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AskBU

For information and support on academic issues and appeals, financial advice, international issues and general wellbeing

Talbot Campus

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Lansdowne Campus

AskBU
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Careers Centre

The Edge Student Development Centre
Talbot Campus
Open Monday-Friday 8.45am-4.30pm
Phone: +44 (0)

MyBU

Please note that access to MyBU will cease 90 days after the end date of your course. You will still have access to MyHub where you can order your graduation tickets.



What next?

Preparing to leave university A guide for graduands



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A farewell message

Well done and congratulations on completing your degree.

If you haven't already thought about it, now is the time to start thinking about the next stage of your journey, whether it be going onto further study or preparing to enter the job market.

You have come through an amazing journey. Adapting to life post-study can be both exciting and challenging. This handbook is designed to give you practical advice and support to assist your journey from being an undergraduate student to a graduate.

Coming to the end of a degree can sometimes feel like an anticlimax. This is normal! The expected jubilation of completing the last exam is often absent and instead, students can feel exhausted, deflated and even nervous about what the future holds. Although some students may know what they intend to do next, many don't. So DON'T PANIC!

It can be hard to grasp exactly what you have achieved by the end of a course apart from a certificate saying you have a degree. Your journey over the past 3-4 years has equipped you with an amazing array of skills and talents. These will become clearer as a graduand (what a student is called before they graduate) and a graduate, when you start to reflect on how you have grown as an individual and have recognised the knowledge, skills and attributes you have obtained over the duration of your degree.

At BU, we are here to help you with that transition and journey.

Good luck and I hope this handbook assists you in the next stage of your journey.

**Professor Michael Wilmore,
Dean of Media and Communication**

What next?

The re-entry experience

Whether you are a UK, EU or international student, you will have changed significantly from when you first entered university. Your values, interests, thought processes, political and religious beliefs are likely to have changed.

If you are going home to live with family, you may think you know what to expect. However, you are a different person than when you left and it is important to recognise these changes and differences. Going home to live with your family or returning home to a different country can be unsettling and it can take time before you feel confident again. When students arrive at university they often experience a culture shock. Some students experience this again when they leave.

Any form of major change and adjustment can result in four phases. These are excitement of a new environment, establishing oneself in that environment, frustration and adaptation.

These four phases can arise in a range of areas when a student leaves university. There are some examples listed below.

Educational issues

- You are no longer studying in an academic environment
- If you are an international student, it may be hard to reconcile the aspects of the UK education system to your own, especially if you go onto further study in your own country
- Once out of the educational system, it may be harder to keep up with developments and knowledge in your field.

Social Adjustments

- Conflict of attitudes and values whether it be family, your social grouping or country
- Loss of "what you know" and lifestyle
- Confusion and uncertainty about the future
- Change in culture.

Professional Issues

- Inability to find work in your chosen field
- High expectations
- Concern with quick material success
- Perceived as being a threat by new co-workers/employers
- Inability to communicate and put into practice what you have learnt.

The political situation

- Adoption of new political views in your country
- Political climate not conducive to professional activity
- Impact of changes in international politics if you are an international student.

Further study - Postgraduate study

Postgraduate study is a major commitment, so it is important to really think about why you want to undertake this option. Remember, you can discuss your thoughts with a career adviser for 3 years after graduation.

The belief that postgraduate study will give you the edge

While postgraduate study can enhance your job prospects in many areas, some careers look for relevant experience over qualifications. Research your chosen career area and find out what kind of things employers are looking for. It's possible that time used to gain experience, through related voluntary work for example, could be more useful than years of extra study.

The need to study for a professional qualification to achieve your career goals

An interest in your chosen subject is a compelling reason for postgraduate study. However, it's crucial that you consider the long-term implications of your choice. For instance, would your chosen subject fit in with any long-term career ambitions? While it's not essential to restrict yourself to programmes related to your career goals, some programmes will be more useful than others. That said, all postgraduate courses will allow you to further expand your knowledge and develop key skills and attributes that you could market to a future employer.

Some career options will require a postgraduate qualification. University lecturing, law, teaching, librarianship and clinical psychology are good examples. It's worth taking some time to research the career area that interests you and finding out whether a postgraduate course would be essential or provide a distinct advantage. The prospects.ac.uk site contains detailed career profiles that will prove useful.

www.prospects.ac.uk/postgraduate-study

The desire to change career path

Many postgraduate programmes provide a way to effectively change your career path. These generally take the form of taught masters or certificate/diploma qualifications. For example, non-law Students (and Scottish law students) could embark on the Common Professional

Examination (CPE)/Graduate Diploma in Law (GDL), a one-year programme that includes all the core elements of a law degree. Alternatively, you could explore a research degree such as a doctorate (PhD).

However, postgraduate study is not the only way to change career path - many employers offer opportunities for graduates of any discipline to convert to new areas through a range of professional training.

The belief that postgraduate study will give you time to decide what to do

If you are unsure which career path you want to follow, postgraduate study may well give you more time to decide. However, it is vital to use your time on the course wisely to work out what options are open to you, what skills you have and what you want from your career. That said, a range of temporary or voluntary work options may prove just as useful in helping you decide what career path you want to take. You could explore short courses through BU's Centre for Excellence in Media Practice.

www1.bournemouth.ac.uk/study/continuing-professional-development-training/media-communication-cpd/short-courses

The recommendation to study at postgraduate level by your tutors

If you are already studying at undergraduate level, tutors are well-placed to offer advice and guidance. Some may well offer you postgraduate places, possibly with funding attached. While these offers can be tempting it's important to carefully consider whether any offers are really what you want? Is the course of relevance, of interest and does it link with your career goals? Staying at the same institution may well not be the right option - other universities or colleges may offer something that is more appropriate for you. If you are thinking of studying a Master's abroad, visit Findamasters.com.

