



Bournemouth
University

International
College



The Next Step

A guide for BUINTCOL pathway students
starting in the Faculty of Media & Communication

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Contents

Farewell from the Director at BUINTCOL	4
Welcome from the Deputy Dean of Education & Professional Practice	5
An introduction to 'what next'	6
Making the transition to study at Level 4	6
Preparing for further study	7
Registration and Enrolment	7
Week One	7
General advice on starting your studies at BU	8
Getting to know people	8
Getting your bearings	8
Preparing for the start of term	8
Top confidence tips.....	9
Finance advice and tips	10-11
Success in your studies	12
Academic advice on preparing for your studies	12
Learning and teaching methods.....	13
BU's conduct rules and regulations.....	14
BU's Student Charter.....	15
Finding your way around the campuses	16
Talbot Campus map.....	17
Jargon buster	18-23



Farewell

Goodbye from BUINTCOL

Many congratulations again on not only successfully completing your programme at BUINTCOL, but also meeting the entry requirements to start studying on your chosen degree programme at BU! This is a significant achievement and we are proud to have supported you during this stage of your studies.

For us, however, the joy of seeing you progress is mixed with some sadness that groups of students who we have come to know well leave us. We hope that you will stay in touch through social media, and may also consider coming back to talk to our new students about your experiences at BU. During the transition period, you can also continue to ask our team for support, and staff will be available during Week One and the first few weeks of term.

As a former college student, you will already be used to life in Bournemouth, so please feel confident about offering support to students who are completely new to the university and the town. Although your studies at BU will be challenging and time-consuming, remember how important it is to keep practising your English in as many different situations as you can, and also look for opportunities to develop all those other skills you will need when you graduate from the

university. Get involved in a SUBU society, join a sports team or music group, be a programme representative, or make a real difference by working on a community project. As an international student you have a different perspective and experiences to share, so make your voice heard and enrich the discussions that will be going on around you!

Finally, we wish you good luck in your studies at BU – and for the future beyond. And please don't forget to let us know how you are getting on.

Best wishes

Rachel Woodward Carrick
Director
Bournemouth University International College

Welcome to the Faculty of Media & Communication

Welcome to the Faculty of Media & Communication at Bournemouth University as a new student on your degree programme.

Dr Christa Van Raalte
Deputy Dean of Education & Professional Practice
Faculty of Media & Communication

Congratulations for passing your Pathway studies and making it here. I hope that you will have an enjoyable and enriching experience as a student studying with us.

We are committed to providing stimulating and challenging degree programmes and aim to give you a forward-looking education.

You are joining a thriving, diverse community on campus with all sorts of backgrounds, interests and ambitions. Bournemouth University is committed to educating a diverse mix of people who reflect communities in the United Kingdom and worldwide. Diversity is about inclusion of students from all cultures, beliefs and differing abilities and valuing those differences. You will find that the friendly nature of campus life is shared by the community at large.

On the Talbot Campus at Bournemouth University, we have a wide range of services devoted to supporting your studies. As a Faculty of Media & Communication student, you will have access to well-supported libraries, computing facilities, welfare and advice services. The Students' Union at Bournemouth University offers many services to assist students with their support requirements.

This 'Next Steps' guide is designed to help you settle into your studies as soon as possible by providing you with a range of important and interesting information. So do make sure you not only read this document, but you also keep it safe.

We look forward to seeing you in September.

Welcome

Intro to 'what next'

Making the transition to study in the Faculty of Media & Communication

Studying at Bournemouth University will be different to studying at Bournemouth University International College. This guide aims to help you make the transition from one learning environment to another. The guide will provide you with general preparation and settling in advice as well as study advice and guidance.

At Bournemouth University, you will be learning in much larger groups than you are used to and will not have classes with the same people. It is essential that you prepare yourself for this change.

There is a range of things you can do to help you get acquainted with Bournemouth University systems before you start. This will ease the pressure of what you have to learn in the first few weeks of term and give you a real advantage in settling in as a student. These include:

- visiting the Talbot Campus
- getting familiar with the Library
- sorting out accommodation.

