

Answers.

Answers.

What do I do now?

Answers.

Answers.

Answers.

Where will I stay?

Answers.

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What do I need to know?

Answers.

Answers.

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Disclaimer

Information contained within this Handbook is correct at the time of going to press (July 2010). However, some information may change and Bournemouth University reserves the right to make changes to procedures, regulations and processes subject to maintaining equivalent standards.

Welcome from the Vice-Chancellor



Welcome to Bournemouth University and our Partner Colleges. BU is a vibrant and innovative university offering a range of high-quality academic programmes geared to the professions.

We are committed to your development as a self-motivated, independent, lifelong learner. We have strong partnerships with employers, our placement opportunities are extensive and we are proud of our record of producing graduates who are globally employable. We also offer a range of cultural, artistic, sporting and social opportunities to enhance your student experience.

I hope that you will enjoy your time with us. You may be studying full- or part-time, may have just left school or may be a mature student. This may be your first experience of Higher Education or you may be returning to your studies. Whatever your circumstances, I wish you every success.

We provide many facilities to support you with your studies, to assist you with any problems you may have and to help you make the most of your time with us. However, the University is a community and as a member of that community, there are certain standards that you are expected to maintain. It is important that you familiarise yourself with them before you embark on your studies and keep up to date with any changes during your time here.

A synopsis of some of the main Rules and Regulations can be found

in Appendix 1 and copies of all rules and regulations are available at www.bournemouth.ac.uk/student/rules.

I also ask that you respect the local community. The University and students bring diversity, wealth and social enrichment to the community and there are many ways that you, as a student, can make a positive contribution. Please give careful consideration to the section on 'Living in harmony with your local community' on page 29.

Included in this Handbook is a brief overview of the University's Partner Colleges and Professional Services.

On enrolment you will be issued with a Programme (and/or Level) Handbook(s). Your Programme Handbook will provide more detailed information specific to your particular studies, including assessment regulations, information about staff, and any particular local requirements. The information in your Programme Handbook is definitive for your programme of study.

Embarking on a University career can be daunting but don't be afraid to ask for help if you are not sure where to go or how to use something. Take advantage

of the experience of others. Take time to acclimatise to your new environment and to find your way about. Get to know where the libraries and other facilities are located and make sure you know what services are offered.

I know that you will be given a large amount of information so I hope you will find it useful to refer to this Handbook throughout your time here.

We have a central information and enquiry service located in Bournemouth called **askBU** Students Service. The **askBU** Students Service team can be contacted by telephone: +44 (0)1202 969696 or email: askBUstudents@bournemouth.ac.uk. Further information about the full range of services offered by **askBU** Students Service is provided on page 6 of this handbook.

If you have any comments about this Handbook, or suggestions for improvements for future versions please do let us know by email: askBUstudents@bournemouth.ac.uk.

Professor John Vinney

Vice-Chancellor

About BU

We are a modern and innovative University with six distinctive Schools of study reflecting our emphasis on education leading to professional success. We're proud of our reputation for commitment to wide-ranging opportunities through learning, research and enterprise.

We're one of the premier providers of Higher Education for the professions in the UK. We work hard to make sure our programmes are designed and delivered in a way that gives our graduates a headstart when it comes to finding a job and advancing their career. We work with key employers and other organisations closely related to our areas of expertise, which has helped us to consistently maintain one of the highest graduate employment rates in the UK.

We're also proud of our quality- assurance record. The most recent teaching quality assessments have resulted in ratings of 'Excellent' for programmes in communication and media, business and management, catering and hospitality, nursing, midwifery, and archaeology.

We are committed to reducing the impact of the University on the local and global environment wherever possible, as well as preserving the character of the local area, providing everyone with good working and recreational surroundings. We achieve this through simple measures, including focusing on energy use, waste reduction and transport issues.



Indicative term dates 2010-2012

2010-11

27 September-17 December 2010
10 January-1 April 2011
25 April-24 June 2011

The dates above are the proposed standard University term dates for undergraduate full-time programmes at the time of going to press, but they are subject to change.

for exceptional reasons are unable to attend on the date specified, please contact your Programme Administrator.

2011-12

26 September-16 December 2011
9 January-30 March 2012
23 April-22 June 2012

Information about the specific start date for your programme will be provided in your welcome letter. If you are unsure of your start date, or

Dignity, Diversity and Equality

When you start your studies at BU you will become part of a diverse community made up of students and staff from a wide range of backgrounds. We believe this will provide you with an opportunity to learn more about yourself and the global society we live in today.

We are committed towards developing an inclusive environment, where all who study and work at BU are treated with dignity and respect and are given the opportunity to achieve their potential irrespective of their background.

As a student you are able to access dedicated staff within the University or the Students' Union (SUBU). More detail about the specific services to support you whilst you are studying at Bournemouth can be found in the facilities and support section of your handbook or by visiting:

www.bournemouth.ac.uk/student/diversity

BU welcomes all contributions and is aware of the value of drawing on a diversity of experience and knowledge for the benefit of all.

A summary of the relevant policies can be found in Appendix 4.

Equality and Diversity Adviser

The Equality and Diversity Adviser is responsible for promoting and progressing the University's commitments

in this area. The adviser works closely with staff within Schools, Professional Services and the Students' Union.

If you wish to discuss any equality matters or become involved in activities whilst studying at the University please contact the Equality and Diversity Adviser. Email: **diversity@bournemouth.ac.uk** or telephone 01202 965327.

Students' Union

The Students' Union (SUBU) promotes and supports equality issues through dedicated Executive posts for mature, international, LGBT (lesbian, gay, bi-sexual, transgender) and disabled students. If you wish to discuss any issues with these post holders, we would encourage you to approach SUBU.

SUBU is also represented on the University's Dignity, Diversity and Equality Steering Group which is also the main forum to discuss equality issues. If you wish to raise any issues at this group we would encourage you to raise them through the Students' Union Executive.

Support is also available to you at the SUBU Advice Centre (see below), which is available to provide any advice and support to any University student.

How is BU structured?

Academic Schools

We have six Academic Schools:

- School of Applied Sciences
- The Business School
- School of Design, Engineering & Computing
- School of Health & Social Care
- The Media School
- School of Tourism

Professional Services

We also have five Professional Services:

- Estates & IT Services
- Financial & Commercial Services
- Human Resources
- Marketing & Communications
- Student & Academic Services.

You can find out more about each School or Professional Service on our website at **www.bournemouth.ac.uk**.

Partner Colleges

We also have links with our Partner Colleges, which deliver qualifications that are validated by BU. These include:

- Bournemouth & Poole College
- Bridgwater College
- Kingston Maurward College
- Yeovil College (University Centre Yeovil)
- Weymouth College (Degree Centre Weymouth)
- Wiltshire College Salisbury.

www.bournemouth.ac.uk/student/partner-colleges

Management structure

The University Board has overall responsibility for the management of BU. It comprises members from Higher Education, industry and commerce, with student and staff representatives.

The Vice-Chancellor is responsible for the day-to-day management of the University and is supported by other members of the University Executive Team (UET).

Senate is responsible for the academic direction of the University, and comprises members of UET, Deans of Academic Schools and representatives from students and staff.

Student enquiry service

askBU Students Service is the one-stop-shop for student enquiries based in Bournemouth.



askBU Students Service

Our friendly, professional and helpful advisers are available to help you with information and advice throughout your studies as a Bournemouth University student.

We are able to help with enquiries about routine non-academic matters such as procedural issues linked to the University's rules and regulations, for example how to submit appeals, mitigating circumstances and complaints.

We can also deal with student record queries, for example updating personal details, issue of replacement documentation for student ID cards and Council Tax Exemption Certificates and help with visa extensions, producing standard letters needed to confirm student status, and to confirm student details for those needing to open bank accounts.

The Student Financial Support Team and the International Student Support Team are integral to the **askBU Students Service** team. They can provide

information and advice on financial issues such as bursaries and funding and international student issues like immigration, visas and working in the UK.

Where the team are unable to deal with an enquiry, an adviser will refer you to the appropriate person or department at BU or your college.

We will not be able to advise on any academic queries that relate directly to your programme of study such as permission for an extension to assignment hand-in dates, assignment schedules or timetables. You will need to contact your Programmes Administrator with these queries.

askBU Students Service can be contacted by telephone on +44 (0)1202 969696 and by email: **askBUstudents@bournemouth.ac.uk**. We also have a 'virtual adviser' available through the website 24/7 at **www.bournemouth.ac.uk/student/askBU** which you may find answers to many of your queries.

The Students' Union (SUBU)

SUBU stands for Students' Union at BU. SUBU's role is to provide you with advice and representation, alongside entertainment, involvement and personal development throughout your time at BU.

The Students' Union (SUBU)

Involvement

There are many different ways to get involved in activities while studying at BU and many are provided by SUBU.

Volunteering

Volunteering is a great way to meet new friends, get to know the area and boost your CV, while helping others. To find out more please visit the award-winning website at www.the-hub.org.uk.

RAG

RAG stands for Raising And Giving and is the charity fundraising arm of SUBU. The RAG committee is made up of current students and all students are encouraged to get involved and join the fun. For more information please see www.subu.org.uk/RAG.

Clubs and societies

SUBU has over 60 clubs and societies covering a variety of different recreational activities including sports, art and faith based groups. For more information and for a list of existing clubs visit www.subu.org.uk/clubsandsocs.

Nerve Media

Nerve is SUBU's media centre which, with the support of our students, runs a radio station, TV channel and magazine.

SUBU Leadership Programme

This personal development programme enables students to develop leadership potential, building their skills which in turn boost their CV. Students work towards either a bronze, silver or gold leadership level through a series of workshops and volunteering. For more information please visit www.subu.org.uk/leadership or email subuleadership@bournemouth.ac.uk to find out what is available in your college.

Representation

A students' union's core role is to ensure the student voice is heard. At BU this is done in three ways. Each year, three students are elected as full-time SUBU officers with the responsibility to represent student opinion to the University and the Union. Alongside the three full-time officers any student can run for one of the 14 part-time positions to sit on SUBU's Executive Committee to represent their fellow students. The Executive Committee meets weekly to discuss a variety of issues and works closely with the National Union of Students (NUS) to run campaigns and represent the student voice on a national level. Students are also represented at school and programme level through the student representation system, managed by SUBU in partnership with the University. To find out more, see page 22.

SUBU Advice Centre

The SUBU Advice Centre provides a free, confidential information and advice facility. Independent from BU, the service empowers students to solve their own problems. Staff can assist with a range of enquiries including funding, accommodation, academic matters, employment and benefits.