Funding Your Postgraduate Study

There are many ways you can source the funding you need if you are a UK or EU student including the new government postgraduate loan scheme and BU bursaries and scholarships.

The Government postgraduate loan

Who will be eligible for the Government postgraduate loan?

So when you are thinking about postgraduate study consider the following questions:

- Do you really need a postgraduate qualification? Is it essential or desirable?
- What type of qualification do you want to undertake and why?
- Does the employer in your field value relevant experience more than a postgraduate qualification?
- Would you receive a higher starting salary or advance more rapidly within your chosen field or a particular organisation with a postgraduate degree?

As well as the Prospects website, the National Union of Students also offers advice on postgraduate study and funding information on their website.

www.nus.org.uk/en/advice/postgraduate-study

You can also talk to a Careers and Employability Adviser at BU. Advice on career opportunities and their contact details can be found in the Career Planning chapter.

- The postgraduate loan will be available up to a maximum value of £10,000 (non-means-tested), paid directly to students over three instalments during the academic year
- The loan will be available for English students resident* in England and studying a Master's postgraduate course (full-time, part-time and distance learning), including Master's by Research, at a UK university (including institutions in Scotland, Wales and Northern Ireland)
- If you are Scottish, Welsh and Northern Irish, but normally live* in England, and have done so for the last three years, you should be able to receive a loan
- You can receive the postgraduate loan to study in England as an EU student. You will need to have been resident* in the European Economic Area (EEA) or Switzerland for at least three years prior to the beginning of your course
- Students aged under 60 will be eligible for a loan.

Students who have previously been awarded a PGL Masters will in most circumstances not be eligible for another PGL Masters for a new course, even where they only received part payment of the loan.

However, where the student was awarded PGL Masters for a previous course, but did not achieve the qualification due to compelling personal reasons, they may be eligible for a repeat year of

PGL Master's funding. For more information go to: www1.bournemouth.ac.uk/study/postgraduate/fees-funding/funding-options/funding-options-uk-eu/postgraduate-loan

There is also support available in the form of BU scholarships and bursaries from external providers. We also offer tuition fee discounts in some circumstances, so make sure you explore all of your options.

BU scholarships are designed to reward excellence in all its forms thus giving you additional support while you're studying with us. We offer a wide range of scholarships to our UK and EU postgraduate students. For more information, go to: www1.bournemouth.ac.uk/study/postgraduate/fees-funding/scholarships-bursaries/uk-eu-student-scholarships

There are various external bursaries and grants available to fund postgraduate taught study. For more information, go to: www1.bournemouth.ac.uk/study/postgraduate/fees-funding/scholarships-bursaries/bursaries

If you are not sure what fees you should be paying, read BU's 'working out your fee status' page: www1.bournemouth.ac.uk/study/postgraduate/fees-funding

You can also look for funding opportunities via the Prospects website, www.prospects.ac.uk/postgraduate-study/funding-postgraduate-study

Planning a gap year

For some students, taking a gap year to travel or travel and work is a real opportunity to achieve a range of things. They include exploring new cultures and building transferable skills.

Why take a gap year?

- It may be that you want to realise a dream and now is the opportune moment to do it just after completing your studies.
- Travelling can increase your self confidence, independence and maturity.
- New skills or enhanced existing skills obtained through your gap year can enhance your CV or get you relevant work experience in your chosen field.
- Employers look for graduates who have strong transferable skills. You can find out more about this in the Career Planning chapter.

- If you are not sure what you want to do, taking time out to consider your options and explore what is important to you in terms of values and priorities can be helpful in determining what you want to do for a career.

Doing something that enhances your CV is always positive, but a year potentially without money can be difficult. Don't forget, you can work and travel whilst exploring what you want to do as a career.

There are many websites that can give you advice on travelling, working abroad and volunteering. Check some out below.

Read the Career Planning chapter to see how your experience gained during your gap year should be incorporated into the job seeking process.

Useful websites

Bournemouth University Intranet

<http://intranet.bournemouth.ac.uk:80/policy/BSI-Consumer-Brochure-Adventurous-Activities-UK-EN.pdf>

DirectGov

www.gov.uk/guidance/gap-year-foreign-travel-advice

niDirect Government Services (students living in Northern Ireland)

