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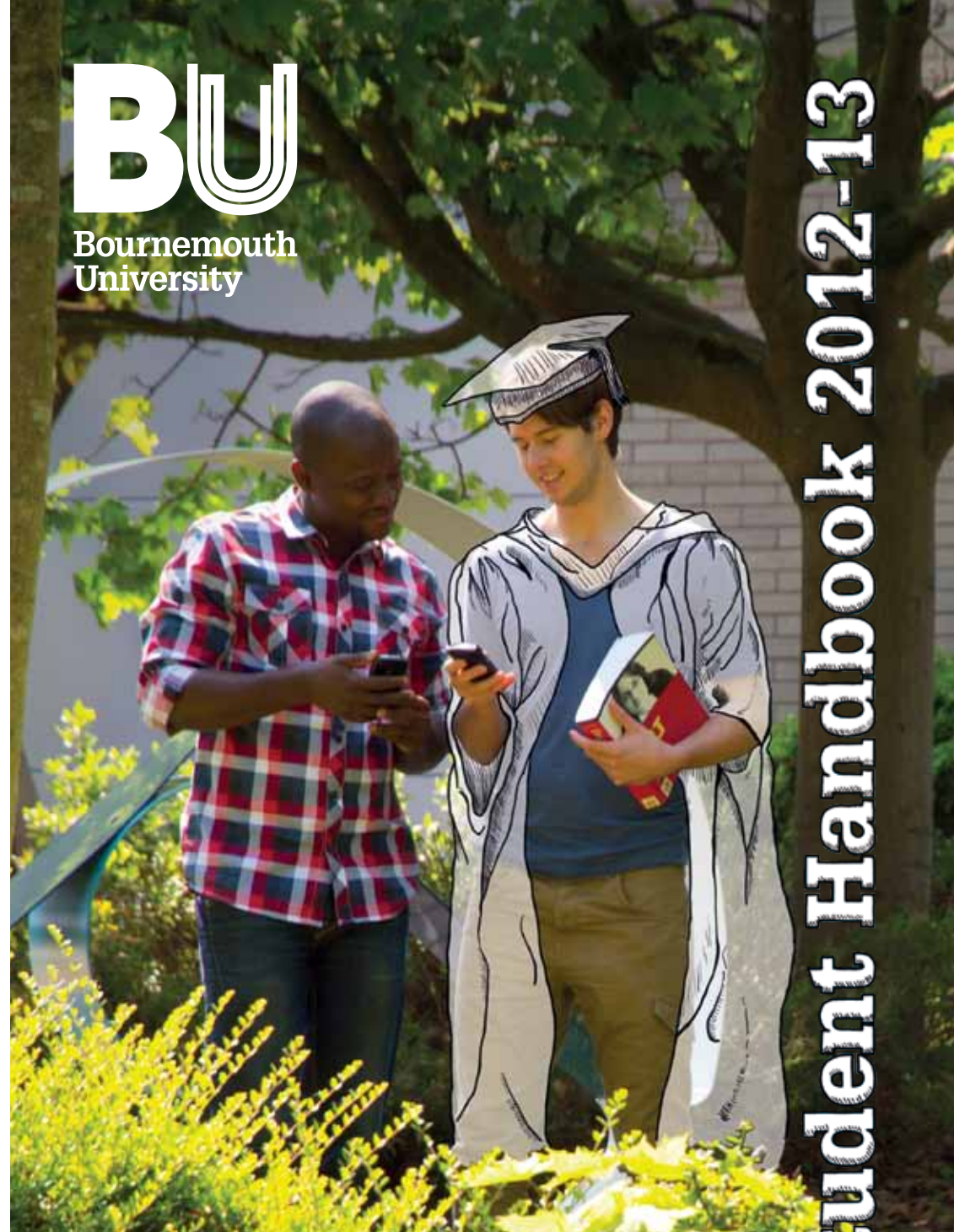
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# BU

**Bournemouth  
University**



**Student Handbook 2012-13**

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[www.bournemouth.ac.uk/social](http://www.bournemouth.ac.uk/social)

PARTNER COLLEGE STUDENT HANDBOOK – VALIDATED PROGRAMMES

Alternative formats available from [formats@bournemouth.ac.uk](mailto:formats@bournemouth.ac.uk)

# About this handbook



## Welcome to Bournemouth University (BU).

This handbook will give you a summary of the information you need to start your student journey on a BU validated course at one of our Partner Colleges. BU has links with a range of partners, including: The Bournemouth & Poole College, Bridgwater College, University Centre Yeovil at Yeovil College and Weymouth College. Some of these partners are based locally to BU and students can therefore access some of the campus based facilities more easily.