The Service also offers:

- Life coaching services
- Support through University procedures such as appeals, complaints and disciplinary
- Co-ordination of the Half Term Childcare Fund for students on benefits
- Free telephone service to financial institutions
- Administration of a small emergency grant fund
- Campaigns on student-related issues.

With offices on both campuses, students can drop in and see an advice worker, call or email. Please see www.subu.org.uk/advice for more information.

About our Partner Colleges

Studying at one of our Partner Colleges will offer a different, but just as rewarding, student experience from that offered on the BU campuses.





The Partner Colleges offer many of the same academic and personal support services as you would expect to find at university including IT and library facilities, financial advice, accommodation and child care facilities. Students at Partner Colleges can access BU facilities whenever they wish and, to help you study more effectively, we also provide password-protected online access to our library resources and an inter-library loan system.

The varied locations across the South West of England mean you can study close to home which can bring

financial benefits. In addition to this a generous package of BU bursaries and scholarships can also be accessed.

College Students' Union activities are available and students are encouraged to organise clubs and events throughout the year. A BU Students' Union representative visits the Partner Colleges regularly to help students with any queries or problems they may have. The Partner Colleges are based in Dorset, Somerset and Wiltshire in great locations. Those based in town or city locations benefit from all the usual amenities you would expect including fitness centres, cinemas, shops and

bars. The more rural colleges are set in acres of countryside offering students the specialist animal care, landscaping and outdoor recreation facilities required for such courses.

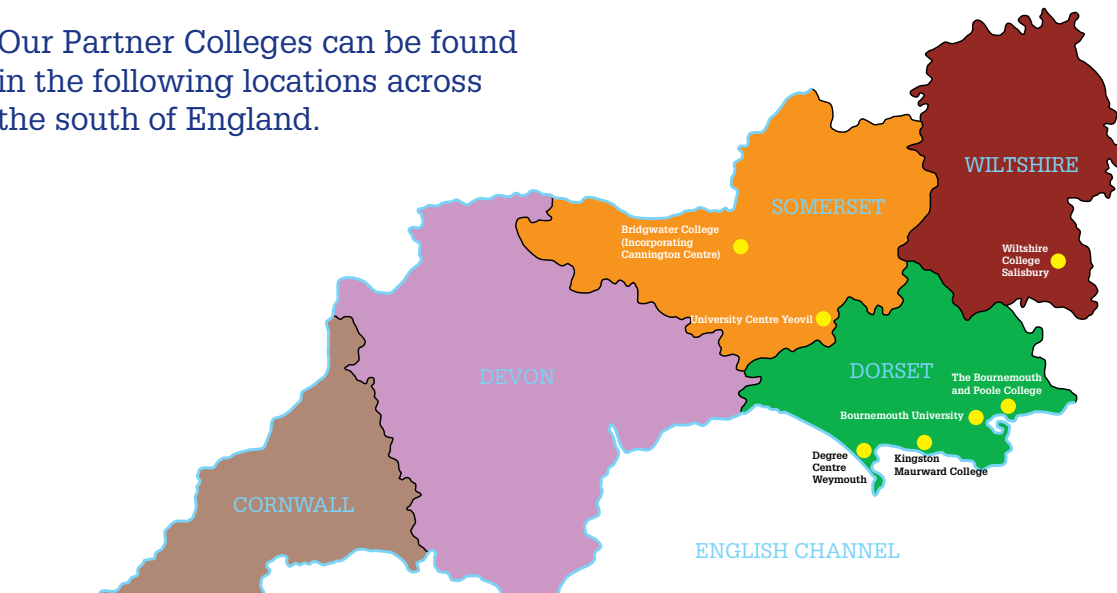
We have hundreds of students graduating from courses at our Partner Colleges each year, either at the main BU ceremony or at more intimate ceremonies organised by the colleges themselves. Those graduating from Foundation degrees or HNDs may have the option of continuing their studies to Honours degree level, usually at their college or at BU.



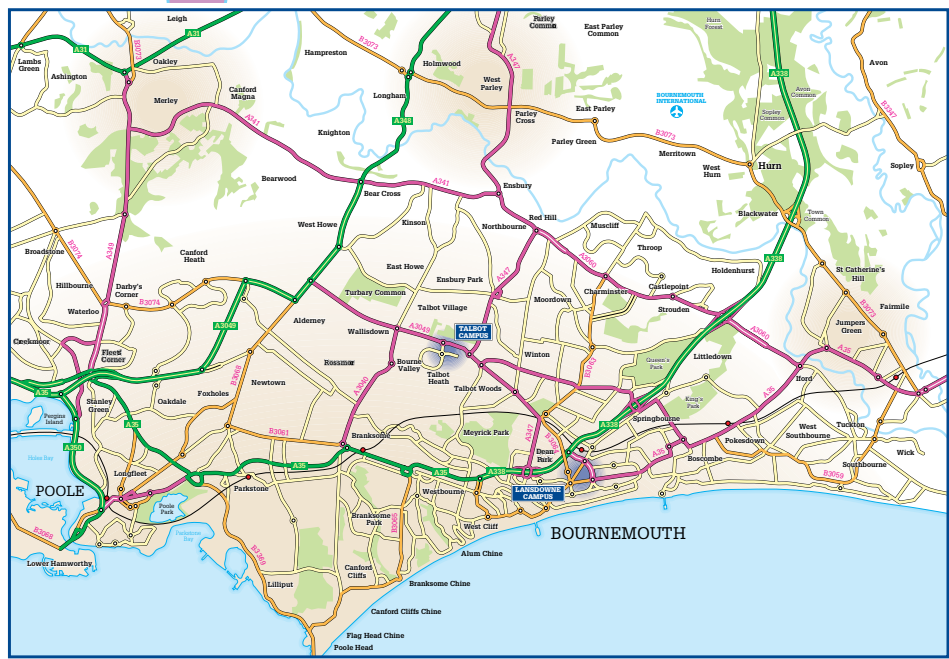
Partner Colleges Map

Many of our courses are offered in conjunction with our Partner Colleges. This means that your course may not be delivered at Bournemouth University, but you will still be gaining a BU qualification.

Our Partner Colleges can be found in the following locations across the south of England.



Location of Bournemouth University main campuses



Bridgwater College

Bridgwater College is a dynamic, forward-thinking community of over 16,000 students and staff, with an approach to learning and teaching that has led to consistently high achievements and a host of prestigious awards, including 11 Beacon awards.

Our strong links with university partners mean that our vocational degree level programmes have integrity and purpose, linked as they are to the world of work and employers' requirements.

The College has two main sites for study, one in Bridgwater itself and the other in the picturesque, rural setting of Cannington, just five miles away. Both Centres have invested heavily in modern, purpose-built amenities and now boast facilities that cater for the needs of a growing and discerning student population. Many run as commercial ventures, offering superb work-based learning opportunities and hands-on experience.

Bridgwater College is an award-winning college with an outstanding reputation for achievement. It is the only college in the country to have won 11 Beacon awards and four Centre of Vocational Excellence awards, and combines the very best attributes of Further Education colleges and universities all under one roof. It was also one of the very first colleges in the country to have been designated 'Outstanding' by Ofsted, and this is an accolade it has succeeded in retaining ever since.

Residential accommodation is available at the College's Cannington Centre, which is located around five miles from Bridgwater in a picturesque and rural area. A regular bus service

connects students to the main campus and the town centre, and the Student Liaison Team work throughout the week to provide support and a variety of social activities.

Students are supported in their studies by excellent Learning Resources Centres at Bridgwater and Cannington, each boasting an extensive library with study areas, 'drop in' computers and wireless access to the College network. The Multi-media Section also contains the very latest print and copying technology to assist students in the preparation of documents, presentations and artwork.

Every Bridgwater College student is allocated a personal tutor, who will be available throughout their studies to offer academic and personal support. Regular tutorials coupled with a thorough induction process help to ensure that students settle into their new environment quickly, and ongoing support is given to ensure a comprehensive understanding of study skills, time management and personal development planning.

Further information

Telephone: +44 (0)1278 441234
Email: enquiries@bridgwater.ac.uk
www.bridgwater.ac.uk



Kingston Maurward College

Kingston Maurward offers the best of both worlds – traditional and contemporary. We want to ensure that all our learners have the knowledge and skills to succeed in their aspirations.

It is our aim at Kingston Maurward to provide excellent facilities and a supportive environment to help all students reach their full potential.

The College estate and its buildings provide an excellent location for learning for all our Higher Education courses. The 300-hectare working farm, superb equine facilities and animal centre mean that students studying Animal and Equine Behaviour and Welfare have highly relevant learning environments on their doorstep.

We opened our £4.4 million Learning Resource Centre in 2007. It has a state-of-the-art reference library, study rooms, laboratories, IT suites, a video editing suite and over 100 computers. New laboratories are a key resource in developing the scientific skills needed by degree level students. The well-stocked library means that Higher Education students are provided with books, periodicals and research materials appropriate to their level of study.

Kingston Maurward has a limited number of places for students who want to live in a specific HE building on campus. These spaces are allocated on a first come, first served basis. The bedrooms have self-catering facilities available. There is a lounge area, kitchen and networked computer facilities with Wi-Fi and black & white and colour printing. If you do not wish to stay on campus, we can help you



find accommodation locally. The college wardens have a list of local landlords as well as members of staff who are able to offer students accommodation.

We have a strong sense of student community at Kingston Maurward, with students playing an active role in campus decision making through our Student Council, and you'll also be able to enjoy the social events offered by Bournemouth University.

Kingston Maurward provides outstanding support for students. We pride ourselves on the in-house expertise we have developed over the past few years which enables us to provide a comprehensive information, advice and guidance support system all students can access.

If you have any specific learning needs, our team will help you all the way. We help you with:

- Personal support and counselling from the Student Advice Centre
- Study support through your personal tutor and specialist taught units
- Open learning computer centres and library services
- Research and learning skills support and tuition
- Special equipment, learning aids and help with dyslexia and other needs

Further information

Telephone: +44 (0)1305 215000

Email: administration@kmc.ac.uk
www.kmc.ac.uk

University Centre Yeovil

The University Centre Yeovil (UCY) is a detached site, about 10 minutes walk from the main Yeovil College campus, which enables the higher education students to have their own centre.



The modern campus boasts a 100-seat lecture theatre, seventeen teaching rooms seating between 12 and 30 students, an AppleMac design suite, three state-of-the-art PC suites, a café and an open study area with ample networked and wireless IT access. Students also have access to the resources of nearby Yeovil College, including an extensive library, fitness centre and sports hall. Students are supported by a dedicated team of staff based at the UCY which ensures that they are able to gain the maximum benefit from their programme.

