



STUDENT HANDBOOK



WELCOME FROM THE VICE PRINCIPAL

Welcome to Yeovil College and especially the University Centre Yeovil (UCY), the College's focus for higher education programmes.

We are delighted that you have chosen to continue your higher education studies at Yeovil and look forward to working together in ensuring that you successfully achieve your goal.

Our aim is to provide you with the appropriate resources, support and encouragement to enable you to gain your chosen qualification and in addition develop into a self-motivated, creative and competent professional – qualities that employers are looking for in students who have benefited from higher education.

The University Centre recognises that whether you are on a full time or part time programme, there will be times when you would welcome some additional help in continuing your studies. We have specialised staff who can give you help in learning support, financial advice, administrative matters, or personal issues. We also have an open access student resource area with library support. An adjacent coffee bar, with computer and internet access, provides a friendly environment for further discussion and working in groups.

As a University Centre we work in partnership with Bournemouth University so as well as providing access to some learning opportunities, including their library, this entitles you to membership of the Student Union at Bournemouth University and the opportunity to participate in their events.

I hope you enjoy your time at the University Centre Yeovil and wish you all the best for a successful future.

Jayne Lewis

Vice Principal

Participation, Development and UCY

It is imperative that you read your Handbook and retain it for reference. It is therefore your responsibility to keep your own copy. The UCY reserves the right to charge a fee for a replacement copy.

This UCY Handbook should be read in conjunction with, and is not intended to replace, your Programme Handbook, the Bournemouth University Student Handbook and the UCY e-Student Guide.

CONTACT LIST

UCY Staff		Location	Phone
Vice Principal, Participation, Development and UCY	Jayne Lewis PA: Margaret Evans	University Centre	845424
Head of UCY	Richard Foyle	University Centre	845526
HE Programmes Administrator	Lynne Stocker	University Centre	845364
UCY Coordinator	Shirley Homa	University Centre	845454
UCY Administrative Assistant	Donna Evans	University Centre	845346
HE Learning Advisor	Phil Hunt	University Centre	845482
UCY Development Officer	Edward Thompson	University Centre	845454
UCY Librarian – Nursing courses	Tom Kelly	University Centre	845535
UCY IT/AV Technician	John Jewell	University Centre	845537
IHCS Clinical Nursing Tutor	Nikki Glendenning	UF02	845540
IHCS Clinical Nursing Tutor	Mark Gagan	UF02	845540

INFORMATION FOR STUDENTS

Your Address

It is very important that you notify the UCY Coordinator in the University Centre of any changes to your term-time or home addresses and/or telephone numbers. The UCY Coordinator will also notify IHCS at Bournemouth University.

Official notices and other information will be deemed to have been received by you if they are sent to the address that is held on file.

ID Cards

You will be issued with two ID cards – one for UCY which enables access to IT provision and Study Centre and the other for Bournemouth University. This latter card contains your Candidate Number which you will need for examinations and assessments. Please ensure you have both cards.

Car Parking

Limited car parking is available for students on both the UCY site and the main Yeovil College campus.

Students are issued with a UCY Parking Permit **which must be displayed on the dashboard of the vehicle at all times**. Checks will be made and offending vehicles may be clamped. You may not park in the UCY or main Yeovil College car park for reasons other than study eg. Working at the hospital or walking into town on a day that is not your normal attendance study day.

You may not park in any disabled parking bay unless you are displaying the appropriate disabled parking permit.

Replacement parking permits are available from the Student Support office.

No Smoking Policy

Following the introduction of the No-Smoking policy for confined spaces, the College, has extended this ban to **the whole of the campus, both inside and out, including car parks, front driveway and all external areas**.

Students are requested to confirm to these guidelines. Students who wish to stop smoking can access help and support from the College.

Children on Campus

Students may not bring children on campus at any time during their normal study time. This includes self supported learning and private study and extends to the café and social areas, open access and library area of the UCY as well as all lecture rooms, quiet and tutorial rooms, PC suites and art rooms. This is for Health and Safety reasons as well as consideration to fellow students and work colleagues.

Students are expected to arrange adequate childcare away from the University Centre.

If you are coming in to hand in or collect assignments, or have a general enquiry, it is acceptable to bring your children with you.

Assignment Hand in Procedure

Students are required to hand their work in on time unless they have requested an Extension to the Student Support office.

Extensions can only be granted by the Programme Manager who must sign the Extension Request. This is submitted in place of the assignment on the original due date.

The assignment will be posted in the Assignment Box located in the Open Access area. You **MUST** keep a copy of your assignment. The box will be cleared at the deadline time.

To ensure parity across all programmes, deadlines will be:

Full Time courses – **4 pm** on the day of submission

Part Time courses – **9 pm** on the day of submission

Some courses are required to submit work electronically via Moodle. You MUST keep a copy of your assignment.