As a student on a BU validated course, the partner college where you are based will deliver your course, however BU as the awarding institution is ultimately responsible for ensuring that the learning opportunities offered through the partner college are adequate to enable you to achieve the academic standard required for the award.

### **As a student on a validated course you will be entitled to:**

- External Membership of the Bournemouth University Library
- Access to sportBU
- Access to Students' Union at Bournemouth University (SUBU) for advice and representation on academic matters

- A Bournemouth University award, on successful completion of your course
- BU Alumni membership.

Throughout this handbook there are lots of weblinks to direct you to the pages of our website where you can find more information, so you'll always have accurate, up-to-date information when you need it.

<http://studentportal.bournemouth.ac.uk>

We've included a Glossary on page 37 which explains any words or phrases that you might not understand.

### **How do I contact BU?**

This handbook should provide you with all of the information you need about BU and the services available to you, however if you have any queries which you can't find the answer to, BU appoints an academic Link Tutor to all courses delivered at partner colleges who you can contact if necessary. You will normally be able to meet the Link Tutor for your course during your induction.



## About... 03

|                     |    |          |    |
|---------------------|----|----------|----|
| About this handbook | 03 | About BU | 06 |
|---------------------|----|----------|----|

## Community involvement 08

|                        |    |
|------------------------|----|
| The academic community | 09 |
|------------------------|----|

## Learning, assessment and results 10

|                              |    |   |    |
|------------------------------|----|---|----|
| Assessment                   | 10 | Suspending or withdrawing from your studies | 13 |
| Grading systems and feedback | 11 | Plagiarism                                  | 14 |
| Getting your results         | 12 | Appeals against the Assessment Board        | 13 |

## Your rights and your responsibilities 16

|                             |    |                        |    |
|-----------------------------|----|------------------------|----|
| What we expect of you       | 16 | Complaints             | 17 |
| Drugs                       | 16 | The SUBU Advice Centre | 19 |
| What you can expect from us | 17 | SUBU representation    | 19 |

## Academic facilities and study support 20

|           |    |                                       |    |
|-----------|----|---------------------------------------|----|
| Libraries | 21 | Support for Additional Learning Needs | 21 |
|-----------|----|---------------------------------------|----|

## Enquiries and advice 22

|                        |    |                        |    |
|------------------------|----|------------------------|----|
| askBU Students Service | 22 | Counselling Service    | 22 |
| SUBU Advice            | 23 | Multi-Faith Chaplaincy | 22 |

## Social and extra-curricular activities 24

|                   |    |                     |    |
|-------------------|----|---------------------|----|
| sportBU           | 24 | Volunteering        | 25 |
| Visual Arts at BU | 25 | Clubs and Societies | 26 |

## Life after BU 28

|            |    |                        |    |
|------------|----|------------------------|----|
| Graduation | 28 | The Alumni Association | 29 |
|------------|----|------------------------|----|

## Data Protection Statement 30

## Appendix 1 – Synopsis of Policies, Rules and Regulations 32

## Useful contacts 35

|             |    |
|-------------|----|
| BU contacts | 35 |
|-------------|----|

## Glossary 37



BU is home to over 17,000 students, with 1,700 of those being international students from 130 different countries.

### How is BU structured?

**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 and School of Tourism. All BU programmes delivered at partner colleges are linked to an Academic School at BU and the Link Tutors based at BU will provide an academic link to the University.

**We also have five Professional Services:** Estates & IT Services, Financial & Commercial Services, Human Resources, Marketing & Communications and Student & Academic Services.

