



Bath College

2019-2020

Student Handbook

Welcome to Bath College



Welcome to our College

I am pleased you have chosen to study at Bath College and hope that your time here is successful and enjoyable.

We want to give you the best chance to achieve your personal goals, whether they are to progress to a higher level of study or to help you get a job. Whatever you want to do, we want you to have the best possible support, advice and guidance.

In this handbook you will find a complete guide to the College's support services - what and where they are and how you can get in touch with them. Please use these services as they can help you to make the most of your time at the College and prepare you well for your next step.

We also hope that you will get fully involved in the many activities that will be on offer during the year through the Student Welfare and Participation Team and the Student Union. Keeping fit and healthy, and enjoying some rest and relaxation with friends, is all part of your college experience.

When starting at College there is much that is strange and sometimes difficult to get used to. We want everyone in the college to be and feel safe. If you have any worries or concerns contact your tutor, or the Student Welfare and Participation Team, who will help you access the support you need.

I wish you well in your course and hope you enjoy your time at Bath College.

Laurel Penrose
Principal & Chief Executive



Term Dates 2019–2020

Autumn Term 2019

Term 1 | Wednesday 4th September – Friday 25th October 2019

Term 2 | Monday 4th November – Friday 13th December 2019

Spring Term 2020

Term 3 | Monday 6th January – Friday 14th February 2020

Term 4 | Monday 24th February – Friday 3rd April 2020

Summer Term 2020

Term 5 | Monday 20th April - Friday 22nd May 2020

Term 6 | Monday 1st June - Friday 26th June 2020

Bath College Senior Leadership Group

Principal Laurel Penrose

Deputy Principal Jayne Davis

Director of Human Resources Barbara Owen

To contact a member of the Senior Leadership Group,
telephone the Executive Assistant on **01225 328734**.



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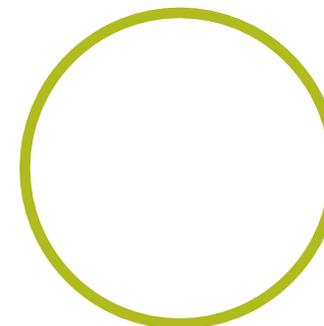
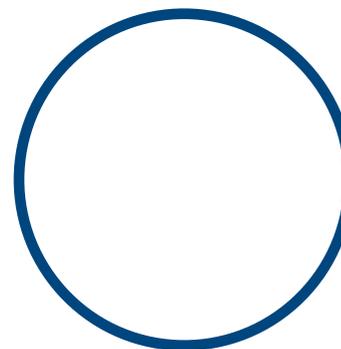
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Introduction

A-Z of Things You Need to Know

Additional Support with Your Studies

If you have a learning difficulty, disability or other support need, we will give you additional support. Early in your course, we will give you an assessment to help us arrange the support that you may need in order to complete your course. We can also provide dyslexia assessments and help you apply for any special examination arrangements that you need. Every year, lots of students benefit from this extra support.

For further details visit the Learning Skills Team or phone **(01225) 328653**.

Assessment of Your Work and Appeals

If you feel that a grade or mark you have been awarded for your work does not reflect its quality, or if you want to ask for more information about your grade, you should first see the person who assessed your work. The assessor will explain their decision. If you are not satisfied with this you can appeal against your grade.

The Assessment Appeals Procedure is available from tutors, Reception and the Student Advice Centre.

You must be careful not to plagiarise (copy without referencing the source) other people's work by presenting it as if it is your own. Plagiarism is an offence that is subject to the student conduct procedures. Your teacher will explain what plagiarism is and how you can avoid plagiarism in your work.

Attendance/Punctuality

Whilst at college, it is important to attend classes regularly and on time. In our experience, students who attend all their classes are more likely to pass their course.

We will agree to you missing a class for:

- A medical appointment that cannot be arranged outside college hours (i.e. not a routine doctor's or dental check-up but a hospital or appointment with a specialist that cannot be negotiated)
- A religious holiday
- A visit to a university or college either to attend an open day or a career related interview
- An appointment with a careers advisor
- If you have to look after a family member or other person for whom you have a caring responsibility, (this cannot be a regular event - nor can it be to care for someone if you are not identified as a carer)
- Taking part in a sporting, volunteering, performing or other activity as a representative of the College or at a significant level of achievement
- Taking part in a competitive activity organised by the College or the Students' Union
- Attendance at a funeral
- Death of a close relative or friend
- Severe disruption to transport (e.g. a rail or bus strike)
- Driving test
- College course rep, learner expert panel or committee meeting

We will not authorise absences for the following reasons:

- Holidays
- Illness, except in the case of serious, ongoing illness which results in repeated absences and evidenced in writing by your own doctor or specialist
- Work which is not part of the your programme of study
- Leisure activities
- Birthdays or similar celebrations
- Child-minding siblings or looking after people for whom you are not identified as a carer
- Driving lessons

Your tutor will explain the full absence and punctuality policies to you in a tutorial early in your course. Failure to maintain a good level of attendance/punctuality will result in disciplinary action.

Bullying and Harassment

If you feel you have been harassed or bullied - don't put up with it. Tell someone, e.g. your course tutor or the Student Welfare Officers. The College takes these matters very seriously and the conduct procedures may be used to deal with bullying and harassment. If you do not feel able to talk, you can email:

safe@bathcollege.ac.uk

Details of our policy on bullying and harassment are available on Moodle – the student intranet.

Childcare

The College has a Learner Support Fund that could be used to subsidise child care arrangements depending on household income and funding availability. Please contact the Student Advice Centre to discuss applying for funding.

Complaints

If you want to raise a concern, we will make every effort to help you. The first step usually involves you talking to someone who may be able to help you sort out your complaint. If this does not help, or if you are not sure who to discuss the matter with, you should speak to a member of staff or write to the Principal. All complaints are taken seriously, investigated, and the outcome of the investigation is reported back to you. A copy of the Complaints Procedure and advice on how to use it, is available from Reception and the Student Advice Centre.

Computer and IT Facilities

Outside class you can use the computers in the Library, provided you have your Student ID Card. All students aged 16 and over have access to free WiFi whilst on any of the College sites. The Code of Conduct for the Use of IT Facilities tells you about the rules that you need to be aware of and abide by. The College does not tolerate the misuse of IT facilities. Use of another student's card/ Username is strictly forbidden.

Saving Your Work

You should save any files you create to your 'home space' on the College IT Network (U:\ drive or the folder with your user ID when on a Mac). Only use a memory stick for backup copies of your files or to take them home. Alternatively you can store or back up your files using the college One Drive or Google Drive using your College provided account.

Printing

All students are given a £10 a year annual printing and copying allowance with Students on selected courses being allocated more. When printing from a College PC you will be notified how much a print job will cost before it is printed. Think before you print! Your student ID card will provide access to all multifunctional devices for printing, copying and scanning. Additional print credits can be purchased from the Library or College Shop.

Virtual Learning and Email

To help you, the College has a 'virtual learning environment' called "Moodle" available online 24/7. All students have an email address to communicate with teaching staff and each other. Some departments also use Facebook. For computer enquiries and bookings, please phone (01225) 328899

You will be provided with a student email account that you can log into through Moodle. You can use this to easily communicate with staff and college services.

For more information visit Help pages of Moodle or contact the IT Helpdesk on (01225) 328651

Conduct

The College will do everything it can to help you to do well at College and has a Code of Conduct for students to tell you what we expect you to do in order to be successful (see 'What the College expects from you' on page 40 of this section).

If you do not comply with the Code of Conduct - for example, if you miss classes, do not give in assignments or are disruptive - your tutor may start conduct proceedings.

In the case of a serious breach of discipline, a student may be suspended or even excluded from College. If you are under 18 we will inform your parent/carer of any formal conduct meetings.

Drugs and Alcohol

The College will not tolerate the use, possession or distribution of illegal substances on College premises. Disciplinary action will be taken against any student who does not adhere to this policy.

We also know that alcohol and illegal drugs can affect someone's ability to learn. For this reason a student may be asked to leave a class if the lecturer suspects they are under the influence of alcohol or illegal drugs and disciplinary action may be taken.

We recognise, however, that students may feel that they have a drink or a drug problem which they are trying to sort out. If you are in this position, you can contact the College Counsellors and College Nurses. (See above for details of how to discuss your concerns confidentially).

If you are taking any prescribed medication that may affect your College life you should tell your tutor.

Equal Opportunities

The College is committed to promoting equality of opportunity and celebrating diversity. We will adopt measures to combat discrimination on grounds of race, colour, nationality, ethnic or national origin, sex, age, health status, disability, sexual orientation and political or religious beliefs.