Bournemouth University Intranet

At enrolment you will also be given details of how to access the Bournemouth University student intranet. This will give you access to many services at Bournemouth, including the library, and you should ensure you know how to use this facility.

All the information you will need about rules and regulations and codes of practice of Bournemouth University can be found on the BU website at:

<http://portal.bournemouth.ac.uk> Yeovil College Virtual Learning Environment

The Yeovil College VLE (MOODLE) provides additional material for HE students. Students should check with individual teaching staff if they use it to provide material to support their learning.

Audio-Visual Equipment or problems with IT and your user area

Please contact the UCY AV/IT Technician to book AV equipment or for problems with IT and your user area – forgotten password, printer problems, etc.

Photocopying and Printer Credits

Photocopy cards are available from the UCY Librarian or the Student Support Office. Current cost – Sept 07 – £1 for 40 copies.

A full printing and binding service is available from the Print Room on Main campus. This also includes coloured card, colour printing. For prices, please contact Mike Sullivan on 01935 845309. Printer Credits are available from the AV/IT Technician or from the UCY Reception. Current cost – Sept 07 - £1 for 50 sheets of A4 printing.

Financial Matters

For more information on funding available please go to http://www.bournemouth.ac.uk/icr_courses/financing_your_studies/ or NHS Student Grants <http://www.nhsstudentgrants.co.uk/>.

ADVICE AND ASSISTANCE – WHO SHOULD I GO TO?

General / Administrative

If you have any queries you should direct these initially to the UCY Co-ordinator, Shirley Homa or Lynne Stocker, HE Programmes Administrator, in the University Centre.

Shirley or Lynne will be able to make appointments for you to speak to other members of staff and can advise you on who to go to for further assistance or how to follow up any query.

Absence Reporting

If you are unable to attend a session on your programme for any reason please contact the UCY Co-ordinator, Shirley Homa, in the University Centre.

Personal

If there is a personal matter that you wish to discuss, you may contact either Shirley Homa or Lynne Stocker in the University Centre or your Programme Manager.

Academic

If you wish to discuss academic concerns related to a specific unit, you should in the first instance talk to the tutor responsible for that unit. If a matter remains unresolved, you should approach the Programme Manager, and/or talk to your student representative.

Academic Advice Service

The HE Learning Advisor is based at the UCY and is available to support all HE students in a variety of ways. Individual or group sessions can be booked and students and tutors are encouraged to discuss their requirements with the Learning Advisor as early as possible in the term. Ideally the Advisor should meet the students during the induction process.

The Advisor would normally be the first point of contact for students who may need assessing for the DSA (disabled student allowance). The most common area requiring support is dyslexia and the Learning Advisor will be able to offer advice and support for students wishing to explore their individual learning needs and to arrange for dyslexia testing within Yeovil College wherever possible.

Additionally support can be provided in other ways. The following list is indicative of the topics which can be dealt with but other suggestions are welcomed.

1. Note taking :- an overview of the different methods of note taking including a more detailed look at the Cornell method and how that integrates into assignment writing and revision. Being able to identify the important components is a vital skill and is one required by all HE students.
2. Reading for information: - research methods. How to find what is relevant with the minimum amount of reading. Making notes to help with assignment writing is a useful skill to acquire.
3. Time management: - prioritising, long term/short term time management.
4. Academic Writing: - what is required, style, critical writing, analysis and synthesis.
5. Harvard Referencing, the method which Bournemouth University encourage students to use. MLA referencing where appropriate.

Exam revision and technique.

Oral presentations are often used in HE assessment and some less confident students may need support in this area.

The Learning Advisor will also provide one to one sessions with students where these would be helpful.

The service will maintain confidentiality, if required, and can be accessed with the minimum of fuss. Phil is in college from Monday to Thursday and operates on a drop in basis. If he is out of the office, Shirley Homa or Lynne Stocker will pass on messages and make appointments. More information can be found on the college Intranet under HE Disability Information.

Counselling

If you require advice, or just a sympathetic ear, you can contact the Student Counsellor, Deborah Doggrell on 845339 or visit her office on the ground floor of the Kingston Building. The Chaplain, David Gent is available on 845319 and his office is in the Study Centre. Appointments for either can be made through the

main Yeovil College reception.

Careers

Students can access Careers Advice through Bournemouth University's Careers Service by email and telephone. The Careers Service website <http://www.bournemouth.ac.uk/careers/> contains a wealth of information on CVs, covering letters, job searching and interviewing skills.

Students can contact the Bournemouth University Careers Service on 01202 965266 or by email: careers@bournemouth.ac.uk.

Study Centre

In the Study Centre you will find the Library with study spaces, IT Open Access, Silent Study Room, Presentation Room, Chaplaincy, Careers Connexions and the Learning Link.

The Library provides books, journals and newspapers in hardcopy and electronic format, plus videos and tapes. Links with Bournemouth University Library provide further resources either online or through Inter-Library Loan. Information Skills training and instruction on how to use the resources will be available to you through your course.