Remember that when you start your new course, only a handful of your fellow BUINTCOL students may be studying alongside you. You will all be experiencing similar concerns, worries and anxieties so do not think you are different or

alone because your route has been via a BUINTCOL course. In fact, your route has provided you with the advantage that you are already a Bournemouth University student with access to university facilities. For many of your new fellow students from the UK who have progressed straight from school or college having undertaken A level study, this will be their first experience of 'higher education' study. This guide will also help you to identify what you need to do, when and how.

If you are worried about general wellbeing issues such as anxiety, stress, relationship or family problems, visit Bournemouth University's Student Wellbeing Service which is free to all Bournemouth University students. It aims to ensure you have the necessary support throughout your student journey to enable you to be the best you can. No issue is too big or too small and they offer many different methods of support from online support right through to focused counselling or group workshops. You can contact them by calling **+44 (0) 1202 965020** or emailing **studentwellbeing@bournemouth.ac.uk**. Alternatively you can visit them in person on the first floor of Talbot House.

If you are concerned about money or debt issues, have immigration questions or would like guidance on the different support available at BU, you can contact AskBU or SUBU Advice.



Preparing for further study

Registration and enrolment

You will be invited to register for your course online in mid-August. Registering online is your first step to enrolling on your course at BU. You should do this before you arrive. It takes 20-30 minutes and includes paying, or telling us how you intend to pay, your tuition fees. Once you've completed your registration, you'll have access to any arrivals preparation activities for your course.

www.bournemouth.ac.uk/register

You will be sent the university's *Welcome and Events Guide* before you arrive, which provides general information on getting to the university, advice on surviving the first few weeks and a calendar of social and volunteering activities.

You will need to enrol in person when you arrive at the university. You will be given a time slot on a specific day as part of your orientation timetable. Your first session may be your enrolment or it may be an introductory lecture. Either way, you just need to remember to attend your first session where you will be told what's happening later in the week.

Week One and the start of term

Week One is the name for the period when new students are introduced to life at Bournemouth University and undertake a range of induction activities. These activities help you to:

- Rapidly feel at home on campus
- Settle into your studies as quickly as possible as a BU student
- Access any university information you need
- Take part in a faculty- or field-based social event
- Start your academic work and start the process of reflecting on what you learn and on how you learn as a BU student
- Get involved in some Students' Union clubs and societies
- Have fun and start to make friends with your new fellow students.

Your course induction is important in helping you settle in, so do ensure you attend the sessions on your timetable. The Students' Union's clubs and societies will help you make friends and develop valuable skills that employers like, such as team working. If during this week, you are struggling to get involved, talk to your Programme Leader, Level Coordinator, Academic Advisor, Student Representative Coordinator, Student Induction Helper or someone! Don't forget that you can still talk to BUINTCOL staff.



General advice for starting your studies at BU

This advice has been written for you based on comments by past and present students who have come through BUINTCOL pathways. It will help you fit in and look confident (even if you don't feel that way at first).

Getting to know people

Getting to know people on a large course can be daunting. When you turn up to your first class and you know no one, but others seem to know one another, it can be overwhelming and uncomfortable.

For those of you who are in university accommodation, unless you were the first person to arrive in your flat or corridor, it's easy to assume that all the people you see talking to each other have been friends for years. It's not true! Most new arrivals will actually be speaking with family members or friends from home. Other new students may simply be sticking with, and talking to, the first person they met.

Getting your bearings

The stress of new situations can be avoided if you make an early effort to get to know the place as well as people. Remember that you know Bournemouth town so new students may seek your advice and help, but you may not be so familiar with the BU Talbot Campus yet.

- Do join some clubs or societies so you aren't totally reliant on the first friends you make. If you're not a 'group person', why not get some work in one of the campus bars or cafes instead? That way you can meet other students and get paid for it! You could also become a student representative for your course or get involved in volunteering.
- Don't be afraid to ask for help around campus if you haven't had a chance to get acquainted before you start. In the first week, there will be lots of helpers in university hoodies to guide you. After that, grab anyone. When someone asks you for directions, you'll know that you're starting to look at home!
- Do exploit your local knowledge! Whenever you meet someone new, don't hide the fact that you have lived in Bournemouth while studying at BUINTCOL – instead suggest that you'd be happy to show them round the local coffee bar or the best student shops. It is also a good way of making friends.

