

ARTS  
UNIVERSITY  
BOURNEMOUTH



WELCOME GUIDE

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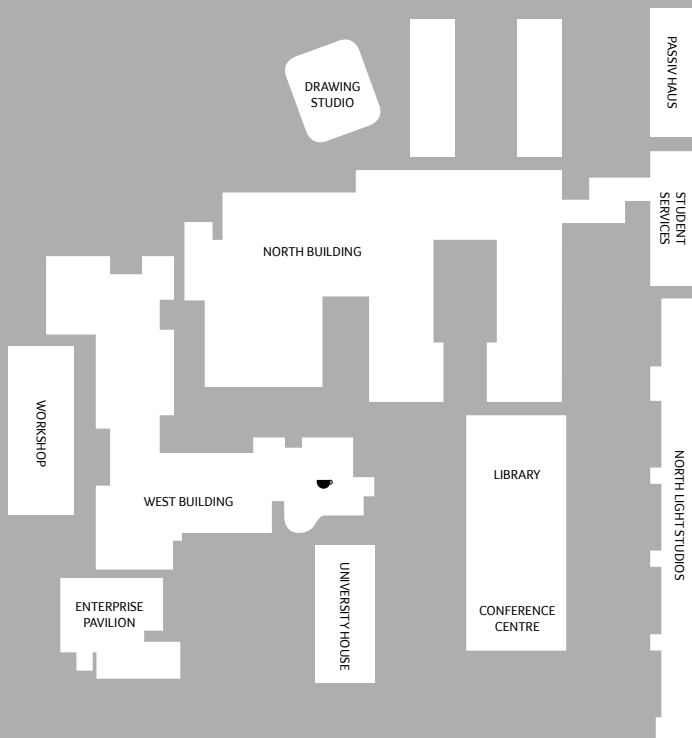
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## TERM DATES

### Prep HE and Undergraduate / M.Arch

#### Autumn term

PrepHE (Foundation Diploma) year starts *Monday 5th September 2016*

HE undergraduate induction week *Monday 19th September 2016*

HE undergraduate year starts *Monday 26th September 2016*

Term ends *Friday 16th December 2016*

#### Spring term

Term starts *Monday 9th January 2017*

Term ends *Friday 31st March 2017*

#### Summer term

Term starts *Tuesday 18th April 2017*

Term ends *Friday 26th May 2017*

## Postgraduate Trimesters

Postgraduate year starts (International students) *Thursday 22nd September 2015*

Postgraduate year starts (UK and EU students) *Monday 26th September 2016*

Christmas closure *23rd December 2016 – 2nd January 2017 incl.*

End of first trimester *Friday 20th January 2017*

Start of second trimester *Monday 30th January 2017*

Break *10th April – 18th April 2017 incl.*

End of second trimester *Friday 19th May 2017*

Start of third trimester *Tuesday 30th May 2017*

End of Postgraduate year *Friday 8th September 2017*

## STUDENT CHARTER

The Arts University Bournemouth offers Prep HE, undergraduate and postgraduate awards in the fields of art, design, media and performance. These awards are characterised by an emphasis on studio practice, delivered within a community of creative professionals. Courses have a strong focus on developing the technical and professional skills of students, which leads to highly employable graduates both within their specialist fields and beyond. Collaboration between courses, and between students, is designed to reflect the demands of professional practice; the ways in which courses work together to provide this professional environment is a key feature of the educational environment at the institution.

*This charter sets out the Arts University Bournemouth's commitment to provide you with a service of the highest quality.*

It is important that you respond in a positive way to this partnership to take full advantage of the educational opportunities available to you, and realise your full potential.

### The Arts University Bournemouth's Responsibilities

Throughout the course you may expect to:

- be treated fairly and with respect
- have access to accurate information about your course and AUB policies, including complaints and appeals procedures
- receive a high standard of teaching, assessment, advice and guidance from appropriately qualified staff
- be able to discuss academic progress with the appropriate course staff
- have access to the learning resources you need to support your studies
- have access to personal guidance and support from AUB services if appropriate
- be given a timescale and framework for work set
- have clearly defined assessments, assignments and course work marked fairly and returned with appropriate comments within an agreed timescale
- receive help and support in developing the skills needed for successful study and subsequent progression to employment within your chosen profession

- have the opportunity to express views on quality of teaching, services and facilities
- receive guidance on careers and future progression routes

### AUB Students' Union Responsibilities

Throughout the course you can expect AUBSU to:

- represent the interests of students within AUB, locally and nationally
- ensure that students are aware of their rights
- support students in participating in the opportunities offered by the University
- provide social events, including clubs and societies
- ensure that AUBSU officers are elected fairly and democratically, in accordance with the Students' Union constitution

### Student Responsibilities

Throughout the course you will be expected to:

- take responsibility for your work and actions
- attend regularly and punctually
- commit yourself to work and study outside formal teaching time
- complete your assignments within the agreed timescale

- comply with University regulations and policies, including those governing attendance and student conduct
- conduct yourself responsibly and show consideration and respect towards staff, fellow students and members of the local community
- show consideration and care for University environment, equipment and facilities

Students are reminded that their responsibilities relate to all methods of communication, including electronic and social networking.

This Student Charter summarises the University's aspirations and expectations. It is not intended as a legally binding contract, or to define or limit the legal rights and responsibilities of the University, the AUB Students' Union and each student. All students should ensure that they are aware of all policies, procedures, regulations and guidelines published by the University and AUB Students' Union. Copies of all documents are available on the AUB student portals or from AUB Students' Union.



## WELCOME TO AUB – THE BACKDROP FOR YOUR CREATIVITY, YOUR COMMUNITY AND YOUR CAREER.

This Welcome Guide has been designed to tell you everything you need to know about the campus and its facilities, and the ways in which we can offer you the support you might need once you start your studies. The Students' Union has also included a guide to Bournemouth, which is a handy introduction to your new home.

We look forward to welcoming you to the Arts University Bournemouth. Our professional staff, excellent facilities, industry expertise and a true passion for the creative arts all contributes to our vibrant and stimulating environment.

Bournemouth is an exciting place to live. Other than the seven miles of golden beaches, it's a buzzing cosmopolitan of theatres, music venues, shops and restaurants. The surrounding area is lush countryside and forests. We value and celebrate the diversity of all our staff and students and what they bring to our community. We pride ourselves on equality of opportunity within a friendly, collaborative and safe environment; we ask that you contribute to this by showing respect and support for your fellow students at all times.

We hope that you're excited about joining us next term, we're certainly looking forward to welcoming you.