You can find out more about each School or Professional Service on our website at [www.bournemouth.ac.uk](http://www.bournemouth.ac.uk)

**We also have links with Partner Colleges.** These include: Bournemouth & Poole College, Bridgwater College, Kingston Maurward College, University Centre Yeovil

at Yeovil College, Weymouth College and Wiltshire College Salisbury.

### Management structure

The University Board has overall responsibility for the management of BU. It comprises members from higher education, industry and commerce, together with representatives from students and staff. 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. For more information about the staff at Bournemouth University, visit [www.bournemouth.ac.uk/about/people\\_at\\_bu](http://www.bournemouth.ac.uk/about/people_at_bu)



## Community involvement – be part of something!



Being a student is about so much more than just you and your studies. Your time as a student on a BU validated course will bring you into contact with all sorts of different communities. Each of them will give you different opportunities to learn and develop as an individual and each community will expect different things of you.

### The academic community

Many students feel a strong sense of 'belonging' to the course group that they study in. Hopefully you will find it exciting to study alongside other students and staff who are passionate about your subject area. The academic community, like any other, has its own rules; for example, you will be expected to respect other people's work by properly referencing the ideas of others when you use them in your work. You can read more about these rules on page 14.

The Students' Union (SUBU) promotes and supports equality issues through the following dedicated Executive posts: Mature and Part-time Students Officer, International Officer, and Equal Opportunities Officer. They will be happy to discuss any issues or ideas with you. They can also help put you in touch with student societies and support networks that might be useful for you. SUBU also represents your views at the University's Dignity, Diversity and Equalities Steering Group, which is the main forum to discuss equality issues.





## Assessment

Your programme will be made up of a number of units, each of which will 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. The particular structure and units for your programme are outlined 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.

During your studies you are likely to undertake a variety of activities including lectures, seminars and self-directed or group learning in your Library and Learning Centres at your college. You may also undertake work-based learning in placements, field work 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.

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. If you have an additional learning need which makes it difficult for you to undertake certain forms of assessment, you may apply for an alternative method to be used.

The Assessment Regulations for your programme specify the pass mark, tell you how much work you are permitted to repeat if you fail and explain the arrangements for repeating or resubmitting or resitting. The main 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 normally published at least two months in advance of the main exam period. Deadlines for coursework will be spread across the academic year.

It is your responsibility to make sure you attend exams and submit your coursework by the deadline. If you submit work after the deadline or do not attend an exam, you will be given a mark of 0%. If you think you will be unable to meet a coursework deadline it may be possible to request an extension; however, this is normally only granted where there are some significant personal circumstances (e.g. ill health). All requests for extensions should be discussed with your Programme Leader in advance of your deadline.

If you have submitted your coursework or sat an exam on time but believe that your results may have been affected by your circumstances, you must submit a mitigating circumstances form for consideration by the Assessment Board. We will not normally increase your marks but you may be given another opportunity to be assessed. Examples of mitigating

circumstances are if you have suffered ill-health or have faced serious personal problem during the period of assessment. Going on holiday during term time or missing the bus are not considered valid mitigating circumstances! Please see the Mitigating Circumstances Policy & Procedure for information.

## Grading systems and feedback

### BA/BSc

For undergraduate courses 40% is a pass mark, any mark over 70% is a 'first' – only very few students achieve this. Any mark over 60% is a 2:1 (Upper Second Class) which is considered to be a very good grade.





### FdSc/FdA

For Foundation degree courses, 40% is a pass mark, and any mark over 70% is a 'distinction'. Any mark over 60% is a 'merit' which is considered to be a very good grade.

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 which outline what you can expect and the way feedback should be provided to you. These are available in the Assessment Procedures handbook online: [www.bournemouth.ac.uk/student/rules](http://www.bournemouth.ac.uk/student/rules)

If you have any doubts about your marks and what they mean, make an appointment with your tutor to talk about your concerns.

### Getting your results

At least once a year, the Assessment Board for your programme 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 coursework and exams. 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.

A results list is published (normally on the programme noticeboard) within two weeks of the Assessment Board meeting. If you are required to resubmit any work or resit an exam you will be notified in writing and provided with information about how and when you need to do this. If you fail, you should contact your tutor as soon as possible to discuss any particular issues that you may have.

