

What it means to be a student on a franchised programme

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.

New students	
Accommodation	<p>You will need to arrange accommodation through your college. They will be able to give you information on all the options you have. The LettingsBU service advertises private student accommodation in the Bournemouth area.</p> <p>BU will provide you with a council tax exception form should you require one.</p>
Student enrolment status	<p>As a student on a BU franchised course you will be enrolled as a BU student. Staff at your college will use the BU student records system to ensure that your details are kept up to date.</p>
Registration and enrolment	<ul style="list-style-type: none"> • You will receive information from us by email about how to register online and enrol. You must complete the online registration process before you can enrol on your course • You will need to show proof of your identity (passport or driving licence) and also proof of the qualifications as stated in your application. • Please be aware that you won't receive your student loan until 3-5 days after you have enrolled on your course. • After you have enrolled you will receive a BU student ID card.
Induction	<p>Your college will make all the arrangements for your induction session. In addition to learning about your college campus and surroundings at your induction, you will:</p> <ul style="list-style-type: none"> • Meet your tutors and support staff • Meet your BU link tutor • Understand what your course will be like • Learn what is expected of you during your studies • Learn about BU's regulations, policies and procedures • Learn what the college is responsible for, and what BU is responsible for
Partner handbook	<p>Your college will give you a handbook or guide on the college campus and facilities. You may also get some information on the surrounding area, places to go and things to do.</p>
Financial support	
Fee payment - who you pay	<p>Students studying full-time on BU franchised programmes pay their fees directly to the University. The BU 'Fees Policy' (under Finance on the Important Information page) is one of the policies you agreed to abide by when you accepted your place on the course.</p>
Fee payment - liability	<p>You remain ultimately liable for your tuition fees, regardless of whether or not someone else is paying 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.</p>
Tuition fee loans	<p>Full time undergraduate UK students (including foundation degree students) may defer payment of their tuition fees until after they have completed their course by taking out a Tuition Fee Loan. This does not need to be repaid until you have graduated and your earnings exceed the income threshold stipulated in your Loan agreement. More information on Tuition Fee Loans can be found online.</p>

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<p>Scholarships and bursaries - eligibility</p>	<p>Your college will be able to provide you with information on any scholarships that you may be eligible for.</p> <p>BU offer bursary funding for students who come from a low income background. This support is offered to applicants whose household income is £25,000 or below. Should you meet the criteria you will automatically be awarded the BU Maintenance Bursary. If you feel you are eligible for a BU Bursary and have not heard from us, please contact AskBU.</p> <p>For more information on eligibility, please visit the BU Bursaries page.</p> <p>Visit the BU financial support pages for more information.</p>
<p>Your academic programme</p>	
<p>Academic standards and quality</p>	<p>Your college will follow the BU regulations, policies and procedures to ensure the quality of your course. Just as you will be expected to abide by the university rules and regulations, the academic and support staff for your course will also use these to guide their work.</p> <p>BU is responsible for the academic standards of any award granted in its name. We have a variety of checks and measures in place to ensure that your college are following our regulations, policies and procedures and providing you the best standards.</p>
<p>Programme handbooks</p>	<p>Your college will provide you with a programme handbook at the start of the year. These are written by the academics on your course in liaison with academics at BU.</p> <p>Your handbook will include:</p> <ul style="list-style-type: none"> • Aims of the programme and intended outcomes • The structure of the programme • Assessment regulations • Details on your assignments, including how to hand them in.
<p>Partner Programme Leaders</p>	<p>You will be told who your Programme Leader is by your college. You can speak to your Programme Leader about anything to do with your academic programme. They may also be able to provide you with details of who to speak to on other matters.</p>
<p>Student disciplinary matters</p>	<p>You will be subject to your college disciplinary procedure. Your college will provide you more information on this.</p>
<p>Student complaints</p>	<p>You will be subject to your college complaints procedure. Your college will provide you more information on this.</p>
<p>Timetabling</p>	<p>Your timetable will be provided and managed by your college.</p>
<p>Assessment</p>	<p>BU policies and procedures will apply for all assessment undertaken as part of your course. More information on this will be made available as part of your programme handbook. Your college will manage all of your assignments and exams.</p> <p>If you need to report mitigating circumstances for any of your assessment this will be done through your college. Any academic offence issues will be managed by your college in the first instance.</p> <p>Should you need to appeal against any assessment decision this will be managed by your college and the relevant link faculty and the university. All of the relevant policies and procedures are available on the BU Important information page.</p>