IN OUR 2016 STUDENT  
PERCEPTION SURVEY, 95% OF  
STUDENTS SAID THEY WOULD  
RECOMMEND THE ARTS UNIVERSITY  
BOURNEMOUTH TO OTHERS.



## WHAT'S ON CAMPUS

### The Library

Reflecting the core values of the University, the Library is dedicated to supporting research and creativity in the disciplines of art, design, media and performance.

Our professional staff and excellent range of specialist learning materials will help you realise your full potential at the University and beyond.

Resources include books, e-books, journals, DVDs, and online databases, together with viewing rooms and a presentation space to provide an environment in which your ideas will flourish.

You will have a course specific Subject Librarian who will work with you to develop your research skills and your use of Library resources; Subject Librarians can also help with individual research enquiries. Another member of staff has a role to assist you with any additional needs you may have.

The Library welcomes any ideas, suggestions and comments you may have about the service during your studies at Arts University Bournemouth.

### Opening hours

#### Term time

Monday – Thursday  
8.30am – 9.00pm

Friday  
8.30am – 5.30pm

Saturday  
9.00am – 4.00pm

Sunday  
Closed

#### Vacation

(opening hours may vary so you are advised to check the Library website for current details)

Monday – Thursday  
9.00am – 5.00pm

Friday  
9.00am – 4.00pm

Saturday & Sunday  
Closed

[aub.ac.uk/library](http://aub.ac.uk/library)  
[library@aub.ac.uk](mailto:library@aub.ac.uk)

### IT facilities

#### Service Desk

The Digital Campus Services (DCS) ServiceDesk is situated on the first floor of the North Building above the main Gallery. The ServiceDesk offers support and guidance to both students and staff with AUB resources.

The Service Desk has limited awareness of software applications, therefore any request for application support would be directed to the technicians within your course area.

#### Opening hours

Monday – Thursday  
8.30am – 7.00pm

Friday  
8.30am – 4.30pm

[servicedesk@aub.ac.uk](mailto:servicedesk@aub.ac.uk)  
01202 363333

#### User Accounts / Password

All users are provided a specific username and password to access AUBs computers and online resources, these account details will be issued to you via your course team during your induction. You will be asked to change your password the first time you login into an AUB computer. If you forget your username or password, please visit the ServiceDesk with your Student ID card to have your account reviewed.

#### MyAUB

MyAUB is a online portal that gives student and staff access to email, calendar information, learning environments, software training and news and information. MyAUB

is personalised to the specific user logged in; various information and details such as timetables and course blogs will change depending on your discipline of study and year group. MyAUB also give links to free Microsoft Office products and AutoDesk applications ([autodesk.com/education/free-software/all](http://autodesk.com/education/free-software/all)) for enrolled AUB students.

#### Email Provision

All students are provided with a Microsoft hosted 'Office365' email account which uses your student reference number as the email address with your name as the alias, i.e. Sally Smith = 12345678@my.aub.ac.uk This email address is the primary way the University will keep in touch with you whilst you are studying with us and it is your responsibility to manage your account appropriately.

#### WiFi Provision

The University offers a campus wide wireless network using the EduRoam service (Education Roaming), this enables users to access free wifi at many universities and colleges who support the EduRoam provision. Access to EduRoam requires the user to sign in at first use with their AUB username and password to gain access. For a list of places who

support EduRoam wireless access go to [eduroam.org](#)

### **Backup / Archive**

It is your responsibility to backup/archive your computer based work through personal USB memory sticks, external hard drives or cloud storage provision such as OneDrive. DCS are unable to maintain central backups of student work, therefore AUB does not backup or archive any student work, either on our local servers or hosted in Office365. If files are accidentally deleted DCS will be unable to restore them.

### **Printing**

The University offers a range of chargeable print facilities across the campus. Printing is charged at different rates depending on paper size and mono / colour output. Credit top-up can be made easily online through PayPal or by using the coin machine in the Library.

Specialist inkjet printing is only available through your course resources; please speak to your course staff about the print facilities available to you. The University is committed to environmental sustainability – to minimise your own costs and reduce waste please print only what you really need and print on both sides of the paper (duplex) where possible.

### **Central Resources**

DCS maintains a range of loan resources such as digital projectors, large format TV screens, Mac and PC laptops and Blu-ray players which can be used to supplement your course resources for presentation / exhibition purposes. These resources can be booked through your course staff and are issued through the ServiceDesk.

### **Students' Personal Computers**

DCS are not responsible for students' personal computers or mobile devices; we can however offer you contact details of trusted suppliers and repairers.

For any further information please access the DCS section on the Intranet through the MyAUB portal.

### **The Gallery**

Originally established in 1998, TheGallery at Arts University Bournemouth offers a unique space in the South of England for the Arts including Design, Media and Performance.

TheGallery is a major resource for contemporary visual art at the University and has received national and international recognition.

TheGallery showcases work by contemporary artists and designers

from around the world, including collections on loan from major galleries and museums. It delivers an exciting portfolio of events, international exhibitions, pop-up exhibitions and commissioned projects, building upon the creative collaboration and networking between the Arts University Bournemouth and external venues. TheGallery is a public gallery for residents and visitor to Bournemouth.

text+work is the concept which underpins the exhibition programme and creative events at the Arts University Bournemouth. It promotes a forum for challenging dialogue between innovative contemporary art, design and media practice and its theoretical context. text+work furthers the scholarship and research agenda of the University and shares research activity through exhibitions and published texts. It is a valuable resource for the University and is integrated into its teaching, learning and research.

For further information on our exhibitions, related events and opening times please visit [aub.ac.uk/gallery](http://aub.ac.uk/gallery)

### **Museum of Design in Plastics**

The Museum of Design in Plastics (MoDiP) offers an opportunity for object based study, to develop your primary research skills and to be inspired. Visit us upstairs in the Library.

For opening times, appointments & further information:

Email [modip@aub.ac.uk](mailto:modip@aub.ac.uk)

Telephone 01202 363255

Twitter @MoDiPAUB

View our blog [museumofdesigninplastics.blogspot.co.uk](http://museumofdesigninplastics.blogspot.co.uk)

Like us on Facebook /AUBMoDiP

Explore our website [modip.ac.uk](http://modip.ac.uk)



## Places to eat

The Refectory is situated in the heart of the University campus and offers hot and cold food and drinks. There's a wide range of food available, including vegetarian/vegan options, along with one meal always priced at £2.85.

The Arts Bar with its roof terrace is situated above the Refectory, and offers a range of alcoholic and soft drinks, Costa coffee, and snacks.