www.nidirect.gov.uk/articles/life-and-work-after-graduation

Other useful websites

www.yearoutgroup.org/what-is-a-gap-year/gap-year-advice-for-graduates

www.prospects.ac.uk/jobs-and-work-experience/gap-year

www.gov.uk/guidance/gap-year-foreign-travel-advice

www.thestudentroom.co.uk/wiki/Category:Taking_a_Year_Out

www.yearoutgroup.org/what-is-a-gap-year/gap-year-advice-for-graduates



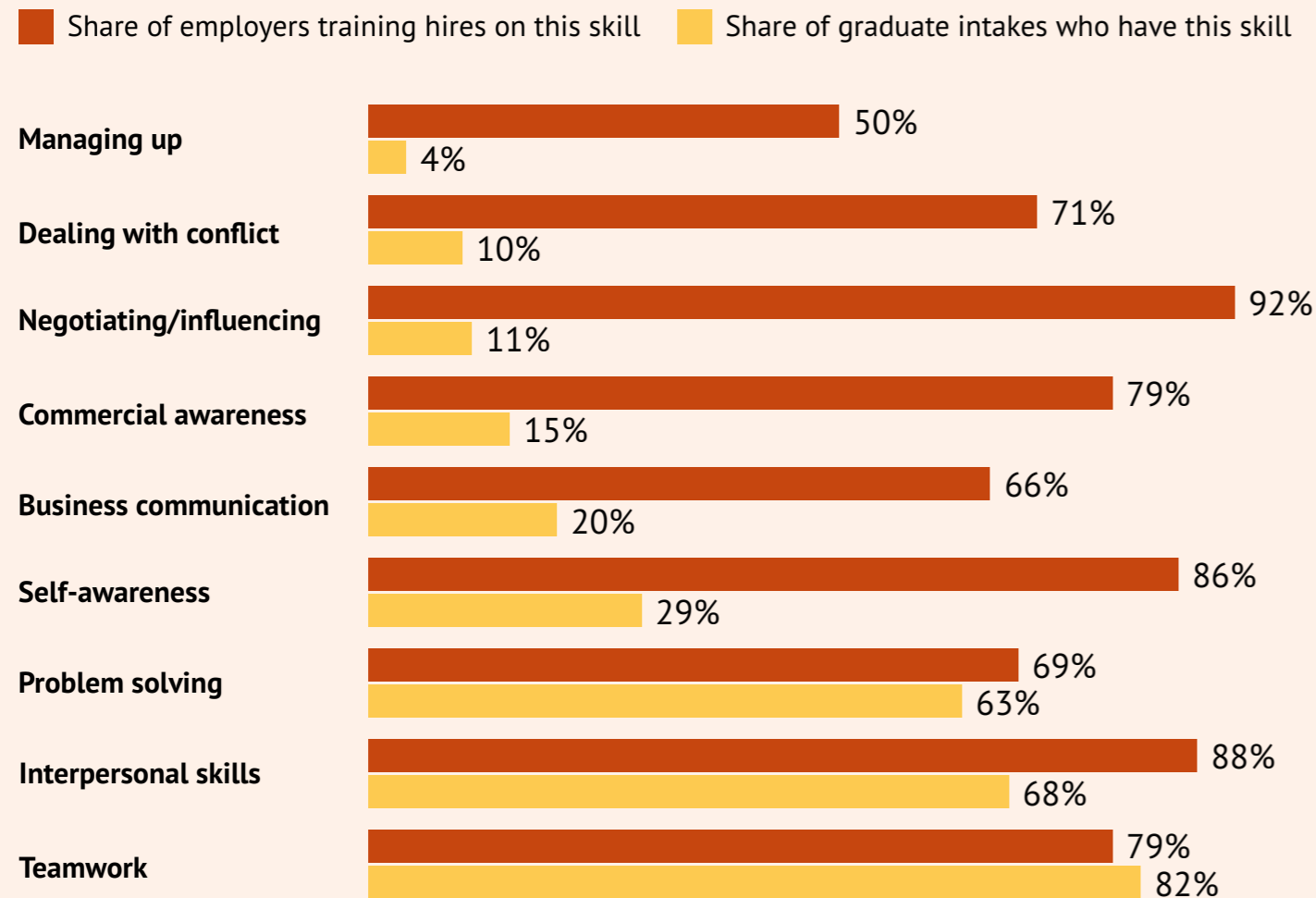
Employment and your employability

Employers' perspectives

Employers are looking for a range of skills in a graduate. They will not just look at your qualifications. You may be competing against at least 80 other graduates for each job so it is important that you show to employers what skills and experience you possess.

They are looking for graduates who possess work experience and an ability to effectively demonstrate their skills, knowledge and attributes. They will also be looking for enthusiastic graduates who can demonstrate an understanding of their organisation and the wider industry. Employers want to see that you have the motivation and relevant skills, knowledge and attributes to grow and develop as apart of their company as well as being adaptable and resilient.