We ask you:

- To co-operate with your fellow students and staff
- Not to use racist, sexist or other discriminatory language, jokes or materials
- To challenge others if they treat people unfairly
- To let us know if you are aware of any discriminatory behaviour
- If you feel that you have been harassed or discriminated against, please do something about it; (See 'Bullying and Harassment' on page 10 of this section)
- If appropriate, you could tell the person whose behaviour is offensive - they may not realise what they have done
- To use the College complaints procedure - your tutor will be able to help you
- To report the incident to the Students' Union President on 01225 328524 or to the Student Welfare and Participation Manager – Theresa Hallett, telephone **(01225) 328569** or email **safe@bathcollege.ac.uk**

More information can be found at the Equality and Diversity link on the College's website.

Exams and Awards

Your teacher will explain to you which qualifications you will be taking as part of your course. They will tell you if you need to do anything to register with the awarding body and enter for any exams that you will take. Your teacher will check that you are registered for the award and/or entered for the examination.

Some students are entitled to special arrangements in their exams - for example, extra time if you have dyslexia. If you think you may be entitled to special arrangements for your exam, contact Learning Skills on **01225 328653**.

It is very important that you do this early on in the academic year as different awarding bodies have varying deadlines for applying for exam access arrangements.

Health and Safety

The College must provide a safe place for staff and students - and you have a responsibility to follow the Health and Safety policies and procedures of the College. Together, we can ensure that we work and study in a safe environment. You must tell a member of staff if you see something that you think may be unsafe.

Fire

If you hear a fire bell you must leave the building immediately and go to the nearest assembly point. See page 58 to locate the assembly points.

Lock Down or Armed Attack

Although it is very difficult to plan for every emergency situation; the College has procedures in place to help ensure the safety of students, visitors and members of staff in the case of rare or unlikely emergencies. Refer to your **Health & Safety Handbook** for more information.

Safety Notices

In each room, near the door, there is a safety notice. This tells you what to do in the case of fire, emergency or if someone needs first aid.

Please take the time to read this notice in each room that you use.

First Aid

If you need help with someone who is injured or ill go to the nearest phone (there is one in staff offices and administration rooms), and ask someone to contact a first aider. Alternatively, go to Reception and ask for a first aider.

Security/Personal Possessions

Please keep your personal possessions with you at all times unless you are provided with a secure facility. The College cannot be liable for any loss or damage to your personal property.

Never leave your possessions in walkways or by the side of tables as someone could trip over them.



Do not bring anything in to College that could be considered a dangerous or offensive weapon. If your course equipment is potentially dangerous, you must follow the Health & Safety guidance about carrying it. Our security team is here to help you.

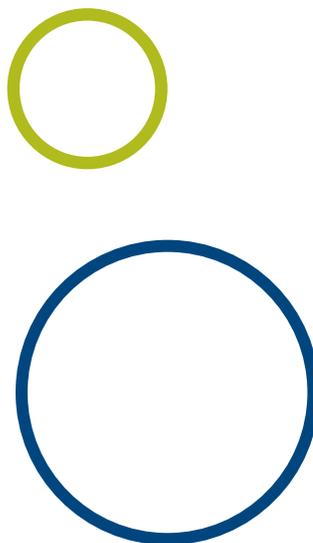
ID Cards

In the interest of improving college security all students are expected to wear their student ID cards on a lanyard at all times while they are at college. The ID card must be clearly visible and there will be regular ID checks to ensure all students wear their ID cards.

Illness at College

You should advise your course tutor as soon as possible if you have any special medical conditions.

If you feel ill at College, contact a member of staff who will call a first aider. We can then discuss with you what the next step will be, from going home to taking you to hospital.



Library

Bath College Library provides access to a wide range of information, learning resources, study facilities and IT work stations.

Library services are available at both campuses as follows:

City Centre Campus – First floor of Macaulay Building:

Mondays to Thursdays **8.45am-6.30pm**

Fridays **8.45am-4.30pm**

Somer Valley Campus – Cam Building:

Mondays to Friday **9am-1pm and 1.30pm-4.30pm**

(Please check Moodle for details of holiday opening).

Go to the Library Desk to:

- Borrow books, laptops or headphones
- Get help finding resources and information for your assignments
- Get help with photocopying, printing and password resetting

To extend a loan, or for advice when you are not in college, email:

library@bathcollege.ac.uk

There is an online catalogue for searching books and eBooks.

As an enrolled student you are entitled to borrow up to 12 books and other resources; you will need to produce your ID card each time.

See page 56 of this handbook for more information about resources.



Studying in the Library

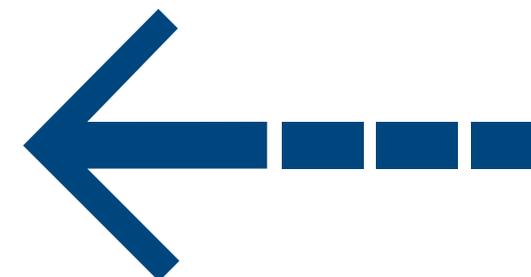
You will find PCs, Macs and study tables/booths in the Library, as well a range of information sources for your course, such as books, online resources, magazines, newspapers and DVDs. There is also a range of "reading for pleasure" books, including fiction, and information on student life. Staff are always available to help you with your research.

Printing and Photocopying

Multifunctional devices in the Library are for printing, photocopying and scanning. Your Student ID will give you access to these, and staff will advise you on their use.

24/7 Virtual Library

These resources include e-books, encyclopedias, online video streaming and magazine databases covering every subject.



Money Matters and Funding

Guidance on sources of financial help is available from the Student Advice Centre.

They will help you with the Learner Support Fund, Childcare Fund and the Bursary.

Guaranteed Bursary of £1200

Students 16-18 are eligible for a guaranteed bursary of £1200 if you are:

- in care
- a care leaver
- getting income support OR Universal Credit
- are disabled and get both DLA and ESA/PIP OR Universal Credit

To apply, please complete an application form and provide evidence of your benefits or a letter confirming that you are/were in care.

www.bathcollege.ac.uk/funding

Learner Support/Childcare Fund

If you are from a low income household you may be eligible for help from this fund towards the costs of studying. You may get help towards:

- Course fees
- Materials
- Trips that are part of your course within the UK and are a course requirement
- Travel costs to University open days and interviews (up to 3 visits)
- Travel if you live two miles or more from College

The Learner Support Fund is means tested so applicants will need to provide information about the income of their household when applying. Application forms are available on our website or from the Student Advice Centre.

Parents/Carers of Students

We know that most parents are interested to know how their son or daughter is getting on at College. Many parents are also providing a high level of support for students.

For this reason we may contact your parents (if you are under 18 on the 31st August in the year you start a full-time course) for the following reasons:

- To give them a copy of your tutorial progress review
- To tell them if your attendance has not been satisfactory
- To tell them if you have been involved in an accident or health emergency at College
- To tell them if you have been involved in a serious disciplinary matter
- To ask them where you are if you have been absent from College without contacting us
- To invite them to a consultation evening with your tutor

Smoking

The College is an entirely "Smoking Free" site (including E-Cigarettes) except for the clear designated areas.



Recycling Facilities

The College has installed highly visible recycling stations around the College campus in an effort to reduce the amount of waste it sends to landfill.

These are located in all public areas and circulation spaces, and smaller dry mixed recycling units are located in all staff and photocopying areas.

Please use the bins to support the College's sustainability strategy.

Student Advice Centre Careers Service

Based in the Roper Building, the Advice team consists of our College Advisors and a Careers Personal Advisor.

We can help you with :

- Finding out which careers could suit you
- Providing information and advice about full and part-time courses
- Exploring your options and planning for the future
- Job hunting – CV writing, interview skills
- Applying to university or for apprenticeships

For advice, there are drop in sessions every Monday, Tuesday and Thursday, 12-2pm.

We have a range of careers software that you can access on Moodle and there are also resources in the Library.

Contact the Advice team on **01225 328529** or email at advise@bathcollege.ac.uk





Student Welfare Participation & Student Union

Contact Details

Telephone: 01225 328540

Email: Participation@bathcollege.ac.uk

Website: www.bathcollegesu.co.uk



Safeguarding

We want everyone at the College to be and feel safe. If you are worried about anything, talk to any member of staff that you trust, or email:

safe@bathcollege.ac.uk

For further information, see the Feel Safe section on page 40 of this handbook.

Prevent

Safeguarding our students, staff and visitors is an important issue to us.

Another aspect of safeguarding is the PREVENT duty which requires the Further Education sector to have "due regard to the need to prevent people from being drawn into terrorism", supporting terrorism or being drawn into non-violent extremism.

There is a duty to ensure that those identified with vulnerabilities are given appropriate advice and support.

The Government has defined extremism as "vocal or active opposition to fundamental British Values", which include:

- Individual Liberty
- Rule of Law
- Democracy
- Mutual respect and tolerance of different faiths and beliefs

This includes not discriminating against those with protected characteristics (Equality Act 2010), namely:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race



- Religion and belief
- Sex
- Sexual orientation

Under the PREVENT duty, Bath College has a designated Single Point of Contact, who is Theresa Hallett, Student Welfare & Participation Manager

College staff have been briefed on the range of vulnerabilities that would indicate that an individual may need support.