Preston Hall is privately-managed student accommodation, situated five minutes walk from the main University Centre and within walking distance of the town centre with its main shopping and entertainment facilities and Tesco superstore. The Yeovil College campus is less than ten minutes walk away and there is also a bus

service into the town centre.

All our students are provided with a tutor who is available to provide both academic and personal advice. Our students also benefit from dedicated librarian support, an HE Learning Resources Advisor and an HE Learning Advisor. These staff are able to provide guidance and support on a wide range of academic issues such as study skills, referencing, time management etc. Students can access further support from the HE Student Liaison Officer who is able to provide independent guidance on non academic issues.

Further information

Telephone: +44 (0)1935 845454

Email: ucy@yeovil.ac.uk

www.ucy.ac.uk

Weymouth College

Weymouth College has over 7,000 students from across Dorset, the South West of England and the rest of the UK as well as overseas.

Our team of highly dedicated and experienced staff provide guidance and support plus our excellent facilities contribute to the high quality teaching experience.

We have recently doubled the size of Degree Centre Weymouth's HE centre to create a quiet working area for students with additional computers solely for use by HE students. These facilities are open to students until 9.30 pm, allowing them to work flexibly and access academic materials including eJournals.

The College has also invested in creating more social facilities for students. There is a new bar that will be run by students for the HE students' benefit, providing income for student social activities and societies. Recently, new furniture, tables, seating and cinema equipment have been installed to allow events in the evenings. The HE Centre also has its own kitchen where students can easily prepare snacks and refreshments. The Director of Higher Education and Senior HE Administrator are on hand during the day to provide information and advice.

Our modernised sports centre provides a wide range of sporting activities for our students and the extended library and Learning Gateway offers an excellent learning resource for students and the whole community.

Weymouth is pleased to be hosting the sailing events for the 2012 Olympic Games and the opportunities for students to get involved in related activities are extremely exciting.

There are a range of accommodation providers in Weymouth who offer affordable self-catering houses to students aged over 18, mostly within



a short distance of the main college site. Whilst there are no on-site halls of residence some properties are adjacent to the main College buildings. A list of these providers will be sent to degree level students who have been given offers of a place prior to the start of their course. Degree Centre Weymouth is located on Weymouth College's main campus at Cranford Avenue, Weymouth. The campus is a 5-10 minute walk from the high street, beach and train station with direct links to Bournemouth and London Waterloo.

You will be allocated a Personal Tutor for the duration of your course, whose role is to help and guide you throughout your studies. The College has a dedicated Learning Support and Guidance Team who can provide HE students with information on careers,

mobility, additional learning needs and personal support in addition to the support and advice they already receive from their personal tutors. We also have a Counselling Team who offer help and support with any personal or sensitive issues.

Further information

Telephone: +44 (0) 1305 764733
Email: roz_osborne@weymouth.ac.uk
www.weymouth.ac.uk

Wiltshire College Salisbury

We are a friendly and welcoming place in which to study. Our students receive excellent teaching and are treated as individuals. We offer comprehensive and professional support throughout your time with us to ensure you achieve your ambitions.

You will be part of a community of about 800 higher education students spread around our campuses across Wiltshire.

You will be tutored by well-qualified lecturers and professionals and taught in small group seminars, tutorials and practical workshop sessions. You will benefit from excellent personal support. Assessment usually combines a range of challenging practical assignments and examinations. Studying at HE level is more than just learning in a classroom or workshop. There will be times when you are learning in small informal groups in a social setting. Much of your managed learning may be made available to you online through virtual learning environments. Our students have access to professionally equipped industry standard learning facilities. There is a large Learning Resource Centre which provides both printed and IT-based resources.

Modern en-suite accommodation is available in the recently renovated St Mary's House. 80 self-catering study bedrooms are available in halls of residence which are situated on the Salisbury campus, within their own grounds. They are two minutes from lectures and five minutes' walk from the city. St Mary's includes a communal Higher Education centre,

complete with PC workstations where you can work, do your email or simply relax. There is also a social room with TV and pool table. In addition, St Mary's Chapel has been converted into a new multi-use centre especially for our HE students.

The Students' Union is an integral part of the culture at the College. The Union organises sporting and social activities such as parties, charity fundraising, trips to theme parks and the Summer Ball. Your Student Union card also entitles you to discounts at a variety of shops. Don't miss the great deals to be had at our on-site Hair/Beauty salons and restaurant.

All full-time students are allocated a Personal Tutor, responsible for monitoring and supporting your progress and helping students with career planning and access to other support services. Learning support is available to help students with difficulties including literacy and numeracy. A professional student counselling service and Careers Guidance Adviser are available on campus. Advice about finance can be obtained from our Information and Advice Centre.

Further information

Telephone: +44 (0)1722 344344
Email: info@wiltshire.ac.uk
www.wiltshire.ac.uk



Before you arrive

To get yourself off to the best possible start, there are a few things to consider before you arrive.

Online registration

If you've met the conditions of your offer, we'll write to you confirming your place. If you're entering straight from school, this will happen around the time that A-level results are published. For other students, it could happen at any time of the year, depending on the qualifications your offer is based on. If you are sitting GCSEs or A-levels, we are normally notified by the examining board, but if you are sitting any other UK qualification, or an overseas one, then it's essential that you let us know once you have got your qualifications.

Your confirmation letter contains details of how to register online. You will update your personal details and pay your fees (or tell us who is paying them on your behalf) when you register online. Once you have registered you will be able to access your BU email account and **myBU** (BU's Virtual Learning Environment) for any pre-study activities.

Read the letter you get with your welcome pack and check other correspondence that has been sent to you throughout your application process. These will contain important information about the date and time that you are expected to arrive, and any particular equipment you are expected to buy or bring.

Complete your online registration. If you experience any problems with this, contact **askBU Students Service**.

If you have an additional learning need (specific learning difficulty, mental health issue, sensory impairment, medical condition, mobility issue or developmental disorder) and have not already done so, contact the Additional Learning Needs Service at your college to discuss the support that can be offered to you.

Make friends and influence people

You might want to make contact with other students before you arrive at BU. The Students' Union operates several chatrooms and forums, and once you have a firm offer of a place, you are eligible to register. See the SU website at www.subu.org.uk for more information.



We are developing pre-programme information on our website to help students prepare for coming to BU.

If your programme is taking part in the scheme, you will be able to access these through **myBU** once you have registered. If they are available, be sure to make full use of them.

You should also make arrangements for paying your fees, and if applicable apply for your student loan if you have not already done so. Lastly, check your accommodation and travel arrangements and make sure that you have everything you need to start your programme.

When you arrive

You're finally here. However, before you can start studying, there are just a few more things we need you to do.

Enrolment

When you arrive at the college, you will need to attend enrolment, where we will ask you to present your educational certificates (originals only please) and photographic ID. You'll also need to provide evidence that you meet any other condition of entry for your programme. It's really important that you bring all the relevant documents with you as we can't enrol you without them.

The college will provide you with the information and documents you need to start your studies. This will include the following:

- Your Programme Handbook and other documents as appropriate
- Your timetable
- Details of your induction programme
- Your BU ID card (which is also your BU Library card and Students' Union card). You should carry this at all times while on University or college premises. You may be asked to present it at any time. Although no charge is made for your BU ID card, you will be charged for a replacement if you lose it
- Your University email address. It is your responsibility to check this account regularly, as this will be the University's primary method of contacting you
- Access to **myBU**, your Virtual Learning Environment, which is personalised and can be accessed as soon as you have your University PC log-in details. **myBU** provides programme materials online anytime, anywhere, together with learning resources and opportunities for communication and e-assessment.

If you lose your BU ID card, you should contact **askBU Students Service**, who will be able to provide you with a replacement in exchange for an administrative fee. You'll need to present proof of ID, and an additional photograph.

If you have any general questions about the enrolment process, payment of fees, or questions about the content or delivery of your programme (eg. timetables) then please contact your College Administrator.



Fees and how to pay them

You remain ultimately liable for paying your own fees, regardless of whether or not someone else is paying for them, (except for those that are funded directly by the NHS). It is therefore your responsibility to ensure that your fees are paid, no matter what the source of the funds – your parents, Student Loans Company, employer or any other sponsor.

Full-time undergraduate UK and EU students may defer payment of their tuition fees until after they complete their course by taking out a Student Fee Loan. This does not need to be repaid until your earnings are over the income threshold (which was £15,000 in June 2009) and the interest paid on this loan is lower than a standard bank loan. For the 09/10 academic year, this was set at 0%

Full-time UK undergraduate students can also apply for a Living Costs Loan and may be eligible for a Maintenance Grant. This Grant is a non-repayable award of up to £2,906 per year for students from a low-income background. The University also offers means and non-means tested Bursaries, depending on the programme you are enrolled on. EU students may apply for University Bursaries but unfortunately do not qualify for the mainstream Living Cost Loan or Maintenance Grant.

Information about financing your studies can be found at www.direct.gov.uk/studentfinance.

If you are not sure whether you are eligible to pay fees at the UK/EU or overseas rate, please complete a Fee Status Assessment form available from askBU Students Service.

During your online registration you are required to specify who will be paying your fees and the method of payment. Depending on your course it may be possible to pay your fees in instalments. However if you don't pay your fees by the agreed payment dates, then you may have your IT access and Library borrowing rights suspended and ultimately be withdrawn from the University. You will not be issued

Financial support

Under certain circumstances, extra financial support may be available to you, depending on your programme and mode of study. Such support includes grants, Access to Learning Funds and BU Bursaries. Brief information about some of these is outlined here, but more information about financial support (except the Disabled Students' Allowance) can be provided by the [askBU Students Service](http://askBU Students Service team) team.

For postgraduate studies, loans are available under the Professional and Career Development Loan scheme run by certain banks. askBU Students Service or the Student Advice Centre will have general details of this.

www.bournemouth.ac.uk/student/finance

Scholarships and Bursaries

BU offers a range of Bursaries and Scholarships. Year 1 UK/EU students will be considered for a means-tested BU Bursary of up to £329 a year. We also offer Bursary support both to students who are 'Care Leavers' and to those who live in an area where university recruitment is traditionally the lowest.

Scholarships can be awarded for UK/EU students in the fields of Academic Achievement, Sport and Music. There are also Scholarships for international (non-EU) students. The deadline for applications is 15 November 2010.

with your degree certificates until all outstanding fees and academic charges have been repaid.

