



**Bournemouth  
University**

## Some important information about BU

### University Rules and Regulations

In this leaflet you will find some information about the facilities and support available at BU and a synopsis of some of the regulations that you need to be particularly aware of as they may affect your registration as a student at BU. Please remember that when you accept an offer of a place at Bournemouth University you agree to abide by all the rules, regulations, policies and procedures in force during your studies so ensure that you are aware of these before accepting our offer. Further information about facilities and support and full copies of all rules and regulations are available on our website at [www.bournemouth.ac.uk/studentportal](http://www.bournemouth.ac.uk/studentportal). You can also contact the askBU Students Service team.

### askBU Students Service

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

askBU Students Service is the 'one-stop' information and enquiry service for BU students. If you have any questions about any aspect of BU or its facilities or services you can consult our virtual advisor at [www.bournemouth.ac.uk/student/askbu](http://www.bournemouth.ac.uk/student/askbu) or contact the askBU Students Service team in person at The Base on Talbot Campus or Bournemouth House on Lansdowne Campus. You can also email the team on [askBUstudents@bournemouth.ac.uk](mailto:askBUstudents@bournemouth.ac.uk) or telephone them on +44 (0)1202 969696.

### Accommodation

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

A variety of accommodation is available for BU students. This includes university owned and managed halls of residence, privately owned and managed halls of residence, privately owned accommodation managed by the University's Unilet scheme, and accommodation available through the University's Studentpad pages.

We are able to offer most first year undergraduate students commencing their studies in September a place to live in University allocated accommodation (including Unilet) and are also happy to assist students with finding privately owned and managed accommodation. Postgraduate students applying for University accommodation will be guaranteed a place in University-managed accommodation providing applications are received by the published deadlines.

As there is a high demand for accommodation, it is important that you get your application in as early as possible. However applications for University managed accommodation can only be accepted once you have an unconditional offer.

Students on NHS-funded programmes may be eligible for NHS-managed accommodation but this is not allocated by the University and there is limited availability.

All students living in University managed accommodation are required to abide by their Terms and Conditions (Licence to Occupy) whilst those in privately managed accommodation will need to abide by the terms and conditions of the appropriate management company. Failure to do so (eg. by defaulting on payment) may lead to eviction and/or action being taken under the University's Disciplinary Procedures.

### Student Services, Additional Learning Support

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

We can only consider any relevant adjustments for an additional learning need or disability that you may have (such as a sensory impairment, specific learning difficulty, medical or mental health condition, developmental disorder or mobility issue) if we are aware of your circumstances. For this reason it is essential that you contact Student Services, Additional Learning Support at the earliest possible opportunity to discuss any adjustments that may be made, and to help you to apply for Disabled Students Allowance (if applicable) in good time before you commence your studies.

Although declaring a disability will not affect our offer, you do need to be fully aware of the range and extent of support that the University is able to offer before deciding whether or not BU is right for you.

You can contact the Additional Learning Support team by telephone +44 (0)1202 965663 or email [alnge@bournemouth.ac.uk](mailto:alnge@bournemouth.ac.uk)

### Fees, Bursaries and Scholarships

Applicants - [www.bournemouth.ac.uk/futurestudents/funding](http://www.bournemouth.ac.uk/futurestudents/funding)

Current Students – <http://studentportal.bournemouth.ac.uk/help/finance-support>

BU provides a number of Bursaries and Scholarships to eligible students, full details of which are available on our web. Our student financial support advisors can be contacted via the askBU Students Service.

The tuition fee for your programme covers all mandatory aspects of your programme. However there may be additional costs for equipment, materials and non-compulsory activities. Please consult the Fee Sheet enclosed with your offer letter for further information.

The Directgov website provides comprehensive information about fees and funding generally and can be accessed at [www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/index.htm](http://www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/index.htm)

### Immigration and visa advice

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

UKBA immigration laws have changed with the introduction the Points Based System (PBS). In order to apply for a visa you are required to hold a Certificate of Acceptance for Studies (CAS) from your university of choice. The University is also obliged to report your status to the UKBA. Our International Student Support Team can offer advice on visa applications and extensions and can be contacted through askBU Students Service.

