditions](#)
- [Student Protection Plan](#).

All of these form part of the terms and conditions of your offer as well as providing the basis of your student contract should you accept our offer and become an enrolled student at Durham. It is important that you read these documents carefully before accepting an offer with us.

As we send additional important information by email, don't forget to add us to your contacts to ensure you receive messages from us and check your junk folders regularly.

If you have any questions then please [Ask Us](#), and I hope you accept our offer as your firm choice!

**Miriam Clift,**  
*Head of Admissions*

# 1. Your offer

You'll have received either a conditional or an unconditional offer. You can see the exact details of your offer on your [UCAS Hub](#) and in your offer email. It's important to read your offer details carefully, including your course and year of entry. If you think something's not right then you **must tell us**.



## Conditional offer

If you've received a conditional offer this means your place is dependent on your achieving specific grades from your qualifications. For some courses there may also be non-academic conditions to meet - for example an enhanced Disclosure and Barring Service (DBS) check if you are applying for a course where this is relevant. You may also have other conditions listed.

If you've applied for a course in our Faculty of Science and are studying a Science A level with a practical component with an English exam board (AQA, Edexcel, Eduqas, OCR), then you will also need to pass the practical component to meet your offer conditions.

If you accept our offer, you may need to **send us** evidence of your qualifications. You'll need to do this if:

- you've already achieved a qualification which contributes to you meeting our entry requirements
- you're studying for an English language qualification such as IELTS
- you're studying for a qualification for which we won't receive the results through [UCAS](#)

In most cases, you'll need to do this by **17 July 2024**. If you won't receive the results of your qualifications until after this date, then you must send them to us as soon as possible and no later than **31 August 2024**.

If you're offered a place on our Foundation Programme and took your qualifications a long time ago or are applying with alternative experience, you may not need to provide this evidence. Please contact [foundation.admissions@durham.ac.uk](mailto:foundation.admissions@durham.ac.uk) to find out more.

If the qualifications you're studying change, please **tell us**. In most cases, this will not affect your offer, provided you are still able to meet your offer conditions and any subjects specifically required for the course you have applied for.

## Don't miss these dates:

Send us evidence of your achieved qualifications by **17 July 2024**.

If you are waiting for a re-grade, you'll need to let us know the outcome by **31 August 2024**.

## Mitigating circumstances

If you experience mitigating circumstances which may impact on your exam results, please make sure you or your school report this to your examination board(s). The examination board are the best placed to consider what, if any, impact your mitigating circumstances may have had on your performance and to make allowance for this.

We are unable to re-consider mitigating circumstances that have been submitted to and considered by the examination boards.

## Re-grades post results

If you accept our offer and your application is unsuccessful following the publication of results, you may have the option of requesting a re-grade from the examination board.

We may be able to re-consider your application, but only if you meet the original conditions of your offer following the re-grade process. You'll need to let us know the outcome of your re-grade by **31 August 2024**. If you meet your original offer conditions then we'll do our best to place you, but this will be dependent on space being available. We may have to offer you deferred entry.

## Unconditional offer

If your offer is unconditional then you have already met our academic entry requirements, though there may still be a need for you to meet non-academic conditions.

You'll need to **send us** evidence of the qualifications you've achieved by **17 July 2024** if you accept our offer.

## Important information for all Offer Holders:

If you've accidentally missed any educational history (e.g. starting a course at another UK university), or qualifications from your application (even if you didn't complete the qualification or didn't pass the assessment), you must **tell us**. It's important that we have all the relevant information about you to enable us to make a decision on your application.

We only accept electronic copies of documents, so please don't send us original copies in the post. You'll also need to follow our [guidance for uploading documents](#) carefully. We're unable to access document storage areas such as GoogleDocs or DropBox so please only send us documents through your Undergraduate Applicant Portal.

It's also really important that you send us what we need by the deadline we have given you. If you don't send us your documents by the deadline then your offer may be withdrawn.