### Appeals against the Assessment Board

If you believe that the Assessment Board decision is wrong, you have the right to appeal the decision, but only under certain circumstances. You are not allowed to question the academic judgement of examiners. However you do 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 tell us about before the meeting of the Assessment Board (but please refer to the Mitigating Circumstances Code of Practice in respect of your responsibilities).

Appeals should be submitted to the link School's Academic Administration Manager at BU within ten working days of the publication of results. SUBU Advice at BU can provide information about how to submit an appeal, guide you through the process and be present to support you at a hearing if necessary.

### Suspending or withdrawing from your studies

In some circumstances, if you can provide us with evidence of genuine mitigating circumstances, we may allow you to suspend your studies and rejoin your course again later. The University/College is not obliged to offer a suspension of studies to any student. However, we may permit you to do this if you are doing well on your course, but due to unforeseen health or family problems you are unable to continue at that particular time.

If you feel you need to suspend or withdraw from your studies, it is important that you talk to your Programme Leader or Programme Administrator. Any suspension





to your studies needs to be officially agreed and recorded.

If you have completed the taught part of the unit, you will not normally be permitted to suspend your studies during that unit. This is so that things are fair for all students and avoids any student gaining an unfair advantage by suspending their studies prior to major pieces of assessment.

If you plan to suspend or withdraw from your studies, you should check the policy for refunds of tuition fees with your College.

### Plagiarism

“To take and use as one’s own, the thoughts, writings or inventions of another.” (Oxford English Dictionary)

Plagiarism is the most common academic offence committed by university students. Often students plagiarise work by accident because they don’t understand how to reference properly. Unfortunately, you will

be penalised for plagiarism, regardless of whether or not you did it deliberately.

Your College may use software to help to detect 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 books or online resources including websites.

You will receive information about plagiarism and appropriate referencing as part of your induction and during your studies.





## What to expect as a student – your rights and your responsibilities



After you've settled into life at your College, started your studies and made new friends, what is expected of you? And what can you expect from BU?

As you'd imagine, the University has a lot of rules and regulations, and we expect you to read them and abide by the relevant ones. They cover things like academic offences (such as cheating and plagiarism) and the use of University facilities. There are severe penalties (including expulsion from the University) if you do not behave according to the rules, so it is really important that you take some time to read them before you start your course.

A summary of some of the most important Student Regulations is at the back of this handbook in Appendix 1. All the rules and regulations can be found online at: [www.bournemouth.ac.uk/student/rules](http://www.bournemouth.ac.uk/student/rules)

### Drugs

The Police will always inform the University/College of any student who is arrested on drugs-related charges. BU

always takes this very seriously and may take disciplinary action against the student in addition to any legal action.

### What you can expect from us

Your college will support you throughout your studies and will work with BU and the Students' Union to listen to student feedback. We are committed to ensuring the standard and quality of our programmes, services and facilities.

### 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. If you still aren't satisfied, or your complaint relates to a non-academic issue, you can make a formal complaint using the process outlined in the Student Complaints

Procedure at your College. If you remain dissatisfied having exhausted the College Complaints Procedure, you have a right of appeal to BU.

If you have a general query you may find the answer on the Student Portal ([www.bournemouth.ac.uk/currentstudents](http://www.bournemouth.ac.uk/currentstudents)). Alternatively please contact the askBU Students Service team by email [askBUstudents@bournemouth.ac.uk](mailto:askBUstudents@bournemouth.ac.uk), telephone +44 (0)1202 969696 or in person at The Base, Poole House or the ground floor of the Sir Michael Cobham Library, Talbot Campus or The Library, first floor Bournemouth House, Lansdowne Campus (please check the website for opening hours).





### SUBU Advice Centre



SUBU Advice offers free independent advice about appeals and complaints.

They can help you to understand the process, advise you about your rights and attend a hearing with you if you want them to. For more information see [www.subu.org.uk/advice](http://www.subu.org.uk/advice).

### SUBU representation



The core role of a students' union is to ensure the student voice is heard. At BU this is done in three ways. Each year, four students are elected as full-time SUBU officers with the responsibility to represent student opinion to the University and the Union on both campuses and at partner colleges. Alongside the four full-time officers there are also 15 part-time positions on SUBU's Executive Committee. 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 a school and programme level through the student representation system managed by SUBU in partnership with the University.