Although having one or more of those characteristics will not necessarily drive someone to terrorism, it is a possibility, and staff are being urged to be vigilant and to report any concerns to a safeguarding officer.

Bath College also regularly monitors and reviews internet use of staff and students against safeguarding and Prevent categories.



Student Welfare Officers

The Student Welfare Officers help students who want support with anything that may affect them being able to succeed at College.

This help is very practical and can include:

- Funding & budgeting
- Personal issues
- Course worries
- Work life balance
- Health & wellbeing

They can be contacted on:

City Centre - 07973 851 462
Somer valley - 0781 980 754



Mental Health Advisor

To practically support students via group work or one to one appointments with any mental health issues for example, worry management, life-balance, low mood, living with anxiety, self-care, and stress reduction. Please contact the Advisor on 01225 328 548

Mental Health First Aid

Trained to practically support students when they are worried and upset or are experiencing a mental health issue. In the first instance please seek support from your tutor or the main reception.

Counselling Service (Off The Record)

If something is concerning you and you need someone to talk to, the Student Counselling Service is here to help. This confidential service is available during term time on the third floor of the Macaulay Building City Centre Campus and Cam Building at Somer Valley Campus.

The City Centre Campus Counsellors, can be contacted for appointments on **(01225) 328698** (direct line). Confidential text **07991766 784**.

For Somer Valley Campus, the counsellor can be contacted for appointments on **07787 418 248**.

You can also make appointments via counselling@bathcollege.ac.uk

Virgin Care Nurses

Nurses visit the College every week and hold drop in clinics.

Call in for:

- Free and confidential advice
- Contraception: condoms, pills, injection
- Pregnancy testing
- Drug/alcohol concerns
- Stop smoking support
- Mental health support
- Weight monitoring
- Any health-related issues

The City Centre Campus Nurse can be contacted on **07967837053** or e-mail nurse@bathcollege.ac.uk

The Somer Valley Campus Nurse can be contacted on **07810 851061** or e-mail svc.nurse@bathcollege.ac.uk

Multi-Faith and No- Faith Chaplaincy

The College Multi-Faith Chaplaincy provides pastoral care and spiritual and practical support, particularly at times of personal crisis, illness and bereavement.

The Chaplaincy is not specific to one faith group but aims to help students to observe their faith or explore spirituality generally. This includes helping students to make contact with other faith groups and places of worship such as The Mosque in Bath.

The Chaplain is always available to offer guidance and advice on any issues affecting students as part of the College's welfare provision. The Chaplain's office is located in the Students' Union.

The College also has **The Sanctuary**, a Prayer and meditation room set aside by the college and is available to all students and staff. We hope you will

find this a sanctuary for quiet reflection, prayer or meditation. The space is designed to be used by people of all faiths and none and as such we simply request that all who use it do so out of respect for those of a different faith traditions.

The College Chaplain, is responsible for this space and can be contacted via the Student Welfare and Participation Team located in the Students' Union.

Participation Team

This team work together with students and staff to organise a wide range of volunteering, activities, trips and events. Look out for details at the Freshers' Week Fair, on College noticeboards, on Moodle or on our Facebook page. There will always be something going on!

Facebook [/bathcollsu](https://www.facebook.com/bathcollsu)

Students' Union

As a student at Bath College you are automatically a member of the Students' Union (unless you tell us that you do not want to join). This automatic membership allows you to benefit from the hundreds of discounts available on goods and services both locally and nationally by purchasing an NUS Totum card.

The Students' Union areas at both campuses are available to all students; a place to relax and meet your friends. You will find a pool table, table tennis, football table and our enthusiastic staff team.

There is also a space which can be booked for social activities such as clubs and society meetings.

The most important functions of any Students' Union are to represent the views of the student membership and to provide recreational activities. In order to carry out these functions the Students'

Union is run by a team of elected student officers and supported by members of the Student Participation Team.

Students run the Students' Union through the Executive Committee which consists of:

- President
- Vice President – Community and Well-Being
- Media and Promotions
- Events Officer
- Equality and Diversity Officer
- Sports and Societies Officer
- Higher Education Officer
- International Students Officer
- Open Portfolio Officers

Elections for these posts will be held in October and March.

Contact us on:

Facebook [/bathcollsu](https://www.facebook.com/bathcollsu)

Twitter and instagram [@bathcollsu](https://www.instagram.com/bathcollsu)

www.bathcollegesu.co.uk

Freshers' Week

Freshers' Week takes place from week commencing Monday 16th September.

All the clubs and societies organised by the Students' Union have stalls or information at the Freshers' Fair. We give away a number of freebies, and have many outside organisations, such as banks, restaurants, shops and gyms attending.

Course Reps

Every class will elect a student to act as Course Rep within the first 2 weeks of your course. The Course Rep gathers student feedback from their class to bring to the 3 meetings that take place over the year. At these meetings senior managers and heads of department are available to talk through feedback and help to improve the college experience. This makes sure all learners have the opportunity to influence how the college is run.

Tutors and Tutorial Support

Tutors for full-time students

What's the difference between a lecturer/teacher and tutor?

- Your lecturer/teacher is there to provide you with lessons, materials and activities that you need in order to pass your course
- Your tutor is there to keep an eye on your progress at College and to ensure you receive the support you need to make the most of your time here. Your tutor may also be one of your teachers.

Your tutor will:

- Provide you with an induction into the College
- Monitor your attendance, punctuality and progress
- Help you get the most from the services the College offers to support you - if you need help, your tutor will know where you can get it
- Help you to set targets that you need to make progress through your course
- Check if you need extra support with your work
- Listen to you if there are personal issues that you want to discuss and advise you of extra support you can have, to help you with these issues
- Organise trips and activities that will give you opportunities outside your course and develop your employability skills
- Write reviews of your progress - and send a copy to your parents/guardian if you are 18 or under
- Write a reference for you when you complete your course

Pro Monitor

The Pro Monitor programme monitors the individual progress of students against their personal targets and presents all the relevant information on one simple page. The data ranges from grades, attendance and any disciplinary issues through to pastoral targets and goals.

Pro Monitor helps students by allowing them to easily assess their individual progress against personalised goals, giving you greater ownership of the learning process and encouraging you to perform to a higher standard.

What the College Will Do For You

In the first two weeks of your course we will provide:

- A thorough introduction to the College, the services we provide and your course
- Help with setting targets for your time at College
- A student handbook and, for full-time courses, a course handbook

To help you achieve on your course we will provide:

- A probationary period for the first six weeks of your course
- Well prepared teaching programmes that are appropriate to your needs and the requirements of the exam board
- Classes that begin and end on time
- Qualified and experienced staff
- A safe, high quality learning environment
- A Learning Centre, computing facilities and services to support your studies
- A tutor to support you during your time

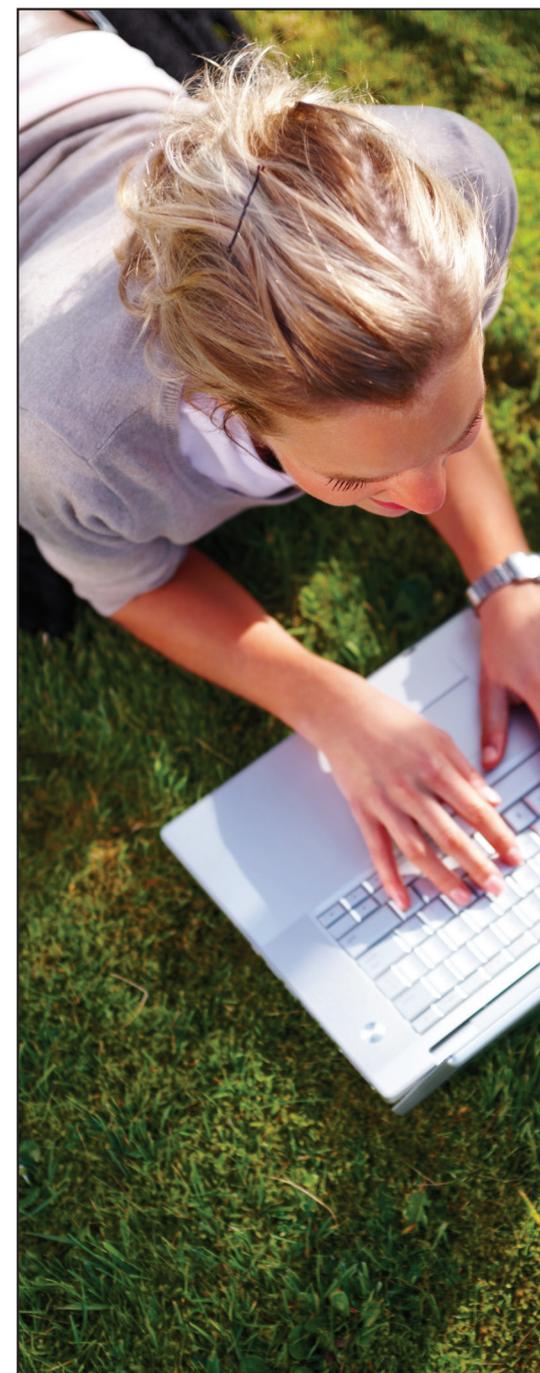
- Regular target-setting and review tutorials if you are a full-time student
- A caring and supportive environment
- Assignments that are planned to take account of your workload and that are assessed fairly. The results of the assessments will be returned to you within 15 working days
- Information about exam times 15 days before the exam is due to take place
- Advice on your options after your course