## Offered a different course?

When you read the details of your offer you may find that we haven't been able to offer you the course you originally applied for. We make a change course offer when we're not able to offer a place on your original choice, but we consider you a strong candidate for an alternative course.

We really hope you take the opportunity to consider this. You can find out more on [Your Change Course Offer](#) page.

## Requesting a change

We're able to consider, on a case-by-case basis:

- Change of year
- Change of course
- Change of replies (after 14 days)

If you'd like to **request a change** then please **Ask Us**. Please include a reason why you'd like to change when you make the request, and if you're asking to defer your entry what your plans are for the year.

We aren't able to approve all requests, but if we are able to this will be confirmed to you through UCAS.

## University Regulations

- [Terms and Conditions](#)
- [Admissions Regulations](#)
- [Undergraduate Admissions Policy](#)
- [Statutes and Regulations](#)
- [Student Protection Plan](#).





## 2. Replying to your offer(s)

Once you've received all the decisions from the universities you've chosen, your [UCAS Hub](#) will be updated and you'll be given a deadline by which to make your firm and insurance choices. You'll only be able to select an insurance choice if you've received one or more conditional offers – you won't be able to select an insurance choice if all of the offers you have been made are unconditional.

Your remaining offers will be declined automatically once you have made your firm and insurance choices. Your offers will also be automatically declined if you miss the deadline given to you by UCAS.

If you change your mind about your replies, or miss your deadline, then you can change these within 14 days of making your choice by contacting UCAS. After 14 days the process is more complicated and you'll need to [Ask Us](#).

No reply swaps are possible after 25 July 2024.

You can find out more about UCAS replies and deadlines at [UCAS](#).

### Final Acceptance

At Durham we have an additional process for unconditional firm offer holders. You'll need to confirm your 'final acceptance' of our offer using our [Final Acceptance Form](#).

You must complete the Offer Acceptance Form by **17 July 2024** (for those receiving early results), or within 7 days of becoming unconditional firm (whichever is later). If you don't receive your results until mid to late August, then you'll need to complete the form within 7 days of becoming UF. It's important that you don't miss this deadline as if we don't receive your acceptance in time then your offer may be withdrawn or deferred.



## 3. Visiting us

As an offer holder you'll get the opportunity to visit us on campus at one of our [Post-Offer Visit Days](#).

These will take place in Spring 2024 and give you the chance to find out more about the course(s) you have an offer for as well as to explore our colleges and the social side of being a Durham student.

Once booking is open we'll send you an email with all the information you'll need to reserve a place.

If you can't make one of our Post-offer Visit Days then we also offer [Self Guided Tours](#) through our Durham University Tours App. You can either use the app to take a tour in-person at a time to suit you, or remotely from the comfort of your own home.



## 4. College membership and accommodation

Every student at Durham is a member of a [college](#). Colleges are residential communities that provide a sense of community and belonging, offering student-led opportunities and events in drama, music, sport and volunteering, as well as a wide range of other activities and facilities. Colleges also offer professional support for student wellbeing and self-development.

We know that the majority of first-year undergraduate students thrive when they live in college. The majority of our student rooms are located in colleges themselves, with some in college-managed accommodation elsewhere in Durham City. Accommodation may be catered or self-catered, en-suite or standard. Information about expressing a college preference, the allocation process, accommodation advance rent and college accommodation and catering can be found at [Your College - Undergraduate](#).

### Applicants who are under 18 at the start of their course

The University and its Colleges are adult environments. If you are under 18 at the start of your course then you should [read our Under 18 policy](#). This describes the extent and scope of the support we provide to you if you are under 18 at the point of admission, as well as the expectations placed upon you and your parent(s)/guardian(s).

If you were born after (and including) the following dates:

- Studies commencing in 2024:  
1 September 2007
- Studies commencing in 2025:  
1 September 2008

and you accept our offer, you will need to complete our Under 18 form. We will contact you to let you know when to do this.