The skills gap

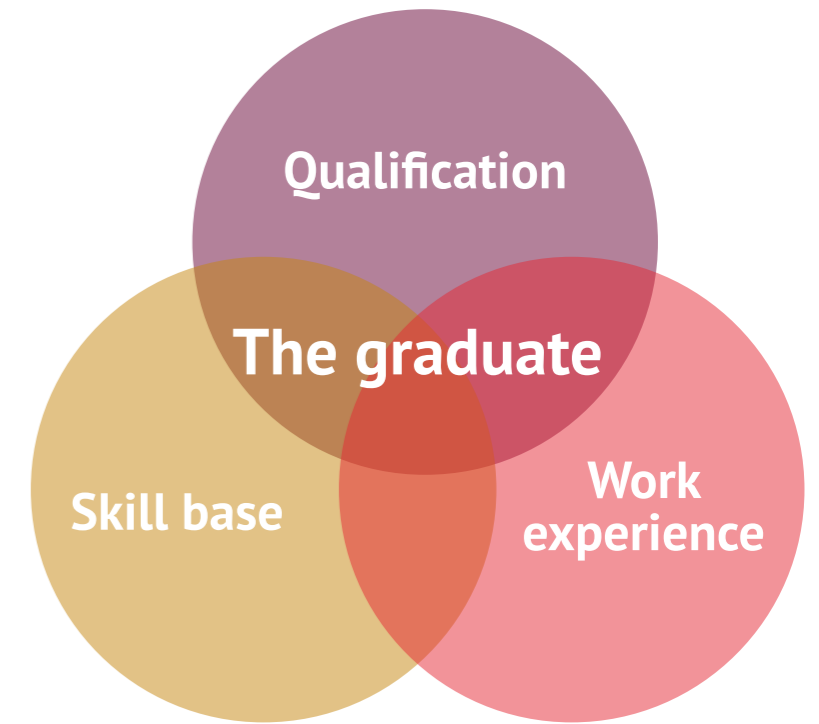


Source: AGR Annual Survey and 2016 AGR Development Survey. @AGRorg

The employer's graduate

So it is important when you are looking for work and planning your career that you reflect on all the skills, knowledge and experience you possess.

Employers want graduates who can demonstrate they have the skills below. Make sure you give specific examples in your CV or supporting statement. And make sure that you tailor your CV and supporting statement to the job description and person specification.



Managing up



e.g. taking on more responsibility

Problem solving



e.g. a difficult situation you resolved

Communication



e.g. a time when you were persuasive or diplomatic, or motivated people

Organisational



e.g. a task that you managed to a deadline

Teamwork



e.g. a the part you played in a team

Leadership



e.g. a time when you led a team or group

Business awareness



e.g. a process that you improved



Top ten tips to career planning

This is a very important activity and there are a number of steps you can undertake to help you in this task.

1. Recognise that you need to plan your career
2. Gather information about yourself and your skills, knowledge and attributes
3. Identify what careers appeal to you and where!
4. Prioritise your choice of career
5. Talk to people working in the career you wish to pursue
6. Research the job market and compare with your skill base
7. If you have gaps in your knowledge or skill base, work towards filling these gaps
8. Use opportunities to help you reach your goal
9. Keep revisiting and updating your CV and letters of application
10. Keep evaluating your career path.

Read on for more detail on how to achieve these Top ten tips.

How the BU Careers & Employability Service can help you

The BU Careers & Employability Service helps equip you with the tools and knowledge you need: from your first day at BU through to graduation and beyond – up to three years after graduation.

You can get support on topics including looking for part-time work, work experience in the UK or overseas during vacation periods, deciding what to do during your placement year, or finding out where your degree could take you.

If you are confused about the recruitment process and need tips about your CV or interview style, BU's experienced Careers & Employability team provides a space to discuss your options, offering impartial support and guidance.

To find out more, visit the Careers Centre in The Edge Student Development Centre (outside the Sir Michael Cobham Library, Talbot Campus), open Monday-Friday 8.45am-4.30pm. Or access the online careers system MyCareerHub which hopefully you are familiar with already.

Access to job opportunities – part-time, vacation, placement and graduate jobs

MyCareerHub features a job vacancy database offering hundreds of opportunities that local, national and international employers are currently advertising to BU students. There is the facility to alert you to any new jobs that are added to the system. So you never have to miss out on any new opportunities that become available! Visit the Jobs section in MyCareerHub.

Meet local and national employers on campus

To ensure you have every opportunity to meet employers on campus and secure possible work opportunities with them, we continuously develop our links with both local and national employers, running recruitment fairs and employer presentations on campus throughout the academic year. To find out about all the employer events we are running and how to book onto them, visit MyCareerHub.

Help with the job application process

We run job application workshops on campus throughout the academic year to help you with writing CVs, completing application forms, learning how to use Linked In, practicing presentations, undertaking mock assessments and preparing effectively for interviews. To find out more and to book your place, visit the Events area of MyCareerHub. You also have free access to practice interview and psychometric test tools via MyCareerHub.

Advice and guidance

Whether you have a quick query or want to speak to one of our advisers confidentially, we offer face-to-face, telephone and Skype appointments on the following topics:

- If you are unsure of what to do next or where your degree could take you
- Formulating job-hunting strategies for getting a job
- Practising mock interviews and assessment centres
- Marketing yourself to employers through your CV and covering letter
- Postgraduate study options both in the UK and abroad
- Working abroad
- Self-employment options
- Accessing job opportunities if you have a disability or are an international student
- If you are considering changing or leaving your course.

Drop into the Careers Centre in the Edge (outside the library) or book an appointment via MyCareerHub.

Access to a comprehensive range of print and online employability resources

To help save you time googling jobs and careers information and being unsure of the quality of the resources you are finding, the BU Careers & Employability Service provides a collection of quality resources to help you with your career planning needs. The resources provide useful information and guidance for a range of careers including the job hunting and application process, as well as helping you identify potential opportunities which will enhance your overall employability.

A number of magazines, books and handouts are available from the Careers Centre in The Edge (outside the library) and online resources are available on MyCareerHub.

Further opportunities to boost your CV

A number of opportunities both at BU and externally which will help to boost your CV further, are advertised via our Employability Blog and Twitter feed so check these regularly for updates. www1.bournemouth.ac.uk/sites/default/files/asset/document/Statement-of-Service-March-2014.pdf

Writing a CV and covering letter

Getting your CV right is critical in helping you succeed in your career planning.

CV and Covering letters booklet.