Please note that the University has a published policy for refunds (normally fees are only refunded up to 60 days from the start of the course for full-time courses), full details of which can be found at <http://portal.bournemouth.ac.uk>.

More information can be found on the Financing Your Studies section of the website at www.bournemouth.ac.uk/finance.

Access to Learning Fund (ALF)

This is a means-tested grant or loan and is available to all UK students who meet the necessary criteria and who want to apply for financial support. The Fund is open to any UK student whose access to Higher Education might be inhibited by financial constraints, or who faces financial difficulty. Applicants must be in receipt of a student loan to qualify.

Disabled Students' Allowance (DSA)

This is a non means-tested benefit available from various funding bodies for any UK student with an additional learning need who is studying at undergraduate level, either full- or part-time, for 50% or more of a programme. It may also be available for certain postgraduate students. The DSA can be used to cover the cost of assistive technology equipment, specified resources, specialist tutorial support or other support workers. The Additional Learning Needs Service (ALNS) can help you to apply for the DSA.

www.bournemouth.ac.uk/student/aln

www.bournemouth.ac.uk/student/financial-rules

Over the period of your programme, you may incur additional costs, information on which would have been included in the offer letter from your College. If you have not received this yet, please ask your College Administrator.



Induction

Your college will have prepared an induction programme for your first few days or weeks of study. This will vary depending on your programme, but generally includes an introduction to the academic and administrative staff who you will come into contact with during your studies, and any information and guidance specific to your programme. You will also receive an introduction to many of the different services and activities available to you throughout your studies.

Freshers' Week

Your college will organise activities designed to help you get to know your fellow students and to make new friends. The Students' Union will also give you information about clubs and societies, volunteering and other non-academic activities that you will want to get involved in during your time at the college. We know that employers value involvement in extra-curricular activities, such

as volunteering, and that many of these can be a useful addition to your CV.

Working part-time

Many students choose to work part-time throughout their studies. As well as looking good on your CV, the extra money is useful. You can find information about available part-time work at the Job Shop based in Bournemouth or online at www.gradsouthwest.com. You do need to ensure that any paid or voluntary employment does not leave you with too little time to study properly.

If you are an international student, you must make sure that you have immigration permission to work in the UK and that you don't work more than 20 hours per week during term-time.

For more information visit www.bournemouth.ac.uk/student/pt-work.

Managing your money

Coming to university may be the first time that you have been financially independent. It may mean that there is a significant change in your financial situation. Many students find it difficult to manage their finances and balance studying with part-time work.

You can find an excellent tool designed to help students budget for their studies at:

www.studentcalculator.org.uk

This list can be used as a guide to weekly living expenses you might have while at University. You can expect to pay some, or all of these costs depending upon your personal circumstances. (This list only includes basic living costs, and therefore does not include mobile telephones or cars.)

Rent:	£70-90
Food:	£35
Gas/electricity:	£20
Telephone:	£15
TV License:	£2.50

Travel: (this depends on where you live!)	£6
Leisure:	£30
Washing:	£5
Clothing:	£10
Presents:	£2

Top tips:

- Try and find second-hand books from the Students' Union website
- Look for second-hand clothes in charity shops
- Check whether you need a TV license, one license will cover all the TV sets in one house, but individual rooms such as Halls of Residence will require one each.
- Insurance of personal possessions will vary, you may be able to get cover under your family's home insurance.
- You should not have to pay Council Tax whilst you're a full time student.
- If you intend to use an

accommodation agency, make sure you get details of all additional administrations charges before you agree to anything. Charges can be for the costs of preparing the contract, inventory, checking in/out fees, damages to items and can be considerable. There is no legal limit to the charges agencies can make. The Student Advice Centre has a list of some agencies and the charges they make. Alternatively go to www.studentpad.co.uk for a list of private landlords.

- Reduce fuel bills (and your carbon footprint) by following a few simple tips, such as turning off lights when you leave a room, turning off computers, not leaving TVs on standby, or mobile phone chargers plugged in, fix dripping taps and insulate windows. If you're cold don't automatically turn the heating on, try wearing an extra jumper

How to save money in the kitchen

Clever shopping

When shopping look for items that are reduced, stick to a budget and buy special offers. Late night shopping often means reduced prices. Buy supermarket own brand and 'value' or 'basics' ranges which are often cheaper than well-known brands. Plan your meals in advance, make a list of what you need and don't buy any extras.

Eat seasonal food

Food that is in season is cheaper. This applies to fruit and vegetables as well as meat. It can be even cheaper if it is from the local area. www.eattheseasons.co.uk has information on what is in season and when.

Don't waste your leftovers

Make your food last longer and stretch further with inventive and creative ways of using your leftovers. Then you won't have to buy so much.

Share your shopping

Go shopping with your housemates, or try choosing a few days a week when

you will eat together. Preparing and eating a meal for more than one person is much more economical, and there is usually less waste too. Even if you and your housemates don't like the same food you can save money by sharing basic products like bread, milk, cheese, cereal, or things like rice and pasta.

Try a market

Markets are an excellent way to get fresh food for cheap. Small greengrocers can also be a good way of getting high quality food for less. Visit www.dorsetfarmersmarkets.co.uk to find out more.

Be a part-time vegetarian

Vegetables are generally cheaper than meat, so eating two or three vegetarian meals a week, will help to reduce your food bill and is also healthy. The Students' Union Advice Centre website has some healthy recipe ideas – all suitable for a student budget.

Don't get takeaways everyday

Takeaway food is expensive and often unhealthy. It is usually much cheaper and healthier to cook your own food and it doesn't need to take much time.

Freeze things

Most food freezes well, so you can save money (and time) by cooking large quantities and freezing some.

Keep a couple of pints of milk and a loaf of bread in the freezer- perfect to make sure that even when you've completely run out of money, you can still have toast and tea.

Try growing your own food

It's far easier to grow your own food than you may think and it can feel very satisfying as an achievement. You can find lots of useful tips on the Royal Horticultural Society website: www.rhs.org.uk/Gardening/Grow-Your-Own

For more information about fees and financial support, please see page 18

What to expect as a student

After you've settled in to life at your college and started your studies, what can you expect life to hold for you while you are here – and what is expected of you?



Your responsibilities

As a University student you are a member of both the University, the college and local communities. You are expected to engage in learning and study activities, attend scheduled lectures, abide by the University Rules and Regulations, ensure that your fees are paid on time, take responsibility for your own learning and development and respect those around you. BU encourages open, free and vigorous debate, and celebrates diversity and tolerance of differences of opinion. We do, however, expect all students to behave in a manner that does not offend others and to abide by the conventions of the academic community, as well as respecting the local community in which you live and study.

We will not tolerate behaviour that is likely to incite hate, harassment or violence (all of which will be dealt with through the College's Disciplinary Procedures).

By enrolling as a student you will have agreed to abide by the Rules and Regulations (academic or otherwise) specifically of Bournemouth University and of the academic community as a whole. Non-adherence to the University Rules and Regulations, Policies and Procedures can carry severe penalties, including ultimately being withdrawn from the University, so it is important that you familiarise yourself with these before you embark on your studies and keep up to date with any changes during your time here. A synopsis of some of the main Rules and Regulations can be found in Appendix 1 of this Handbook; and copies of all rules and regulations are available at

www.bournemouth.ac.uk/student/rules.

It is particularly important that you keep us informed of any issues that you think may affect your academic progress at the earliest possible opportunity and that you are proactive in accessing the information you require for all aspects of your studies.

How we will communicate with you

Information about your programme and the University in general will be communicated to you using a variety of methods. General notices will be posted onto **myBU** (the University's

Virtual Learning Environment) and we will also email your University email account from time to time so you should check both of these regularly. Some information may be sent out by letter to the latest address that we hold for you (or to your home address during vacations or the holidays). Some courses offer an SMS service to alert you of last-minute changes (eg. when sessions are re-arranged due to staff sickness). To receive SMS messages, you will need to provide your phone number at registration and ensure that you inform us if you change your number during the course.

Contact details

It is essential that we have the most up-to-date contact details for you. You can update your details on the student webpages; please contact **askBU Students Service** or your Administrator if you have any problems. Outside term time, correspondence sent by post will be sent to the last home address that we have for you.

How you should communicate with us

Normally you will communicate directly with your Programme Leader, Administrator and other staff for academic matters relating specifically to your studies.

If you have a general query that you cannot find the answer to easily you can ask the 'virtual adviser' which is accessible at **www.bournemouth.ac.uk/student/askBU** or contact your College Administrator. If you still can't find the answer contact the **askBU Students Service** team by email: **askBUstudents@bournemouth.ac.uk** or telephone +44 (0)1202 969696.

Student representation and feedback

The Student Representation system is independently managed and supported by the Students' Union. Students are represented on many committees at all levels across the University. In particular, each programme has at least one Student Representative and he/she should be the first point of contact if you have any issues you would like to feed back about your programme. Student Representatives attend programme and Academic School

meetings and feed back the views of students (good and bad). You can also feed back direct to your Programme Leader or Administrator at any point during your studies.

Elected student officers in the Students' Union look after the interest and views of all students, and represent them to the University. Students also have the opportunity to voice their issues and opinions in termly General Meetings. We welcome feedback from students and carry out surveys during the academic year at unit and programme level. You may also be contacted by other Services within the University for your feedback and comments during the year.

All final year students will be contacted for the National Students Survey (NSS) towards the end of their studies.

Complaints

If you are unhappy with something relating specifically to your programme, you can raise it directly with your Programme Leader or bring it to the attention of your Student Representative, who will report it at the next Programme Team Meeting and to the Students' Union Representation Team.

If you still aren't satisfied you should refer to your College Student Complaints Procedure.

Advice on all issues including the complaints procedure can be obtained from the SUBU Advice and Information Service. Please see **www.subu.org.uk/advice** for more details.

Academic structure and assessment

We design and validate our programmes in accordance with the Framework for Higher Education Qualifications in England and Northern Ireland as specified by the Quality Assurance Agency for Higher Education (QAA). The QAA audits each university on a regular basis and audit reports are available on their website.



How you will be assessed

Your programme will be made up of a different number of units, each of which have a credit rating and contribute towards your overall result. For some programmes, all students are required to take the same units, while others have optional units for all or part of the programme. Further details are contained in your Programme Handbook. Some full-time undergraduate programmes have a placement year when students gain work experience relevant to their degree, which is often paid employment. For some professional programmes a practice element may account for as much as 50% of your programme.