Preparing for the start of term during the first few weeks

Teaching doesn't start right away, so use Week One to get all the basics sorted out.

- Make sure you've registered with a doctor and dentist as well as for computer and library access.
- Sort out travel passes and bus timetables if you are travelling into campus each day.
- You will have a session with your Academic Advisor as part of your induction. This person will be your key academic advisor for the rest of your course so make sure you do attend these sessions.
- Find out how to locate books in the Library. If you get all the main books mentioned on your reading list early on, you won't have to spend money buying your own copies. Don't forget to check the online library resources – many books will be available for free that way.
- Research shows that good attendance at classes and other study-based events has a significant effect on how well students do in all areas of their life at university. So even if a lecture or social event is not compulsory, do make the effort to attend.
- Do speak to your tutors if you are confused or feel daunted by anything they have set for you. Some students may just be pretending to understand, so set a good example by being honest!
- The Learning and Development Centre on the Ground Floor of Weymouth House can advise on how to get specialist help with specific areas of concern such as essay writing or grammar.
- Do suggest that everyone from your seminar group go out together outside classes (or maybe suggest this to the tutor, if you're too shy to say it yourself). Or just ask the friendliest looking person in the group. Too many new students rely on the friends that they make in accommodation, and forget that people in class probably share more of their interests.
- Don't assume that other students know more than you just because they appear to express themselves fluently! Some students sound very assured from day one, but they aren't always the ones who graduate with the best results. If you're struggling for something to say, why not ask questions instead? You'll learn more and will make a better contribution to the group than someone who pretends to know it all!
- Do remember what got you here in the first place: brains and a lot of determination! In fact, you probably won't need our help at all.

Top confidence tips

- **Do go up to people and say hello.** Even if you just ask them where they've travelled from, they'll wish they would have had the confidence to make the first move.
- **Do knock on doors** and pop your head round if you are in university accommodation or sharing private rented accommodation with people you don't know. Some people are too intimidated to stand in the communal areas and are secretly hoping someone will rescue them!
- **Do offer to make tea for everyone.** It's the easiest way to get a large group relaxed.
- **Do suggest a group outing** – a trip to a coffee shop, the beach or a walk round town.
- **If you'll be living with a host family**, in private accommodation or in an off-campus university house, it's particularly important that you get up your courage and go along to social events even if you go alone.
- **If you are asked what you did, be proud of yourself** when you talk about your pathway course because it has given you the skills to launch yourself into your studies.



Top finance tips

Finance advice

Budgeting is a vital part of getting to grips with your finances and while living on a limited student income it can be the key to avoiding financial difficulties. Knowing exactly how much money you have to spend is the only way to avoid overspending. Being able to account for exactly where your money goes will also help if you come to apply for an overdraft or a bursary. When drawing up a budget, remember to list all your income, but be realistic. Remember too that you have to plan for the long summer vacation.

If you are worried about your finances, Bournemouth University's Students' Union is here to help with any money-related issues you may have. You can visit them in:

Student Centre: SC202

Open for enquiries: Monday to Friday, 10:00-16:00 all year (except BU Christmas closure)

Drop-in session: Monday to Friday 14:00 - 16:00

Every month SUBU Advice also holds Money Matters, a day when you can see some of the advice team members around Talbot and Lansdowne campuses, giving free advice to anyone and everyone that drops by. As well as great advice, you could get some sweets, chocolate coins or a free piggy bank or mug for coming along to see us!

You can also get advice from AskBU at The Base in Poole House. Further details can be found here:

www.bournemouth.ac.uk/students/contact-us



Do...

- **Thoroughly check any tenancy agreement before signing it. Are any bills included? Will you be liable for full rent at times when you won't be there, such as holidays?**
- **Feed yourself properly and cheaply. You can economise on food by using local markets, looking out for special offers in supermarkets or buying economy brands, and learning how to cook!**
- **Take advantage of any student discounts.**
- **Budget – keep a record of what and where you spend.**
- **Have a list of priority spending (the difference between things you need to buy and things you want to buy).**
- **Reply to all letters from your bank or creditors and keep copies of all correspondence – sign up for online banking so you can keep track of your spending.**
- **Make sure that you pay your bills on time.**
- **Acknowledge that if things go wrong, it can affect you emotionally and distract you from your studies.**
- **Seek advice immediately. The longer you leave it, the harder it becomes to sort out.**
- **Allow some money for a social life.**

Don't...

