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www.bournemouth.ac.uk/social

PARTNER COLLEGE STUDENT HANDBOOK – FRANCHISED PROGRAMMES

Alternative formats available from 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 franchised course at one of our Partner Colleges. BU has links with a range of partners, including: The Bournemouth & Poole College, Bridgwater College, Kingston Maurward College, The BRIT School, University Centre Yeovil at Yeovil College, Weymouth College and Wiltshire College Salisbury.

As a student on a BU franchised 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 BU franchised course, you will be enrolled as a BU student and will therefore be able to access a whole range of resources and facilities available to BU students. Some of our partners are based locally to BU and therefore students can access BU campus based facilities easily, whilst others are based further afield, but will be able to access the excellent electronic resources available.

As a student on a franchised course you will be entitled to:

- A BU student ID card giving you access to most BU facilities
- Students' Union at BU (SUBU) membership
- Membership of the Bournemouth University Library, including access to electronic learning resources
- Access to myBU
- Access to BU IT facilities
- Access to sportBU
- Eligible for BU financial support



- BU Placements and Careers Advice
- 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 51 which explains any words or phrases that you might not understand.

We hope that you will enjoy your course and make use of some of the BU resources available to you.

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.

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At BU, we are 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

We also have links with Partner Colleges

These include: The Bournemouth & Poole College, Bridgwater College, The

Brit School, 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





Community involvement – be part of something!

Being a student is about so much more than just you and your studies. Your time as a BU student 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 24.

To find out more about developing a global perspective and opportunities to engage, visit the Centre for Global Perspectives website at www.bournemouth.ac.uk/globalperspectives

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.



What you need to do next!

Use this checklist to make sure you are ready to start your studies

Before you arrive

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

Things to do	Check
Confirm your place on your course. Tell us when you have met the conditions of your offer and confirm your results to us if necessary	
Read the letter you receive with your welcome pack and check other correspondence that has been sent to you throughout your application process. These will contain important information about your arrival, and any special equipment you need	
Online registration. You will be contacted with your username, password and link to the online registration web pages. Online registration includes paying your fee (or telling us who will be paying your fee). You must complete the online registration process before you can enrol on your course. If you experience any problems with this, contact askBU Students Service.	
You should make arrangements for paying your fees (see page 18 for more information)	
Apply for scholarships or bursaries that you are eligible for (see page 19 for more details)	
Organise your accommodation and ensure you have signed the contract and returned it with your deposit by the required date	
Organise to bring any medicines that you may need for the first month	
Think about how you are going to travel to college	
Read this Handbook!	

After you arrive:

Enrolment. Attend your enrolment session. Your College will contact you in advance to tell you where and when this is. If you don't know, contact your College. You will need to bring:

- Your educational certificates (originals only please)
- Evidence that you meet any other condition of entry for your programme
- Your passport
- Any additional items you may need will be advised by your College.

It's really important that you bring all the relevant documents with you because you won't be able to enrol without them.

At your enrolment session, you will be provided 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
- Your BU ID card (which is also your BU Library and SUBU Membership card)
- Your Council Tax Exemption Certificate.

Student Loan. You won't receive your Student Loan until 3-5 days after you've enrolled on your course, so it's important that you complete the online registration AND enrolment. We also suggest that you make sure you have enough money to last the first week or so until your Student Loan has cleared.

That's it! You're a fully enrolled student and ready to start your studies





Freshers

To help you adapt to life at your College you will have the opportunity to be involved in a range of both social and academic activities at the start of term. Your College and SUBU work together to create a fantastic programme for you. Some of it is serious, lots of it is fun but all of it is important to ensure

that you have all the information that you need – and most importantly, to be happy on your course!

Your College will contact you during the summer with more information about all these activities.



Accommodation

I've confirmed I'm coming. Where am I going to live?

If you are moving away from home or to a new area, please arrange your accommodation through your College before you arrive.