During your studies you are likely to undertake a variety of activities including lectures, seminars and laboratory work; self-directed or group learning with your fellow students in the library and learning centres on your campus; and work-based learning in placements, fieldwork or other practice-based settings. Some of these modes of study may be new to you, or it may be a while since you had any experience of them. If you would like to improve on your study skills, you can explore the online help available on the

Academic Skills Community in **myBU**.

Each unit will be assessed by one or more pieces of coursework and/or examination. Information about how your programme will be assessed is contained within your Programme Handbook.

Where you have a disability (specific learning difficulty, mental health issue, sensory impairment, medical condition, mobility issue or developmental disorder) whose nature makes it difficult for you to undertake certain forms of assessment, you may apply for an alternative method to be used via the Additional Learning Needs Service.

www.bournemouth.ac.uk/student/aln

The Assessment Regulations for your programme specify the pass mark, the extent of work that you are permitted to repeat if you fail and the arrangements for repeating or resubmitting work, and the award that you will be eligible for on successful completion of your studies.

The primary examination period is normally May to June, with some

exams in January, although some programmes will have exams at other times during the year. The examination timetables are published at least two months in advance of the main exam period. Deadlines for coursework will be spread across the academic year and it is your responsibility to make sure that you attend exams at the appropriate time or submit your coursework by the deadline. Work submitted after the deadline, or failure to attend an exam, will result in you being given a mark of 0%.

If you think you will be unable to meet a coursework deadline it may be possible to negotiate an extension, however this is normally only granted where there are some significant personal circumstances (eg. ill health). All requests for extensions should be discussed with your Programme Leader in advance of your deadline.

You will receive feedback on each piece of assessment so that you can understand how to improve on your work. The University has a clear set of Assessment Feedback Principles (Appendix 3) which outline what you can expect and the way feedback should be provided to you.

University Awards

University Awards are conferred by Senate, but the individual award made for each student is decided by the Board of Examiners for that programme.

At least once a year, the Board of Examiners will meet to consider your academic progress. To continue to the next stage of your studies you need to have successfully completed and passed all your exams and coursework. If you have failed a small amount of work you may be given the opportunity to resit your exam or resubmit your coursework in the same year; however if you fail a second time, or you fail a substantial amount of work at the first attempt, you may be required to repeat your failed units the following year. Information about the level of failure permitted on your programme is available in your Programme Handbook and (providing your programme follows standard University regulations) the Standard Assessment Regulations

available on the Student Regulations section of the website.

If you believe that your work in assessment has been materially affected by some factor out of your control, you must submit a mitigating circumstances form. Valid circumstances can be given consideration, which could mean that you are allowed an extension to an assignment deadline, to postpone the sitting of an exam or to be given another opportunity to submit work, although please be aware that marks will not just be increased. Mitigating Circumstances are those instances where you have suffered ill-health during the period of assessment, or have faced some serious personal problem. Going on holiday during term time or missing the bus are not considered valid mitigating circumstances. Information about the Code of Practice on Mitigating Circumstances and the form are

available on the Student Regulations section of our website. Alternatively, please contact **askBU Students Service**.

A results list is published (normally on the programme notice board and/or on **myBU**) within two weeks of the Board of Examiners meeting. If you are required to resubmit any work or resit an exam you will be notified of this in writing and provided with information as to how and when this should be done. Students who have failed should contact their tutor at the earliest opportunity to discuss any particular issues. If you believe that the Board of Examiners' decision is wrong you may submit an appeal, but this must be done within ten days of the publication of results.

You will also be issued with a transcript outlining the credits you have gained, but this may not be sent out until some time later.



Academic integrity and academic offences

When you enter Higher Education, you commit yourself to a process of becoming recognised by society as having achieved a certain level of learning. Anyone misleading society as to the authenticity of this achievement is academically dishonest, not only to those on whom the deception is practised but also to themselves. The dishonesty relates to the process of education (ie. cheating in the assessment process), as well as to the outcome of education (eg. claiming to have a qualification that you do not have).

We use the term 'academic offence' to refer to a range of dishonest actions including plagiarism, cheating and collusion. Further examples of academic offences are provided in the University's Academic Offences Procedure.

All academic offences are serious and will be treated as such. If there is evidence that you may have committed an academic offence, an investigation will be carried out in accordance with the University's Academic Offences Procedure.

If you are found guilty you may be awarded 0% for your work. Where the University considers the offence to be serious (eg. where it is your second offence) action may also be taken under the University's Student Disciplinary Procedure and this may ultimately lead to expulsion from the University.

**[www.bournemouth.ac.uk/
student/rules](http://www.bournemouth.ac.uk/student/rules)**

Can I appeal against the decision of a Board of Examiners?

You are not allowed to question the academic judgement of examiners in respect of the mark for an individual piece of work or an overall University award, but you have a right of appeal if you can provide evidence that one of the following has occurred:

- There has been material irregularity or significant administrative error in the assessment process
- The assessment was not conducted in accordance with the regulations for the programme
- Your performance in assessment has been affected by illness or other factors which, for valid reasons, you were unable to divulge before the meeting of the Board of Examiners (but please refer to the Mitigating Circumstances Code of Practice in respect of your responsibilities).

Students wishing to lodge an appeal may do so in accordance with the Academic Appeals Policy and Procedure for Taught Awards. Appeals should be submitted to your School's Academic Administration Manager within ten working days of the publication of results. The SUBU Advice and Information Service can help with appeals and hearings from providing information about how to submit an appeal to being present for support at a hearing.

Plagiarism and referencing

The most common Academic Offence committed by university students is plagiarism. This is defined by the Oxford English Dictionary as "To take and use as one's own, the thoughts, writings or inventions of another." It is possible to commit plagiarism unintentionally where work is not properly referenced, however, plagiarised work will be penalised regardless of the intent. The University uses software to assist in the detection of plagiarism and other academic offences.

When you are compiling your coursework you must ensure that all statements, opinions, conclusions etc. taken from another writer's work are appropriately cited, whether the work is directly quoted, paraphrased

or summarised and whether the information comes from printed books or websites. The University follows a version of the widely used Harvard System of referencing where cited publications are referred to in the text by giving the author's surname and the year of publication and are also listed at the end of the text.

You may receive information about plagiarism and appropriate referencing as part of your induction or during your studies. Other useful resources are the online plagiarism course available on **myBU** and the leaflet entitled 'BU guide to citation in the Harvard style' available from the Using Information Community on the **myBU** Library tab.

Intellectual Property (IP)

The University does not automatically assume ownership of Intellectual Property (IP) generated by students in the course of their studies or research. However, any student may be required to sign an agreement assigning ownership of such rights to the University as a condition of participation in a specific project. Examples of where this may occur are in the Bournemouth University IP Management Procedures. In such cases the University will normally collaborate with the student

originator(s) and share benefits deriving from any exploitation as if the student(s) were employees. Revenue sharing is described in further detail in the Bournemouth University IP Management Procedures. Any student asked to assign Intellectual Property Rights (IPR) to the University will be advised that they are responsible for seeking their own independent legal advice, as appropriate, and that they can approach the SUBU Advice and Information Service for information on how to proceed.

Personal Development Planning

You are encouraged to undertake Personal Development Planning (PDP) throughout your studies. This is a process designed to help you to consciously manage your learning. It's a method of recording achievements, identifying strengths and areas you need to improve, reflecting on progress and setting clear goals and action plans for the future. By actively engaging with this process, you will benefit by:

- Gaining a better understanding of what and how you are learning
- Improving your study skills
- Gaining a clear idea of your strengths and areas for development
- Developing an ability to plan and review all areas of your development: academic, personal and professional
- Developing an ability to set yourself goals and action plans and evaluate progress towards their achievement

- Improving your ability to explain and discuss your skills and abilities with prospective employers, with the evidence to support your claims
- Becoming a more effective, independent and confident self-directed learner
- Developing a positive attitude to learning throughout life.

The overall objective is to enable you to build up a personal development record that, by the time you graduate, will be a useful tool for demonstrating your employability. It should include a record of your academic achievements, your wide variety of skills and details of the work experience and extra-curricular activities you have undertaken.

The PDP website provides more information and resources. See <http://pdp.bournemouth.ac.uk>.

Study & Work Abroad Opportunities

Bournemouth University aims to ensure that all students have the opportunity to engage with international activities, either on-campus or off-campus. We are living in a 'global village' and employers are becoming increasingly internationalised. By developing a global perspective, you can enhance your employability both at home and overseas.

There are opportunities to participate in a range of international activities including: overseas study exchanges, work placements, summer schools and volunteering. Please note that eligibility conditions may apply for participation in these opportunities.

BU has well-established links with universities internationally and there may be opportunities for you to participate in a study exchange for part of your studies. If you carry out a study exchange or work placement in Europe you may also be eligible to receive Erasmus funding to help towards your living costs. Erasmus is part of the EU's Lifelong Learning Programme which aims to promote student mobility throughout Europe.

All students are encouraged to apply for funding through the BU Overseas Travel Awards scheme, which encourages high achieving students to carry out a worthwhile international experience as part of their degree.

You are encouraged to participate in a structured international experience during your studies to help you develop your cultural awareness, global citizenship and global leadership skills. We believe that these valuable skills will enhance your future graduate employability prospects.

Further information about our study and work abroad opportunities is available at www.bournemouth.ac.uk/study-abroad and www.bournemouth.ac.uk/work-abroad

Facilities and support

BU offers a range of academic and non-academic support for students, much of which is accessible off-campus via the internet or email.

Academic facilities

In addition to the resources in your college Library you can also access Bournemouth University's extensive range of electronic library resources.

Library

The Library webpages and the Library tab on **myBU** are the gateway to the latest information on Library services for students at Partner Colleges. Your college Library provides the core resources for your course but the University Library also has many useful online resources which you can access from off-campus. These include:

- The Library's catalogue
- A range of electronic resources including databases, 65,000 e-journals and report series and 57,000 e-books
- mySearch, a search engine which searches across our electronic and print collections in one easy step
- Subject guides, helping you find resources specific to your subject area
- A chat enquiry service for one-to-one help from staff
- **askBU**, our online virtual adviser, available 24 hours a day.

Library staff at your college will give you an introduction to Bournemouth University's online resources and help you to use them.

You are also welcome to borrow books from the University Library by calling in person (you will need your University ID card for this). We are unable to post items to colleges or individual students, but some colleges have a book return scheme in place if you are unable to return things you have borrowed in person.

Please remember that any materials you borrow remain your responsibility until they are received back in the Library. If items are not returned by the due date, fines will be charged.