- **Overspend at the beginning of the first term.**
- **Rush out and buy all of the course text books and equipment on your list. Wait until your course gets going and assess which ones are essential. Remember, you can use the library instead of buying them.**
- **Buy non-essentials when struggling to pay for the essentials.**
- **Ignore signs that spending is getting out of control!**
- **Be afraid to talk to someone and seek advice if you are having problems financially. Talk to friends, the Students' Union Advice Centre or AskBU.**
- **Cut yourself off from family and friends.**
- **Exceed your bank overdraft limit without prior authorisation. Unauthorised overdraft rates are very high when compared with what is offered if you stick within agreed limits.**

Success in your BU degree



Your studies in the Faculty of Media & Communication at Bournemouth University should be exciting, rewarding and challenging.

We want you to enjoy your subject, gain experience in different ways of thinking and working, and leave with the knowledge and skills that will help you take control of your future. You will be studying new and fascinating ideas in ways that may be very different to those you are used to, and university study involves an approach that you may never have experienced before.

As a BU student, you:

- Will find that you have access to a wide range of resources and support
- Will be able to make your own decisions and study things that really interest you
- Will become increasingly independent in your work, yet skilful at working with others.

Your patterns of study will be different depending on your degree and the year you are in, but the opportunity to study at the cutting edge of your subject and to commit yourself to achieving your full potential is the same for everyone.

Academic advice on how to prepare for your first year of study

Your studies so far will have provided you with a combination of academic and technical knowledge, as well as the communication and team working skills that will help you make the transition to university level study. These are also key skills that employers are increasingly demanding! You will have already studied a range of disciplines that may not be part of your chosen pathway. This is very beneficial as it means you not only have specific discipline knowledge, but you also have a wide understanding of other subject areas.

Try not to forget all the knowledge and skills you obtained from your previous study, and where you can, incorporate them into your studies here at Bournemouth University.

Learning and teaching methods

For most students, the workload will involve a combination of lectures, seminars, workshops and tutorials as well as time for independent and group preparatory work. The number of teaching sessions you will have will vary according to your subject and the year that you are in, but they normally occupy most days of the week. For the remainder of the time, you will be expected to study independently and prepare for assessments, so you will need to organise your time efficiently and develop good study habits.

Lectures

- Many units are built around a series of lectures
- Lectures usually take place in specially designed lecture theatres and offer a regular opportunity for the whole student group to be taught together
- Lectures are given by members of the teaching team on a particular prepared subject
- Often a number of different lecturers will contribute to a series covering a broad subject area
- Lectures provide various opportunities for you to learn. Key information is disseminated for further study. A framework of ideas can be established for exploration through further reading and research within the format of the lecture. Small break-out discussion groups help define, explain and apply complex information
- The lecture notes that will be posted on the web are essential, but they only represent a starting point. The lecture notes will not contain all of the information that you will cover in the lecture so it is essential you attend and that you do any preparatory work. You will need to build on what you learn through your own reading and independent study!

Seminars

Lectures are often supported by seminars, in which a group of students and their tutor talk through ideas, question assumptions and discuss aspects of a topic in depth. Sometimes a student presentation or problem exercise provides the starting point for discussion. Again, it is essential you attend and that you do any preparatory work. Other key skills you will develop will include writing and working collaboratively.

Tutorials

In a tutorial you can ask questions, check your understanding, solve problems and discuss work assignments individually with a tutor or in a small group. This encourages you to be self-reliant, analyse problems, think imaginatively, develop new ideas and argue your case.

Workshops

Workshops are valuable opportunities for you to develop practical competencies essential for your development on your programme and for future employment.

Group work

You may be involved in group work, in which you collaborate with other students on a presentation or project. This encourages you to take on different roles and responsibilities, to share expertise and tackle tasks that you would not be able to undertake alone. People with the ability to work effectively in groups are much sought after by employers.

Independent study

Independent reading and activities, guided by lecturers, will enable you to prepare for – and follow up – topics in greater depth. This is especially important when you are undertaking an assignment or preparing for an exam.