The Gallery Café has inside and outside seating and is a great place to enjoy drinks and snacks whilst taking in the latest exhibitions.

## Job Shop

If you're looking to earn some extra money whilst you study, the AUB Careers and Employability Service runs a job shop, providing details of local part time jobs suitable for students. Work experience and internship opportunities are also advertised, together with graduate vacancies.

To view current vacancies go to the Job Shop pages of the AUB website [aub.ac.uk/after-you-graduate/employability/job-shop/](http://aub.ac.uk/after-you-graduate/employability/job-shop/) and check out our Facebook pages at [facebook.com/careersAUB](https://www.facebook.com/careersAUB)

## Student Ambassadors

If you're interested in doing some part time work at the University, apply to become a Student Ambassador. Student Ambassadors work with our Marketing team on AUB open days, UCAS fairs and recruitment events. The Student Ambassador scheme offers opportunities to work with business and academic staff, gaining useful training and work experience that looks good on your CV, as well as providing you with some extra cash.



Image by Chloe Parkes



## SHORT, EVENING AND SATURDAY COURSES 2016 – 17

Nothing beats the satisfaction of mastering a new creative skill, or learning more about a subject you love. Our creative Short Courses will give you the confidence to explore your creativity to the full - with all the facilities and support of a leading University.

From practical skills to life, or career changing possibilities, we have over 70 courses in Art, Design, Media and Performance subjects to help you achieve your true potential.

The quality of our Creative Short Courses is second to none and we've drawn on the expertise of over 100 tutors to create courses that really bring their subjects to life.

So what's stopping you? The courses are run in the evenings or Saturdays, so you can fit them round your current studies.

Why not consider a course in one of the following 19 subject areas:

- Life Studies
- Visual Studies
- Clothes Making
- Fashion Accessories
- 3D Modelling, Design & Visualisation
- Interior Design
- Jewellery

- Virtual Reality
- Film Production
- Photography
- Acting
- Design & Print
- Make-Up & Special Effects
- Adobe Create
- Adobe Post-Production
- Creative Writing
- Marketing & PR
- Web Publishing
- Human Culture

The Short Course department offers one AUB student a 25% discounted place per course; based on a first come, first served basis, so early booking is highly recommended.

To see our full range of courses commencing October 2016 and to book online, please visit [aub.ac.uk/courses/short-courses/](http://aub.ac.uk/courses/short-courses/)

Find us on Facebook for all the latest course information, special offers, events, images and competitions [facebook.com/shortcoursesAUB](https://facebook.com/shortcoursesAUB). If you prefer to speak with a member of the Short Course team for more advice choosing the right course for you, please call or visit the Short Course office – based in the Enterprise Pavilion.

[shortcourses@aub.ac.uk](mailto:shortcourses@aub.ac.uk)  
01202 363222



## GETTING HERE

### Unilink Service

This subsidised bus service runs Monday to Friday during term times (with a limited U1 service outside these times), providing services to Poole, Bournemouth and the surrounding areas

Annual pass £240

10 trip pass £10

Single cash fare £1.30

*These prices are subject to change*

Save £60 when buying an annual permit (based on a 30 week academic calendar compared with using a 10 trip ticket every day).

For further information go to [thebusforbu.co.uk](http://thebusforbu.co.uk)

### Local Buses

Yellow buses 25, 26 and 36, and Wilts & Dorset number 15 and m4 (Thurs – Sat nights only) all stop close to the Arts University.

[morebus.co.uk](http://morebus.co.uk)

[bybus.co.uk](http://bybus.co.uk)

### Cycling

The University strongly supports environmentally friendly modes of travel and offers the following facilities to cyclists:

- Over 350 cycle racks
- Shower facilities

- On site bike pump
- A 10% discount at many local bike shops by showing your Students' Union card

### Trains

Bournemouth train station is approximately 2 miles from the University campus, with good links provided by local buses.

[southwesttrains.co.uk](http://southwesttrains.co.uk)

08457 484950

### Car Parking

Parking is not available to students, with the exception of disabled parking badge holders or those who have a medical condition that can be supported with evidence from a health or medical practitioner. To discuss your individual needs in confidence, please contact the Disability Officer in Student Services.

The car park is open access to all students from 3.30pm every day and at weekends. Throughout the year students are allowed 30 minutes to drop off/pick up equipment that is difficult to carry on foot. Spaces cannot be guaranteed during these times.

There is very limited parking in the local area and no parking available at our halls of residence so we recommend that you do not bring a car to University.

## SETTING UP HOME

Moving away from home, living independently and managing everyday life are important aspects of student life.

Although you'll learn through experience, you don't have to deal with all eventualities alone. You can contact the Student Advisers in the Student Services at any point during the academic year to help with any queries you may have.

*studentadvice@aub.ac.uk*  
01202 363242 or 363031

### Finding somewhere to live

If you haven't yet sorted your accommodation, don't panic. Our accommodation website has details of details of accommodation registered with the University by local accredited landlords. It also has a popular message board facility, which will help you arrange flat and house shares with other AUB students. You can access this website at any time and contact the landlords and other students direct for more information. You can also come along to our final Accommodation Day on 26th August – check out the AUB website for more details.

*aubstudentpad.co.uk*

### Council tax exemption

As a full time student you will be exempt from council tax for the duration of your course. If you live in the Bournemouth Borough Council or Poole Borough Council areas we will tell the council that you are an AUB student, so you only need to sign and return the form that the council will send you. If you live elsewhere, you need to collect an exemption letter from Student Services after enrolment, to send to your council. Your exemption starts on the first day of induction week and ends on your graduation day – if you live in your student house outside of those dates, you will need to pay council tax for those periods.

### Being a good neighbour

House parties are all part of the student experience, but you need to be a good neighbour too. AUB funds and works in partnership with local police and environmental health officers to address any noise nuisance or anti social behaviour in the local community. If you have a noisy party you can expect a visit from our Universities' police team; repeat offences will lead to disciplinary action via the AUB Student Disciplinary policy. You may also be served with a noise abatement notice, which

can lead to fines of up to £5,000 and confiscation of all music and computer equipment. Noise abatement notices can be served at any time of the day or night, whether you are living in halls or in private accommodation.

Following these top 5 tips will save you a lot of hassle:

- Take the time to introduce yourself to your neighbours – it will make your life much easier
- If you are planning a party, let your neighbours know, agree a time for the party to end, and stick to it
- If you're arriving home late at night, don't stand outside talking when you get out of the taxi
- Never advertise house parties on social networking sites, things can easily get out of hand and you'll be held responsible for any damage or disturbance
- Put your bins out on bin day but don't leave them on the street all week

## MONEY MATTERS

We understand that when you commit to a course at the Arts University it's a major investment. We'll try and support you by helping you access any financial support that may be available to

you, depending on your individual circumstances.