### Libraries

Your College will provide appropriate academic and learning resources. In addition you will be eligible to apply for External Membership of the Bournemouth University Library. This will allow you to borrow library materials from the University Library free of charge. External membership does not permit access to computer facilities and electronic services, nor the loan of certain categories of material such as multimedia items.

The Sir Michael Cobham Library is on Talbot Campus and on the Lansdowne Campus you will find the Bournemouth House Library.

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

[www.bournemouth.ac.uk/library](http://www.bournemouth.ac.uk/library)

### Support for additional learning needs

If you have a disability, specific learning difference, medical or mental health condition support will be 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.

The additional learning needs staff at your college can also help you to access the Disabled Students' Allowance (DSA) depending on eligibility.

If you are unsure about whether you have an additional learning need or you would like more information about the type of support available, please contact your College.

## Enquiries and advice



### askBU Students Service

askBU Students Service is your one-stop shop for student enquiries. Our friendly, professional and helpful advisers are available to help you with information and advice throughout your time on a Bournemouth University course.

You can contact us by telephone or email: Telephone on +44 (0)1202 969696 and by email: [askBUstudents@bournemouth.ac.uk](mailto:askBUstudents@bournemouth.ac.uk) Website: [www.bournemouth.ac.uk/student/askbu](http://www.bournemouth.ac.uk/student/askbu)

If you are based locally askBU Students Service is located at both University campuses:

**Talbot Campus:** The Base, Poole House, Fern Barrow, Poole BH12 5BB or The Helpzone, The Sir Michael Cobham Library, Fern Barrow, Poole BH12 5BB.

**Lansdowne Campus:** The Library, Bournemouth House, 17-19 Christchurch Road, Bournemouth BH1 3LH

### Counselling Service

Information on counselling and support is available through your College. Please contact your College Administrator or your Programme Leader who will be able to advise you about the support available.

### Multi-Faith Chaplaincy

There are four Chaplains available to all students whether religious or not, they offer a service to all BU students including those on validated programmes at partner colleges.

Support can be accessed via Bill Merrington (01202 965383 or [chaplaincy@bournemouth.ac.uk](mailto:chaplaincy@bournemouth.ac.uk)).

All students (whatever their faith, if any) are welcome to contact the Chaplaincy to:

- Talk to a Chaplain in confidence about personal matters
- Be put in touch with local faith communities and places of worship

- Explore the concept of religious faith and its implications for justice and peace
- Join a group for prayer, study or fellowship. Use our various prayer rooms.
- Ask questions about life issues and the working out of one's own spirituality.

Students based in the Bournemouth area can also access the facilities on the Talbot Campus. In Talbot House we have a spirituality area where students can find a place to reflect, work on computers in a quiet space, have free refreshments and open access to the Chaplains. Additionally, we have a number of Faith Advisors covering all the world religions. Chaplaincy coordinates postgraduate lunches and lectures relating to academic and faith issues.

### SUBU Advice Centre



SUBU Advice offers free independent advice about appeals and complaints. They can help you to understand the process, advise you about your rights and attend a hearing with you if you want them to. For more information see [www.subu.org.uk/advice](http://www.subu.org.uk/advice)

BU has Islamic prayer rooms for Muslim students and a kosher kitchen available for Jewish students to use.

Please see [www.bournemouth.ac.uk/chaplaincy](http://www.bournemouth.ac.uk/chaplaincy) for further details.



## Social and extra-curricular activities



An important way of building networks of friends and having fun is making sure you develop an active social life. Even when you are busy it is very important to take a break from time to time!

### sportBU

Getting involved in sport and exercise is not only good for your health and wellbeing – which in turn will help your studies – but is a great way of meeting people and socialising. sportBU provides a wide range of facilities catering for both recreational, performance and academic requirements.

Our facilities at Talbot Campus include:

- Newly refurbished four court sports hall
- A new state-of-the-art gym with free weights, fixed weights, cardiovascular machines and functional training equipment
- Two aerobics studios
- dedicated spin studio

- Two floodlit 5-a-side 3G football pitches
- New Health Zone treatment rooms
- Injury and rehabilitation services
- Changing rooms with showers.