Parents/Guardians of students aged 18 and under on full-time courses can expect us to provide:

- Parents handbook (online)
- An invitation to a new parent information evening
- Copies of each progress review
- An invitation to a meeting to address any serious disciplinary issue

We will ask you to help us to improve the College through:

- Student satisfaction surveys
- Discussion groups with the Principal and other senior managers
- Your course representative
- The Students' Union - Question of the month
- Tutorial discussions
- Teaching & Learning reviews
- Organise trips and activities that will give you opportunities outside your course and develop your employability skills
- Write reviews of your progress - and send a copy to your parents/guardian if you are 18 or under
- Write a reference for you when you complete your course





We want everyone at the College to **be** and **feel** safe. If you are worried about anything, talk to your tutor in the first instance or any member of staff that you trust or you can email a duty safeguarding lead on safe@bathcollege.ac.uk

The senior designated safeguarding leader is **Jayne Davis – 01225 328782**
The Student Welfare Manager is **Theresa Hallett – 01225 328569**

Please make sure that you:

-  Take note and abide by all of the health and safety instructions you have been given by the College.
-  Take note and abide by all of the E-Safety instructions you have been given by the College.
-  Try to lead a healthy lifestyle – the College nurse can offer advice to support this.
-  Don't put yourself at risk at home, in College, at work or when using the internet etc
-  Tell us if anything is happening to you, or someone you know, that you think is causing worry, distress or physical harm





Keep up-to-date Suggestions

Keep up to date with all of the activities and events going on around College in the following ways:

Join Bath College Student Participation Team on Facebook to be sent all the latest news and information as well as pictures of all our events:

www.facebook.com/bathcollsu

twitter: @bathcollsu

www.bathcollegesu.co.uk

Notice Boards – We have over 30 notice boards around College so keep an eye out for posters and notices

Pop in and see us! – The best way to find out what is going on.

If you have any suggestions for activities, events or anything else we do, please feel free to pop in to our office based in the Students' Union or contact us on the details on page 43.

We are always looking for new ideas and want to make sure what we offer is what **YOU** want!

Students' Union

The Students' Union is a group of students elected to represent and promote the interests of students at College and national level. The Students' Union is run by the Executive Committee made up of 10 positions on each campus led by the full-time President.

All students automatically become members of the Students' Union. This means every student has the chance to get involved in their Union and get their voice heard in how not only the Students' Union is run but also the College.

Dan Ball

Student Welfare Vice President

Nathan Tshitenge

Student Union Advice President

Molly Cook

Equality & Diversity Officer

Contact details

Bath College Students' Union Bath College Avon Street, Bath BA1 1UP

Telephone: (01225) 328540 • www.bathcollegesu.co.uk



Enrichment Activities & Trips to get involved in!

Each year the team produce an activity programme. It will tell you all the fun things we have planned for you to take part in.

Included in the programme are:

- Trips
- Sports
- Volunteering
- Activities and tasters
- Awareness days

We cannot put on these activities without your help.

We need **YOU** to tell us what activities you would like to do! We are always open to suggestions so if you have an idea for a trip, volunteering activity or taster session let us know and we will look at putting it into the next programme.



Sport



Volunteering



Awareness Days

Look on the moodle calendar for a full list of activities and trips for this year.



Trips



Activities

Volunteering

Volunteering can be really fun, adaptable to fit into your spare time and is an amazing way to get involved in College life and your community, strengthen your skills and set yourself up for a budding career.

Awards

We run the following awards for volunteers to get the recognition they deserve:

Bronze award: 3 hours or more volunteering

Silver award: 15 hours or more volunteering

Gold award: 50 hours or more volunteering

Platinum award: 75 hours or more volunteering including 25hrs leading your own project

Volunteering drop-in – first Tuesday and Thursday of every month, 12-2pm

Come find out what you can get involved in, we can help you find the perfect opportunity at college or local to you, as a one-off or something regular.

You can also register your hours, work out what skills you have developed and how to put them on your CV.

Find out more

Visit our office for a chat, and see our Activities Calendar for info on charity street collections, Children In Need, Ted's Big Day Out, Christmas Jumper Day, College Open Evenings and International Café.

www.moodle.citybathcoll.ac.uk/moodle
(click on 'Student Participation' then 'Volunteering')

www.facebook.com/bathcollsu
click on 'Notes'

www.twitter.com/BathCollSU

What does your Union do?

- Organises student events
- Promotes and supports the sports programme
- Organises celebrations and parties
- Raises money for charity (RAG)
- Promotes and supports student societies
- Raises awareness of student issues through campaigns
- Represents students views at course and college level to senior management
- Influences college policy to benefit the needs of students

Want to get involved? Here's how...

Elections

Elections run every October and May to recruit new members to the Students Union Team. Talk to the President or Participation team to find out how to get involved.

Join a committee:

The Students Union runs three committees to help and direct them in their role, which any student can join:

- Communications Committee – Join to help produce all of the SU media
- RAG Committee – Join to help raise money for charity
- Entertainments Committee – Help organise the College parties

Join a Society

Societies are student led groups that get together to share their common interest. Societies are a great way to meet new people or just to spend time with those that share your interests. Bath College has the following Societies:

- Film Club
- Knitter natter knitting society
- LGBT – Lesbian, Gay, Bisexual and transgender
- RAG (Raise and Give charity fundraising)
- Volunteering Society
- Animé
- Dungeons and Dragons
- Debating Society

Set up a Society

Don't see a society of interest? Then why not set up your own? You can set up a society for almost anything. You can then attract members and get some funding from the Students' Union to carry out your activity. Pop down to the Participation Team with your new society name and we'll get you started.



Learner Voice

The Learner voice is about giving learners the opportunity to have a say about their college experience, to make it as good as it can be. The Students' Union lead a number of activities to give you an opportunity to speak up and shape the college.

Change it

Change it is an on-line ideas site. It works in 3 stages:

1. Simply find **Change it** on the **SU website** and submit any idea you have to improve the college.
2. Vote on the best ideas.
3. The ideas with the most votes will be taken forward by the Students' Union to improve.

Visit www.changeit.bathcollege.ac.uk to submit an idea or vote on other ideas.

Course Reps

What is a Course Rep?

A Course Rep is elected by their course mates to represent their views to the College and share them with us at three meetings each year.

Reps ask their course mates how things are going at college, discuss any concerns, issues or positive feedback and tell us about these at their department's termly meeting.

These meetings are also attended by the College's Senior Management.

Benefits

All Course Reps receive training, they develop a variety of useful skills which will look great on your CV or UCAS application, you will earn a bronze volunteering certificate too. See page 47 for volunteering info.

How to become a Course Rep

Talk to your tutor at the start of the year who will be arranging a class election to appoint the Rep for your course.





Student Well-being

Mentoring

What can a mentor do for me?

The student welfare offices offer students a private space to talk over their concerns and then works with them to identify the best course of action. Mentoring covers a range of areas including:

- Housing
- Finance/funding
- Course concerns
- Bullying
- College complaints and compliments
- Personal worries about College or home

Something else on your mind?

If you have something you would like to talk about but are not sure where to

turn, arrange an appointment with the College Mentor at a time that suits you.

The mentors can:

- Talk to staff members on your behalf
- Recommend College based services that could help
- Put you in touch with organisations in the local area
- Help you arrange appointments for extra support

Contact:

City Centre Campus:
01225 328541 or **07973 851462**

Somer Valley Campus:
01225 312 191 (ext. 349) or **07811 980754**

Peer Support Network

The Peer Support Network at Bath College is all about students helping students. The support can relate to practical or social aspects of College life.

Buddying:

Buddying helps you to settle into College.

Your Buddy could help you to find your way around campus, engage in College activities, build friendships and generally show you the ropes of College life!

Buddying is an informal support system. You might see your buddy in a larger group or one-to-one. Whatever you decide, they will be a friendly point of contact during your first few weeks at College.

Peer and Face-to-Face Mentoring:

Peer mentoring can offer support in answering any questions you may have about college life.