Bitesize videos

Bitesize: The Covering Letter Formula

Bitesize: Covering Letters Business Letter Format

Bitesize: Tailoring your CV to a job

Bitesize: CVs - what to include

Bitesize: CV Profiles

Commonly asked questions about job hunting

1. **Applications – How do I make my application form stand out?**
2. **Assessment centres – I have to attend an assessment centre but I don't know what to expect.**
3. **Career planning – I'm graduating this year and I've got no idea what I want to do after I leave university.**
4. **CVs – How do I write a CV?**
5. **Employers – How can I find out about employers and their opportunities?**
6. **Extra-curricular activities – What activities can I take part in at university that will impress employers?**
7. **Job searching – How do I find a job?**
8. **Interviews – I've got an interview. How should I prepare?**

1. How do I make my application form stand out?

- Many applications are discarded simply because of bad spelling or grammar or because the questions have not been answered properly. Often people tend to be less careful with digital correspondence so don't fall into this trap.
- Attend careers events on applications and look at the information on our website (<http://mycareerhub.bournemouth.ac.uk>) under 'CVs, Applications and Interviews'.
- Look at the job description for the vacancy and highlight the skills and experience the role requires. Think about scenarios in which you've shown the competencies needed.
- As you tackle each question, always remember the skills they're looking for and incorporate them into your answers. It is a good idea to download your answers so you can save your work until you are happy to submit it.
- Read each question thoroughly and answer clearly and concisely.
- When writing about work experience, ensure the job title is meaningful or think of one that describes your position well. Describe your responsibilities and achievements in the role.
- In competency-based questions use the formula 'Situation, Task, Action, Result' (STAR) making sure you don't stray from the question. Original but relevant examples particularly impress recruiters.
- When asking about your interests and achievements, the employer is looking for you to give evidence of the skills they are looking for so don't worry about thinking up an amazing achievement.
- Questions about career choice should show you are committed to the job role and are motivated to work for that particular company. Demonstrate that you have a true picture of the career and the organisation, and how your skills and qualities would make you an excellent candidate.
- In the additional information section, look back at your previous answers and check them against the requirements of the job. If any of the skills the employer is looking for have not been included, this is your chance to strengthen your application.

- Read through your completed form to check you have answered the questions correctly. If you need any advice, you can bring it to the careers centre drop in or book an appointment with a Careers Adviser to review it with you.

2. I have an assessment at a centre but I don't know what to expect.

- The Careers Centre runs workshops to help you perform better at assessment centres. Keep a regular check on the on campus events section of MyCareerHub for dates and times.
- If you have psychometric tests to do you could use our online practice tools on MyCareerHub.
- The Edge has several books that give you an insight into assessment centres and some of the activities they involve like psychometric tests and presentations.
- Watch videos about assessment centres on MyCareerHub from the 'CVs, Applications and Interviews' section of our website. Information on assessment centres and examples of some of the activities you might be involved in.
- Come and have a chat with one of our Advice team or book an appointment through MyCareerHub.
- Look at the information on assessment centres and psychometric tests on MyCareerHub.

3. I'm graduating this year and I've got no idea what I want to do after I leave university.

- Go to a drop in with one of our Careers Advisers in the Edge or book an appointment with your Faculty Careers Adviser. You don't need to have made up your mind before you contact us.
- Think about what skills you have to offer.
- Think about what you like doing and what tasks you dislike.
- Look at Prospects – Options with your degree in ... (www.prospects.ac.uk/links/options) to help you think about the skills you have to offer and for some suggestions about careers which might interest you. Find out what the work involves, the entry requirements, good sources of vacancies and further information.
- Look at our under 'Job hunting with my degree?' page in MyCareerHub which has information written specifically for students from your course.

- Use Prospects Planner (www.prospects.ac.uk/links/planner) to give you some ideas about careers which would suit your interests and motivations.
- Attend careers events to give you an insight into different careers and job sectors.

4. How do I write a CV?

- Look at the information in the 'CVs, Applications and Interviews' section of MyCareerHub. Don't forget you need to target your CV to each job you apply for. Don't be tempted to send in a generic one!
- Download a copy of 'How to write a CV and covering letter' and checklist from MyCareerHub or get a paper copy from the Edge.
- Attend Careers Centre events on applications.
- Look at the books we have in the Edge. Just ask our staff.
- Look at the job description for the vacancy and highlight the skills and experience they require. Think about ways in which you've shown the skills they need.
- Construct your CV so that they can see the most relevant information easily. Make the experience that particularly emphasises how you meet their requirements the highest priority so the employer doesn't miss something that makes you a strong candidate.
- Bring your CV and cover letter with the job description of the advertised vacancy to the careers appointment.
- Book a short appointment at a time convenient to you through MyCareerHub. Just select the 'Book an Appointment' icon on the home page.

5. How can I find out about employers and their opportunities?

- Check our online database (MyCareerHub) to find current vacancies.
- Attend our fairs and speak to company representatives about their opportunities. We run several employer events, some with a wide range of companies such as the Graduate and Placements Fair in semester 1 and others aimed at particular faculties. See the events section of MyCareerHub for further details.
- Come to some employer presentations. Here company representatives talk about their

company and will be able to answer your questions about the opportunities available.

- Collect employer directories from the Edge. Each year, we get a range of directories which you can use to find companies who recruit for particular career areas.
- Check individual employer websites. You can find out more about their opportunities and company culture. Don't forget to look at case histories of recent graduates as they can tell you about possible career paths.