You should also consider the following:

- **TV Licence**
If you intend to bring your television make sure you buy a TV Licence. Information about obtaining a TV Licence can be found at www.tvlicencing.co.uk
- **Insurance**
Ensure you have insurance cover for your personal possessions, especially valuable such as your laptop and camera.

Location

It is important that you consider the location of your accommodation in relation to your place of study. Some accommodation may be within walking distance; in other cases you may wish to buy a bike or take a bus. In order to help you choose your accommodation you should find its location on www.multimap.com (type the postcode in the search box).

Transport and parking

Details of transport and parking arrangements will be available on your College website.

Getting started with your studies...

The process of online registration, fee payment and enrolment:

- 1 Meet the conditions of your offer and confirm your results to us if necessary.
- 2 We send you your BU welcome letter in mid-August.
- 3 Your college will send you information telling you where and when your enrolment session will take place and any other important information about your course.
- 4 You follow the instructions in your welcome letter about completing online registration (your username and password are included in your welcome letter).
- 5 When you register online you will provide your personal details and pay your fees (or tell us who is paying them on your behalf).
- 6 Attend your enrolment session. You will need to take:
 - Your educational certificates (originals only please)
 - Evidence that you meet any other condition of entry for your programme
 - Your passport (and visa if you are a non-EEA student)
 It's really important that you bring all the relevant documents with you because we can't enrol you without them.
- 7 At your enrolment session, your 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
 - Your BU ID Card. You should always carry this with you when you are on BU or BU SUBU premises. You may be asked to show it at any time
 - Your Council Tax Exemption Certificate.
- 8 That's it! You're a fully enrolled student and ready to start your studies!

*If you lose your BU ID Card or your Council Tax Exemption Certificate you should contact your College administrator or askBU Students Service, who will be able to provide you with a replacement for an administrative fee.

Getting started with your studies...



Timetables

The timetable for your course should be available to you before your course starts.

Reading lists

The reading list for your course is included in your Programme Handbook, which you will receive at enrolment. You don't need to buy all the books on your reading list. You will be able to borrow them from the library or access them online.



Fees and how to pay them

You remain ultimately liable for your tuition fees, regardless of whether or not someone else is paying for them. 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.

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 do not 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 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 can be found at www.bournemouth.ac.uk/student/financial-rules

For full details of tuition fees, how to pay and funding opportunities, please visit www.bournemouth.ac.uk/funding

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 £21,000 in January 2012). Interest is charged on Student Fee Loans which will vary according to how much you earn after study. We recommend that you visit

the Direct.Gov website for up to date information on interest charged:
www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance

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 £3,250 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.

Scholarships and Bursaries

BU offers a range of Bursaries and Scholarships. Information and eligibility regarding Bursaries and Scholarships (including appropriate deadline dates) can be found on the website at www.bournemouth.ac.uk/funding.

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.

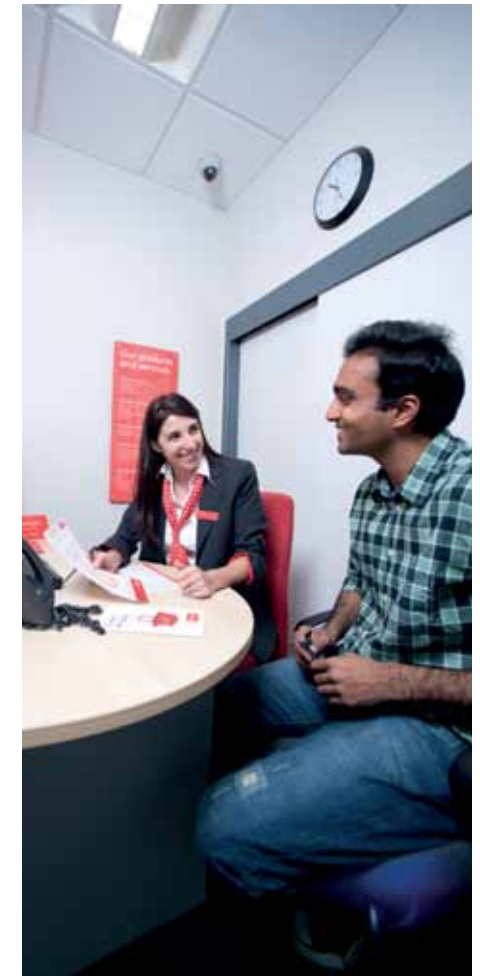
Disabled Students' Allowance (DSA)