## 5: Fees and funding

### Tuition Fees

You're required to pay tuition fees at the beginning of your course and throughout your time with us. The fee you will have to pay can be found in your offer letter or on our [Courses Database](#). You can find out more about [fees and funding](#) on our website.

Tuition fees are different depending on whether you are classified as a 'home' student or an 'international' student.

We [assess your fee status](#) using the [UK government fee regulations for Higher Education in England and guidance provided by UKCISA](#).

Your offer will state if you'll be charged at the overseas rate. In most cases, the decision about your fee status has been based upon the information provided on your UCAS application.

If you think your fee status is incorrect, [contact us](#) with the reason you believe your fee status should be changed. This must be based on the fee regulations ([UKCISA](#) provide good independent advice). We may then ask you to complete a fee status form so we can make an assessment. We'd recommend you raise this with us before you accept your offer so you have a clear understanding of the offer you're accepting.



### Living expenses

You'll also need to fund your everyday living expenses. This will include costs for living in [college accommodation](#), or rent if you live out. You may also need money for food and [other costs](#) such as utilities, travel, insurance etc (depending on your living arrangements), as well as clothes, phone and leisure. There may also be additional [course costs](#) for things like books (if you want to purchase them), field trips etc.

### Financial support

'Home students' may be eligible for a tuition fee loan and maintenance loan to help cover the costs of studying. You will need to apply to the government of the country in which you live for financial assistance.

If you normally live in England apply to [Student Finance England](#)

If you normally live in Scotland apply to [Student Awards Agency for Scotland](#)

If you normally live in Wales apply to [Student Finance Wales](#)

If you normally live in Northern Ireland apply to [Student Finance Northern Ireland](#)

If you normally live in the Channel Islands/Isle of Man please apply to [Jersey](#) or [Guernsey](#) or the [Isle of Man](#)

If you are an EU student benefiting from Citizen's Rights under the EU Withdrawal Agreement, EEA EFTA Separation Agreement or Swiss Citizens' Rights agreement or are a citizen of the Irish Republic then you can find information on available support at [UK Government](#).

There is no financial support if you live outside of the UK and are charged fees at the international rate. You should ensure you have the funding in place to cover your tuition fee and living expenses before you start your course.

Durham also has a range of [scholarships](#) you may be eligible to apply for.

## 6: Fair Access

### Applicants with Disabilities

We are committed to considering all applications equally. If you have declared a disability on your application form then we'll write to you inviting you to contact our Disability Support Service, so you can get in touch with them to discuss your individual support needs, including any financial support you might be entitled to. Doing this early in the application process means that if you become a student with us then everything should be in place when you join.

Don't worry if you don't declare a disability on your UCAS application, or you find out you need to talk to Disability Support after you've applied. You can contact them at any time on **0191 334 8115** or at [disability.support@durham.ac.uk](mailto:disability.support@durham.ac.uk).

### Estranged Students

At Durham University we recognise that it may be particularly challenging starting and studying at university without the support of a family network. Please see our [Estranged Students Support webpages](#) for more information.

### Care-experienced Students

At Durham we have a range of support available for all students and as a care leaver, you are no different. We do however, understand that you may have concerns, questions or things happening in your life that other students may not have and want to ensure that you feel supported during your journey at Durham.

Please visit our [care experienced students web pages](#) for more information.



## 7: Information for international applicants

### English language requirements

If English is not your first language, then you must provide evidence of your ability in spoken and written English.

If you have an **English language** condition in your offer, this is because we can't see evidence that you meet our **required English Language level** in your application.

You can take a **recognised English Language test** to fulfil the English language requirement and you must **upload** evidence of this by **17 July 2024**.

**Please note that UK Visa and Immigration (UKVI) regularly update the English language requirements for applicants to higher education programmes in the UK and this can happen at any point of the year. Therefore, all offers to applicants who require a visa are subject to change, should the UKVI change requirements mid-cycle.**

### Pre-sessional English courses

Durham Centre for Academic Development (DCAD) offer intensive **pre-sessional courses** in academic English language and literacy skills. To find out if you're eligible for our pre-sessional courses, please **Ask Us** and **upload** a copy of your most recent English language test so we can determine which course might be suitable for you. Please note that there are application deadlines in place for each of the courses available.