6. What activities that I have taken part in at university will impress employers?

- Most employers expect you to have work experience. Check out the jobs section on MyCareerHub for the different opportunities available.
- Numerous activities develop particular skills and attributes. For instance:
- You can gain a wide range of experience working as a volunteer.
- For some people it is entirely altruistic but there are also plenty of benefits which will appeal to a future employer.
- If you have got involved in student clubs and societies not only will you have hopefully had fun and met new people but you will have had the opportunity to be involved in activities such as team building, organising social events and fund raising. These develop skills which will help you when you leave university.
- Many students undertake part-time work to help financially but at the same time you will have gained useful experience that will enhance your CV.

7. I'm an international student: how do I make the most of my time in the UK?

- Most employers expect you to have work experience. Keep up to date with labour market information for different countries by using Goinglobal on MyCareerHub a database subscribed to by the Careers service. The site also allows you to search for specific vacancies and employers in different sectors.
- Don't forget to develop your networks in your home country as they can prove important when you are seeking employment after graduation. Business networking sites such as

LinkedIn are particularly useful.

- Don't forget to make the most of the Careers & Employability Service. We organise lots of events where you can meet employers, you can discuss your career plans with us, and we can help you make effective applications and much more.

8. How do I find a job?

- Check our online database for current opportunities on MyCareerHub and employer events on campus throughout the year including the Graduate Recruitment Fair in October.
- Start developing your own professional contacts with the industry you wish to go in to.
- Look at the 'Finding Jobs and Work Experience' section of MyCareerHub for further advice about job searching strategy.
- Look at the 'Job hunting with my degree' section on MyCareerHub for information aimed specifically for students from your faculty.
- Many vacancies are not advertised but are filled through speculative applications. Use social media to help you make useful contacts and uncover hidden jobs. See how to do this effectively from the 'How to find jobs' page in the 'Finding jobs and work experience' section of our website.

9. I've got an interview. How should I prepare?

- Use the interview simulator on MyCareerHub as it contains useful information from hiring managers and also give the opportunities to record your own mock interview and to make personalised notes.
- Attend Careers events like mock interviews and interview workshops.
- Look at the interview techniques section of MyCareerHub under 'CVs, Applications and Interviews'.
- Research the company. Look at their website and brochures. Read recent stories or press releases which have mentioned them and be aware of their competitors and current issues affecting their business sector.
- Read through your application and the job description to remind yourself of their requirements and how you showed you have the skills they are looking for.

- If you can think of any additional scenarios where you showed you have the competencies they're looking for, make a note of them.
- Think of at least 5 reasons why you want to work for the company. This helps you to come across positively at the interview.
- If you have any other concerns or would like to talk it through, just ask to see one of our Careers Advice team or book an appointment with your Faculty Careers Adviser.
- If you would like to work overseas look at Goinglobal, a web resource subscribed to by the Careers Service, which has vacancies and lots of valuable information about working in different countries.

10. Why do people keep telling me I should I get work experience?

- Most graduate employers expect you to have work experience.
- Employers sometimes offer successful placement students permanent employment.
- You can gain a good reference.
- You will develop new skills even if you don't pursue that line of work.
- You can apply your academic knowledge in a business setting and gain commercial awareness.
- It can help with your career planning as you can experience different work sectors before making a commitment and learn more about yourself.
- You can develop useful networks which can help further your career plans.
- Look at the 'Work Experience' part of MyCareerHub under 'Finding Jobs and Work Experience' for more detailed information about how we can support your work experience activity.
- Discuss your ideas with our Careers Advice Team or book an appointment with your Faculty Careers Adviser.

Useful job websites

StudentJob

A job portal specifically dedicated to the employment needs of students and graduates www.studentjob.co.uk

Grad Diary

An online job and careers site offering a free online diary resource tracking graduate job application deadlines of major companies in the UK. www.graddiary.com

Student Ladder

Work Placements, Internships, Graduate Schemes www.studentladder.co.uk

Prospects - Search for Graduate Jobs

Online job vacancy site on Prospects.ac.uk www.prospects.ac.uk/graduate-jobs

Gradplus

Information and advice on the job application process, employers, companies, graduate labour market and job hunting. www.gradplus.com/default.aspx

Milkround

Information and advice on careers, job hunting, jobs, job vacancies, companies, employers, graduate labour market, the job application process, salary, salaries, earnings, numeracy tests www.milkround.com

LinkedIn Student Jobs

Search thousands of student internships, part time work, overseas, jobs abroad, placement opportunities, placements, graduate jobs using the social networking tool LinkedIn. BU is not responsible for the content of external websites www.linkedin.com/studentjobs

You can also use BU Alumni on LinkedIn.

Graduate Jobs

A graduate job board with opportunities within small to medium sized companies as well as larger organisations. BU is not responsible for the content of external websites.

www.graduate-jobs.com

Grad Jobs

Specialist Graduate Careers Website. BU is not responsible for the content of external websites.

www.gradjobs.co.uk

Graduate Talent Pool

Provides details of Graduate Internship Opportunities. BU is not responsible for the content of external websites.

http://graduatetalentpool.direct.gov.uk/cms/ShowPage/Home_page/plcaaeqf

MyCareerhub Job Vacancy System

Access lots of current part time, placement, summer and graduate jobs as well as overseas job opportunities.