Much of your learning will depend on:

- How you use the learning resources available to you
- The extent to which you participate in discussions and practical or group work
- How you tackle course assignments and assessments.

For undergraduates, the second and third year of study have a greater emphasis on seminars, tutorials and project work. In many disciplines, greater independence in the final year is combined with more in-depth study of a particular topic. So, as well as having a broad understanding of your subject and its context, you develop a specialist interest and expertise. This breadth and depth of study – and the skills that it nurtures – will prove invaluable in your future career.

Learning support

We understand that starting anything new can seem quite overwhelming, so we put a lot of effort into ensuring that your first semesters go well and leave you feeling positive and confident. Some of the things we do to support you will be organised alongside your studies. You will have a thorough orientation programme to get you going. Your Unit Tutor is your first point of contact for your unit-specific learning. Your Academic Advisor can help you review how you are progressing across units.

Learning resources

Don't forget that it is important to use a range of resources – such as books and journals – rather than just articles that you have found on the internet. The university library has many free resources, so do utilise them.

Assessment

At the university, a range of assessments are designed to give you the best opportunities to demonstrate your learning and achievements, with a variety of assessment methods measuring different aspects of your progress.

For example:

- A project evaluates your capacity to apply knowledge and understanding
- An exam tests your grasp of the breadth of a subject
- A dissertation examines your ability to conduct research and sustain an original argument
- An essay encourages you to read widely to answer a specific question.

Other methods of assessment can also include:

- Oral tests
- Poster presentations
- Practical competence tests
- Portfolios of material compiled during a course.

BU's Student Charter

BU believes that students and staff form a single academic community, and that by working together we can achieve our goals. We should all strive to perform to the best of our ability, have reasonable expectations of others, and be committed to working together professionally and respectfully.

Working together, you can expect our commitment to you to provide:

- An organised, engaging and stimulating learning environment
- Resources to support learning and future employability
- Professional staff who want you to realise your potential to succeed, and who will work to help you achieve the most from the programme of study
- Advice from tutors in a timely, approachable and constructive manner
- Work which has been assessed fairly and attentively
- Timely feedback which will include constructive comments as to how you can enhance work in the future
- Staff who interact with you professionally, courteously and respectfully
- A wide range of support and opportunities beyond your individual course from BU and SUBU.

Working together we expect your commitment as a BU student to:

- Be respectful, fair, honest, inclusive and courteous as part of the community
- Bring a sense of curiosity, creativity, drive and enthusiasm to the learning environment
- Aim to become a responsible and autonomous learner, capable of working independently and reflecting critically upon your learning
- Prepare for, attend, and actively engage in the range of learning opportunities provided
- Embrace the range of different approaches to learning, teaching and assessment, engaging fully with the technologies and online resources available to you
- Be responsible for your own wellbeing and to access the support and personal development opportunities offered
- Appreciate the contributions of other students and see the opportunity to learn from them
- Be an active partner in building a better BU and engage with opportunities to give feedback on your academic and overall student experience in a professional and constructive way.

This Student Charter has been developed by BU, together with your Students' Union SUBU, and it clarifies our community culture and the main principles we subscribe to. It is separate to the Student Agreement and it is not legally binding. To view the Student Agreement please visit: www.bournemouth.ac.uk/important-information

BU's Conduct Rules and Regulations

Remember to abide by the university's conduct rules and regulations. As a Bournemouth University student, you are joining a community where all members are expected to conduct themselves as adults working together to achieve a friendly, safe and comfortable environment. We spell out what this means in practice via several codes of conduct.

You can find details at:

www.bournemouth.ac.uk/students/help-advice/important-information



Finding your way around

One of the most important activities you will undertake in your first couple of weeks at BU is to orientate yourself with the campus. It might seem a lot to remember, but you will quickly learn where everything is.

If you can't find a building or room, don't feel embarrassed, just stop and ask someone. There will be a range of Student Helpers walking around campus during the first week to help you if you don't want to stop another new student or member of staff. They will be wearing BU T-shirts or hoodies. You can't miss them. Just ask for help.

Once you get your timetable, it is a good idea to spend some time finding out where your lecture and seminar rooms are before teaching starts. There is a map of Talbot Campus opposite, showing you the location and name of all of the buildings on this campus.