If you need help to manage your money, you can make an appointment with one of our Student Advisers, who can help you plan your budget or manage any debt.

*studentadvice@aub.ac.uk*  
01202 363031

### Arts University additional grant

Full time English HE students in receipt of the full maintenance loan can apply to the discretionary support fund, as long as they have consented to share their data through Student Finance England. The support fund can provide bicycle vouchers, support for educational visits and hardship payments.

If you are under 25 and have previously been in local authority care for a minimum of 3 months during GCSE or subsequent study you are eligible for a bursary of £2,000.

For more information about Access bursaries and grants please contact Student Services.

*studentadvice@aub.ac.uk*  
01202 363031

## Hardship Funding

Emergencies can happen, and if you find yourself in dire straits, you may be eligible for hardship funding. More information and application forms for all hardship funding are available from Student Services.

## PrepHE Funds

An income-assessed bursary may be available for Prep HE students who are living away from home for the duration of their studies. Funding may also be available towards travel or childcare costs, for free meals, or to help those in financial difficulty. Funding is limited so apply early.

## Overseas Emergency Fund

If you are an international student in financial hardship due to unforeseen circumstances (for example, natural disaster, family illness, change in economic circumstances), the Overseas Emergency Fund may be able to provide a one-off payment to support you.

The fund is available to full-fee paying International students only. You will be asked to provide evidence of your unexpected change of circumstance and must be able to demonstrate a substantial shortfall between your annual income and expenditure

over the course of the year, or an additional financial need.

Emergency short-term loans  
If your student loan payments are delayed, we may be able to lend you some money in the meantime. If you are in urgent need of immediate cash AUB can provide you with an emergency short-term loan of up to €30.



## SUPPORT FOR STUDENTS

### The Art of Studying

Entering Higher Education or Prep HE can be rather daunting – not only is it about studying at a higher level, the way in which you study is very different to school or college. At university your lecturers aren't here to give you the answers, they're here to guide your learning, and your studying is much more self-directed.

If that sounds scary, don't worry – AUB provides The Art of Studying – dedicated pages on the AUB Viewpoint portal and a series of lunchtime and afternoon workshops to help you adjust to being at university. AUB's Academic Support service is open to all students, and can offer 1-1 or group support to help develop your academic skills.

### Careers Advice and Guidance

It's not just final year students who need to think about careers - planning ahead and thinking about your future prospects should form part of your studies right from the start.

The AUB Careers and Employability Service offers impartial and confidential advice, support and guidance to help you explore and develop your career ideas

and manage your future career successfully. This includes:

- Individual/group career guidance interviews
- Drop-in sessions
- Advice about CVs and job seeking strategies
- Practice interviews
- Advice about becoming self employed/freelancing
- Information about further study opportunities

Our Careers and Employability Service runs a programme of presentations throughout the year as part of The Art of Studying programme, covering subjects as diverse as "teaching for a career" to "starting your own business in the creative arts".

The Job Shop provides details of local vacancies, including part-time student jobs and work experience opportunities, as well as graduate positions suitable for those starting their careers. Full details are available on the Employability pages of the AUB website and on the AUB Careers facebook page at [facebook.com/careersAUB](https://facebook.com/careersAUB)

The Careers and Employability Service is situated within Student Services.

[careers@aub.ac.uk](mailto:careers@aub.ac.uk)  
01202 363355

### Wellbeing

Coming to university can be a very exciting experience, offering opportunities for personal development, artistically, academically and socially, but adapting to student life can also be very challenging. AUB has a Wellbeing Officer who can offer practical support and guidance if you are experiencing difficulties and are not sure who to turn to, or if you are worried about the welfare of a friend or housemate. The Wellbeing Officer is also available to provide confidential support and advice on a range of issues such as stress, depression, anxiety, drug and alcohol problems, and eating disorders.

[wellbeing@aub.ac.uk](mailto:wellbeing@aub.ac.uk)  
01202 363106

### Counselling

During your time at AUB you may experience personal problems for which you need help and support beyond that offered by tutors, friends or family. Counselling can help if you are experiencing such problems, whether long term or resulting from a temporary crisis, and is an excellent tool for your own personal development.

The AUB Counselling Service is accredited by the British

Association of Counselling and Psychotherapy (BACP) and adheres to its Ethical Framework for Good Practice in Counselling and Psychotherapy. We have a team of professionally qualified male and female counsellors, and students accessing the service are offered various levels of support ranging from regular weekly sessions, occasional support or just a "one off" consultation.

To make an appointment, or to learn more about the service, you can contact the Counselling Service on:

[counselling@aub.ac.uk](mailto:counselling@aub.ac.uk)  
01202 363033  
07894396072

### Chaplaincy

The multi-faith Chaplaincy is available to support students of all faiths and of none.

A Chaplain is someone from a faith perspective who offers hospitality, care, and guidance.

The Chaplaincy provides a space for students and staff to relax and unwind, while exploring the world of spirituality – and enjoying some refreshments at the same time.

Whatever your ethnic background, and whatever faith you do or

don't follow, the Chaplaincy offer an open door policy, providing a friendly meeting place with pastoral care and support.

The Chaplaincy is located upstairs in Talbot House, on Bournemouth University campus, next to the Arts University campus. The Chaplaincy's opening hours are 8.30am – 11.00pm daily. There will be a Chaplain on duty most days from 9.00am to 5.00pm. There is a room set aside for those wishing to reflect and pray, an Islamic Prayer room with wash facilities, and a Kosher kitchen. Students can book a meeting room within the Chaplaincy.

If you feel like talking to a Chaplain of any faith please contact Bill Merrington, Senior Chaplain.

01202 965383 or 07894 598915

### **Support for International and European Students**

If you are a European or International student and would like additional support or advice on visas or aspects of living in the UK (such as opening a bank account) the International Office can offer helpful advice and guidance. The International Office is open from 8.30am – 5.00pm (4.30pm on Fridays).

*international@aub.ac.uk*  
01202 363108

### **Academic support for international students**

If English is not your first language, AUB has English for Academic Purposes (EAP) tutors to help you develop the language and study skills you will need to succeed in your academic coursework. You can attend individual or group tutorials, a range of lunchtime or late afternoon workshops or short courses to upgrade essential academic skills.