You can telephone +44 (0)1202 965959 for help and advice during normal working hours, or chat to us online if you would prefer.

Use of the Bournemouth University Library is subject to its Rules and Library Service Statement.

www.bournemouth.ac.uk/library

myBU

myBU is the University Virtual Learning Environment, which you access by using your BU PC user name and password. It offers access to the Academic Skills Community, information that is tailored to your subject area and resources that are only available to BU students, such as past exam papers. It also includes information on personal development planning, the Graduate Employment Service and language learning.

IT support and facilities

All BU students are provided with their own University IT account and email address. You can also access IT help on a range of topics via the internet:

www.bournemouth.ac.uk/student/it

If you lose or forget your BU log-in details you should contact IT services by phoning +44 (0)1202 965515 or **askBU**. www.bournemouth.ac.uk/ithelp

IT and e-learning skills

The ability to use basic IT skills is essential for all programmes, and you may be expected to engage in online group communication and activities. Support for developing your IT skills is available through online training materials that are part of the European Computer Driving Licence (ECDL) and Netskills. **myBU** Student Guides are also available on the **myBU** Help tab.

You are required to abide by the ICT Rules and Regulations including those governing the use of IT Facilities and the JANET acceptable use policy. Any breach of these may lead to action being taken under the Student Disciplinary Procedures, with the ultimate sanction of expulsion from BU.

Additional Learning Needs Service (ALNS)

Support for students with an additional learning need (specific learning difficulty, mental health issue, sensory impairment, medical condition, mobility issue or developmental disorder) is provided by staff at your college. As everyone's needs are different we would encourage you to contact learning support staff at your college as soon as

possible, so that they can arrange a personalised framework of support for you.

Contact details for learning support staff in Partner Colleges can be found at www.bournemouth.ac.uk/student/aln.

Study support

The approach taken to studying at University is often student-centred rather than teacher-centred and involves a wide variety of learning experiences, which means that you'll need to develop and enhance your self-managed learning skills. You'll be expected to contribute to group work with other students, give presentations and engage in a range of other active learning experiences.

In addition to academic guidance you get from tutors, you can access the Academic Skills Community within the University's Virtual Learning Environment, **myBU**. All students are automatically enrolled in this community and, from here, you have access to a range of useful resources on developing your academic skills.

It includes information on a variety of topics including:

- Note-taking
- Oral presentations
- Exam and revision techniques
- Critical analysis
- Academic writing
- Referencing and plagiarism

These online materials will benefit you if you spend some time engaging with them by completing the exercises contained within them.

The Academic Skills Community also offers the opportunity to ask questions and sign up to any workshops held on Talbot Campus. Please call us on +44 (0)1202 965959 for further advice.

Managing your time

Time management is a key issue for many of our students, particularly for those with other commitments (eg. childcare) or those who have not been studying for several years.

There is no definitive solution to time management. What can work extremely well for one person may not be so effective for others. The key is to find out what works best for you in your situation. Whether you need a strict 9-5 regime or a more flexible approach, there are a few pointers to consider in your planning:

- Always plan ahead – this way you are more likely to achieve your goals and complete those assignments on time. Why not keep a wall planner with deadlines and targets listed on it?
- Identify your free time and dedicate a certain portion to study. For parents this may be when your children are in bed or at school
- Make the most of time when you are not scheduled to be in lectures

and seminars. A spare hour between lectures is enough time to read a chapter of a book or perhaps make an essay plan. Don't be tempted to always sit and have coffee with friends during your free time

- Prioritise your work and make sure you complete the most important or urgent tasks first, rather than the easiest or most enjoyable
- Break large tasks into smaller chunks to make them easier to manage
- Try to complete your work a few days in advance of the deadline so that if anything goes wrong or you have an emergency, you will still have a bit of extra time available
- Be sure that your family, friends or people you live with are aware that your study time is your own. Consider shutting yourself away from distractions and putting a 'do not disturb' sign on your door
- Ensure you are not interrupted by phone calls by asking people to take messages for you during your study times. Don't forget that everyone needs relaxation time. Remember to schedule this into your plans. Life at university isn't all work and no play, after all.

Community, Culture and Sport

There are many leisure facilities and extra-curricular activities available on BU's Talbot Campus, in addition to those at your college.

Living in harmony with your local community

As a BU student there is a wide range of ways you can make a positive and lasting contribution to the local community. SUBU (Students' Union at Bournemouth University) provides ample opportunity for you to get involved in the community through volunteering projects and community schemes that are linked to the Leadership Programme, which is designed to make you stand out from the crowd. Not only do these projects help to build bridges with the local community; involvement will boost your CV, foster personal growth and is a great way to make new friends whilst you study at the University. For more information and to view opportunities visit the SUBU volunteering website:
www.the-hub.org.uk

Respect your neighbours

You may have an active social life whilst you are studying. However, bear in mind that your neighbours probably won't be students and may have to work early in the morning or have young children. We should all respect our neighbours and you should take the time when you move in to introduce yourselves. Remember that they are long-term residents who value their community.

We are working hard to live in harmony with the community and are overcoming issues over noise, litter and hygiene (for example sensible use of bins). Use recycling bins when possible and don't leave waste on the streets or to pile up in garden or communal areas.

Neighbours will appreciate your proactive engagement such as discussing parties in advance with sensible end times. Most people fear the prospect of having to ask you to be quiet in the early hours. On the subject of noisy parties be aware of the dangers of social networks - often people you don't know turn up and cause the problems. Always ask your guests to leave quietly, and try to return quietly when you have been out socialising. BU takes noise pollution seriously and will take internal disciplinary action as appropriate.

Security

Think about your personal and your accommodation's security. Student accommodation can be a target for thieves and young people under the influence of alcohol are an easy target for criminals and for other unwelcome attention.

Driving and cycling

If you have a car, be considerate when parking in residential areas; some streets may not have restrictions but are too narrow to park on both sides - you should always leave space for emergency vehicles. Don't forget that cycling is a cheap, healthy and environmentally-friendly alternative to driving. If you do cycle, take sensible safety precautions like using a helmet, use the cycle lanes where available and don't cycle or skateboard on pedestrian areas.

Being a BU student involves being part of a thriving and welcoming community and it means taking pride in your neighbourhood and your campus.



BU Music Centre

This facility is situated on Talbot Campus and offers superb opportunities for students, staff and the wider community to enjoy individual and ensemble activities in a wide range of musical styles.

Individual singing and instrumental lessons are available at competitive rates from an experienced and well-qualified team of tutors. We welcome those wishing to prepare for ABRSM and Diploma examinations or those who would rather increase their

skills without the pressure of formal assessments.

The department also offers preparation for ABRSM Theory exams (grades V-VIII) and from October 2010 there will be an opportunity for suitably experienced musicians to study for the Associateship Diploma in Musical Analysis offered by Trinity College, London.

The Department's ensembles are open to all and we have groups to

suit all levels of experience and every musical taste. We welcome all students to join the following ensembles; The University Choir, Big Band, BU Symphony Orchestra, Vocalise, BU Chamber Choir and Samba Band.

If you would like further information about individual lessons, ensemble activities or events please contact Ian Davis, Head of Music, on 65018, email musicadmin@bournemouth.ac.uk or visit www.bournemouth.ac.uk/student/music

Visual Arts at BU

Bournemouth University is very proud of the quality of the Fine Art that is displayed on Campus and in the public areas. Over the years, we have achieved a growing reputation for showing works by reputable and internationally acclaimed artists that is of national importance. A permanent collection of art has been gradually collected and BU encourages an active engagement in the arts for its students, staff and community. We welcome students to get involved and to participate in the gallery exhibitions and programme of forthcoming cultural events.

The Atrium Art Gallery

The Gallery showcases a diverse programme of quality exhibitions, promoting work of national reputation and also recognises emerging local talent. Exhibitions are educational as well as visual and most exhibitions have works for sale. The Atrium Art Gallery hosts exhibitions throughout the year and is open to the public from 9am – 6pm, Monday – Saturday. It is based up the stairwell, opposite Blackwells Bookshop in Poole House on Talbot Campus.

See the BU Arts Web pages for full details of exhibition listings.

Volunteers

If you are interested in volunteering your support to the BU Gallery please contact the Curator.

Further details of the above BU Arts can be seen at:

www.bournemouth.ac.uk/student/arts

For further information on any of the Visual Arts, please contact:

Julie Herring, Curator. Tel: 01202 961428 e: jherring@bournemouth.ac.uk



sportBU

Sports facilities

sportBU provides a wide range of facilities catering for both recreational and academic requirements. Our facilities include:

- Four-court Sports Hall
- Two Dance and Activity Studios
- Two floodlit Astro pitches
- Dean Park Cricket Ground – leased to BU, Dean Park is widely regarded as one of the best university cricket grounds in Britain
- Bournemouth Gardens Tennis Centre – **sportBU** also has a part-owned lease to the Bournemouth Gardens Tennis Centre in partnership with West Hants Tennis Club and Bournemouth Borough Council.

The department offers a range of programmes including:

- Coach Education including National Governing Body of Sport Awards, Sports Coach UK Workshops, Running Sport Workshops, BU Performance Workshops and the Foundation Degree in Sports Coach and Athlete Development. These are an excellent opportunity for students to gain value-added qualifications while at University.

Varsity Sport

sportBU competes in the British Universities and Colleges Sport (BUCS) Championships in a number of sports and were ranked a creditable 33rd out of 145 in the BUSA 2009/10 season. **sportBU** holds trials for University sports teams, where athletes are selected to join the squads. BU has an excellent record in these competitions and we are proud of all our athletes.

Sport Scholarships

sportBU has two support programmes for elite athletes

- BU Registry Scholarship: Up to £1000 available
- EXCEL Scholarship: Provision of in-kind services

Eligibility

To be eligible to apply for a Registry or EXCEL sports scholarship you will need to have:

- Applied to study for an undergraduate or postgraduate course at Bournemouth University
- Received a conditional or unconditional offer of a place.

Scholarships are only awarded if you are currently performing to at least junior international level or equivalent.

Please note our scholarships do not cover tuition fees or accommodation costs.

Individual scholarships are also awarded to athletes competing in other sports within the BUCS programme.

Applicants must be able to demonstrate that they can compete at top level competition within the BUCS programme through relevant performances and results in national mainstream sport or international sport.

For more information on sports scholarships please visit the website or contact Debbie Timberlake on 01202 965883.