Nearby we have:

- Dean Park cricket ground
- Two turf football pitches (Wallisdown).

We offer a range of programmes including:

- Group Fitness programmes
- Instructional classes
- Social Sports
- Coach Education.

### Memberships

Our all-inclusive membership offers you unlimited access to the Gym, Group Fitness classes and Social Sports. All activities can also be accessed on a pay-as-you-go basis. So why not come along and get active!

### Visual Arts at BU

The Atrium Art Gallery (opposite the bookshop in Poole House) showcases a diverse programme of quality exhibitions that are educational as well as visual. See the BU Arts Web pages for full details of exhibition listings.

### Volunteering

You can improve your chances of finding work if you can demonstrate that you have been involved in volunteering work in the community. The skills that you learn through community engagement can really enhance your prospects.



SUBU runs the hub website ([www.the-hub-org.uk](http://www.the-hub-org.uk)) which matches you with suitable volunteering opportunities – it's a really easy way to see what kind of volunteering projects you could get involved in and sign up for if you're interested.

Volunteering can give you a chance to meet new people, learn new skills and give something back to the community.

"... it's a great environment to get to know other people and to feel the warmth of teamwork, to accomplish something together that is of great help to others. The reward of a thank you is incredibly satisfying and you do feel good about yourself after helping somebody. It has also helped me to discover new things about myself, it has helped me to grow as a person".  
(A postgraduate student describing his experience of volunteering).

We invite students to get involved and participate in the gallery exhibitions and programme of forthcoming cultural events. We are increasingly looking to have student academic work exhibited around the University and we seek students who have an interest in art to help the curator as volunteers in the Art Gallery. To get involved, or for any further information about Visual Arts at BU, please see: [www.bournemouth.ac.uk/student/art](http://www.bournemouth.ac.uk/student/art) or contact Julie Herring, Curator, tel: +44 (0)1202 961428 e: [jherring@bournemouth.ac.uk](mailto:jherring@bournemouth.ac.uk)





## Clubs and societies



In addition to sportBU, SUBU has over 60 clubs and societies, that you can get involved in. A range of activities are offered including, Floorball, Climbing Club, Tchoukball and Skiing. Alongside the existing clubs you are encouraged to start your own if you wish. For more information on how to get involved visit [www.subu.org.uk/clubsandsocs](http://www.subu.org.uk/clubsandsocs)

### Clubs and Societies

The Student Union at BU (SUBU) supports a variety of very active clubs and societies run by students for students. There are opportunities to get involved in everything from performing arts and photography to rowing, cheerleading and football. If there isn't a club you want to join it's really easy to start your own. Getting involved in a club or society is a great way to meet new people who share a common interest or hobby with you. To find out more information, and for a full list of societies, visit [www.subu.org.uk/clubsandsocs](http://www.subu.org.uk/clubsandsocs)

You can find out about all types of University events on campus on BU's online events calendar: [www.bournemouth.ac.uk/student/events](http://www.bournemouth.ac.uk/student/events)



The Loft bar, Talbot Campus



Dylan's Bar, Talbot Campus

## SUBU outlets

**Dylan's Bar** based in Poole House, Talbot Campus – open weekdays and weekends, with pub food and drink throughout the day and evening, and evening events including Salsa dancing and live music.

**The Loft** – SUBU's second venue on Talbot Campus offers a more relaxed atmosphere and serves Starbucks coffee.

**The Student Shop on campus** – open throughout the day and evening for food and stationery, clothing and magazines, all at student-friendly prices.

SUBU's main attraction, **The Old Fire Station**. Located in Bournemouth near many of the halls of residence, providing a wide range of night-time events, including big name DJs, live comedy acts, and one of the very best student nights in Bournemouth, Lollipop.

All facilities provided by SUBU are leased from the University and permit value-for-money services to be provided to students. Profits made by SUBU are used by SUBU to fund services to students.





## Graduation

Your graduation day may seem a long way off now, but you will be there quicker than you think! BU's Awards Ceremonies and those at your College are a part of the celebration of your achievement and we hope you will be able to attend. You will need to budget for the cost of guest tickets, academic dress and photography.