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Opportunities to feedback	
Surveys and feedback	<p>You will have lots of opportunities to feedback on your experiences as a franchised student; both academic and extra-curricular. These will include:</p> <ul style="list-style-type: none"> • Unit level feedback • National Student Survey (NSS) • SUBU student representation <p>For more information visit our feedback pages.</p>
At the end of your studies	
Graduation	<p>When you have completed your course you will be invited to attend a graduation ceremony. Some partner students attend the BU ceremony hosted by the link faculty, whilst others are invited to attend the college ceremony. You can find out more information about which you will be invited to from your college HE Administrators.</p> <p>If you will be attending the BU ceremony you will receive information regarding this following your final assessments. More information is available on the graduation ceremonies pages.</p>
Diploma supplements and certificates	You will receive your certificates and supplements at your graduation ceremony whether you attend the BU ceremony or the ceremony held by your college.
Alumni	When you have graduated you will receive an invitation to join the BU Alumni Association .
Learning resources	
Learning and teaching facilities	Your college are responsible for providing appropriate teaching rooms and equipment. If you have any concerns relating to these facilities please contact your programme team in the first instance.
BU Libraries	You will have full access to the BU Libraries on both the Talbot and Lansdowne Campuses. You can also access a variety of e-resources. Visit the Library and learning support pages for more information.
Virtual Learning Environment - Brightspace	Your college will provide all academic and learning resources appropriate to your course. This will include access to an online Virtual Learning Environment (VLE). Some partners use the BU VLE (Brightspace) and others have their own.
Additional Learning Support (ALS)	As a student on a franchised course your college will make all the arrangements for additional learning support. Please contact your HE Administrator or Programme leader for more details.
BU IT Services	Should you require any assistance relating to BU IT facilities, you can contact the BU IT Service Desk . Your college will also provide you with details of who to contact with queries concerning the college IT facilities.
Guidance and advice	
AskBU	AskBU are the main enquiries team at BU and can help you with information, advice and guidance throughout your studies. They'll always be able to help you or refer you to an appropriate service. They are based at both Talbot and Lansdowne Campuses.
SUBU Advice	As a student on a franchised course, you're entitled to the free, independent and confidential advice and information provided to BU students by SUBU Advice . It's an impartial service with wide ranging knowledge and experience and

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	<p>extensive resources.</p> <p>With offices on both the Talbot and Lansdowne Campuses, SUBU Advice can assist with a wide range of matters including accommodation, finance (including benefits), personal and legal issues.</p>
Careers advice and guidance	<p>Your college will provide careers and placements advice, details of which will be provided to you during your course.</p> <p>You can also contact the BU Careers & Employability team for further information and access online resources via MyCareerHub. Unfortunately students studying on franchised programmes are not eligible for any of the BU study or work abroad schemes.</p>
Work based learning support	<p>Your college are responsible for providing appropriate support to you during any work based learning you undertake.</p>
Placements support	<p>Please contact your Programme Leader or HE Administrator if you have a query regarding placements. Each programme has different arrangements but they will know who will support you with your placement.</p>
Health and wellbeing	
Faith and Reflection	<p>BU's Faith and Reflection team offers care and support to all staff and students regardless of your ethnic background or whether or not you have a faith. They are based at Talbot Campus where you can;</p> <ul style="list-style-type: none"> • Talk in confidence about personal matters • Receive support and guidance • Contribute to discussions • Participate in lectures • Join a group for prayer, study or fellowship • Receive pastoral care • Take advantage of silence, space and reflection.
Wellbeing support	<p>Arrangements for wellbeing support, including counselling services, will be provided by your college.</p>
Medical	<p>Your college is responsible for providing you information on access to appropriate medical services.</p>
Resources	<p>BU's resources pages provide information on common health and wellbeing issues, along with links to a wide variety of help, support and advice</p>
Extra-curricular activities	
Students' Union societies	<p>As a student on a BU franchised course you can apply for associate membership to the Student's Union at BU (SUBU). This includes joining clubs and societies. SUBU have over 100 clubs and societies covering a wide range of activities – so you're bound to find something that suits you.</p>
SportBU	<p>As a student on a franchised course you have access to a range of daily classes, health and fitness programmes and coach education courses at BU student prices. You can also get involved in the individual and team based varsity competitions, intramural leagues and EXCEL performance scholarship.</p> <p>At SportBU, we're proud of the fantastic facilities, activities and sports we can offer students, staff members and the community. Visit the SportBU pages to download the brochure or to book a class or activity online.</p>

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Rules and regulations	
Support to study	<p>BU is committed to the equality and inclusivity of all students and aims to facilitate and promote positive mental health and well-being through the recognition and understanding of all disabilities. However BU has duty of care to ensure the health, safety and well-being of all its students, staff and visitors via the Support to Study Policy. In exceptional cases, this may require BU to remove a student if they are deemed to be a risk either to themselves or other members of the BU community.</p> <p>BU encourages you to contact the appropriate service at the earliest opportunity to ensure you receive the support you need to realise your full potential and complete your studies. However, if your partner college has already has an appropriate BU-approved procedure in place, this may be used.</p> <p>At all times BU aims to support you and your decision making as to when to engage with your studies. Following any period of suspension from BU under this policy, it may be appropriate for you to return to resume your studies on receipt satisfactory medical evidence. This should be from a GP or relevant health professional who has enough knowledge of your circumstances to be able to make an informed decision. Visit BU's Important information page – conduct and welfare section to read more about this policy.</p>
Fitness to practise	<p>The Fitness to Practise Policy relates to any student's health, conduct and/or performance which may impact upon their fitness for professional practise. Allegations or evidence of failure by students to maintain standards appropriate to professional practise due to reasons of health, conduct or performance may fall into one of the following categories:</p> <ul style="list-style-type: none"> • Health or related issues impacting upon a students' ability to practise • Behaviour or practise which is dangerous or damaging to the welfare of others or creates unacceptable risk to others regardless of whether this is due to health, conduct or performance reasons • Serious misconduct or unethical behaviour • Persistent shortcomings in behaviour in relation to practise • Bringing the profession into disrepute <p>The procedure takes into account the requirements of relevant professional codes of conduct set by the appropriate professional and regulatory bodies. Visit BU's Important information page – conduct and welfare section to read more about this policy. However, if your partner college has already has an appropriate BU-approved procedure in place, this may be used.</p>