If you need a Student visa to study at Durham University you should check our information about **English language requirements for visa purposes**.

### Student Visas

#### Confirmation of Acceptance to Study for Student Visas

If you need a visa to study in the UK, you will need a Confirmation of Acceptance to Study (CAS) number from the university you're attending. You must include this in your visa application.

We can only issue CAS from April 2024 at the earliest (if you're starting your course in 2024). Your CAS number (which is 14 characters long) must be included in your visa application.

Before we can issue your CAS you must have:

- accepted Durham as your firm choice
- met all the conditions of your offer
- had your place at Durham confirmed
- sent a copy of your current passport (this should be valid at least until after you plan to travel to the UK and start your course)
- provided the University with relevant documents, including a copy of a certificate showing the qualification(s) you have achieved and evidence of your English language ability (if required), e.g. IELTS scores or equivalent
- submitted your **final acceptance**.

If you need to renew your passport, we strongly advise you do this as soon as possible to avoid a delay in issuing your CAS.

If any of these documents are not in English, you will need to provide a **certified translation** which is in line with UKVI requirements.

**Please do not book travel to the UK until you have received all the documentation needed to travel.**

**UK Visa and Immigration (UKVI) regularly update the requirements for applicants to higher education programmes in the UK and this can happen at any point of the year. Therefore, all offers to applicants who require a visa are subject to change, should the UKVI change requirements mid-cycle.**

For support on applying for a visa to study in the UK, please visit **UK Government** and **applying for a Visa**.

It is strongly recommended that you check these sites regularly for updates.

You can also contact our Student Immigration Service at [immigration@durham.ac.uk](mailto:immigration@durham.ac.uk)

### Academic Technology Approval Scheme (ATAS)

For offer holders of our four-year courses in Physics.

In order to study one of our four-year Physics courses, you may need to apply for **ATAS** as a requirement of your Visa process. Some countries are exempt from the ATAS scheme, so you should **check** if you will need this.

If you do require an ATAS, you can submit your ATAS application as soon as you receive an offer and can submit this for any (or all) of your choices before you've even decided which will be your firm choice. They're specific to the course and university you've applied to.

You'll need to use the relevant code below for your course:

		Codes needed for ATAS application
Course Code	Course Name	CAH code
F301	MPhys Physics	CAH07-01-01
FF3N	MPhys Physics & Astronomy	CAH07-01-01
F344	MPhys Theoretical Physics	CAH07-01-01

Find out more about **ATAS**.



## 8: When to arrive

If you hold an unconditional offer at Durham which you have firmly accepted, and completed your **Final Acceptance Form**, then Induction Weeks for our undergraduate courses are:

### 2024 entry:

30 September 2024 to 6 October 2024

### 2025 entry:

29 September 2025 to 3 October 2025

You'll need to arrive before Induction Week, but we'll send you all the information you need to get your time as a student with us off to a smooth start.

To help you prepare, you can also look at our **term dates**.



## 9: How we'll contact you and how you can contact us

To ensure you don't miss any important information from us, please make sure your email address and telephone number are kept up to date at UCAS. It's also important to ensure your legal name is correct at UCAS for when you enrol at your chosen university.

If you are planning a gap year, you should update your details with us during that year.

As we'll communicate with you by email please add our email address to your favourites. This will help you to avoid missing anything. You should check your spam and junk folders regularly too - just in case!

If you have any questions about your application or your course please **Ask us**.



If you're using a school email address, we strongly recommend you update this to a personal account as school email accounts are often closed during the summer. This also applies to school postal addresses.

## 10: Right to cancel

You have the right to cancel your acceptance of a place and Enrolment Contract within 14 days without giving any reason.