<https://mycareerhub.bournemouth.ac.uk/BrowseJobs.chpx>

Gradsouthwest

Specialist Graduate Vacancy Database for the Southwest Region including Bournemouth, Southampton, Devon, Cornwall.

www.gradsouthwest.com

Targetjobs

<http://targetjobs.co.uk>

Media and Communications job specific sources of information

MyCareerhub Job hunting with my degree Faculty of Media and Communications

<https://mycareerhub.bournemouth.ac.uk/students/faqs/detail/146>

Creative Skillset

http://creativeskillset.org/job_roles

Hiive

Job site for creative skillset the creative industry lead body.

<https://app.hiive.co.uk/vacancies/#/>

What can I do with my degree

www.prospects.ac.uk/careers-advice/what-can-i-do-with-my-degree

Future Rising

A media and communications careers website which also includes advertising, branding, data, design, film, games, marketing media , PR, publishing and technology.

www.futurerising.com/careers-advice

Marketing, Advertising and PR

www.prospects.ac.uk/job-profiles/browse-sector/marketing-advertising-and-pr

Media Production, Animation, Digital design

www.prospects.ac.uk/job-profiles/browse-sector/media-and-internet

Law

www.prospects.ac.uk/job-profiles/browse-sector/law



International student advice and information

Staying in the UK

There are a number of options to work in the UK after your studies. The Home Office UK Visas and Immigration (UKVI) has a tier system for UK visas. Please see the below list for more details on some of these visas. For the full list of work visas, please visit the UKVI website.

www.gov.uk/browse/visas-immigration/work-visas

The UK Council for International Student Affairs (UKCISA) website has also got a section with concise information on UK work visas that you may find useful.

www.ukcisa.org.uk/Information--Advice/Working/Working-after-studies

Please note that all employers have a legal obligation to check a job seeker's eligibility to work in the UK. Some employers who do not usually recruit people from outside the EEA may not know whether you are allowed to work or not. However, every employer can check your eligibility to work in the UK by contacting the UKVI Employer and education providers' helpline.

Categories

Working in the UK after your studies. This information can also be accessed by going to the BU International Student help and advice page.

www1.bournemouth.ac.uk/students/help-advice/international-students/immigration-visas/working-after-your-studies

Tier 1 (Graduate Entrepreneur)

Bournemouth University is endorsing Tier 1 (Graduate Entrepreneur) applications. Only BU graduates are considered for endorsements.

Tier 2 (General)

This is the visa which is more commonly known as 'work permit'. To be able to apply for this visa, you must already have been offered a job and received a Certificate of Sponsorship (CoS) from your employer.

Tier 4 (Doctorate Extension Scheme)

Bournemouth University (BU) is currently supporting students for this scheme.

Tier 4 (General)

If your Tier 4 (General) student visa conditions allow you to work part-time during term time, you will also be able to work full-time after you have fully completed your course and your visa is still valid. The UKVI considers the period after the end of the course vacation time. We can support you with a student status letter to confirm that your BU studies have finished and you can show this to your employer. Please request this letter from AskBU. askBU@bournemouth.ac.uk

Tier 5 (Temporary Worker - Government Authorised Exchange)

To be able to apply for this visa you must have already received a Certificate of Sponsorship (CoS) from your Tier 5 sponsor. You can only get a CoS in this visa category for a government authorised exchange programme. These would allow you to do work placement, internship, training or research etc. in the UK.

For more detailed information visit our [immigration visas](#) page.

Leaving the UK

Do I have to pay tax if I work while I study?

If you earn more than a specified personal allowance in any tax year, you will have to pay income tax. You can find out more by going to: www.gov.uk/government/publications/rates-and-allowances-income-tax

The HM Revenue & Customs and the Low Incomes Tax Reform Group provide detailed information about how the tax system in the UK applies to all students including international students. For more information, go to:

www.gov.uk/student-jobs-paying-tax and <http://www.litr.org.uk>



Things to do – checklists

Personal leaving checklist

	Accommodation
<input type="checkbox"/>	Give notice in writing of the date you will be leaving your accommodation
<input type="checkbox"/>	Do this within the specified time stated on your lease agreement
<input type="checkbox"/>	Arrange for an inspection and request of your deposit
<input type="checkbox"/>	Hand your keys in
	Utilities
<input type="checkbox"/>	Arrange for utilities such as gas/electricity and telephone accounts to be closed
	Bank and postal mail
<input type="checkbox"/>	Arrange for your post to be redirected
<input type="checkbox"/>	Close or transfer bank accounts
	Passport and travel arrangements
<input type="checkbox"/>	Book flights
<input type="checkbox"/>	Sort out any visa requirements
<input type="checkbox"/>	Settle any outstanding financial commitments such as tax bills

University leaving checklist

	University books or equipment
<input type="checkbox"/>	This is important because an outstanding bill or commitment to the university could stop you from graduating!
	Personal
<input type="checkbox"/>	Complete and submit a 'Change of personal details' form
<input type="checkbox"/>	Think about university merchandise to take back with you
<input type="checkbox"/>	Check the alumni website for events at home which may assist you
<input type="checkbox"/>	Say goodbye to friends and exchange contact details
<input type="checkbox"/>	Remove your name from your GP and Dentist's list



How to keep in touch

Your award

The following official documents provide written evidence of your academic studies at BU and you will need them in the future when applying for jobs, visa requirements and further study.

Make sure you keep your contact details up to date so we can send your documents to you.

- **Results letter and transcript**

Each year following your Assessment Board your school will send you a letter and transcript confirming your results. The letter will summarise your overall results for that year and the transcript will provide a breakdown of the marks you have achieved.