Outside each building is a list of the rooms and lecture theatres found inside. Most buildings have multiple entrances

When you enter a building, how do you work out the direction in which to go? Look at the room number directions which tend to be by the door openings and by stairs. This will guide you in the direction you need to go. On the whole, room numbers follow on from one another. However, always remember that there are exceptions to the rule! Generally, when you are given a room number, it should contain all the information you need to identify where the room is based. It should tell you the building, the floor and the number of the room. Below is an example of the Student Support Office in Weymouth House.

Building	Floor	Room
W	3	04



Jargon Buster

Academic Advisor

All undergraduate students are allocated an academic advisor (a member of academic staff in their faculty) to whom students can go for advice. You will meet him or her as part of your Faculty induction programme and at several points in the first year. They will help you review your academic requirements and can refer you on for non-academic support requirements.

Alumni

A person who has attended or has graduated from a particular university or college.

ALS

The Additional Learning Support Team (ALS) is based on the ground floor of the Library. They provide support for students with short- and long-term disabilities and specific learning differences.

Associate Dean for the Student Experience

Every faculty has an Associate Dean for the Student Experience. Their responsibility is to ensure all our students have the best possible experience while studying at BU.

Atrium and Gallery

This is an exhibition space for student work and external artists. It also acts as a social space.

Brightspace

This is the name for the Virtual Learning Environment (VLE) at BU. You can access course and faculty specific information here.

Bus Hub

This is where you can catch the dedicated university bus service known as UniBus. You can also catch public bus routes here.

Campus

The buildings and grounds at which a university or college is based. Sometimes universities have a number of different campuses. The word campus is only used to refer to buildings grouped together in one area.

The Centre for Fusion Learning, Innovation and Excellence (FLIE)

Previously known as the Centre for Excellence in Learning (CEL), this centre supports academic development and is based on the ground floor of Poole House.

Create

This is a 75-seat lecture theatre on the ground floor of the Fusion building.

CMC

This stands for Corporate & Marketing Communications, one of five departments in the Faculty of Media & Communication. Staff in this department are based on the fourth floor of Weymouth House.

Continuing Professional Development (CPD)

Continuing Professional Development is an activity you will be encouraged to undertake as part of your studies. It will enhance your learning and future employability.

Credit

Every unit you study will have a specified amount of credit attached to it. This credit will also be at a specified level.

Credit Level

Credit is also described by 'level'. This represents the difficulty of your course, so that normally, you will find your first year courses are rated as Level 4, your second year courses as Level 5 and your final year courses as Level 6. Postgraduate courses are rated as Level M or 7. Occasionally, you may take courses where the level does not equate with your year of study. For example, in some degrees, you may take some Level 5 work in your first year that is Level 4.

Dean

The Dean is responsible for the overall management of the faculty and the welfare of its staff and students.

Dissertation

A detailed and heavily researched piece of writing, usually between six and ten thousand words, and is normally a main assessment exercise submitted at the end of the final year of a degree.

Emergency

Dial +44(0)1202 962222 on campus and 999 off campus.

Enrolment

An activity a student must undertake in order to obtain their ID card and use university facilities.

EU Student

Students whose normal home is outside the UK but within one of the other 27 member countries of the European Union, and who are registered on a full-time degree programme of more than one year.

Faculty

Every full-time undergraduate student at BU belongs to one of five Faculties which are made up of departments and schools (subject areas).

Faculty staff

This usually means the academic staff of the Faculty/School. Teaching Faculty (Lecturers, Senior Lecturers, Associate Professors and Professors) divide their time between teaching, research and administration. There are also research faculty staff who work with the various research groups, often on a fixed-term contract. It is polite to refer to someone by their title. Professors are usually addressed by their title, but everyone else is either a Dr (has a doctorate) or a Mr / Mrs / Miss / Ms.

First degree

This is normally a bachelor's degree, e.g. BA, BSc, BEng, LLB (see Honours degree).





Fresher

A term used to describe a new undergraduate student.

Freshers' Week

This is the term commonly given across a number of universities for the first week at university. In the Faculty of Media & Communication, we call it Week One.

Fusion

Fusion is Bournemouth University's threefold strategy. It comprises providing an outstanding education, undertaking world-leading research and actively engaging with the world of professional practice to drive businesses, organisations and entire industries forward.