For more information or to arrange a tutorial please contact a member of the EAP team:

- Andrea Herde *aherde@aub.ac.uk*
- David Munn *dmunn@aub.ac.uk*
- Deirdre McKenna *dcmkenna@aub.ac.uk*

### **Support for disabled and dyslexic students**

“Disability” can refer to specific learning difficulties such as dyslexia and dyspraxia, as well as physical disabilities and unseen conditions such as epilepsy and diabetes, or mental health difficulties.

### **Support for dyslexic students**

The Academic Support service provides specialist advice for students with dyslexia and specific learning difficulties. As a first year student you will be offered screening to identify any risk of



dyslexia; if you are studying at HE level, we may refer you to an educational psychologist for a full diagnosis, if appropriate. All students with a specific learning difficulty such as dyslexia are offered individual tutorials to help develop a range of skills for studying within university. We can also loan digital voice recorders or IT equipment to help you manage the demands of your studies.

### **Support for disabled students**

If you have a disability other than dyslexia, the Disability Officer can provide you with advice and support. If you have any concerns or questions about how your disability may affect your studies, or would like information about benefits and support packages available, the Disability Officer can help.

For confidential advice and information, please contact the Disability Officer:

01202 363291  
[wellbeing@aub.ac.uk](mailto:wellbeing@aub.ac.uk)

### **Disability Disclosure**

We encourage you to tell us about any disability or specific learning difficulty so that we can do everything possible to support you during your time at AUB. Any information you tell us about

your disability will be treated in confidence and will only be shared with appropriate members of staff with your permission. Only in exceptional circumstances will it not be possible to maintain confidentiality - when direct action needs to be taken in order to protect the health and welfare of you and/or others. However, if any such course of action were deemed to be necessary, you would be informed of our intentions.

### **Physical Access to the Arts University**

Whilst the campus is wheelchair accessible, with automatic doors, lifts and toilets all suitable for wheelchair users, access to certain studios and departments may be limited. In instances where access is limited, we will endeavour wherever possible to ensure that classes and tutorials are undertaken within accessible spaces. Free parking is available for students with mobility difficulties – the Disability Officer can arrange permits for eligible students.

If you have asthma or breathing difficulties, the atmosphere within some workshop areas may aggravate your condition and you should discuss with your doctor any health implications prior to your being exposed to these hazards. The campus is fitted with a deaf

alerter fire alarm system, which provides free of charge vibrating pagers to students with hearing impairments to use on campus.

### **Disabled Students' Allowances**

If you are a UK higher education student, Disabled Students' Allowances can provide funding to help cover any extra costs you may have to pay when studying your course, as a direct result of your disability. To access the allowances, you will be asked to attend an informal assessment with a specialist assessor, who will work with you to identify your individual study requirements.

The Disability Officer and Academic Support staff can help you with your application for the allowances, and can arrange for your assessment to take place on the AUB campus. And if you are required to pay £200 towards the cost of a computer, the Arts University will cover the cost for you.

### **Medical care**

It is important that you look after your health during your time as a student. If you have an ongoing illness, please contact Student Services so that we can be sure we are doing all we can to support you.

If this is your first year at University, we would advise you to contact your

GP to request vaccination against meningitis and mumps if you have not already received these.

AUB's Student Services work in partnership with the local Surgery to provide on-campus medical surgeries each week. Appointments are available during Tuesday and Thursday lunchtimes, and you can make an appointment by contacting Student Services. You will need to register with the surgery at least 24 hours before your appointment, and can do this at Student Services.

01202 363703

### **Help with Health Costs**

*(Prescription charges, dentistry, glasses etc.)*

If you are a full-time student up to 19 years of age or are in receipt of certain benefits (such as income support) you are entitled to help with health costs, provided you have filled out the appropriate (HC1) form. Refunds for payments already made can be obtained through producing receipts and filling in a (HC5) form.

All forms are available from Student Services.





## STAYING SAFE

### Universities' police team

AUB works in partnership with Dorset police to fund the Universities' Neighbourhood Police Team – two police officers dedicated to policing AUB and the neighbouring Bournemouth University. You will see the Universities' police team around the campus, and you can speak to them confidentially and ask for advice and guidance.

You can contact the Universities' Safer Neighbourhood Team on *101* or *07554 439650*

In an emergency you should dial 999

### University closure

If there is a need to advise students of AUB closure, due for example to severe weather conditions, the University will communicate any emergency arrangements via the AUB website.

### Fire Evacuation

Fire evacuation procedures are displayed in all rooms and fire drills are held regularly – you should ensure that you know what to do in the event of a fire.

### Occupational Health

It is important that you inform your course tutors of any medical condition that may affect your

health whilst at University, or any medication that may affect your safety in the workshops. If you are pregnant please inform us so that we can ensure that your course poses no risk to you or your unborn child.

### First Aid

First aid assistance on campus can be obtained by telephoning *01202 363728*. The University operates a rota system whereby the qualified duty First Aider will be 'paged' by reception when required. Please remember that all accidents and near misses, i.e. slips and trips, must be reported to a member of staff, no matter how small or insignificant.

### Health and Safety

During your time at AUB, your course might demand the use of hazardous substances, i.e. solvents, paints etc, or the operation and use of metal or woodworking machinery. For your own safety, it is vitally important that you comply with guidance provided on all safety procedures and policies. Please note that if an operation requires the use of protective clothing, you must comply with this requirement.

### Safety Badges

Students achieving a level of competence on machinery and hand tools in the workshops will be allocated a badge in accordance

with their level of attainment. Students are not allowed to use any machinery or equipment unless displaying the appropriate badge.

## Security

Students are responsible for their personal belongings. If you cycle to University please secure your bicycle with a strong padlock and chain or "D" bar bicycle lock. It is strongly recommended that you arrange insurance for your personal possessions and bicycle as the University cannot be held responsible for their loss or damage.

## YOUR RIGHTS AND RESPONSIBILITIES

### Student Reps

At AUB we believe that students should be able to influence how their course is run. Each course elects two student Course Representatives who attend Staff / Student Liaison Groups, which are chaired by the Subject Area Leaders and are responsible for considering the operation of the course, its development and improvement. Course Reps will collect feedback from you before meetings, and will feed back to you on any decisions or actions agreed.

Course Reps are elected at the start of the academic year (for

continuing students this may take place at the end of the previous academic year). Get involved - ask your course leader or one of the Students' Union officers for details.

### Student feedback

We place high value on the views of our students and we believe that it is very important to get feedback on all aspects of University life, so that we can respond to your views. Our own student surveys, and our participation in the annual National Student Survey (NSS), provide us with valuable information to help us plan improvements.

We do two surveys each year; one looks at initial advice, induction and enrolment and the second looks at the experience of the whole year. Don't miss your chance to take part!