In addition to **sportBU**, SUBU has over 60 clubs and societies, which you can get involved in. A range of activities are offered including, Floorball, Climbing Club, Tchoukball and Skiing. You are encouraged to start your own if you wish. For more information on how to get involved visit www.subu.org.uk/clubsandsocs.

www.bournemouth.ac.uk/student/sport

Mature students

A mature student is classed as an individual over 21 years of age at the start of their programme. They are a diverse group with vastly different experiences and expertise.



Support facilities

Over 8,000 mature students currently study at Bournemouth University. It is natural that those who are returning to formal study after a long period may feel a little uncertain, but be assured that these anxieties

are often shared by others. If you feel that you need further help with your studies or your personal life, the University support facilities outlined in this Handbook are there to help you.

International students

We welcome over 1,500 students from 130 different countries. We are committed to providing an environment that enables international students to settle in quickly and comfortably, enabling them to realise their potential.

As well as the **askBU Students Service** team, who can answer your general queries, the International Student Support Team can provide specialist immigration advice.

The team offers a visa extension service for students. This includes regular information sessions and one-to-one guidance and advice. They check documentation and send it to the UK Border Agency (UKBA), following up the application where it is necessary.

The Student Services department works closely with the International Students' Association and other student societies in order to ensure a full programme of social events and excursions. These activities are open to all students and both UK and international students are welcome to attend.

The International Students' Orientation Programme (ISOP) takes place in September and there are also Inductions in January and February. These include ice-breaker activities, cultural awareness training, academic study skills, essential information and social events. We strongly encourage all international students arriving in September to attend ISOP. Please refer to our website for further details: www.bournemouth.ac.uk/isop.

We provide workshops and online information with the aim

of helping international students find work in the UK during and after their studies.

We also organise the English Conversation Club, a mentoring scheme with the aim of helping international students improve their language fluency and UK students to improve their intercultural competence.

All international students will be members of the International Student Community once enrolled. This is accessible through **myBU**. This is where we will post important information about immigration and social events. There are also discussion forums where you can buy and sell things and contact each other.

International students will receive a Welcome Guide by post which includes important information about preparing to come to the UK and adapting to life here. The guide is also available on the website at www.bournemouth.ac.uk/welcomeguide.

In addition, information for international students about various aspects of life in the UK, including work, health and immigration, can be found on our website at www.bournemouth.ac.uk/student/help.



Graduation

It's what you came here for. After plenty of hard work (and hopefully a great deal of fun and enjoyment along the way) you'll finally be able to get your hands on your hard-earned qualification.



Once you have successfully completed your programme you will be eligible to attend an Awards Ceremony to officially graduate from BU.

The ceremony that you will be eligible to attend will depend on the date when the Board of Examiners meets to confer your award. Please note that where you are required to repeat work or are granted an extension this may impact on the date on which you are eligible to graduate.

BU Awards Ceremonies are held in November each year. Eligible students should register online. If you do not wish to attend the ceremony you will be graduated in absentia. Students at some colleges will not attend the BU ceremony, but the ceremony hosted by their own college. Graduation arrangements for all Partner College students can be found in the Dates and Venue section of our graduation webpages.

Certificates and Diploma Supplements are issued to graduates on the day and sent out shortly afterwards to those students graduating in absentia. Certificates will not be issued prior to your ceremony; however your transcript can be used as proof of qualification for employers and we are happy to confirm your dates of study and award to an employer on your behalf, providing we have your permission.

Names and awards of all graduates are published in the Awards Ceremony booklet, on the website and in the local press. If you do not wish your name to appear, you must inform us.

Students who have fees, fines or any other monies owing to the University will not be permitted to graduate.

In all cases certificates will be issued in the name that the University has recorded. Retrospective name changes are not permitted. www.bournemouth.ac.uk/student/graduation

Alumni

Graduation doesn't have to mean goodbye. Hopefully, once you have graduated, you will want to keep in touch with the University through the Alumni Association.



All graduates of Bournemouth University (or the institution in any of its former guises) are automatically members of the Alumni Association. Membership offers benefits such as discounts on sports facilities, ferries and car hire and continued membership of the SUBU bars.

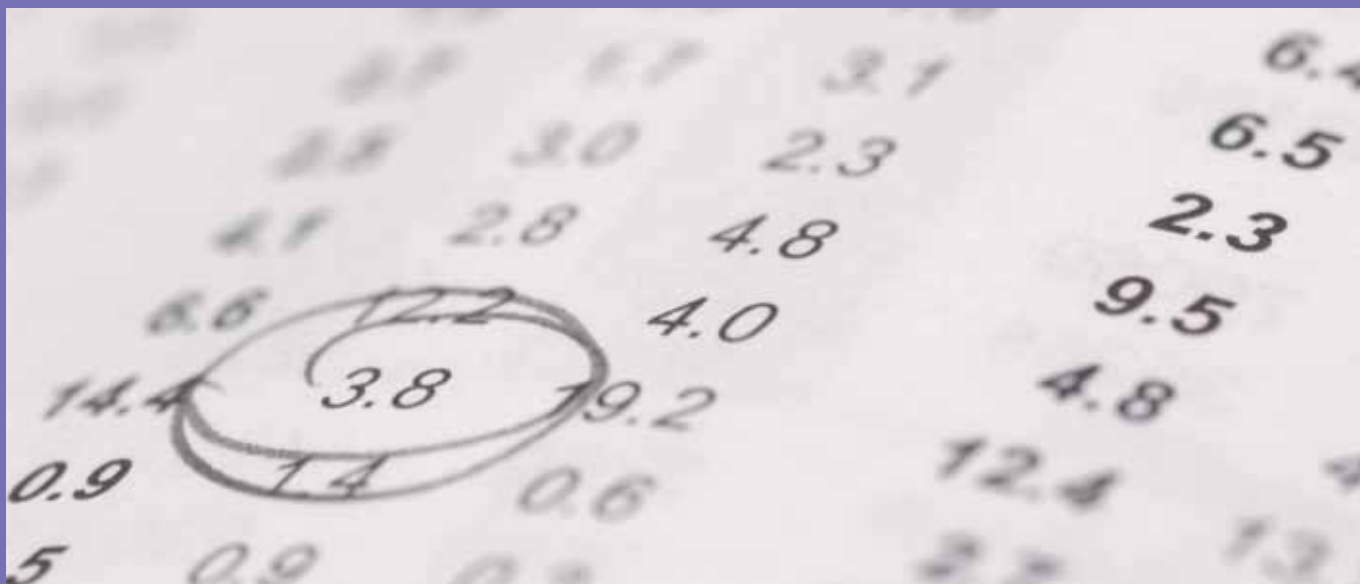
The Talbot is the annual publication for alumni and will keep you up to date with what the University and its graduates have been up to. We also offer a Find a Friend service if you would like to get back in touch with your fellow graduates.

www.bournemouth.ac.uk/alumni

Data Protection Statement

The University will hold all your personal information securely both in hard copy format and electronically, and in accordance with the requirements of the Data Protection Act 1998.





Data Protection

Your information is confidential and will be treated with sensitivity. Your details will only be used for internal administrative and management purposes and for those registered with the Information Commissioner under the terms of our Data Protection Registration. We will not share your information with any third party without your agreement unless we are obliged to do so by law (eg. for statutory returns or to your Local Authority). Subject to the terms of the Data Protection Act, you have the right to request a copy of the information held about you by Bournemouth University.

www.bournemouth.ac.uk/dpa

Student Collection Notice

We will send some of the information we hold about you to the Higher Education Statistics Agency (HESA). This forms your HESA record, which contains details of your ethnic group and any disabilities you have. HESA will pass your record, or parts of it, to any of the following organisations that need it to carry out their statutory functions connected with Higher Education.

- Department for Business, Innovation & Skills (BIS)
- Welsh Assembly Government (WAG)
- Scottish Executive (SE) [Scottish Government (SG)]
- Department for Employment and Learning, Northern Ireland (DEL(NI))
- Higher Education Funding Council for England (HEFCE)
- Higher Education Funding Council for Wales (HEFCW)
- Scottish Further and Higher Education Funding Council (SFC)
- Training and Development Agency for Schools (TDA)
- Research Councils (RCs).

HESA and the organisations listed above will use the information mainly to produce statistics. This may result in information being published and released to

other approved users, including academic researchers and commercial organisations. Your record will not be used in a way that could affect you personally and the organisations will take precautions to reduce the risk of you being identified from the information once it is published and released.

While you are a student, we will need to keep your contact details. These do not form part of your HESA record, so HESA and the organisations listed above cannot use this record to contact you.

Your contact details may be passed to survey contractors to carry out the National Student Survey and surveys of student finances, on behalf of the education organisations listed above. These organisations and their contractors will use your details only for that purpose, and will then delete them.

About six months after you graduate, we will contact you to ask you to fill in the HESA 'Destinations of Leavers from HE' survey. We will not give your contact details to HESA. You might be included in a sample of leavers who are surveyed again a few years after they graduate. If so, we will pass your contact details to the organisation that has been contracted to carry out that survey. That organisation will use your details only for that purpose, and will then delete them. (If you do not want to take part in this second survey, please let us know.)

Under the Data Protection Act 1998, you have the right to a copy of the information HESA holds about you. You will have to pay a small fee for this. If you have any concerns about your information being used for these purposes, please contact HESA directly .

HESA
95 Promenade
Cheltenham
GL50 1HZ

www.hesa.ac.uk

Appendix 1

Synopsis of Rules and Regulations

With your offer letter you will have received a leaflet summarising Bournemouth University's Rules and Regulations and the associated regulations, policies and procedures.

It is a condition of your enrolment that you agree to abide by these. Full copies of all regulations are available electronically at <http://portal.bournemouth.ac.uk/student/rules> or on request from askBUstudents@bournemouth.ac.uk.

For convenience a synopsis of some of the Student Regulations are provided below, however it is your responsibility to read the full version. Ignorance of the regulations will not be accepted as a valid reason should you be found to be in breach.

Please note that any student who is excluded from the University because of an academic offence or disciplinary procedure will not be entitled to a refund of any fees, charges or other financial penalties, paid or owing for the current, or previous, year(s) of study.

Academic Appeals Policies & Procedures for Research and Taught Awards

Students wishing to lodge an appeal against the decision of the Board of Examiners (or Examining Team) should do so in accordance with the appropriate Appeals Procedures.

Academic Offences Procedure and Code of Practice – Misconduct in Academic Research

Any student found guilty of an academic offence (eg. plagiarism or cheating) may be excluded from the University. See also:

- Citing References
- Copyright Compliance.