- **Official transcripts**

If you would like to receive an official transcript which includes a signature and seal of the university, please visit our transcript request web pages.

- **Award certificate**

Your certificate will confirm what award you have been given and when you achieved this. It contains the seal and signature of the university and is a legal document. When you have concluded your studies at BU and received an award, you will be eligible to attend our annual award ceremonies to receive your certificate. If you do not attend the ceremony you should register to have your certificate posted to you following the ceremonies.

If your award ceremony has already taken place and you did not attend the ceremony, or register to have your certificate sent out, we will not automatically issue it and you will need to contact us.

- **Diploma supplement**

The diploma supplement is a four-page document issued with your certificate. It describes the qualification undertaken, outlines the programme content, provides a full transcript of your performance and outlines the structure of the higher education system. It provides additional information to that included on your award certificate and

transcript, making it more easily understood by employers or institutions outside the UK.

The diploma supplement contains the seal and signature of the university and is an official document of the university.

- **Replacement documents**

You should keep all of these documents in a safe place, but should you need a replacement you can find further details on how to request this here.

Your graduation

Your graduation is the culmination of all your hard work following an amazing journey. It is an opportunity to celebrate with family, friends and fellow students.

This year, the graduation ceremonies will be held at the Bournemouth International Centre (BIC) from 7-10 November 2017.

How do I obtain my tickets?

You can access information on how you can obtain your tickets through your MyHub site. Every student will initially be able to buy two guest tickets. We will be in contact with you closer to the time of the ceremony if there is opportunity to buy additional tickets.

What if I cannot attend the presentation ceremony?

If you cannot attend, you will be able to get your certificate and transcript sent to you after the ceremony. Details will be on our website nearer the time.

How do I order my robe?

Instructions on how to order your robe will be provided along with a link on your MyHub page.

How do I get photographs of the ceremony?

There will be instructions on how to order your photographs along with a link on your MyHub page.

What if I have any disability requirements?

The International Centre has wheelchair accessibility and facilities for hearing enhancement. For more information please refer to www.bic.co.uk/booking-information/accessibility

If I have any debts to the university, will I still be able to attend the ceremony?

No. All debts must be full paid otherwise your degree will be withheld. Contact AskBU if you have any outstanding debts to the university.

What time should I arrive?

Make sure that you leave time to park and walk to the BIC, especially if you or guests have accessibility requirements.

Where do I park when I arrive?

The car park at the BIC (650 spaces) is pay & display, and is open to their customers and the general public. There are also many other car parks within walking distance including the Bournemouth Pavilion car park (185 spaces). Visit the Bournemouth Pavilion Parking page for more information. www.bournemouthpavilion.co.uk/visiting-the-venue/parking

About the BIC car park

- The BIC car park has achieved the "Park Mark" Safer Parking Award.
- The height restriction of the BIC car park is 6' 6" or 2 metres. This is indicated on a suspended height barrier at the entrance to the car park.
- Arriving late for an event can result in having to wait until the interval before being admitted. BIC strongly recommends that you allow up to an hour before the event start time to find a parking space to avoid congestion.
- For details of Blue Badge bays in Bournemouth please visit the www.bournemouth.gov.uk/Parking/DisabledParking/DisabledParkingInBournemouth.aspx

Being an alumni

Why join the alumni network?

Graduation doesn't mean goodbye – you're part of the BU community for life! Stay involved and informed as a member of our free Alumni Association.

Our 50,000 members enjoy a range of benefits including invitations to events and discounts on further study. BU Alumni has a thriving community. All BU students automatically become members when they finish their studies. Here are a few examples of what we can do for you:

Staying in touch

Free email service - Carry on using your BU email address.

Friend Finder - Forward messages to friends you've lost touch with.

Career development

Graduates may use the university's services to help their career development through accessing:

- Careers advice - Available for up to three years from graduation.
- Jobs and placements on MyCareerHub - Search for graduate opportunities.
- SUBU volunteering - Take part in Students' Union volunteering activities.

Library

As an alumni, you will be given free membership and access to library collections and online resources.

Qualifications and further study

- Discounts on further study - Get up to 25% off Master's degree course fees.
- Certificates and transcripts - Request replacement documents, syllabuses and transcripts.
- References and confirmation of study - Ask for an academic reference or verification of qualifications.

Students' Union bars and coffee shops

Alumni are welcome at Dylan's Kitchen and Bar in Poole House – just turn up and enjoy a drink or a meal. Current opening times are on the venue's web page.

The Old Fire Station also welcomes alumni and the public to some events – just check their website for details.

Sports facilities

Check out the great deals on SportBU membership for access to gym facilities and fitness classes. Just tell SportBU staff you're a former student when signing up – we will be happy to confirm your entitlement directly.

How do I update my details?

There are currently four methods:

1. You can register online
<https://bournemouthuniversity.wufoo.eu/forms/alumni-details-update/>
2. You can email us at:
alumni@bournemouth.ac.uk
3. You can call us on: **+44 (0)1202 961083**
4. You can write to us at:
Alumni Office
6th Floor, Executive Business Centre
Holdenhurst Road
Bournemouth
BH8 8EB

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Disclaimer

The information in this handbook is correct at the time of going to print. Every effort has been made to ensure the contents and statements are fair and accurate but the faculty cannot accept responsibility omissions, errors or subsequent changes that may occur.