IT Open Access has over 60 PCs which are linked to the College network
Staff are available to help on either the

Help Desk for General Queries and IT help tel: 01935 845450/ 845318

Enquiry Desk staffed by five Subject Librarians who will help you access the information you need to complete assignments tel: 01935 845336

E-mail: StudyCentre@yeovil.ac.uk

Opening Hours (*subject to variation*)

Term Time

Monday – Thursday 8.30 a.m. to 8.30 p.m.

Friday 8.30 a.m. to 5.00 p.m.

Saturday 9.00 a.m. to 1.00 p.m.

Holidays

Monday – Friday 9.00 a.m. to 5.00 p.m.

Learning Services Manager Chris Irwin tel: 01935 845401

Copyright Compliance

When making copies you must comply with copyright law. The Copyright Compliance Web pages (<http://www.bournemouth.ac.uk/library/using/copyright.html>) offer guidance on what you can copy, or you can pick up a leaflet in the Study Centre.

Children's Centre

The Children's Centre can provide childcare arrangements for students' children Monday to Friday between 8am and 6pm. The manager can be contacted on 01935 845471.

Abuse of Alcohol and Drugs

Bournemouth University has codes of practice on the abuse of alcohol and drugs. These can be found on the Official Documents web pages <http://portal.bournemouth.ac.uk/StudentRegulations/default.aspx>

Student Union

Bournemouth University Students Union can be contacted on 01202 965765 or through their web pages www.subu.org.uk. A representative of the Bournemouth University Student Union (SUBU) regularly visits the UCY and is usually located in the student area.

The Yeovil College Student Union can be contacted through their office in the Student Foyer area of the Kingston Building next to

the Megabite, or by email to student.union@yeovil.ac.uk.

Students can also access support and advice from the Student Union Advice Centre based at Bournemouth via email (studentadvice@bournemouth.ac.uk) or telephone: 01202 965779.

Complaints and Appeals procedures

Students who feel they have a grievance against any member of staff or fellow student are advised to first seek advice from the HE Programmes Administrator or UCY Academic Coordinator. A formal complaint may however be made against any person or persons involved in a programme, including another student or students. If the complaint concerns persons within Bournemouth University, then students are advised to consult the current University Code of Practice on Harassment available at <http://portal.bournemouth.ac.uk/StudentRegulations/default.aspx>.

Please note that if a complaint is embedded within an appeal, it will be dealt with via the Appeals process. Details of the University's Appeals procedure are set out in the Assessments Procedures Guide issued to students at the start of their programme and updated from time to time. They are also available in the *Blue Book* and on the website at <http://portal.bournemouth.ac.uk/StudentRegulations/default.aspx>.

ASSESSMENT OFFENCES

For the Standard Assessment Regulations, please go to:

<http://portal.bournemouth.ac.uk/C17/Assessment%20Regulations/default.aspx>

PLAGIARISM

Plagiarism means taking someone else's ideas or writings and presenting them as your own. Like cheating in an examination, plagiarism is a serious matter. Where there is evidence to suggest plagiarism, a formal process of enquiry may begin. If it is found that plagiarism has taken place you may fail the piece of work concerned, and will not necessarily be permitted to resubmit it for a pass mark. Plagiarism in a major piece of work at the final level of your programme can result in a decision by the Board of Examiners not to award you a degree, and such a decision has been taken in at least one recent case. If evidence of serious plagiarism comes to light after the Board of Examiners has agreed final results, it is still possible to cancel the award.

All university students are expected to use other people's ideas. You will use books and journals in the library, some assignments involve working collaboratively with others, and in some cases you may have access to other people's work on computer disk or through the Internet. When undertaking a major assignment, you may sometimes legitimately make reference to similar projects undertaken by students on your own or another programme in previous years. However, other people's work must be used in a principled way, with due acknowledgement of authorship. Recognised standards of acknowledging the work of others will be discussed during your programme, and it is important to retain guidelines which you may be given, and observe them.

Where plagiarism, or other forms of assessment offence such as cheating, is suspected, decisions on assessed work will be made only when the facts have been established. All serious cases may be considered by the Board of Examiners for your programme, and reported to the Senate of the University.

The procedures for dealing with plagiarism up to the point of the final examination board are given below and are described in full in the University's *Academic Policies, Regulations and Procedures* (1998). Further advice and information is available from the University Registry and from <http://portal.bournemouth.ac.uk/StudentRegulations/default.aspx>.

Students are strongly encouraged to make use of the TURNITIN software before handing in their assignments. This software helps them to identify whether their work is of an acceptable standard for submission. Training on this will be given by the Subject Librarians.

Disclaimer

Information contained within this handbook is correct at the time of going to press (September 2007). However, some information may change and the University Centre Yeovil and Bournemouth University reserve the right to make changes to procedures, regulations and processes subject to maintaining equivalent standards