BU Awards Ceremonies are held in November each year at the Bournemouth International Centre.

Students at some Colleges will not attend the BU ceremony, but the ceremony hosted by their own College. Arrangements for

all Partner students can be found in the dates and venue section of our Award Ceremonies website.

Please note that if you are required to repeat work or are granted an extension this may impact on the date on which you are eligible to graduate.

We will not issue your certificate before your ceremony. However, you can use your transcript as proof of your qualification for employers.

If you attend the BU Awards Ceremonies we publish the names and awards of all graduates in the Awards Ceremony booklet, on the website and in the local press. If you

do not wish your name to appear, you must contact Student Administration to inform us.

The University will print the name we have recorded for you on your degree certificate, so it's important that you tell us in advance of any spelling or other changes. After we have printed the certificate we will not be able to change it for you.

The graduation web pages have more information about Awards Ceremonies: [www.bournemouth.ac.uk/student/graduation](http://www.bournemouth.ac.uk/student/graduation).

## The Alumni Association

Stay in touch and involved after you graduate! You're entitled to membership of the Alumni Association, which exists to keep former students in touch with the University and with each other.

We'll keep you up-to-date with news, event invitations and opportunities through our annual magazine, blog and regular e-mails. You can also take advantage of exclusive benefits and offers, such as big discounts on further study.

If you'd like to stay a bit more closely involved, there are also opportunities to take part in all sorts of activities, from being featured in our publicity to helping the next generation of students through our mentoring scheme.

You can update your contact details with us anytime or find out more about the Alumni Association at [www.bournemouth.ac.uk/alumni](http://www.bournemouth.ac.uk/alumni)



## Data Protection Statement



The University collects and processes information about you for various teaching, research, administrative and management purposes, including health, safety and welfare. Those purposes are registered with the Information Commissioner under our data protection registration. The University gives you the chance to opt out of various categories of processing when you register but you should consider carefully the potential impact on you of doing so.

The University will hold your personal information securely, both in hard copy format and electronically, and under the requirements of the Data Protection Act 1998 (DPA).

Subject to the DPA, you have the right to ask for a copy of the information the University holds about you.

The University may share your information with third parties where obliged or allowed to do so by law (for example, for statutory returns, to work with partner colleges, or to enable online services to you).





# Synopsis of Policies, 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 [www.bournemouth.ac.uk/student/rules](http://www.bournemouth.ac.uk/student/rules) or on request from [askBUstudents@bournemouth.ac.uk](mailto:askBUstudents@bournemouth.ac.uk).

For convenience a synopsis of some of the Student Regulations is 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.

## Academic Appeals Policies and 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.

## 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.

## Mitigating Circumstances Policy & Procedure

This informs you how the University considers circumstances such as ill health that may affect/have affected your academic performance and how you request an assignment extension/ exam postponement and/or ask for consideration of your circumstances at an Assessment Board. Circumstances that are not raised in accordance with the Policy & Procedure will not normally be taken into account even in the event of an appeal.

## 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.

## Library Rules and Library Service Statement

Students are entitled to apply to be External 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.

## Student Assessment Handbook

This booklet provides information about University processes and regulations and students' responsibilities in respect of assessment. <http://studentportal.bournemouth.ac.uk/learning/exams/procedures-equipment.html>

## Student Complaints Policy & Procedure

Any student who is dissatisfied with a programme, service or facility provided by their College may make a complaint as outlined in the College Student Complaints Procedure.

If the student remains dissatisfied having exhausted the Partner College Complaints procedure, they have a right of appeal to BU.

## Student Disciplinary Policy

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

## University Rules

All students using the services or facilities provided by Bournemouth 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.