Fusion pods

These are spaces that can be booked via the student portal for meetings and lunch. They are based on the ground floor of the Fusion building.

Graduate

A person who has completed and passed his or her degree and has it officially conferred by a Graduation Ceremony. Between passing your exams and the graduation ceremony, you are officially termed a Graduand.

Halls of Residence

University accommodation in which students often live while studying.

Higher degree

This is a postgraduate degree such as Master's degree or Doctorate. Master's (MA / MSc) degrees are awarded to graduates who have undertaken a further course of study after an Honours first degree. Master's degrees may be taken following a period of work experience, and some courses take the form of company training programmes. MPhil degrees are Master's degrees which a student is awarded after a period of research or a taught course.

Honours degree

A first course of higher education study undertaken at university, normally lasting three or four years.

Inspire

This is a 100-seat lecture theatre on the first floor of the Fusion Building.

International student

A term used to describe students whose permanent home is usually outside the UK and European Union. This term is sometimes used to include those from the European Union.

International Commencement Ceremony (ICC)

The International Commencement Ceremony is held at Bournemouth International Centre. The Vice-Chancellor and a host of local dignitaries, special guests and members of staff welcome our international students to the UK, Dorset and to BU.

JEC

This is the acronym for the School of Journalism, English & Communication which is one of five departments in the Faculty of Media & Communication. Staff in this department are mainly based on the third floor of Weymouth House.

KG01

This is the abbreviation for the large lecture theatre based in Kimmeridge House.

KG02

This is the abbreviation for the Marconi lecture theatre based in Kimmeridge House.

KG03

This is the abbreviation for the small lecture theatre based in Kimmeridge House.

Laboratory Class

A workshop held in a laboratory which tends to be practical based.

Law

This is one of five departments in the Faculty of Media & Communication. Staff in this department are mainly based on the third floor of Weymouth House.

LEA

Local Education Authority, to which UK undergraduates apply for assessment (in full or part) of their contribution towards tuition fees, which are then processed via the Student Loan Company (SLC).

Level 4

This is the term used to describe a student in their first full-time year of undergraduate study. In other universities, it is sometimes referred to as Year 1.

Level 5

This is the term used to describe a student in their second full-time year of undergraduate study. In other universities, it is sometimes referred to as Year 2.

Level 6

This is the term used to describe a student in their final full-time year of undergraduate study. A student who has taken a year out to undertake a placement will return to Level 6. In other universities, it is sometimes referred to as Year 3.

Library

The Library on the Talbot Campus is housed in the Sir Michael Cobham Library. The Bournemouth House Library serves the Lansdowne site.

Lecture

A formal instructive talk given by a subject specialist to a group of students. Students listen and make notes, although some involve interaction between the lecturer and students.

Mature student

An undergraduate student aged over 21 on entry.

M level

This is another term used to describe a student studying at Master's level. This could apply to an undergraduate student who is undertaking an integrated degree (three/four-year Bachelor's degree plus one year Master's) or a Postgraduate Master's student.

MP

This stands for Media Production which is one of five departments in the Faculty of Media & Communication. Staff in this department are mainly based on the second floor of Weymouth House.

National Union of Students (NUS)

The Students' Union at Bournemouth University (SUBU) is affiliated to the NUS, so you will receive the same benefits as all other NUS members.

NCCA

This stands for the National Centre for Computer Animation which is one of five departments in the Faculty of Media & Communication. Staff in this department are mainly based on the second floor of Weymouth House.

Nerve Magazine

This is SUBU's monthly magazine which contains articles, features and discounts.

Nerve Radio

This is SUBU's radio station that is managed and staffed by students. It is based on the fourth floor of the Student Centre.

Open Access Centre

This 24-hour access computer lab is based in Poole House in PG22.

Placement

A placement is part of a university course where the student gains experience in the workplace. A placement can be between a few weeks and a year. Ordinarily, it happens in the year before the final year of a course.

Plagiarism

This term is used to describe using or copying another person's work without acknowledgement. Plagiarising at BU is subject to disciplinary procedures.

Poole Gateway

This is a new building that is due to be completed in 2019/20 for the faculties of Media & Communication and Science & Technology.

