BA (HONS) INTERIOR ARCHITECTURE AND DESIGN
On behalf of my team I am delighted to welcome you to Arts University Bournemouth (AUB).

In this booklet you will find important information on preparing for starting your studies, please read this carefully and refer to it before commencing your course. Myself and the course team are excited to welcome you on campus on 17 September. We are very much looking forward to meeting you.

Congratulations on your place. This year there has been keen competition for places on the IAD course and you should be reassured that your offer was made on the grounds of your potential. You will be part of a growing student body made up of people from a wide variety of cultural and educational backgrounds; this ensures a lively studio atmosphere and your course team are sure that you will participate fully. The team expects that your focus and contribution in class and the quality of your project work will reflect the commitment you have made to higher education.

At university level it is expected that additional reading and research is undertaken to supplement your lectures and tutorials. Units and assessment will be explained to you by your tutor, however it is crucial that you organise your time as deadlines are strict and effective time management will be in your best interest. Work hard and stay focussed, though we expect a lot from you we hope you will enjoy your time at AUB and wish you every success.

Congratulations on your place at AUB, we very much look forward to an exciting and diverse three years. If there is any information you need, or you have any questions, please contact me via email at rgagg@aub.ac.uk.

Russell Gagg RIBA
Course Leader
BA (Hons) Interior Architecture and Design
COURSE EQUIPMENT

We suggest that you bring the following items with you:
— Notepad and pens/pencils
— Memory stick for handing in work
— External hard drive for backing up work
— Computer mouse with USB connection

ADDITIONAL STUDIO/RESOURCES INFORMATION

The majority of materials that you will use are supplied by the course. If we are not able to, for any reason, then the course team will suggest appropriate local or online suppliers that you will be able to purchase materials from.

IAD tries to keep any additional costs to a minimum but there will be occasions where you will want to make and produce work that uses materials we are unable to supply. Again, staff can discuss local and online suppliers where you can purchase the materials you need.

SUMMER PROJECT

There is no summer project for this course.

READING LIST

Books
The Library here at AUB is extremely well resourced and includes all key texts that you will need. The list below indicates the texts that will be useful throughout your studies, all of these are available from the Library at AUB. You might want to borrow a copy from your local library to look at before you arrive but it is NOT intended that you should buy any of these at this stage.

Magazines / Journals
Recommended Journals
— Frame
— Domus
— Interior
— Wallpaper

Websites
Recommended Online Magazines
— dezeen.com
— bdonline.com
— design milk.com
— thecoolhunter.co.uk
**INDUCTION WEEK**

If you are joining us from overseas, International Orientation week takes place from 9 – 13 September; details of this week will be sent to relevant students separately by email from the International Office.

The academic year for undergraduate students starts on **Monday 16 September 2019**. Please see your course specific Induction Week timetable below and ensure you’re on campus prompt and ready for your first activity where the Course Leader will meet you.

If for any reason you are delayed on your way to AUB on your first day, please make your way to Main Reception, located on the ground floor of South House. If you are unable to attend Induction Week please contact Admissions (admissions@aub.ac.uk) where the team will advise you.

You must arrive and check in on Monday 16 September. Your first few days at the University will include enrolment and induction events to introduce you to the facilities and services you will be using as a student, as well as the activities and resources on your course. You will receive copies of important documents, including your course handbook and the Undergraduate Course Framework and HE Regulations. Many courses will also hold the first classes of the term.

<table>
<thead>
<tr>
<th>Induction Week timetable: central events</th>
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<tbody>
<tr>
<td><strong>Monday 16 September</strong></td>
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<tr>
<td>10.15 Course Welcome (Library meeting point 2)</td>
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<tr>
<td><strong>Tuesday 17 September</strong></td>
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<tr>
<td>09.15 Welcome from Principal and Vice-Chancellor (SH001)</td>
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<tr>
<td>14.15 Enrolment (Conference Centre)</td>
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<tr>
<td><strong>Wednesday 18 September</strong></td>
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<td>11.00 IT Induction (SH001)</td>
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<tr>
<td>12.00 Library Induction (SH001)</td>
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<tr>
<td>14.30 Introduction to Student Services and AUBSU (SH001)</td>
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As well as these activities there will be course specific activities and we will confirm these when you arrive.

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**PREPARING FOR YOUR COURSE**

**Computer Equipment**
Please note that a computer of your own is NOT a course requirement. However, if you are purchasing any computer equipment for your course, remember that many computer retailers offer student discounts, so if you are considering buying a computer you may wish to wait until you have enrolled on your course. You may also wish to discuss appropriate hardware and software specifications with the course team before purchasing. AUB has a range of Mac and PCs available for students to use.

Your studio is fully equipped with PCs and laptops which give full access to course software, internet and email. The course is PC based.

**Software Provided by AUB**
Once you enrol on the course you will be able to download Microsoft Office 365 to your personal computer, so don’t pay extra when buying a computer to purchase MS Office. You get it free as an AUB student! You will also have 1TB of cloud storage, which we recommend you use to back-up all work. AUB also provides access to Autodesk software. Before purchasing additional software we advise you check with the course team, and remember many retailers offer student discount.

**WHAT TO BRING ON THE FIRST DAY**
Curiosity, questions and something to take notes with.
Online Enrolment

Online enrolment opens on 6 September 2019 and all students must enrol online as soon as possible on or after this date. Online enrolment is accessed via MyApplication. Your username is your 7 digit student number.

If you have taken a loan out with Student Finance England, you will need to complete the online enrolment before we can confirm your registration. Once completed, SFE will release your maintenance loan to you. Typically, maintenance loans are received by students on the first day of term.

If you have any problems with online enrolment, please contact Student Records on studentrecords@aub.ac.uk or telephone 01202 363381 or 01202 363221.

Enrolment ID Check
Face to face enrolment takes place in your first week at AUB and is the last step in registering you as a student. In order to complete your enrolment, you must bring photographic ID with you from the following options:

**UK, EU, EEA and Swiss students**
Please bring one of the following forms of ID:
1. Full valid passport
2. Photo ID **plus either**
   - correspondence from Student Loans Company/Student Finance England
   - original birth/adoption certificate
3. Valid photo identity card
   (EU countries only)

**Do NOT just bring your driving licence alone; this will not be accepted without the correct accompanying information as listed in option 2.**

**Visa students**
If you are studying at AUB on a Tier 4 visa or hold any other type of visa you will need to bring **all of the following** with you to enrolment:
— Full valid passport
— Visa documentation
— Tier 4 visa students only: all original qualification certificates

ID cards are only issued once we have seen the correct documentation from you.

*Please note: we can only temporarily enrol you with a 30 day entry clearance vignette in your passport. You must collect your Biometrics Residence Card from the Post Office within 10 days of arriving in the UK.*
CONTACT

Admissions
01202 363228
01202 363225
admissions@aub.ac.uk

Student Advice
01202 363031
01202 363242
studentadvice@aub.ac.uk

Academic Support
01202 363273
academicsupport@aub.ac.uk

Finance
01202 363356
income@aub.ac.uk

Disability Support
01202 363291
wellbeing@aub.ac.uk

Students’ Union
01202 363286
studentunion@aub.ac.uk

To get involved and keep up to date with all our news follow us at –

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instagram @InspiredAUB
#AUBMAKERS

To view this document online visit:
aub.ac.uk/welcomeguide-intarch