### Equality and diversity

The Arts University Bournemouth is committed to a policy of equality and aims to provide a working, learning and social environment which is free from discrimination and prejudice, and which promotes diversity.

Equality is about creating a fairer society, where everyone can participate and has the opportunity to fulfil their potential. Equality is the underlying principle which

entitles everyone to freedom from unfair discrimination. We want everyone at AUB to help create an environment that encourages inclusion, positive attitudes to difference and equal opportunities for all.

Whether you are a member of the Arts University Bournemouth's community, a visitor or you work with us in any capacity, you have a duty to adhere to our Equalities policies at all times in the course of your day to day activities.

If you wish to report an incident of discrimination you should report the incident to your course leader. If, however, you would prefer to discuss your concerns with someone else, please contact the Head of Student Services. Alternatively, you can raise your concerns with the Students' Union, who will be happy to support and advise you.

### Complaint

If you feel that you have been treated unfairly, or that the Arts University Bournemouth has failed to fulfil its responsibilities to you, you have the right to make a formal complaint. Most situations can be resolved informally, but if you have been unable to resolve an issue, there is a formal way of pursuing

your complaint through the University's complaints procedure.

The complaints procedure is separate from the academic appeals policy. It can be used to deal with issues relating to the service you receive from the University, or if you feel you are not being treated fairly in any way.

Specifically, it can be used where the Arts University Bournemouth has not followed its own stated policies and procedures. Whilst we may be interested in comments you may have about other aspects of our service - for example, the opening hours of buildings or facilities - these cannot normally be considered through the complaints procedure.

It is every student's right to make a formal complaint and you can be assured that your case will be considered fairly and without prejudice. This is a discrete procedure and your grades will not be affected in any way by making a complaint. Every complaint is treated confidentially unless there is a serious breach of law and / or a person is considered to be in danger in a way that necessitates direct action.

The Arts University Bournemouth's complaints procedure, and a

complaints form, is available from Student Services or can be downloaded from the *Viewpoint* portal.

The Head of Student Services processes all student complaints and is available to discuss any non-academic matter that is causing you concern, and to advise you on the complaints procedure. Please contact Heidi Cooper-Hind, Head of Student Services:

*hcooperhind@aub.ac.uk*  
01202 363220





## STUDENTS' UNION GUIDE TO BOURNEMOUTH

Welcome to the Arts University Bournemouth. As Students' Union President (Lauren Housego) and Vice President (Ismini Black), we are here to represent your voices as students and provide the best possible experience for you, here at AUB.

We have so much planned for this year and cannot wait for you to join us on numerous projects and fun activities. Most importantly, we want to hear about any new and exciting ideas you have. Find us in our SU Office all day Monday to Friday, and we will try our very best to help you. If you have any questions or suggestions please feel free to come and visit us. Our door is always open!

We've prepared a 2016 Fresher's Guide which tells you all you need to know about fresher's, where to buy your tickets and all of the official events. To make sure that you're only signing up to official AUBSU events, always follow the links from our website when booking tickets.

See you soon!

### **Lauren and Ismini**

AUBSU President & Vice President 2016/17

Make sure to check out our website and social media  
[aubsu.co.uk](http://aubsu.co.uk)

[facebook.com/aubsu](https://www.facebook.com/aubsu)

[twitter.com/aubsu](https://twitter.com/aubsu)

[instagram.com/aubsu](https://www.instagram.com/aubsu)



If you're new to Bournemouth, or even if you've lived locally for a while, chances are you could still do with being reminded of how to make the most of the Bournemouth area as a student.

Bournemouth has a wealth of things to offer in addition to the beach, so here are just a few things that you may want to know:

- It boasts 7 miles of award-winning golden coastline
- With a population of over 183,000 it is large enough to have all the facilities of a big town but small enough that you never feel lost
- It is the first town in England to hold three flags – the international Blue Flag for its high quality beaches, the Purple Flag for its night-time entertainment and safety, and the Green Flag for its range of parks and green spaces
- Bournemouth, Poole and the surrounding Dorset area are great places to experience thrills and spills on the south coast. With surfing, fishing, cycling, quad-biking, or the more relaxing Oceanarium on offer, it's a great place to live
- In the town gardens, you can take a flight on the Bournemouth Eye tethered balloon, which on a clear day

gives you views of the English Channel and surrounding area for up to 35 kilometres

- According to student rumour, Bournemouth has more clubs per square mile than anywhere else in Europe. But don't worry if clubs aren't your thing, there are chilled bars with a great relaxed atmosphere, and many cafes and restaurants.

Bournemouth has a variety of different neighbourhoods, so here's a quick guide to some of the most popular:

### **Winton**

The location of our Winton halls and the most popular area for student housing, close to the University. Plenty of local pubs and supermarkets.

### **Charminster**

Cosmopolitan area of Bournemouth, close to Winton, again popular with student residents. This area hosts a large variety of international restaurants, cafes and bars.

### **Wallisdown**

Residential area near Winton, home of the Arts University Bournemouth.

### **Lansdowne**

Close to our Madeira Road and Bath Road halls of residence and the train station, offering a few banks, bars and clubs.

### **Kings Park**

Home of the Cherries (AFC Bournemouth).

### **Boscombe**

Quirky suburb of Bournemouth, good for discount shopping and the O2 Academy. It also has numerous independent art and vintage shops as well as highly recommended small cafes (e.g. Boscanova, or The Crooked Book).

### **Westbourne**

Quaint and quiet up-market area of Bournemouth, offering cafes and boutiques.

### **Pokesdown**

Area popular with those who love charity, second-hand and antique shops, next to Boscombe.

### **Nightlife**

Bournemouth has a lively and eclectic nightlife; whatever you're into, there's no doubt you will find a venue to suit your taste!

Here are just a few favourite student spots in Bournemouth - many offer weekly student nights with discounted entry and drinks promotions.

#### **The Winchester Pub**

Located in the Triangle in Bournemouth town centre, the building used to be an old bank but is now an intimate nightclub. Nowhere else in the town has such a diverse range of events. Anything from live music, to dance music, poetry nights, film screenings, and regular student led nights - this really is an exciting place to go for an alternative night out.

#### **Cameo**

Cameo is Bournemouth's largest club and is great if you fancy a typical student night out. Expect cheese, House, Dance, R'n'B and even a sax player on the dance floor. Wednesday Student nights are the most popular, with International Student night on a Thursday.

### **60 Million Postcards**

Situated in the centre of town, "60 Mill" offers a laid back, retro vibe with plenty going on, from jumble sales to board games and free live music.