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. The DSA can be used to cover the cost of assistive technology equipment, specified resources, specialist tutorial support or other support workers. Additional Learning Support at your College may be able to help you to apply for the DSA.

How much money can you expect to spend on study and living expenses?

You will need to have enough money to cover your tuition fees and your living expenses. How much money you spend will depend on your personal lifestyle.

As an overall guideline, in addition to your tuition fees, you should allow approximately £8,000 for yourself each calendar year (12 months), plus at least an extra £3,500 for a spouse/older child and £2,000 for each young child.



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 or contact askBU Students Service or SUBU Advice.

some programmes will have exams at other times during the year. 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.



Learning, assessment and results



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 laboratory work self-directed or group learning in your library and learning centres. 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. If you would like to improve 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. 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 (see page 33 for details).

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



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 undergraduate courses 40% is a pass mark, 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

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 and/or on myBU) 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 your link School's Academic Administration Manager at BU within ten working days of the publication of results. SUBU Advice 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. For example, if you suspended your studies at the end of Stage 1, having completed those units, you could rejoin at the beginning of Stage 2 the following year. The University 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.



- 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 if you need to
- Turn your phone off or to 'silent' to ensure that you are not interrupted by phone calls during your study times
- Don't forget that everyone needs relaxation time! Remember to schedule this into your plans. Life at College/University isn't all work and no play after all.



You will receive information about plagiarism and appropriate referencing as part of your induction and during your studies. Other useful resources are the online plagiarism course and the guides on referencing available via the Academic Skills community on myBU.

Managing your time

Time management is something that many students find difficult. When you're studying at university level in the UK, you will be expected to do a lot of independent study. This means that you will need to learn to manage your time well. It may be even more challenging if you have childcare commitments or if you haven't been studying for several years.

There isn't just one solution for time management. What can work extremely well for one person may not be so effective for others. You need to find out what works best for you in your situation.

Study tips

- Always plan ahead – this way you are more likely to achieve your goals and complete your 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

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 which is available online at www.bournemouth.ac.uk/student/financial-rules

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.



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), the use of University facilities and your behaviour (both on campus and in the local community where you live). 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

Drugs

The Police will always inform the University of any student who is arrested on drugs-related charges. BU always takes this very seriously and will take disciplinary action against the student in addition to any legal action.