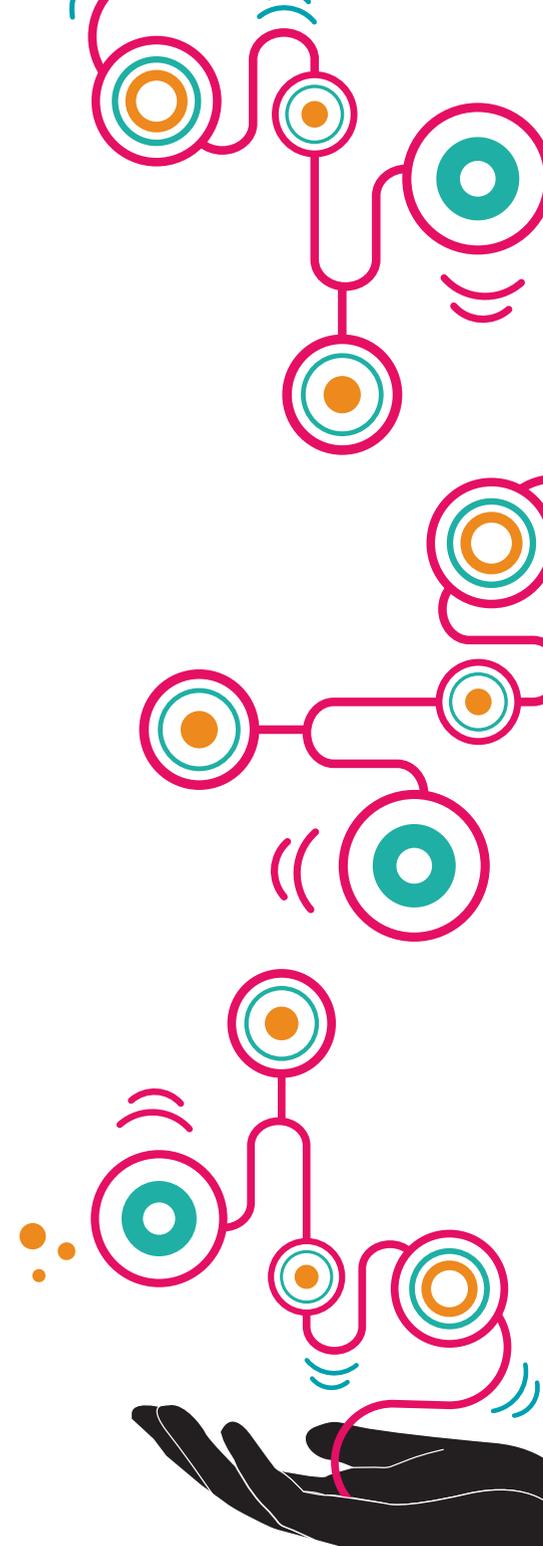
Peer mentors can provide informal help on a range of issues, from settling into college to managing study related concerns.

You can speak to a peer mentor face-to-face or via their Facebook page – Bath College Peer Mentoring.

If you have any questions please email Ivanna:

Ivanna.harvey@bathcollege.ac.uk

-



Counselling (Off The Record)

What can a counsellor do for me?

If something is concerning you and you need someone to talk to, the Student Counselling Service is here to help. This confidential service is available during term time on the third floor of Macaulay Building.

What is Counselling? How may it help?

- Exploring difficult relationships
- Coping with stress, depression, trauma, abuse, life crisis, loss, bereavement, transitions, phobias
- Developing self-knowledge, exploring body image or sexual identity
- Working through difficult feelings such as anger, anxiety, fear or emotional pain
- Talking about personal or learning problems
- Making decisions or choices for yourself
- Looking after your mental, physical, emotional and sexual health
- Working towards increased independence
- Gaining improved sense of personal well-being
- Addressing concerns about use of drugs, alcohol or other substances
- Understanding reasons for self-harm or eating difficulties

The counsellors can be contacted for appointments on:

City Centre Campus

Telephone: 01225 328698

Text: 07791 766784

Somer Valley Campus

Telephone: 01225 312481 (Off the Record Bath)

Text: 07787 418248

You can also leave a message on our 24 hour confidential voicemail service, or make an appointment via The Student Welfare and Participation Team in the Students' Union.

College Nurse (Virgin Care)

The College Nurses, offer a confidential service and are able to give you help and advice on a number of health issues, some of which include:

- Emergency contraception (morning after pill)
- Contraception
- Health advice
- Diet advice
- Stop smoking
- Alcohol and drugs
- C Cards (to allow you to receive free condoms). The Student Participation Team can also do this.

If you are unable to make the drop-in session and need advice the nurse can be contacted on:

City Centre Campus

Email: nurse@bathcollege.ac.uk

Telephone: 07595 088933

or

Somer Valley Campus

Email: svcnurse@bathcollege.ac.uk

Telephone: 07810 851061

Useful contacts

CASH (Contraceptive and Sexual Health)
Riverside Clinic, Bath 01225 474242

Off the Record - Manvers Street, Bath
01225 312481

GUM Clinic - RUH, Bath 01225 824558

Marie Stopes – Fox Den Road, Bristol 0345
300 8090



SEXUAL HEALTH ADVICE FOR EVERYONE

College Values and Code of Conduct

Our commitment to you

1. Provide you with a safe, supportive and secure environment in which to learn and thrive
2. A thorough student introduction to the College, about the services we provide
3. A probationary period for the first six weeks to assess if the course is appropriate
4. An online student handbook for full-time courses
5. Support you in your learning and whenever possible provide resources which meet your individual needs
6. A Tutor to support you during your regular target-setting and review tutorials if you are a full-time student
7. Well prepared teaching programmes, appropriate to your needs and the requirements of the exam board
8. Set targets with you that are achievable yet stretching and challenging
9. Ensure assessments and reviews of your learning are clear, timely and constructive
10. Give you regular feedback on your progress through our reporting and reviewing process
11. Classes that begin and end on time
12. Qualified and experienced staff
13. Give you opportunities to contribute to the learner voice process and the democratic process of change
14. Assignments that are planned to take account of your workload and that are assessed fairly. The results of the assessments will be returned to you within 15 working days
15. Provide opportunities for you to give feedback through the 'Learner Voice'
16. Offer you support, advice and guidance on your progression opportunities
17. Provide information to your parents/ carers (under 18) on your attendance and achievement
18. A Learning Resource Centre, computing facilities and services to support your studies
19. Aspire to get you to be workplace, apprenticeship or university ready

Your commitment to us

1. Wear your ID badge at all times while at college either on a lanyard or a clip and show it if asked by any member of staff.
2. Play an active part in equality and diversity opportunities by refusing to take part in behaviour that degrades others and by challenging and reporting discriminatory behaviour
3. Take opportunities offered to contribute to the learner voice process and the democratic process of change

Failure to follow the Code of Conduct could result in disciplinary action being taken under the Student Conduct and Disciplinary Policy.

4. Respect the rights of others and report inappropriate and unsafe behaviour
5. Behave in a respectful, professional and mature manner
6. Take pride in the College – keep all areas clean, tidy and free from litter
7. Have full attendance, above 95 per cent
8. Be punctual for all classes bringing essential equipment with you i.e. pens and paper, and wearing the appropriate uniform/PPE, as required for your course
9. Make sure you contact the appropriate staff member at least 45 mins before the start of your day if you are absent
10. Make learning successful for everyone by behaving in a way that promotes a cooperative, positive and productive learning environment
11. Submit work on time
12. Participate in all learning activities
13. Seek help when you need it and take up the support offered
14. Pay fees promptly
15. Turn your mobile phone off in class unless otherwise directed to do so by a member of staff
16. No eating or drinking (except bottled water) in any classrooms or in the library
17. Demonstrate a positive attitude towards learning and work

What we do not tolerate from anyone

1. Evidence or suspicion of any form of bullying, victimisation or discrimination against protected groups or individuals
2. Possessing or accessing extremist materials, or using extremist language or expressing extremist views which creates an environment for radicalising individuals.
3. Any form of physical, emotional, sexual or verbal threat of violence to anyone
4. Any criminal or illegal activity on or off campus
5. Any actions that break the College Health and Safety Policy i.e. smoking including e-cigarettes in a non-designated smoking area.
6. Anyone coming on to College premises with drugs, alcohol, or any other substances or under the influence of drugs, alcohol, or any other substances
7. The carrying of any weapons or use of an item as a weapon
8. Any behaviour which constitutes a disruption to the learning of others
9. Any copying of work (plagiarism) or behaviour which is deemed corrupt
10. Any inappropriate use of IT including cyber bullying, and/or viewing extremist materials online
11. Any unacceptable use of mobile devices i.e. image and/or voice recording/snap chat, of anyone without their knowledge or permission
12. Wilful damage to College property
13. Leaving litter anywhere other than in the bins provided
14. Accessing areas of the College which are prohibited for general use by students.



Student Advice Centre

Visit the Student Advice Centre



Enrolments

Our enrolments team are key people to know. They are the first port of call for a wide range of services at College. You will probably first meet them when asking about course information, or enrolling on to a course and getting your student ID card. They can also help to advise you on any of the below services.

Contact our Enrolments team on **01225 328720**

Accommodation

If you are under 18 and need some where to live please contact our Student Mentor on **01225 328541**

Student Funding

Full-time students from low income households may be eligible for financial support from the Bursary or Learner Support Fund. You may be eligible for funding towards:

- Course fees
- Uniforms, kit, materials
- Childcare
- Travel costs to College
- Travel costs to university open days and interviews
- Course trips - UK only

Contact the Funding Team on **01761 438526**

Travelling to College

If you live two miles or more from College and are from a low income household you may be eligible for funding. Apply to the Learner Support Fund.