### **Buffalo**

An exciting bar based in the heart of Winton, with different themed nights, including open mic nights on Tuesdays, pool competitions, quizzes and films on the big screen. If you live in Winton, it will probably end up being your local, so it's worth getting their 'rock card' for daily deals. If you want to stay out later than closing time you can always head to its sister bar 'Anvil' in town which is open until 5am.

### **The Triangle**

This is where Bournemouth's gay scene is based, full of fun bars, quirky cafes and glitter. Does Your Mother Know? (DYMK) is just one of the bars offering regular nights of cabaret shows and tribute acts.

### **The Old Fire Station**

As well as regular student nights The Old Fire Station is the place to go for a big night out. We Are Your Friends and The Block Party see some of the best line ups in Bournemouth.

### **Chaplin's Bar**

This independent bar and music venue has an award winning beer garden, which is perfect for a sunny afternoon or a pint after an exhibition launch in Boscombe.

### **Tower Park**

Tower Park is located just 3 miles from the centre of Poole and 5 miles from Bournemouth with free parking for all visitors. The complex includes, Bowlplex 24 lane bowling, 10 screen Empire Cinemas, Gala Bingo, Pure Gym and a plaza of restaurants - Pizza Hut, Flame Oriental, Nandos, KFC, TGI Fridays, Chiquitos and Burger King. Splashdown flume park, with a total of 12 fantastic rides and slides, is a great place to have fun - a must visit if you have a free afternoon in the summer months.



## Beaches

The beaches surrounding Bournemouth are some of the best in the UK, being perfect for surfing, swimming, sunbathing and summer evening BBQs. On any sunny day you will find Bournemouth beach packed with other students, locals and tourists. If you fancy a bit of peace and quiet you'll find more secluded stretches of sand just 10 minutes down the promenade. Outside the main holiday season it is possible to cycle along the entire promenade.

### **Bournemouth Beach**

Bournemouth has consistently won awards for the quality, safety and cleanliness of its seven golden miles of beach. Every section of Bournemouth's beach offers a different experience, so whether you want to enjoy a range of water sports, enjoy plenty of attractions at the pier or simply relax with a good book, there's a spot for you.

### **Boscombe Beach**

Boscombe Beach has recently become an activities beach, with volleyball pitches, a surf school and even musical instruments to play. With its restaurants along the promenade it's also a great place to enjoy a meal with a sea view.

## Sandbanks

Situated between Bournemouth and Poole, Sandbanks is one of the best beaches on the south coast of England, with miles of fine golden sand and some of the most expensive houses in the country.

## Events

Bournemouth has lots of regular events during the year. Check the AUB Students' Union website and facebook for more information on up and coming student-led events.

[aubsu.co.uk](http://aubsu.co.uk)

[facebook.com/aubsu](https://facebook.com/aubsu)

Some popular local events include:

### **Arts by The Sea Festival**

This multi art form festival brings some of the most contemporary and experimental art to Bournemouth at the end of September through to the start of October. With nationally and internationally renowned artists exhibiting in 'pop up' locations around Bournemouth you do not want to miss this.

### **Bournemouth Air Festival**

Held in August, the Bournemouth Air Festival offers an awesome air display, attractions and fantastic evening entertainment. The Air Festival is arguably the biggest

and best free aviation event in the UK and attracts spectacular performances from the likes of the Red Arrows.

### **Fireworks and illuminations**

Each summer there are fantastic free firework displays every Friday night at Bournemouth pier. Bournemouth gardens hold the 100-year old tradition of the illuminations, where you can join in lighting the thousands of candles that decorate the lower gardens.

### **Summer Ball/Somerley Tea Party**

These day festivals are the perfect way to celebrate the end of the year and the start of summer. With a range of line ups and fancy dress themes you can guarantee a great send off.

### **Bournemouth International Centre (BIC) and O2 Academy (Boscombe)**

To see the best in live music, concerts, stand up comics, shows or exhibitions stay up to date with the acts performing at The BIC and O2 Academy.

### **Cinemas**

If you fancy catching a film, there's no shortage of cinemas in Bournemouth, Poole and the surrounding areas. Whether you're raring to check out the latest release or looking for something a little less mainstream, there's sure to be a nearby venue showing the very thing you're after.

#### **Odeon Cinema**

*Westover Road, Bournemouth*  
[odeon.co.uk](http://odeon.co.uk)

#### **ABC Cinema**

*Westover Road, Bournemouth*

#### **Lighthouse Arts Centre**

21 Kingland Road, Poole  
[lighthousepoole.co.uk](http://lighthousepoole.co.uk)  
If you're into Arts House cinema, the Lighthouse in Poole is the place for you. At the Lighthouse you will find an overwhelming amount of national and regional activity - in cinema, theatre, dance, music, film and exhibitions. It is the largest regional arts centre outside London.

#### **Bournemouth Colosseum at Lavish Life**

*14 Westbourne Arcade, Bournemouth*  
*01202 769092*

Hidden underneath this café in Westbourne Arcade is the smallest cinema in the UK, where you can catch old classics and re-runs.

### **Leisure and fitness**

Biking around Bournemouth is a real highlight; there are some great cycle routes as well as a velodrome just 5 minutes from campus.

Pavilion Dance has over 40 dance classes each week, day and evening, for all ages and abilities, offering styles ranging from 1940s Social Dance to Salsafit, and from Irish Dance to Ballet and everything in between. Located in central Bournemouth.

*paviliondance.org.uk*

AUB students can make use of the sports and leisure facilities on the neighbouring Bournemouth University campus. Facilities include a fitness suite, four-court sports hall, dance studio, and climbing wall.  
*microsites.bournemouth.ac.uk/sportbu*

Bournemouth and Poole Borough Councils offer a range of discounts for full-time FE & HE students. Students will need an NUS card as proof of student status.  
*bournemouth.gov.uk* or  
*boroughofpoole.com*

There are also plenty of other gyms around the Bournemouth area, so if you're further out from town or fancy a swim, check out places like the Stokewood Leisure Centre (in Winton) with its great pool.

If you're a footballer, don't miss out on the 5 a-side Student League at Pelhams Park Leisure Centre - fully enclosed pitches with rebound boards for fast-paced action on a new-generation playing surface. Leagues to suit all standards so get a team together and enjoy a kick-around. Alternatively join the AUBSU football team for a more competitive team experience.