Programme (also known as a Course)

An undergraduate full-time degree is a three- or four-year degree made up of units. An undergraduate part-time degree or postgraduate degree can vary in duration. At BU, they are called programmes but they are also known at other universities as courses.

Programme Leader (PL)

This is an academic who leads a programme.

Programme Support Office

The Programme Support Office for students in the Faculty of Media & Communication is on the third floor of Weymouth House in room W304. It is also known as the Support Centre. This is where students submit their assignments and collect marked work. It is home to the Programme Support Administrator.

Red seating booth

This seating can be found on the ground floor of the Fusion building. They are equipped with USB points and charging sockets. They are often used for casual group work.

ResLifeBU

This a programme in the halls of residence designed to provide social activity for all students in university accommodation. It includes welfare support.

Sandwich

A programme of study which includes a year of practical work undertaken in an organisation outside the university, but which has relevance to the student's programme of study. The sandwich year is usually the third year of a degree programme. (See also Placement).

Secure cycle compound

There are two secure cycle compounds where students can safely store their bikes after travelling to campus. These are behind Dorset House and Christchurch House.

Share

This is a 200-seat lecture theatre in the Fusion building. There are entrances on the first and second floors.

SLC

Student Loan Company, which deals with the payment of tuition fees to the university on behalf of eligible UK / EU students and the provision of student loans to UK students. This does not apply to international students.

SportBU

The sports centre is attached to the Student Centre and Poole House. It is home to the gym, social sport and Varsity.

Student Representative

A student who is the spokesperson for the programme he or she is on. They attend a range of faculty meetings to discuss issues affecting students.

Student Representative Co-ordinator (SRC)

This is a Faculty of Media & Communication member of staff responsible for looking after the student representative scheme and supporting the Associate Dean, Student Experience.

SUBU

This is the acronym for the Students' Union at Bournemouth University. It is located in the Student Centre.

Talbot Campus

This is the university's largest campus.

Study booth

This is a dedicated study pod that can be booked through the library. The pods are located on the first and second floors of the Library and on the second and third floors of the Student Centre. The pods are designed for group work.

The Base

This is the home of AskBU's face-to-face services offering information, advice and guidance on everything from accommodation to finance to immigration and wellbeing.

The Careers Centre

The Careers Centre is home to the BU Careers and Employability services. It is next to the Library.

The Muggar

This is the nickname given to the artificial sports courts next to Talbot House.

The Technical Support Desk

The Technical Support Desk is also known as the Kit Room and is based on the ground floor of Weymouth House. It houses all the media equipment for the Faculty. Cameras and sound equipment can be hired by students here.

Tolpuddle Annex

This building contains teaching space, meeting rooms and seminar spaces.

UniBus

This is the university bus service which runs between the halls of residence. Just show your ID card during Welcome Week, but a bus card is required at other times



U1 bus route

This is the abbreviation for the bus route that goes from Talbot Campus to the Lansdowne site. It terminates at Dorchester House. The U1 bus leaves approximately every 10 minutes from the Bus Hub at Talbot Campus.

U2 bus route

This is the abbreviation for the bus route that goes from Talbot Campus to Poole.

U3 bus route

This is the abbreviation for the bus route that goes from Talbot Campus to Southbourne.

U4 bus route

This is the abbreviation for the bus route that goes from Talbot Campus to Westbourne. It stops at Cranborne House on the Lansdowne site and the town centre.

UK student

Students whose permanent home is the UK (also called 'home' students).

Undergraduate

A person who is studying for a first degree.

Unit (also known as a module)

A unit of study that explores a specific area within a subject. A number of units make up a programme which then leads to a degree. All programmes have a code and a title. Each unit has a set number of credits which will vary from course to course.

Unit Leader

An academic who organises a unit. This is your first point of contact if you are having difficulties or there is a problem with the running of a unit.

Unit team

The module team is made up technical, support and academic staff who help run a module.

Varsity

Varsity is the term used to describe a sporting match between two university rivals. BU has a varsity competition with Solent University where our Performance Sport athletes compete each summer.

Visiting & Exchange (V&E)

Abbreviation used to describe international students (both postgraduate and undergraduate) on a 'visiting' or an 'exchange' scheme.