If you are under 19 and live outside of B&NES please contact your local Education Authority in the first instance to see if you are eligible for a reduced cost yearly bus pass.

Wiltshire: **01225 757575**

Somerset: **0845 345 9155**

South Gloucestershire: **01454 863924**

Admissions (Returning Students)

Our Admissions team process all of the application forms for full-time courses and arrange all course interviews. If you plan to progress on to another course at the College please complete the internal progressions application form, available from the Student Advice Centre, and apply as soon as you have decided which course you want to go on to study. Deadline for applications is Monday 20th April.

Careers and Employability

The Careers and Employability Department, through the Futures brand, will provide students with a high quality, needs-led service that enables them to make informed decisions, provide them with opportunities to equip themselves with the skills valued by employers and ultimately reach their potential and progress onto the next stage of their career path.

The following aspects of the department are complemented by a comprehensive online careers platform, developed by the department that is available to all students via Moodle.

Careers Advice

Our qualified and experienced Careers Advisors are available to offer professional guidance on your options during and after College. They deliver a wide range of tutorials and activities, as well as support with writing CVs, interview practice, applying for jobs and applying through UCAS for University.

To book a Careers appointment please call **01225 328501**

Work Experience

A work experience placement offers the opportunity to apply the knowledge and skills you will develop on your course in a workplace setting. If you have never had a part-time job before you will find it very useful in boosting your confidence and employability.

If you require assistance in sourcing a placement why not drop in to the Student Advice Centre or contact our Work Placement Officer on: **01225 328501**.





Managing Your Money

We recommend that you do not carry too much cash with you at any one time.

If you are staying here for a time, you should open a bank account.

Opening a bank account

You will need a letter from the College before you can open an account. The staff in the Student Advice Centre will be able to help you.

There are many large banks in the city centre. The names of the main banks are:

Lloyds TSB, HSBC, Natwest and Barclays.

Note: Banks usually close at 15.00 or 17.00 for counter services, but if you have a cash card you will be able to use the external ATM machines 24 hours a day.

Exchanging currency

Banks, post offices, travel agents and Marks and Spencers will all convert foreign currency for you. The rate of exchange will always be clearly displayed so you can compare any variations.

Credit cards

Paying by credit card is very common in the UK. The most popular cards in use are Visa and Mastercard. They are accepted in most restaurants, cafes, shops and cinemas.

If you are unsure about your own credit card, ask before you make a purchase.

Medical Matters

Doctors

International students entering the UK to study a full-time course for more than six months will normally be provided with medical treatment without charge under the National Health Service. However, it is possible that these regulations may change. If you are staying for less than six months, you need to obtain private medical insurance.

Register with a doctor at the start of your term. You need to do this so that if you do become ill, you can see a doctor straight away.

The doctor's surgery which the College recommends is:

Number 18 Surgery, 18 Upper Oldfield Park, Bath, BA2 3JZ

**Telephone appointments:
(01225) 427403**

If you prefer, you may wish to register with a surgery that is nearer to your home.

For minor ailments and injuries you can Telephone NHS non-emergency number 111.

Dentists

There is a charge for all dental treatment. These costs should be covered by your health insurance policy.

For more information about health care, please see the UKCISA Guidance Notes on 'Keeping Healthy'.

Website: www.ukcisa.org.uk/student/info_sheets/keeping_healthy.php

Emergency Situations

Medical emergencies

If you need immediate medical help, you can go to the Royal United Hospital (RUH) Accident and Emergency Department, Combe Park, Bath, BA1 3NG

The Samaritans

This is a 24 hour, year-round, telephone support service for people who wish to talk to someone about serious emotional crises. The service is totally confidential.

Telephone: 08457 909090

Website: www.samaritans.org.uk

Unplanned pregnancies

For further information and confidential advice you can contact BPAS (British Pregnancy Advice Service). To make an appointment, telephone (08457) 304030.

Or visit the nurse in the Main Reception, Roper Building.

Website: www.bpas.org

Rape Helpline

For victims of sexual assault, confidential advice will be given. National telephone number, but local branch is in Gloucester.

Telephone: (01452) 526770

NSPCC Young Persons Protection Helpline

If you have concerns about yourself or someone you know who you feel is at risk of abuse, you can contact the NSPCC in confidence.

Telephone 0808 800 5000

Website: www.nspcc.org.uk

You can also contact our Safeguarding Team, see page 40 of this handbook.



ICT Code of Conduct

Introduction

Bath College provides a range of Information Technology (IT) facilities for use by its staff, students and other authorised persons for teaching, learning, research, and approved business activities. By using the College network you agree to abide by College policy on eSafety, Safeguarding and the proper use of IT facilities.

This ICT Code of Conduct outlines the rules that you need to be aware of and abide by.

Computer and IT Facilities

Outside class you can use the computers in the Library, provided you have your Student ID Card. All students aged 16 and over have access to free WiFi whilst on any of the College sites. The Code of Conduct for the Use of IT Facilities tells you about the rules that you need to be aware of and abide by. The College does not tolerate the misuse of IT facilities. Use of another student's card/Username is strictly forbidden.

Username

Your College IT Network Username is for your individual use and you are responsible for all activities carried out under it. Never reveal your password or leave your workstation unattended.

ICT Services will never request your password.

Hardware

Don't move any IT equipment or disconnect any leads.

Before using any equipment make sure you are familiar with it. If you require assistance contact ICT Support.

Network

Personal devices can only be connected to the college network using the Wifi provided. Please do not connect your devices to the network in any other way.

WiFi

Only current staff, students over 16 years of age or approved associates may connect to the College wireless system. All users of the wireless system will be subject to the same monitoring and filtering as the wired network.

Usage

Carrying out any of the following actions will result in your account being suspended, subject to a full investigation:

- Accessing or modifying other users' data or system software
- Using the IT facilities for any illegal or unauthorised purpose
- Storing or making publicly accessible any data, text, image or program which is unlawful or offensive
- Storing, processing or distributing material that infringes the copyright of another person or organisation
- Sending unsolicited, commercial, unauthorised or illegal advertising material
- Anything that does not accord with the aims or objectives of the College
- Anything that, whether lawful or not, could bring the College into disrepute

Security

All College systems are protected by Security systems including Web Filtering and Anti-Virus software. Your account will be suspended, subject to a full investigation, if you make any attempt to:

- Deliberately introduce a virus, worm or other harmful/nuisance program or file into any IT facility
- Deliberately bypass the security systems used by the College



Internet

All network activity, including internet use, is monitored and logged on an individual basis. Any infringements on filtering policy is automatically logged and reported. Frequent misuse of the internet services will result in your account being suspended, subject to a full investigation.

Software

Only software provided by College is to be used.

Installation and or modification of software is not allowed.

All requests for software installations are to be made to ICT Services.

Users are not permitted to run applications from externally attached devices (USB drives etc).

All software used on College property must be a legal copy and have the relevant licence, regardless of whether it is for corporate or personal use and on College or personal equipment.

Email

The College provides an email service for both staff and students. Student email is provided through Office 365. For more information select Help>Using your College Office 365 Account on the Moodle homepage.

Email etiquette tips:

- Read the email before you send it
- Be concise and to the point
- Do not write in CAPITALS
- Take care with abbreviations and emoticons
- Always use a relevant subject in the provided space
- Don't reply to spam
- Don't forward virus hoaxes and chain letters
- Avoid long sentences
- Do not copy a message or attachment without permission
- Add disclaimers to your emails

Do not:

- Send or receive any material that is unsuitable or abusive or which is intended to harass another person
- Represent personal opinions as those of the College.
- Open email file attachments received from unsolicited or untrusted sources.

Saving your work

You should save any files you create to your 'home space' on the College IT Network (U:\ drive or the folder with your user ID when on a Mac). Only use a memory stick for backup copies of your files or to take them home. Alternatively you can store or back up your files using the college One Drive or Google Drive using your College provided account.

Printing

All students are given a £10 a year annual printing and copying allowance with Students on selected courses being allocated more. When printing from a College PC you will be notified how much a print job will cost before it is printed. Think before you print! Your student ID card will provide access to all multifunctional devices for printing, copying and scanning. Additional print credits can be purchased from the Library or College Shop.

Virtual Learning

To help you, the College has a 'virtual learning environment' called "Moodle" available online 24/7. All students have an email address to communicate with teaching staff and each other. Some departments also use Facebook. For computer enquiries and bookings, please phone (01225) 328899

You will be provided with a student email account that you can log into through Moodle. You can use this to easily communicate with staff and college services.

For more information visit Help pages of Moodle or contact the IT Helpdesk on (01225) 328651.