The cancellation period will expire after 14 days from the day of the conclusion of the contract (i.e. 14 days following the date upon which you accept our offer of a place for your Pre-Enrolment Contract or 14 days following the date of online enrolment for your Enrolment Contract).

If you have not yet enrolled on your course and you wish to exercise the right to cancel, you must inform the University of your decision to cancel this contract by a clear statement (e.g. a letter sent by post or e-mail). You may use the **model cancellation** form, but it is not obligatory. Please write to: Undergraduate Admissions, Durham University, Mounjoy Centre, Stockton Road, Durham DH1 3LE.

If you have enrolled on your course and you wish to exercise your right to cancel, you must inform the University of your decision to cancel this contract by a clear statement (e.g. a letter sent by post or e-mail). You may use the **model cancellation** form, but it is not obligatory. Please write to your academic department and college. To meet the cancellation deadline, it is sufficient for you to send your communication concerning your exercise of the right to cancel before the cancellation period has expired.

### Financial liability

**If you cancel (withdrawn from your course) you may be liable for a proportion of your annual tuition fee and for accommodation costs as described in the terms and conditions of your licence to occupy.**



### DISCLAIMER

The University issues all its offers in good faith and on the basis of the information provided in the applications it receives. If any of the details provided within an application or supporting documents provided are found to be false or fraudulent or if relevant material information is omitted from an application, any offer of a place made may be revoked. For further information please see our **Admissions Policy**.

UCAS has a dedicated **Verification Team** and offers advice and guidance to fraud and similarity for applicants.

If you are concerned that your application may contain fraudulent information or if you believe that important information has been omitted, please contact us at the earliest opportunity to discuss this.

## Applicant Journey

1

Book your Post-Offer Visit Days or sign up for a Discover Durham Tour

2

Let us know if you have a college preference

3

Reply to your offer (Firm/Insurance/Decline) using your UCAS Hub

4

Complete your final Offer Acceptance (once you are unconditional firm at UCAS)



## Contact us

Durham University  
The Palatine Centre  
Stockton Road  
Durham DH1 3LE  
UK

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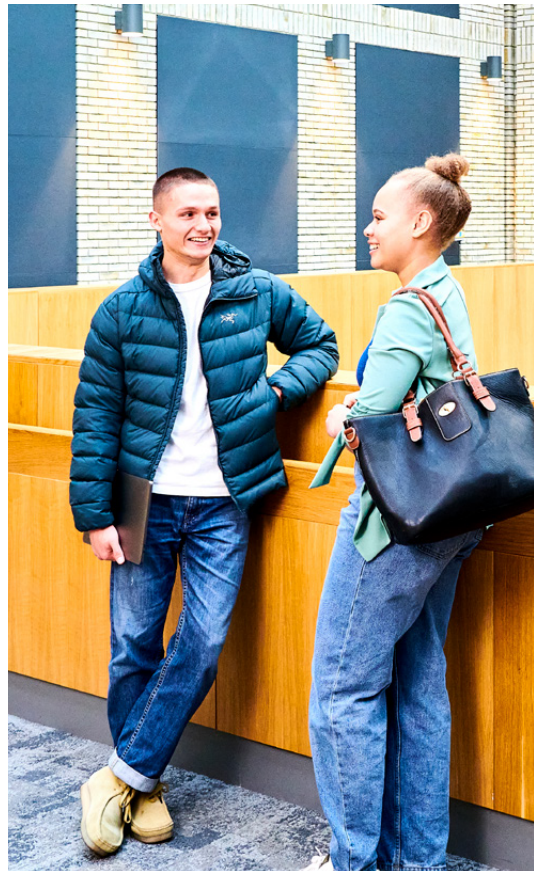
### Enquiries

T: +44 (0)191 334 1000

W: [durham.ac.uk/study/ask-us](https://durham.ac.uk/study/ask-us)

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[durham.ac.uk](https://durham.ac.uk)



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Thank you to all staff and students involved in the production of this Guide and to John Donoghue for photography.

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