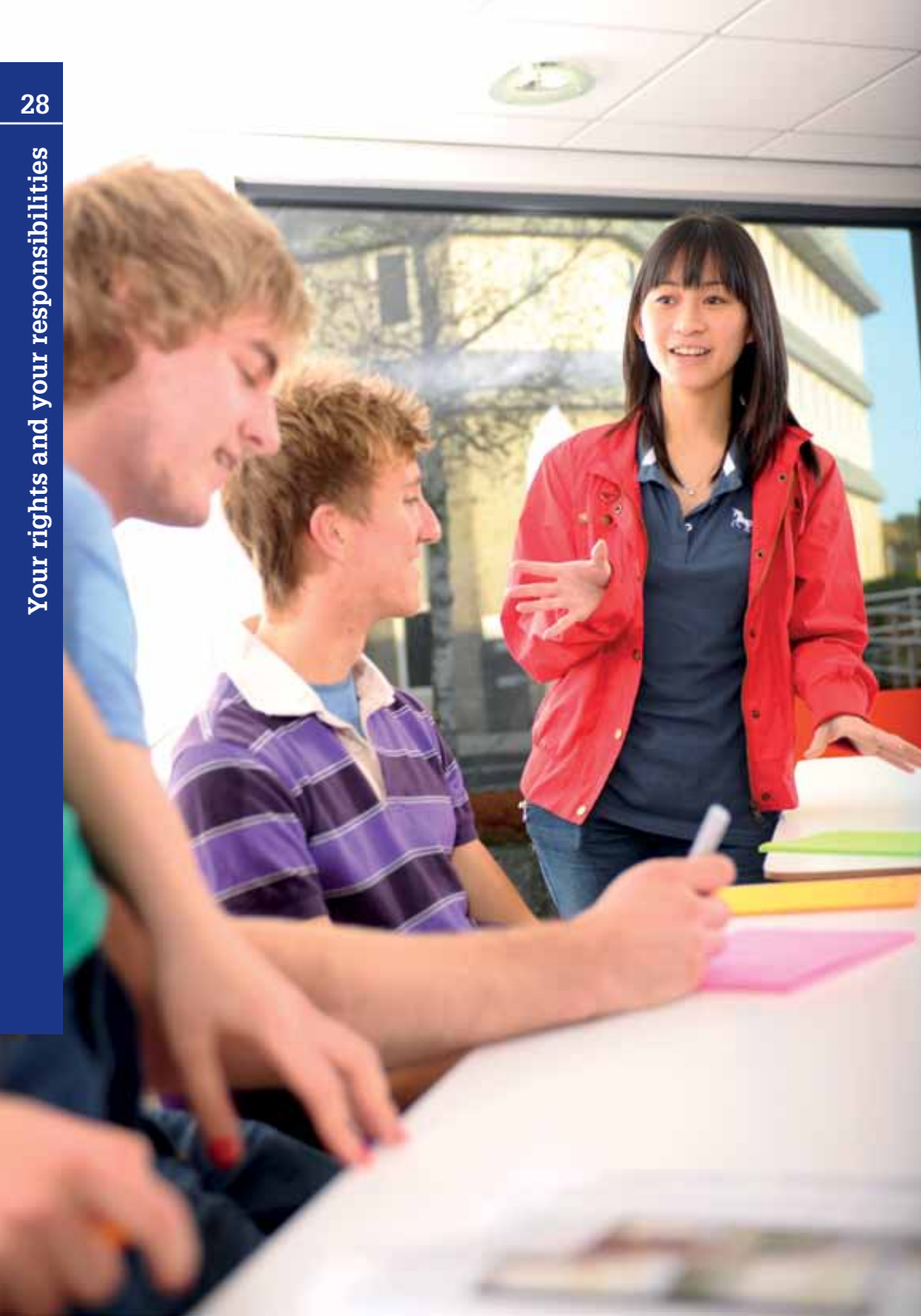
What you can expect from us

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. In order to understand more about your learning experience we ask you to complete the annual Student Experience Survey to help us improve what we offer, how we communicate with you and what else you would like from us.

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 SUBU Representation Team. 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 partner Complaints Procedure, you have a right of appeal to BU.





How you should communicate with us

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

You should be aware that BU uses software to identify potential 'spam' from incoming emails, and if you email us from outside the University, we cannot guarantee that your email will reach us. To be sure that your message has got through you are advised to use your University email account for sending messages to the University and its staff.

If you have a general query you may find the answer on the Student Portal (www.bournemouth.ac.uk/currentstudents). Alternatively please contact the askBU Students Service team by email 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).

How we will communicate with you

We will communicate information about your programme and the University to you in a variety of ways. We will email your University email account from time to time so you should check this regularly. Sometimes we might write to you at the latest address that we hold for you (or to your home address during vacations or the holidays).

It is essential that we have the most up-to-date contact details for you. You can update your details on the Student Portal; please contact askBU Students Service or your College Administrator if you have any problems.