### IT

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

IT support is available to BU students 24 hours a day, 7 days a week with Open Access Centres on the Talbot and Lansdowne Campuses. In addition, Library and AskBU staff are able to help with basic IT queries face to face on both campuses.

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 and associated policies, regulations and procedures. 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 University's Disciplinary Procedure and may also be subject to criminal proceedings.

### Library

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

Both Talbot and Lansdowne Campuses have Libraries which provide WiFi for personal laptop use, PCs, spaces for individual silent study and group work. Students receive a Library induction from a Subject Librarian. This includes information about how to register to access the 74,000 e-books and 76,000 e-journals and report series available anywhere, anytime. You can also make an appointment with a member of the Library staff, use our "chat" service, and obtain advice on referencing and avoiding plagiarism. As well as borrowing books you are encouraged to purchase key texts.

### myBU

myBU is the University's Virtual Learning Environment which students can access once they have registered. Through myBU students can view and download lecture notes, check announcements, review library materials, link to other websites and communicate with their tutors and fellow students online. All postings made within myBU and on any social networking sites associated with the work of the University should comply with the University rules for using IT.

### Open Days

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

We feel that it is beneficial for you to attend an Open Day relevant to your programme, particularly if you have not already visited BU. This

gives you the opportunity to experience the campuses at first hand and to find out more about your chosen programme. The University holds general and subject specific Open Days throughout the year.

If you are unable to get to an Open Day (eg. if you are not based in the UK) we hope that you find our website useful in getting a flavour of the University.

There are a number of activities that take place, both in the UK and overseas to give international students the opportunity to talk to staff from BU and learn more about our range of courses. You will find more information about these at [www.bournemouth.ac.uk/overseasevents](http://www.bournemouth.ac.uk/overseasevents)

You may also find the following websites of interest:  
Bournemouth Tourist Office [www.bournemouth.co.uk](http://www.bournemouth.co.uk)  
Poole Tourism [www.pooletourism.com](http://www.pooletourism.com)  
British Council [www.educationuk.org](http://www.educationuk.org)

## Personal information

Communication to students is by email to your BU email account, through notices on myBU and via information on the student portal. We will also write to you to notify you of your results at the end of the year. It is important that you ensure that your personal details are kept up to date on the student portal (including any change of address) and that you regularly check your BU email account and myBU. Your name will be logged onto the University's database as verified by your identification documents at enrolment and must be used throughout your academic career, unless a formal change of name is requested later.

## Student Smart Cards/ID Cards

At the beginning of your programme you are issued with a smart card or ID card. The card is specific to BU and contains key information that is utilised by a number of systems around BU, such as: your name, photograph, group type, library category, library card number, student number and expiry date. The card is for your use only and if you lose your card or it is stolen, report it to askBU Students Service immediately, so that we can block the number and prevent its misuse. Replacements will be charged for.

## Personal support

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

The University offers a range of personal support for students including Chaplaincy, a medical centre on Talbot Campus and a University Dentist and Bournemouth University Students' Union (SUBU) (see the next column).

## Plagiarism and Academic Offences

[www.bournemouth.ac.uk/student/academic-offences](http://www.bournemouth.ac.uk/student/academic-offences)

The University Community expects all students to abide by a code of academic honesty. Any student who, after investigation is found guilty of plagiarism, cheating etc may receive a mark of 0% for their work and ultimately be expelled from the University. You can find information about how to reference your work on our library web pages at [www.bournemouth.ac.uk/student/library](http://www.bournemouth.ac.uk/student/library)

## Provision of educational services

The University undertakes to use all reasonable endeavours to provide the educational services set out in the prospectus, or in any documents issued by it describing its teaching, examination, assessment and other educational services, to appropriately enrolled students.