### **Art Galleries**

Whether you're on an art, design, media or performance course, it's always useful to keep up to speed on the local art scene, as well as what's happening nationally. Right on campus we have 'The Gallery' which exhibits established artists work with regular artist and curator talks you can go along to. The most recent development in the local art scene is the opening of 'Factory Studios' where you can find a community of local artists, with studio spaces available to rent. There are always interesting exhibition launches and events here, even the arrival of some new chickens in the courtyard! There has also been a recent surge in 'pop up' galleries in the area so keep an eye out.



One of the main things we are trying to do at AUBSU is sustain a permanent gallery space to be able to offer that space to all students to exhibit work on a regular basis.

Here are a few galleries you should definitely make sure you get down to:

**Factory Studios** *Boscombe*  
01202 309537  
[factorystudiosbournemouth.com](http://factorystudiosbournemouth.com)

**The Old School House** *Boscombe*  
01202 302659  
[by-the-sea.co](http://by-the-sea.co)

**Russell-Cotes Art Gallery/  
Museum** *Bournemouth*  
01202 451800  
[russellcotes.com](http://russellcotes.com)

### Eating Out

Bournemouth and the surrounding areas have a vast array of restaurants and eateries - Bournemouth's Old Christchurch Road is the main road full of cafes and restaurants to suit all tastes and budgets, from pizza to Thai food.

There are also a huge number of takeaway and delivery outlets, and no doubt takeaway menus will be flooding through your door before too long. Charminster is brilliant for worldly eateries such as Moroccan and Lebanese, and also has a new vegan café (Sweet Greens).

### Supermarkets and Launderettes

Unfortunately, the chores won't take care of themselves, and the corner shop may be convenient, but it's an expensive way to shop. Head to Wimborne Road (Winton) and Charminster Road (Charminster) for the nearest supermarkets and specialist Asian and oriental food stores.

You can also order your shopping on-line for delivery direct to your door – shop around to see which is the cheapest, it can vary a lot depending on what you're buying.

There are launderettes located in Wimborne Road, Winton, Charminster Road, Charminster, and on Wallisdown Road. Going with a couple of friends will make it seem less of a chore, or (if you're feeling flash) you can ask for a service wash (someone else does it for you for a charge).

### Art Supplies and Art Shops

Art, design, media and performance courses can be expensive in terms of equipment.

Depending on the type of course you're on, you could require quite a bit of photographic film, card, paper and material over the course of a full year, especially in the run



up to Summer Show time. The AUB Students' Union holds specialist art sales every week with great cheap prices and a wide supply of materials. Check our facebook and website pages for a full list of dates. Whether you're looking for materials or for inspiration, the local art shops in Bournemouth, Poole and the surrounding area can also provide whatever you're after. In addition to a range of supplies, many of these shops and centres also offer you valuable advice from experienced professionals. Many are fonts of knowledge when it comes to arts, design and media and they'll be able to point you in the right direction if you're after particular books, tools or information.

**Artcetera** *Boscombe*  
01202 423408  
[artceterabournemouth.co.uk](http://artceterabournemouth.co.uk)

**The Artists' Centre** *New Milton*  
01425 611106

**Bookends** *Christchurch*  
01202 479059  
[bookendsonline.co.uk](http://bookendsonline.co.uk)

**Daler-Rowney Ltd** *Wareham*  
01929 556621  
[daler-rowney.com](http://daler-rowney.com)

**Flux** *Bournemouth*  
01202 3039522  
[fluxframing.co.uk](http://fluxframing.co.uk)

**Hobbycraft** *Ferndown*  
01202 582444  
[hobbycraft.co.uk/bournemouth](http://hobbycraft.co.uk/bournemouth)

**Studio Art Shop** *Poole*  
01202 686662

### Being streetwise

Your learning curve as a student is about your personal progress, as well as your creative development. In other words, your student experience won't and shouldn't just teach you about your subject; it should educate you in other areas such as fending for yourself.

The most effective way of staying safe as a student is to be aware and alert to the possible risks. Bournemouth is a safe town but you still need to look after yourself, and your friends. The following hints can help:

- When going out at night, stay with friends and if you leave before or after the group, ensure you have at least one other person with you. Never walk home alone.
- Don't walk home after late night pubbing or clubbing. Always set money aside for a taxi home.
- Carry your bag close to you and keep your house keys in your pocket. If someone attempts to

grab your bag, don't struggle, let it go – your safety is more important than your possessions. — Don't forget to lock doors and windows at home, and put your laptop and any valuables out of sight to deter thieves.

### Drink Spiking

These incidents do happen and involve the adding of harmful substances to your drink without you realising. Because the substances used are often colourless and odourless, they are difficult to detect and therefore it's best to be on your guard. Common sense measures include:

- Hold your drink in your hand. If you need to put it on a table, get your friends to keep an eye on it.
- Don't accept drinks from strangers.
- If you can, choose to drink out of a bottle as opposed to a pint glass. Make sure that you or a friend see the bar staff open the bottle.
- Look out for your friends and plan how to return home safely. Never walk home alone or with someone you've just met.
- If you suspect that your drink has been spiked, call for an ambulance on 999.

### Useful contacts

**Police / ambulance / fire brigade**  
Emergency ONLY 999

**Police Universities**  
**Neighbourhood Police Team 101**

**NHS Advice 111**

**Dorset Rape Crisis Helpline**  
01202 308855

**Frank (free 24 hour confidential drugs helpline)** 0300 1236600

**Shelter (housing advice helpline)**  
0344 515 1400

**Citizens Advice Bureau (24 hour)**  
03444 111444

### See you soon

We from AUBSU hope this guide helps you settle in at AUB. Again, if you need any advice or if you run into any trouble, our door is always open. We would also really appreciate any comments or feedback you have with regard to this guide and its content.

We look forward to meeting you!





Image by Hamzah Day

## USEFUL CONTACTS

There's plenty to think about with arranging your accommodation but you can get in touch with us at any point if you have questions or queries.

### **Student Advice**

01202 363034

[studentadvice@aub.ac.uk](mailto:studentadvice@aub.ac.uk)

### **Accommodation website**

[aubstudentpad.co.uk](http://aubstudentpad.co.uk)

### **Accommodation Facebook**

[Accommodation AUB](#)

Arts University Bournemouth  
Wallisdown  
Poole, Dorset  
BH12 5HH

01202 363321



Yellow double-decker bus

White tent

1 GEORGE CLOSE

2 GEORGE CLOSE

6 GEORGE CLOSE

Red telephone booth

Black car with roof rack

Subway

Church

Snowman

WIMBORNE RD.

Blue double-decker bus

WIMBORNE RD.

BOURNEMOUTH BEACH

Beach scene with people sunbathing and playing in the water

Green building

Three small houses

Boat on the sea