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.

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 any student can run or one of the 15 part-time positions to sit on SUBU's Executive Committee and 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 a school and programme level through the student representation system managed by SUBU in partnership with the University. Any student can nominate themselves to be a student rep and work with SUBU to ensure the student experience is what it should be.



Academic facilities and study support



Libraries

Your College will provide appropriate academic and learning resources. In addition the University will provide access (via the standard BU student login) to its electronic learning resources, myBU and BU open access IT facilities and (via your BU student ID cards) to the BU library.

The Sir Michael Cobham Library is on Talbot Campus and on the Lansdowne Campus you will find the Executive Business Centre Library i-Floor and Bournemouth House Library. Subject Librarians provide advice on information resources for assignments, dissertations and research as well as guidance on referencing and avoiding plagiarism. The Library tab and Academic

Skills tab in myBU provide help and guidance on library and study skills related topics that you can access online.

As part of your course induction you will normally receive a Library introduction to find out how to use the BU Library, and in particular how to access the 85,000 e-journals and report series, and 90,000 e-books available to you anywhere, anytime.

All the BU Libraries have Wi-Fi and you will also find a variety of study spaces, from silent study to group rooms, techno booths and social learning spaces.

www.bournemouth.ac.uk/library

Bournemouth University Information Technology (IT) support and facilities

Bournemouth University have Open Access Centres on both Talbot and Lansdowne campuses which provide access to computers and printers 24 hours, 7 days a week. Most learning and teaching areas and key BU buildings have Wi-Fi.

Bournemouth University IT telephone support is available to students 24 hours, 7 days a week by calling +44 (0)1202 965515 or alternatively you can log your request or fault online at <http://servicedesk.bournemouth.ac.uk>. In addition, Library and askBU staff are able to help with basic IT queries. For details about workshops, help sheets and other services, please visit the IT Services homepage at www.bournemouth.ac.uk/student/it

myBU

myBU is the University Virtual Learning Environment which you can access anytime, anywhere, by using your University username and password.

The Library tab on myBU provides access to our chat enquiry service, catalogue, help sheets and the e-resources. The Academic Skills Community contains materials designed to help you improve your study skills. You can telephone +44 (0)1202 965959 or chat to us online for help and advice during normal working hours or use the resources in myBU at any time.

The Language Centre

The Language Centre is located on the first floor of The Sir Michael Cobham Library on Talbot Campus holds a wide range of learning materials for students who want to learn a new foreign language or improve their existing foreign language skills. The Language Adviser, whose office is just opposite the Centre, will be pleased to help you select the most appropriate materials or show you how to use the facilities. There is a community on myBU called Languages@BU which contains resources and information for foreign language learning. In order to register, please go to the Languages@BU community on myBU and download the application form by selecting information and registration tab.



Peer Assisted Learning (PAL)

Some undergraduate programmes at Partners offer students the opportunity to take part in Peer Assisted Learning (PAL) sessions. These are group sessions where first year students meet with more experienced students (usually the Year 2 students on the same programme) to learn more about study techniques and approaches relevant to that programme. Students tell us that this helps them adjust more quickly to University life.

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.

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.



Sometimes you may have issues you wish to discuss with somebody in private. You may feel homesick or stressed; you may have a question about money, health or relationships; you may just want to chat. The support services listed below are here to help you.

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 as a Bournemouth University student. We are able to help with a wide variety of enquiries relating to non-academic issues. For example you can come to see us to:

- Get a letter to confirm that you are a student (for example, if you need to open a bank account)
- Get a replacement ID card or Council Tax exemption certificate
- Reset your BU computer password or unlock your BU IT account

- Find out how to submit appeals, mitigating circumstances and complaints.

The Student Financial Support Team is integral to the askBU Students Service. They can provide information and advice on financial queries about bursaries and scholarships.

askBU Students Service is located at both 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 Telephone on +44 (0)1202 969696 and by email: askBUstudents@bournemouth.ac.uk Website: www.bournemouth.ac.uk/student/askbu

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 franchised programmes at partner colleges.