It does not, however, guarantee the provision of such services. Should circumstances beyond the reasonable control of the University (for example, but not limited to: industrial action by staff or third parties, the departure of key members of University staff, power failure, damage to buildings or equipment, the acts of any government or local authority) interfere with its ability to provide educational services, the University undertakes to use all reasonable steps to minimise the resulting disruption to those services, but will have no liability for such failure. The University also reserves the right not to commence any programmes or programme units as set out in the Programme Handbook or prospectus and to close, alter or combine programmes or programme units which have commenced.

## Refunds

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

Although we hope you will enjoy your studies with us, if you do need to withdraw before your official end date, you should be aware that the University has a statutory withdrawal date (normally 60 days from the start of your programme, please see the Fees Policy for further detail) after which no refund will be made in respect of student fees. Students

withdrawing before the statutory withdrawal date will be required to pay an administrative fee of £250. Deposits are normally not refundable. Students with outstanding money owed to the University will not be permitted to re-enrol or graduate and any student who is excluded from the University because of a disciplinary offence will not be entitled to a refund of any fees or other money paid (or still owing) to the University.

## Student conduct and discipline

<http://www.bournemouth.ac.uk/student/welfare&conduct>

BU expects all students to act with due regard to the interests of the University and local communities and in a manner that is consistent with ensuring a safe, efficient and effective learning environment. The University promotes dignity, diversity and equality of opportunity for all members of its community and conduct must always take into account the need to maintain satisfactory relations with other students and members of staff. Any student who does not comply with these requirements (eg. by being offensive or violent towards another member of the University community) or breaches any of the University's rules, and regulations policies and procedures may be subject to the University's Student Disciplinary Procedures and may ultimately be expelled from the University

## Students' Union (SUBU)

[www.subu.org.uk](http://www.subu.org.uk)

The Students' Union at Bournemouth University (SUBU) is independent from BU. Specialising in representing the views and supporting the needs of students regarding the BU experience.

SUBU also offers a comprehensive involvement programme from a cheerleaders club, charity fundraising to offering employment and leadership development and much, much more.

## Support for studying and your responsibilities

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

BU aims to develop independent learners who take responsibility for their own studying and research. Support to help you develop your study skills is available from the myBU online Academic Skills Community. It contains resources that help you understand what is meant by terms used by lecturers when they give you feedback on your work, such as 'critical thinking' and 'plagiarism'. You should aim to see all feedback you get from any source, whether from lecturers, other students in your group or other staff, as a useful opportunity to review your progress and improve your understanding.

You should also take advantage of the Peer Assisted Learning (PAL) scheme if it is offered on your course. A Trained Student Leader from your course will help you develop study and learning strategies through regular meetings, as well as enabling you to discuss and consolidate your knowledge of course material.

## Transport and parking

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

We are committed to reducing our impact upon the local and global environment wherever possible. As part of this commitment we actively encourage the use of public transport by operating a subsidised local bus service. Current route and fare information is available at [www.thebusforbu.co.uk](http://www.thebusforbu.co.uk)

The Bournemouth and Poole area has several cycle ways and there are cycle compounds at both campuses. Student discounts are offered at local cycle shops. More information is available on our website at [www.bournemouth.ac.uk/cycling](http://www.bournemouth.ac.uk/cycling)

The University has limited parking spaces and student parking, where available, is permitted with a valid permit only. Any vehicle not displaying a valid permit, or parked outside a marked bay may be clamped and a fine charged for its release.

## Equality and diversity

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

The Equality and Diversity Adviser is responsible for promoting and progressing the University's commitments in this area. The advisor works closely with staff within Schools, Professional Services and the Students' Union. If a student wishes to discuss any equality matters or become involved in activities whilst studying at the University please email [diversity@bournemouth.ac.uk](mailto:diversity@bournemouth.ac.uk) or telephone 01202 965327.

Alternative formats are available on request.  
[formats@bournemouth.ac.uk](mailto:formats@bournemouth.ac.uk)

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