User Support is available from the

ICT Support Desk

Telephone:
01225 328651

Email:
ictsupport@
bathcollege.ac.uk

E-safety and Acceptable Use of Technology Policy for Students



Students must use the College ICT systems in a responsible way, to ensure that there is no risk to personal safety or to the safety and security of the ICT systems and other users.

1. For your own personal safety:

- understand that the College will monitor your use of the ICT systems, email and other digital communications.
- treat your username and password as confidential – do not share it, nor try to use any other person's username and password.
- protect yourself from unwanted or potentially dangerous contact from people unknown to you when you are communicating online.
- do not disclose or share personal information about yourself or others when online.
- If you arrange to meet people off-line that you have communicated with online, do so in a public place and take someone with you.
- immediately report any unpleasant or inappropriate material or messages or anything that makes you feel uncomfortable when you see it online.

2. Understand that everyone has equal rights to use technology as a resource and:

- understand that the College ICT systems are primarily intended for educational use and that you will not use the systems for personal or recreational use unless you have permission to do so.
- do not (unless you have permission) make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- do not use the College ICT systems for online gaming, online gambling, or file sharing, unless you have permission of a member of staff to do so.

3. Act as you expect others to act toward you:

- respect others' work and property and do not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- be polite and responsible when you communicate with others, do not use strong, aggressive or inappropriate language and appreciate that others may have different opinions.
- do not take or distribute images of anyone without their permission.

4. Recognise that the College has a responsibility to maintain the security and integrity of the technology it offers you and to ensure the smooth running of the College:

- only use your personal hand held / external devices (mobile phones / USB devices etc) in College if you have permission. Understand that, if you do use your own devices in College, you must follow the rules set out in this agreement, in the same way as if you were using College equipment.
- understand the risks and do not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor try to use any programmes or software that might allow you to bypass the filtering / security systems in place to prevent access to such materials.
- immediately report any damage or faults involving equipment or software, however this may have happened.
- do not open any attachments to emails, unless you know and trust the person / organisation that sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- do not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor try to alter computer settings.
- only use chat and social networking sites with permission and at the times that are allowed.

5. When using the internet for research or recreation, recognise that:

- you should ensure that you have permission to use the original work of others in your own work
- where work is protected by copyright, do not try to download copies (including music and videos)
- when using the internet to find information, you should take care to check that the information that you access is accurate. Understand that the work of others may not be truthful and may be a deliberate attempt to mislead you.

6. Understand that you are responsible for your actions, both in and out of College:

- understand that the College also has the right to take action against you if you are involved in incidents of inappropriate behaviour, that are covered in this agreement, when you are out of College and where they involve your membership of the College community. This includes the use of personal social media which breaches the code of conduct. (Examples would be cyber-bullying, use of images or personal information).
- understand that if you fail to comply with the Acceptable Use Policy Agreement, you will be subject to disciplinary action. This may include loss of access to the College network / internet, suspensions, permanent exclusion, contact with parents and/or partner educational institutions and in the event of illegal activities involvement of the police.



Student Acceptable Use Agreement Form

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to College ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the College ICT systems and equipment (both in and out of College)
- I use my own equipment in College (when allowed) eg mobile phones, PDAs, cameras etc
- I use my own equipment out of College in a way that is related to me being a member of the College, eg communicating with other members of the College, accessing College email, VLE, website etc
- I use social networking sites

Name of Student:

.....

Course:

.....

Name of Tutor:

.....

Signed:

.....

Date:

.....



Library Resources

Visit the Library for information and resources

City Centre – 1st floor, Macaulay Building

Somer Valley – Cam Building

The Library is open in term time, Monday to Friday from 8:45am at the City Centre Campus and 9:00am at the Somer Valley Campus. Changes to opening times will be put on the Library Moodle pages and on notices in the Library.

Resources available to you in the Library



Books



Computers



Online Films/TV



e-resources



Magazines



DVDs



e-books



Help



Study Spaces

Find out more about the Library and the resources available to you by visiting the Library Moodle pages at <http://moodle.bathcollege.ac.uk> and clicking on the 'Library' tab at the top



New to Bath?

This section of the handbook is specifically for our international students. It offers you useful information about being an international student at the College and about living in Bath.

If you have any questions or anything that you want to talk about, please speak to someone in the Student Advice Centre. Remember, you may be a long way from home but you have many people who you can talk to at the College. We all want you to have a happy and successful time here.

You can find information about the following subjects:

- Driving in the UK
- Finding your way around the College
- Managing your money
- Medical matters
- Other useful telephone numbers and addresses
- Personal details/important information
- Religious support
- Sport and other activities
- Travel
- Visas and immigration
- What's on in and around Bath
- Working while you are studying

Driving in the UK

If you are planning to drive while you are in the UK, you will need to make sure that you follow all legal requirements.

For more information on this, please see the UKCISA Guidance Notes on 'Driving in the UK: a guide for international students.'

Website: www.ukcisa.org.uk/student/info_sheets/driving.php

Working while you are studying

As an international student studying on a full-time course, you may be able to work, subject to certain conditions. For more information on working whilst studying, please see the UKCISA Guidance Notes on 'Working during your studies.'

Website: www.ukcisa.org.uk/student/information_sheets.php

The Law

There can be serious consequences for anyone breaking the law so please make sure that you abide by the law in ALL aspects. The areas which you need to be particularly aware of are:

- immigration regulations
- working in the UK
- driving in the UK
- licensing regulations

If you are unclear about any of these, please visit the Student Advice Centre, Ground Floor, Roper Building.

Finding Your Way Around the College

Here is a guide to finding the main College services and facilities.

City Centre Campus:

- Roper Building

Student Advice Centre, Course Enquiries, Enrolments, Careers Service, Shop, Coffee Shop, Hair & Beauty Studios and Spa.

- Macaulay Building

Counselling Service, Learning Centre, English as a Second Language Section, Café, Learning Skills Team, Students' Union Office, Student Participation and Well-Being Team and ICT Support.

- MAPA

Music and Performing Arts and tempa theatre.

- John Wood Building

Examinations Office.

See the maps on the following page.

Somer Valley Campus:

- Wellow Building

Reception, Student Advice Centre, Course Enquiries, Enrolments, Careers Service, Learning Resources Centre, Counselling Service,

- Midford Building

Cafe, Engineering and Motor Vehicle Workshops, Painting & Decorating Workshops

- Cam Building

Students' Union, Examinations Office, Student Participation and Well-Being Team and ICT Support.

- Somer Construction Centre

Brand new Construction Skills Centre



Other Useful Telephone Numbers and Addresses

We have included a number of useful contacts throughout this pack. You will find a few more listed below.

Bath College
(01225) 312191

Bath Police Station
Non-Emergency

Telephone: 101

Emergency
Ambulance/Police/Fire
Telephone: 999

The British Council
Bridgewater House, 58 Whitworth Street,
Manchester M1 6BB.

If you know the name of the person you want to speak to, please call the switchboard: **+44 (0) 161 957 7000**

The switchboard is open from 09:00 to 17:30

London British Council
10 Spring Gardens, London, SW1A 2BN
Telephone: **+44 (0)20 7389 4385**

Cardiff British Council
1 Kingsway, Second Floor,
Cardiff, CF10 3AQ, Wales
Telephone: **+44 (0)161 957 7755**
Telephone: **(Welsh language I laith Gymraeg) +44 (0)29 2092 4352/42**
Fax: **+44(0)29 2092 4301**
Email: **general.enquiries@britishcouncil.org**

Bath Central Library
The Podium, 19 Northgate Street, Bath
Telephone: **(01225) 394041 - 3**
Website: **www.bathnes.gov.uk/BathNES/leisureandculture/Libraries/default.htm**

This is a large public library, located within the Podium Shopping Centre,



above the 'Waitrose' supermarket and opposite the main post office.

You will find various facilities including reference materials, lending services and Internet access on some computers. Anyone can join and borrow books, you can even join in the College library.

Leisure

Theatre Royal and Ustinov Studio Theatre, Sawclose, Bath
Telephone: **(01225) 448844**
Website: **www.theatroyal.org.uk**

Komedia
22-23 Westgate Street, Bath, BA1 1EP
Telephone: **0845 293 8480**
Website: **www.komedia.co.uk/bath**

Odeon Cinema
Kingsmead Leisure Complex, James Street West, Bath BA1 2BX.
Telephone: **Filmline 0871 2244007**
Website: **www.odeon.co.uk**

Little Theatre Cinema
St. Michael's Place, Bath, BA1 1SG
Telephone: **(01225) 330817**

Bath Sports and Leisure Centre
North Parade, Bath, BA2 4ET
Telephone: **(01225) 486905**

Victoria Art Gallery
Bridge Road, Bath, BA2 4AT
Telephone: **(01225) 477233**

The Holburne Museum
Great Pulteney Street, Bath, BA2 4DB
Telephone: **(01225) 388569**

American Museum
Claverton Manor, Bath, BA2 7BD
Telephone: **(01225) 460503**

Fashion Museum Bath
Assembly Rooms, Bennett Street, Bath, BA1 2QH
Telephone: **(01225) 477789**

Roman Baths & Museum
Stall Street, Bath BA1 1LZ
Telephone: **(01225) 477785**

Shopping

The main shopping areas in Bath are in the centre of town along the following streets:

Milsom Street, Union Street, Stall Street and the Southgate area which includes a number of designer shops.