Accommodation

All students living in University-managed accommodation are required to abide by their tenancy agreement. Failure to do so (eg. by defaulting on payment) may lead to eviction or the student being dealt with under the Student Disciplinary Procedure. See also:

- Halls of Residence Rules
- Terms of Licence
- UniLet Residence Rules.

Assessment Regulations

The Assessment Regulations for your programme stipulates the pass mark, the level of work that you are permitted to

repeat if you fail and the arrangements for repeating or resubmitting work, and the award that you will be eligible for on successful completion of your studies.

Code of Practice – Harassment

All students are expected to act with due regard to the interests of the University and in a manner that is consistent with ensuring a safe, efficient and effective learning environment. Student conduct should at all times take into account the need for satisfactory relations with other students and members of staff. Any student who does not comply with these requirements (eg. by being offensive or violent towards another member of the University community) will be subject to the University's Student Disciplinary Procedure and may ultimately be excluded from the University.

Code of Practice on Mitigating Circumstances

This provides information about how to ask for consideration to be given for any mitigating circumstances that may affect/have affected your academic performance.

Circumstances that are not raised at the appropriate time, and in accordance with the Code, will not normally be taken into account retrospectively.

Equality Schemes, Policies and Action Plans

These include information about the University's commitment to equality for all staff and students and its wish to promote a culture which fosters equality and celebrates diversity. Relevant documentation includes (but is not limited to) the Disability and Gender Equality Schemes and Action Plans and the Race Equality Policy.

Students who do not comply with these policies may ultimately be subject to disciplinary action.

Fraud Policy

Fraud or suspected fraud by students will be investigated in accordance with the procedures laid out in the Fraud Policy. Students found guilty of fraud will be subject to the Student Disciplinary Procedures and may ultimately be excluded from the University.

ICT Rules, Regulations and Policies

All students are required to comply with relevant legislation and the terms of licence when using specific software and databases and with the guidance for use of IT facilities contained in the University Rules. Students who do not

comply (eg. by connecting unauthorised hardware or downloading material which may generally be considered offensive or obscene) will be subject to the Student Disciplinary Procedure and may also be subject to criminal proceedings.

Intellectual Property Management Procedures

The University does not automatically assume ownership of IP generated by students in the course of their studies or research. However, students may be required to sign an agreement assigning first ownership of such rights to the University or to one of its subsidiary companies, as a condition of participation on a specific project.

Library Rules and Library Service Statement

All enrolled students are entitled to be members of the Library. Use of learning resources provided by the University Library is dependent on the observance of the Library Rules.

Failure to abide by the Library Rules may result in the implementation of Library Sanctions. Members may also be subject to sanctions as set out in the Student Disciplinary Procedure.

Programme Handbook

All students are issued with a Programme Handbook at enrolment. The Handbook contains details of arrangements for handing in assignments, how to request an extension and any other information that is specifically relevant to your particular programme.

Public Interest Disclosure Policy

This policy covers disclosure by a member of the University community of confidential information, which relates to some actual or likely danger, fraud or other illegal or unethical conduct connected with the University.

Research Ethics Policy & Procedure

Outlines the principles which the University expects all those undertaking research to adhere to.

Student Assessment Handbook

This booklet provides information about University processes and regulations and students' responsibilities in respect of assessment.

Student Complaints Policy & Procedure

Any student who is dissatisfied with a programme, service or facility provided by the University or with any actions or lack of action by the University or any member of the University community, may make a complaint as outlined in the Student Complaints Procedure.

Student Disciplinary Policy

Any student who breaches any of the College's Rules and Regulations may be dealt with under the College's Student Disciplinary Procedure.

Examples of offences that may be dealt with under the Student Disciplinary Procedure are sexual or racial harassment of a student or staff member, failure to respect the rights of others to freedom of belief and freedom of speech, and misuse or unauthorised use of the College and University's premises. Please note that any student who is excluded from the University because of a disciplinary offence will not be entitled to a refund of any fees, charges or other financial penalties, paid or owing for the current, or previous, year(s) of study.

Student Well-being Framework

The University strives to provide an appropriate range of services for students to enhance their student experience and to support their health and well-being during their time at Bournemouth University. These services form a network of care and complement each other. By providing a comprehensive, yet personalised, framework of support, it is hoped that students will benefit fully from their time at University and be successful in achieving their personal and educational goals.

Student parking

Cars which are not parked in accordance with the University Rules, will be clamped and subject to a release fee.

University Rules

All students using the services or facilities provided by the University, SUBU or Partner Colleges must observe the rules and all associated regulations, policies and procedures relating to such services including any made from time to time under powers delegated by the University Board.

Appendix 2

Meningitis and Meningococcal Septicaemia information

Symptom	Meningitis	Meningococcal Septicaemia
Rash		○
Leg pain		○
Cold hands & feet		○
Floppy child/difficulty supporting own weight	○	○
Fever, vomiting or diarrhoea	○	○
Confusion & drowsiness	○	○
Difficulty breathing		○
Abdominal/joint/muscle pain		○
Abnormal skin colour		○
Severe headache	○	
Stiff neck	○	
Dislike of bright light	○	
Body stiffens/jerky movements	○	



Do the Tumbler Test

Most people with meningococcal septicaemia develop a rash of tiny red 'pin prick' spots, which can rapidly develop into purple bruising. If the rash does not fade when a glass is pressed against it, it could be meningococcal septicaemia. On dark skin, check for the rash on lighter parts of the body, eg. inner eyelids or finger tips.

Important

Someone who becomes unwell rapidly should be examined particularly carefully for the meningococcal septicaemia rash.

If you suspect either disease go immediately to your nearest GP or casualty unit

Appendix 3



Assessment Feedback Principles

Context

Feedback on assessments is considered by BU to be central to the learning process and enables students to understand their current level of performance and identify areas for improvement.

Independent Marking

The University operates an independent marking process whereby a sample of all summatively assessed work is independently assessed by a second marker to ensure that marking standards are appropriate. Dissertations and major projects are all independently marked, typically being 'double marked'.

Principles of Assessment Feedback

Feedback on summative assessments should normally be given to students on an individual basis. But may be supported by more generic feedback for the whole group, which would typically be placed in the relevant unit pages on **myBU**

Feedback must be clear and detailed. Written feedback must be legible, normally word processed but may be hand-written on the feedback proforma, and oral feedback should be clear and understandable, conducted in an appropriate manner / setting etc.

The format (e.g. written, verbal, audio, video or electronic) for providing feedback should be appropriate to the assessment and may vary between assessments and units.

The agreed percentage mark awarded for each assessment should be provided to students as part of any summative assessment feedback. Students should not normally see first and second marks; however, feedback from all markers may be made available to students as appropriate. Students should be made aware that no mark (for coursework or examination) is final until approved by the Board of Examiners and therefore may be subject to change.

Feedback should explain why the student has gained the mark awarded and should be appropriately critical, highlighting areas of strength and areas for development. Feedback should also focus on how an improved mark could have been achieved and should help students to improve on their performance in subsequent assessments. Feedback should be directly related to the relevant generic assessment criteria as well as more specifically to the marking criteria set for the assignment and detailed within the assignment brief.

Students should always be offered the opportunity to discuss their assessed work with their markers to seek further clarification and advice.

Staff should be able to provide all of the above for examinations if requested by the student. It is acknowledged that written feedback on exam scripts tends to be fairly limited, however, more detailed feedback should be provided verbally in a one-to-one meeting if requested.

Appendix 4



Dignity, Diversity and Equality

For information on the following University policies, Equality schemes and Action plans, please see:

www.bournemouth.ac.uk/student/diversity

- BU Dignity, Diversity and Equality Policy
- Race, Disability and Gender Equality Schemes, Action Plans and Appendices

- Dyslexia Marking Guidelines (where can these be found online?)

There are also a number of other University policies which make reference to Dignity, Diversity and Equality.

Students who do not comply with these policies may ultimately be subject to disciplinary action.

Glossary

Glossary

Academic offence	Gaining an unfair advantage in your studies by using someone else's work or ideas without crediting them.
askBU Students Service	BU's centralised information service for students.
Assessment	The tasks that you need to undertake to demonstrate whether you have met the Intended Learning Outcomes. Most commonly assessment takes the form of an assignment or exam, but it could also be a presentation, the production of a portfolio or some other task.
Assignment	A piece of coursework.
Assignment schedule	A schedule of the deadlines for your coursework and the dates for return of coursework.
Credits	Undergraduate programmes normally comprise 120 credits per level and 360 credits for an Honours degree. Postgraduate programmes normally comprise 180 credits for a Masters degree.
Dean	The person responsible for the overall management of your academic school.
Intended learning outcomes	These are the objectives of your units and will be identified in the Programme Handbook and Unit Guides. Assessments will measure your success in achieving these Intended Learning Outcomes.
Lecture	Lectures are an effective way of presenting information to a large group of students simultaneously. Although not as participative as seminars, students are still encouraged to actively participate in lectures.
Levels C, I, H, M	These are different levels of higher education qualifications. Level C, I and H are at undergraduate level and represent Certificate, Intermediate and Honours levels. M is Masters level. For full-time undergraduate programmes, Level C is taught in the first year, Level I in the second year, and Level H in the third year of a three-year programme or the fourth year of a sandwich programme.
myBU	The University's Virtual Learning Environment which provides access to course materials online any time, anywhere; learning resources including reading lists for most units and past exam papers; opportunities for communication and e-assessment.
PDP	Personal Development Planning.
Programme	Your course of study.
Programme Leader	The academic who leads a programme.
Programme Team	The tutors and administrators who teach and administer a programme.
School	A division of the University.
Self-managed learning	Students' learning time outside scheduled sessions.
Seminar	Comprising a smaller group of students than a lecture, seminars allow the opportunity for greater interaction and participation between students and their tutors.
Students' Union (SUBU)	The organisation that is responsible for representing and supporting (academically and socially) students during their studies. SUBU is independent from the University.
Unit	Each Level of study is broken down into related topics. Each different topic is a unit. Units normally attract between 10 and 40 credits at undergraduate level and between 15 and 60 credits at postgraduate level.
Vice-Chancellor	The most senior member of University staff.

vers.

Answers.

How will I be assessed?

Ans

Answers.

rs.

Answers.

Answers.

ANSW

vers.

What are the facilities?

Answers.

Student and Academic Services
Bournemouth University
1st Floor Melbury House
1-3 Oxford Road, Bournemouth BH8 8ES

An online version of this handbook can be found at
www.bournemouth.ac.uk/student/handbook

Produced by Bournemouth University on 100% recycled paper. Bournemouth University has Fairtrade status.

Alternative formats are available on request.
formats@bournemouth.ac.uk

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