Support can be accessed via Bill Merrington (01202 965383 or 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.

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 for further details.





A volunteer painting a mural on a Make a Difference (MAD) day

The BU Student Development Award

The BU Student Development Award holds the key to unlocking your true potential and ensuring that you can stand out from the crowd when speaking to employers. At the heart of the Student Development Award is our desire to do everything in our power to improve your employability. Alongside attending dedicated award workshops, you will need to actively engage in extracurricular activities and complete an e-portfolio at BU.

To find out more visit www.bournemouth.ac.uk/student/award or email busda@bournemouth.ac.uk

Placements and Careers

Your time as a BU student is designed to develop you as a highly employable graduate. The Placements and Careers Service is here to help you find the job you want and to help you develop the skills you'll need to manage a successful and enjoyable career.

We encourage you to make a Career Plan as soon as you start your BU course and to work on developing your employability

from day one. The service will help you along the way so you are able to find the job opportunities open to you, both for placements and for your eventual graduate employment. We support undergraduate and postgraduate students in their job search and in making effective applications, by providing guidance on CVs, portfolios and interview processes.

We have excellent relationships with a wide range of employers many of whom give priority in their recruitment to students from BU courses, both with placements and graduate employment. Getting a good placement is your first step towards starting a successful career!

Our service is affiliated to the Association of Graduate Careers Advisory Services (AGCAS) which ensures that we offer a high standard of guidance. You can access a wide range of career-related information, including DVD and computer-based applications, particularly for self assessment exercises.

For further information, please see <http://studentportal.bournemouth.ac.uk/career>

Study and 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: 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 some funding to help towards your living costs. BU participates in EU funding schemes, such as Erasmus, which promote student mobility throughout Europe.

All students are encouraged to apply for funding through the BU Global Citizen Competitive 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 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/student/study-abroad and www.bournemouth.ac.uk/student/work-abroad. Queries can also be emailed to studyabroad@bournemouth.ac.uk

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) 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).

Working part-time

Many students choose to work part-time throughout their studies. As well as the obvious financial benefits, a part-time job can help you to develop skills which will help you to improve your employability.

You can find information about available part-time work at the Job Shop in The Edge (near the Sir Michael Cobham Library on the BU Talbot Campus) 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.

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.

For students based in the Bournemouth area, 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
- Intramural Sports
- 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!

Varsity Sport

sportBU competes in the British Universities and Colleges Sport (BUCS) Championships in a number of sports and were ranked a creditable 30th out of 145 in the BUCS 2010/11 season.

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



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

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

We hold trials for University sports teams, where athletes are selected to join the squads.

Sport Scholarships

sportBU has two support programmes for elite athletes:

- **BU Sport Scholarships:**
Up to £1,000 available
- **EXCEL Scholarships:**
Provision of in-kind services

For more detailed information about sportBU, please visit our website: www.bournemouth.ac.uk/sportBU or contact sportBU reception: +44 (0)1202 965012

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.



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 or contact Julie Herring, Curator, tel: +44 (0)1202 961428 e: jherring@bournemouth.ac.uk

Music Centre at BU

Whether you are a singer or instrumentalist; whether you prefer classical or popular styles; whether you like to listen or participate, we have outstanding musical opportunities to offer you.

BU Music offers students, staff and members of the local community the opportunity to participate in a wide variety of ensembles. All clubs and societies meet during term time at The Student Hall Talbot House; the majority do not require auditions and yearly memberships are free for BU students.

Our activities include:

- BU Orchestra
- BU Choir
- BU Big Band
- BU Chamber Choir
- BU Contemporary Choir
- BU Chamber Music Groups
- Popular Music Groups
- Individual Music Tuition
- Rehearsal Rooms equipped with pianos, drum kits & Amps



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 – 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 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. The University is happy to confirm your dates of study and award to an employer on your behalf, providing we have your written permission.