Supermarkets
Waitrose, The Podium, Northgate Street, BA1 5AL. Telephone **(01225) 442550**

Sainsbury's, Green Park Station, BA2 3ET. Telephone **(01225) 444737**

Morrisons, York Place, London Road, BA1 6PT. Telephone **(01225) 789617**

Newsagents
WH Smith, 6/7 Union Street, Bath, BA1 1RT. Telephone **(01225) 460522**

Bookshops
Waterstones, 4/5 Milsom Street, BA1 1DA. Telephone **(01225) 448515**

Chemists
You will find several chemists across the city. The main stores in the centre of town are:

Boots the Chemist, 35 Westgate St, Bath, BA1 1EL. Telephone **(01225) 482069**
Superdrug, 31/32 Westgate Street, BA1 1EL. Telephone **(01225) 421680**



Personal Details and Important Information

Always carry with you some form of personal identification. Once you have enrolled at the College you will receive a student identification card which you should wear at all times whilst on College premises. Also, always carry the name, address and telephone number of your accommodation in the city.

Please help us ...

It would be very helpful if you could use the same name on all correspondence with the College during your stay. We understand that many international students have and use several versions of their name and this can make it very difficult for us to 'find' you on our records. We suggest you use the full name shown in your passport on all official College paperwork - thank you!

Personal Safety

Bath is a reasonably safe city to live in, but always be as careful as you would be in your home country. Try to stay with friends, travel home together, stay in busy, brightly-lit areas at night and never accept a lift from someone you don't know.

The best advice we can offer is to make sure you use your common sense at all times.

For further information, refer to the website: www.educationuk.org

Click on 'Plan Your Stay' and then 'Health and Safety'.



Religious Support

The College has links with many religious groups in the city. For further information please see page 18 or speak to the Student Welfare and Participation team.

Here is a list of meeting places in Bath and Bristol of different religious groups. Service times are usually displayed on notice boards outside.

Bath

Bath Abbey, central Bath, BA1 1LT. Telephone **(01225) 422462**

Nexus Methodist Church, Nelson Place East, Bath BA1 5DA.
Telephone **(01225) 461509**

St John's Roman Catholic Church, South Parade, BA2 4AF.
Telephone **(01225) 464471**

Manvers Street Baptist Church, BA1 1JW.
Telephone **(01225) 461600**

Central United Reform Church, 7 Argyle Street, Bath BA2 6PJ (Protestant).
Telephone **(01225) 426991**

Bath Islamic Centre, 8 Pierrepont Street, BA1 1LA. Telephone **(01225) 460922**

Bath & Somerset Sakya Buddhist Group, Museum of Bath at Work, Julian Road, Bath, BA1 2RH. Telephone **(0117) 9244 424**

Bristol

Bristol Buddhist Centre, 162 Gloucester Road.
Telephone **(0117) 924 9991**

Bristol Ramgarhia, Sikh Temple, 81 Chelsea Road. Telephone **(0117) 955 4929**

Greek Orthodox Church, 44 Berkeley Road, Westbury Park.
Telephone **(0117) 973 9335**

Bristol & West Progressive Jewish Congregation, 43 Bannerman Road, Easton, Bristol.
Telephone **(0117) 9541937**

Hindu Temple, 163b Church Road, Redfield, Bristol, BS5 9LA. Telephone **(0117) 9351 007**

Travel

National coaches

'National Express' is a nationwide network of coach services, which offers reasonably priced journeys throughout the UK. Coach travel is cheaper than train travel.

From Bath there are regular services to London, Bristol and Heathrow airports.

For more information, call in at the travel centre at Bath bus station.

Local buses

When you arrive in the city, ask in the Student Advice Centre about bus routes and best value tickets or you can go to the bus station which is a few minutes' walk from the College. Bath bus station is located next to Bath Spa railway station.

www.traveline.info

Bus passes can be bought in the College shop with a 10% discount.

Trains

The railway station in Bath is called 'Bath Spa' and it is located on Manvers Street. From Bath there is a regular service to London Paddington. The fastest trains take just over 70 minutes to the centre of London.

The prices of train tickets vary depending on the time and day you travel so you need to get as much information as possible about fare prices. You may find that it is worth buying a railcard and booking in advance.

For more information enquire at the railway station.
www.nationalrail.co.uk

Taxis

In the UK taxis are quite expensive. Wherever possible it is a good idea to travel with others so you can share the fare. Taxis are the best and sometimes the only form of transport available late at night. It is safe to take a taxi alone in Bath, but make sure it is displaying a taxi sign or a light to show it is from an official taxi company. You can stop some taxis in the street but you have to call and book others first.

Taxis are usually available from Bath Spa railway station and next to the Abbey in Orange Grove.

Abbey Taxis (South Parade).
Telephone **(01225) 444444**

Visas and Immigration

The staff in the Student Advice Centre will help with general visa and immigration enquiries. Alternatively, you could contact the following organisations:

(UK Council for International Student Affairs)

9 - 17 St Albans Place, London, N1 0NX.

**Our advice line is open: 020 7788 9214
Monday - Friday from 1pm to 4pm**

Website: www.ukcisa.org.uk

Applications for Extensions to Student Visas

If you need to apply to extend your student visa, you can get the form from the Student Advice Centre or from the following website:

www.ukba.homeoffice.gov.uk

Workshops will be held to give you some information on how to complete the application form and on what documentation you need to have.

We will be sending the completed applications to the UKBA during the last week of every month so you will need to give us the documentation by the first Monday of each month.

Please note that Bath College adheres to all the requirements of the UK Border Agency in respect of your application, enrolment, attendance and progress.

What's on in and around Bath?

We have no doubt that you will want to explore the local area shortly after your arrival. The South West region has plenty to offer, so you'll always find lots to do throughout your stay.

Bath

Bath is a very popular location for British and international tourists throughout the year. They come to enjoy the Georgian architecture, interesting shopping and the centuries of history.

A good way to see the city when you first arrive is by taking an open top bus tour. (The tours are offered in several languages). The buses leave from various central places and they will take you around all of the city's main attractions.

For more information on open top city bus tours contact: City Sightseeing
Telephone **(01225) 330444**

Bristol

Bristol is the largest city in the region and very easy to reach.

How to get there:

By train: 10 minute journey; trains leave regularly from Bath Spa station. Trains returning from Bristol to Bath do not run overnight, please plan your return

journey.

By bus: 50 minute journey; buses leave regularly from the bus station from 6.00am Monday to Saturday and from 8.00am on Sundays and public holidays.

Other places to visit

There are good bus and coach routes to Wells, the ancient cathedral city. There are regular train services to Swindon, Cardiff and Salisbury, which all have excellent shopping facilities and historic places of interest. Bradford on Avon, a pretty town on the River Avon, is a 20 minute journey by train.





Tourist Information

To make your exploring easier you'll find it useful to use the following:

Bath Tourist Information Centre, Abbey Chambers, Abbey Churchyard, Kingston Buildings, Bath BA1 1LY.

Telephone **0845 847 5256**

Website: **www.bathnes.gov.uk**

Staff at the Tourist Information Centre are well experienced in dealing with foreign visitors who come to the city all year round and will be happy to help. They will give you details of the main places to visit in Bath and the surrounding area. When you are there, collect a copy of the monthly free guide which gives details about what is happening in the city.

Useful local publications:

It is a good idea to buy a detailed local map. You will find them on sale in most newsagents and at the Tourist Information Centre for about £2.00 - £5.00.

An 'A to Z' of the area is especially useful if you are staying here for a while or if you are 'house hunting'.



Local newspapers and magazines offer the latest information about local events, cinema and theatre listings. They recommend places to visit and things to do.

The Big Issue South West is a weekly magazine which can be bought from vendors in the city. It contains regional listings and local news.

The Bath Chronicle is Bath's local newspaper and is published every Thursday.

The Bristol Evening Post is the region's main daily newspaper.

The City of Bath Website is: **www.visitbath.co.uk**



ENQUIRIES

For information on courses
Telephone: Bath (01225) 312191 ext 720
Email: enquiries@bathcollege.ac.uk

BY POST

Student Advice Centre, Bath College,
Avon Street, Bath BA1 1UP

Safeguarding

safe@bathcollege.ac.uk

Careers Advice

futures@bathcollege.ac.uk
(01225) 328501

VISIT

Bath College, Student Advice Centre, Roper Building,
St James Street West, Bath

VISIT OUR WEBSITE

www.bathcollege.ac.uk

Bath College is committed to improving the impact it has on the environment. All publications are printed on FSC® certified paper from responsible forests and other controlled sources and printed by regional printers. This helps support the local economy and ensures our carbon footprint is low.



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