**BU** Bournemouth  
University



## Useful Contacts



### BU contacts:

#### askBU Students Service

Website: [www.bournemouth.ac.uk/student/askbu](http://www.bournemouth.ac.uk/student/askbu)

Telephone: + 44 (0)1202 969696

Fax: + 44 (0)1202 961623

Email: [askbustudents@bournemouth.ac.uk](mailto:askbustudents@bournemouth.ac.uk)

#### Emergencies

Fire, Police, Ambulance and Bomb Threats  
(any time, day or night)

- From outside the University: telephone 999

#### Medical Centre

##### During term-time:

Telephone: + 44 (0)1202 965378

##### Outside term-time:

Telephone: + 44 (0)8444 772416

24 hour emergency number:

+44 (0)1202 966792

More information available at [www.bournemouth.ac.uk/student/medical](http://www.bournemouth.ac.uk/student/medical)

#### Multifaith Chaplaincy, Centre for Spirituality, Belief and Religion

Telephone: +44 (0)1202 965383

Email: [chaplaincy@bournemouth.ac.uk](mailto:chaplaincy@bournemouth.ac.uk)

#### Nursery

Telephone: + 44 (0)1202 965576

Email: [talbotwoods@brighthorizons.com](mailto:talbotwoods@brighthorizons.com)

#### sportBU

Telephone: +44 (0)1202 965012

#### Students' Union at BU (SUBU)

Telephone: +44 (0)1202 965765

#### SUBU Advice

Telephone: + 44 (0)1202

965779/965764/965778

Fax: + 44 (0)1202 535990

Email: [studentadvice@bournemouth.ac.uk](mailto:studentadvice@bournemouth.ac.uk)



## Glossary

### Academic year

September - June (official University study year including three terms and vacations).

### Academic transcripts

A detailed summary of your academic results.

### 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.

### Bachelor's degree

Undergraduate degree or first degree.

### Credits (Bachelor's degree)

Undergraduate programmes normally comprise 120 credits per level and 360 credits for an Honours degree.

### Credit/debit card mandate

A piece of paper which you fill in with your credit/debit card details which gives us instructions to take money from your account.

### Dean

The person responsible for the overall management of the academic schools at Bournemouth University.

### Enrolment

When you officially become registered as a student at your College.

### Foundation degree

Foundation degrees have a minimum of 120 credits per level and a minimum of 240 credits for an award.

### Credits (Foundation degree)

A Foundation degree will normally be awarded to a student who has been credited with at least 120 credits at Level C and 120 credits at Level I.

### Intended learning outcomes (ILOs)

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 Master's 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.

## Mitigating circumstances

Special reasons that need to be taken into consideration when marking your assignments or when considering your academic progress. For example, if you are seriously ill and therefore you can't hand in an assignment on time, you will need to report your mitigating circumstances in order to request an extension.

## NUS

National Union of Students.

## Programme

Your course of study.

## Peer

A person who has equal standing as others in class, rank, or age. In this case, your peers are fellow students.

## Postgraduate degree

A Master's degree.

## Programme (or College) Administrator

The person who will be responsible for the administration of your course.

## Programme Leader

The academic who leads a programme.

## Programme Team

The tutors and administrators who teach and administer a programme.

## Seminar

Comprising a smaller group of students than a lecture, seminars allow the opportunity for greater interaction and participation between students and their tutors.

## School

Academic department or faculty at BU.

## Students' Union (SUBU) at Bournemouth University

The organisation that is responsible for representing and supporting (academically and socially) students during their studies. SUBU is independent from the University.

## Unconditional offer

Offer of a place at University or College with no conditions attached.

## Undergraduate degree

Bachelor's degree or first degree.

## 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 .

## Vice-Chancellor

The most senior member of University staff.

This handbook has been sent to you as a new student on one of the following BU validated courses at Partner Colleges in the 2012/13 academic year.

**Regional partners**

**Bournemouth and Poole College**

- FdA Business & Management
- FdSc 3D Computer Generated Imagery: Modelling & Animation
- FdSc Computer Games Technology
- FdSc Music and Sound Technology
- FdA Professional Culinary Arts
- FdA Tourism & Events Management
- FdA Tourism & Hospitality Management
- FdA Tourism Management

**Bridgwater College**

- BSc Applied Computing (Top-up)
- FdSc Creative Audio Technology
- FdA Media Practice

**Weymouth College**

- FdSc Forensic Science

**Yeovil College**

- FdA Business & Management
- FdA Business & Management (part time)
- FdSc Computing & Internet Technology
- FdSc Computing & Internet Technology (part time)

At the time of going to print, the above courses were subject to final approval.

Notes

Dotted lines for notes.