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.

If you owe fees, fines or any other monies to the University, you will not be permitted to receive your certificate. 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.

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



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). Please note the University will send some of the student

information it holds to HESA (the Higher Education Statistics Agency). The DPA also applies to HESA. Your contact details do not form part of the HESA student record.

HESA collects, and is responsible for, the database in which it stores your HESA student record. HESA uses this information in its own right, for example to publish statistics about students in higher education. HESA also processes information held in the database for other organisations.

Sensitive personal data

If you give the University information about disability, ethnicity, sexual orientation, gender reassignment, pregnancy/maternity or religion this will be included in the HESA Student Record. This will be to help check equality of opportunity and remove unlawful discrimination in accordance with the Equality Act 2010. HESA will not use these data fields in any way that could be used to identify you.

For further information about the purposes for which HESA may use your data please

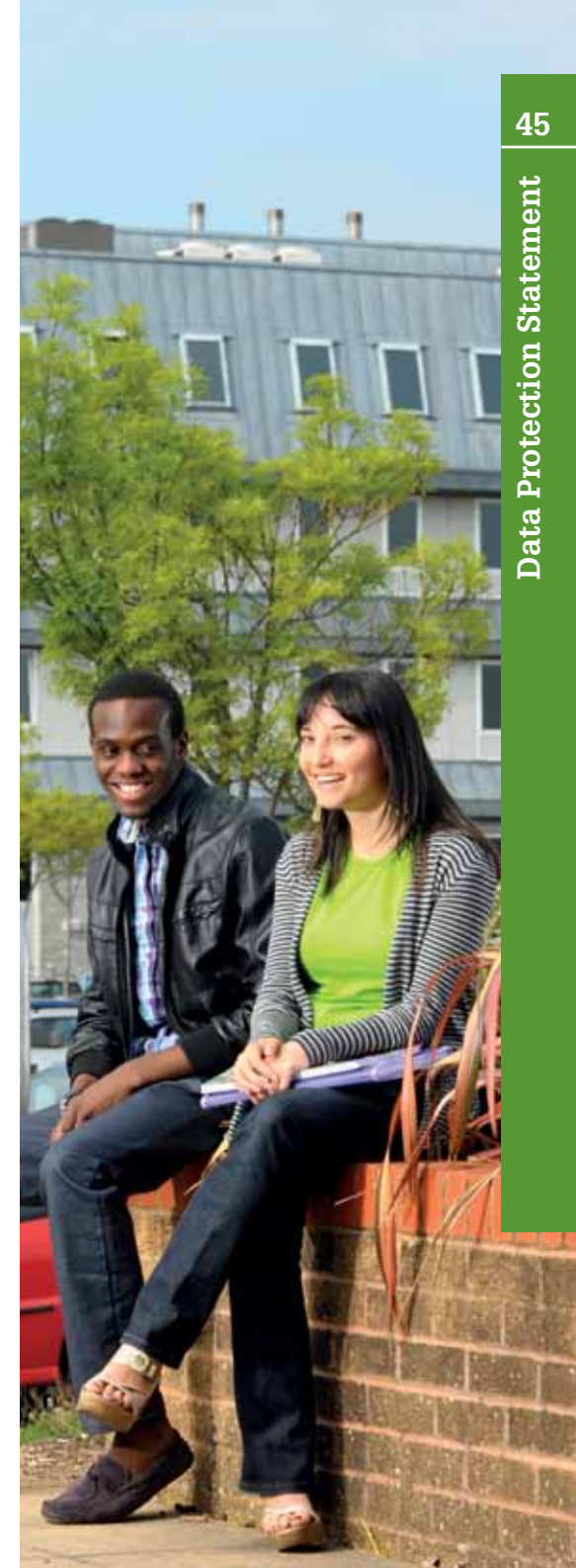
see the HESA website at www.hesa.ac.uk/collection-notice.

National Student Survey and Leaver Surveys

The University may pass your contact details to survey contractors to carry out the National Student Survey (www.thestudentsurvey.com) and surveys of student finances for the organisations identified by HESA at the HESA site listed above.

About six months after you graduate, we will contact you to ask you to fill in the HESA 'Destinations of Leavers from HE' questionnaire. You may also be included in a second survey of leavers a few years after you graduate.

We will pass your contact details to the relevant survey organisation. We will not give your contact details to HESA. The survey organisation will use your details only for that purpose, and will then delete them.





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.

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.

www.bournemouth.ac.uk/student/rules

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.

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.

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 or on request from 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. 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 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.

See also:

- Citing References
- Copyright Compliance.

Accommodation

All students living in Bournemouth 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.

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

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.

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.

Student Parking – BU Campus

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

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.



Useful Contacts



BU contacts:

Accommodation Service

Telephone: + 44 (0)1202 961671

Fax: + 44 (0)1202 965025

Email: askBUhome@bournemouth.ac.uk

askBU Students Service

Website: www.bournemouth.ac.uk/student/askbu

Telephone: + 44 (0)1202 969696

Fax: + 44 (0)1202 961623

Email: askbustudents@bournemouth.ac.uk

Emergencies

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

▪ From outside the University: telephone 999

International Student Exchange Co-ordinator (for exchange students)

Telephone: + 44 (0)1202 965824

Email: studyabroad@bournemouth.ac.uk

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

Multifaith Chaplaincy, Centre for Spirituality, Belief and Religion

Telephone: +44 (0)1202 965383

Email: chaplaincy@bournemouth.ac.uk**Nursery**

Telephone: + 44 (0)1202 965576

Email: 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

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 (see below right). 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

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 BU student.

Foundation Degree

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

Credits

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.

myBU

The University's Virtual Learning Environment which provides access to a range of learning resources.

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 Masters 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 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 franchised courses at Partner Colleges in the 2012/13 academic year:

The Bournemouth and Poole College

FdA	Finance & Law
FdA	Public Services
BSc	3D Computer Generated Imagery: Architectural Visualisation (Top-up)
BSc	3D Computer Generated Imagery: Modelling and Animation (Top-up)
FdSc	Business Computing
FdSc	Computing with Networking
FdA	Creative Multimedia Design
FdA	Marketing Communications
FdA	Performing Arts Contemporary Theatre Performance
FdA	Performing Arts Dance
FdA	Performing Arts Music Theatre
FdA	Popular Music
FdA	Radio Production
HNC	Electronics & Computer Technology (Part-time)
FdSc	Electronics & Computer Technology (Part-time)
HNC	Electrical Technology (Part-time)
FdSc	Electrical Technology (Part-time)
FdA	Early Years (Part-time)
HNC	Engineering (Manufacturing Management) (Part-time)
FdSc	Engineering (Manufacturing Management) (Part-time)
HNC	Engineering (Mechanical Design) (Part-time)
FdSc	Engineering (Mechanical Design) (Part-time)

Bridgwater College

FdSc	Applied Animal Management
BSc	Applied Animal Management (Top-up)
BA	Early Years (Top Up)
BSc	Landscape Design (Top Up)

Kingston Maurward College

BSc	Animal Behaviour & Welfare (Top-Up)
FdSc	Marine Ecology & Conservation
FdA	Outdoor Adventure Management
FdSc	Tourism & Park Management (Part-time)

Weymouth College

FdSc	Applied Architectural Stonework & Conservation
FdA	Public Services
FdA	Commercial Video with Multimedia (formerly Video Production)
FdA	Early Years (Part-time)

Wiltshire College Salisbury

BA	Film Production & Cinematography
BA	Photography

Yeovil College

FdSc	Sports Development & Coaching
FdA	Early Years (Part-time)

The BRIT School

FdA	Digital Media Practice
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Notes