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THE LITTLE GUIDE  
TO APPLYING

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AUB.AC.UK

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**GOING TO UNIVERSITY IS A LIFE-CHANGING DECISION,  
BUT IT DOESN'T HAVE TO BE COMPLICATED**

There are lots of things to think about when applying to University.

This guide will take you through each step. We'll take you through Admissions (applying to AUB), the interview process, student finance, accommodation and our services.

Our guide covers:

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HOW TO APPLY  
ADMISSIONS MADE SIMPLE

### ALL APPLICATIONS FOR FULL-TIME DEGREE COURSES ARE MADE THROUGH UCAS, INCLUDING OURS

Finding us on UCAS is simple. First, you have to register from your school or college (or independently if you're no longer in education). Once you've signed up, you can find us on UCAS via UCAS Search, remember we are Arts University Bournemouth, our institution code is A66.

Detailed information about our courses can be found on our website **aub.ac.uk**, as well as on UCAS.

### MADE A CHOICE? GO FOR IT

The UCAS deadline for on time applications is 15th January. We guarantee that all applications received by the deadline are given full and careful consideration.

Applications received after this date will still be considered depending on the availability of places. Most of our courses are happy to consider late applications via UCAS, please check UCAS for vacancy information

### APPLYING FOR A PREPARATION FOR HE (FOUNDATION) COURSE? YOU CAN DO THAT ON OUR WEBSITE

Simply head to **aub.ac.uk** and complete the online application. The deadline for the Foundation Diploma is the end of March, we may consider late applications but only if we still have vacancies. Please note you cannot apply for the Foundation Diploma via UCAS, this can only be done directly through the AUB website.

### MATURE APPLICANTS

We welcome applications from mature candidates (students over 21 years, as defined by UCAS). If you are over 21 you should apply through UCAS in the usual way.

If you are over 21 years old and do not meet the minimum entry requirements, you may still be considered by AUB. Arts University Bournemouth has discretion to assess formal qualifications gained prior to your application, and can take account of any relevant experience you may have so you may be able to apply. A wide range of credentials, including work experience and training, may be accepted as evidence of your capacity to benefit from a degree course and to complete it successfully. Please make sure you include this information in your UCAS application.

### 2ND AND 3RD YEAR APPLICATIONS

We will accept applications to the 2nd or 3rd year of degree courses but this is subject to individual circumstances, as well as vacancies on the course and cannot be guaranteed. If you wish to apply for 2nd or 3rd year entry, please apply via UCAS indicating your chosen point of entry and include full details of your current/previous course. Please note BA (Hons) Acting can only accept applications to 1st year of the course. If you have any questions please email **admissions@aub.ac.uk**.

## ENTRY REQUIREMENTS FOR DEGREE COURSES

We look for 112–120 UCAS Tariff points at Level 3 and qualifications must include at least one creative subject which is relevant to your course choice. You will also need a minimum of 5 GCSE passes at grade C or grade 4 or above, which must include English and Maths. We also accept equivalent qualifications at Level 2 such as Functional Skills.

We accept a wide range of qualifications and our standard offers for degree courses include:

- BBB at A Level, excluding General Studies (120 UCAS Tariff points)
- BBC at A Level, excluding General Studies (112 UCAS Tariff points for BA (Hons) Film Production (Extended Study Option) only)
- ABB at A Level, excluding General Studies (128 UCAS Tariff points for BA (Hons) Architecture only)
- 3 BTEC Subsidiary Diploma passes at Merit
- A combination of BTEC Subsidiary Diplomas and A Levels (equivalent to 120 UCAS Tariff points)
- BTEC/OCR Extended Diploma at Distinction, Merit, Merit
- Foundation Diploma at Pass
- International Baccalaureate (IB) score of 30 or above
- UAL Extended Diploma at Merit

Other relevant and equivalent Level 3 qualifications are considered on an individual basis and we are happy to accept applicants with a combination of Level 3 qualifications. Please check your qualifications using the UCAS Tariff calculator and remember we are looking for the equivalent of 3 A Levels if you are combining Level 3 qualifications. We welcome applicants who are currently studying or who have gained a Foundation Diploma in Art and Design and this qualification meets our Level 3 entry requirements. This is a recommended qualification for many of our courses but it is not a compulsory qualification.

We also accept a wide range of overseas qualifications and details of entry can be found on our website. However if you are unsure please contact us to discuss your qualifications.

## USING MY APPLICATION

When we receive your application, we will send you an email which includes your login details for the applicant portal MyApplication. This is where you are able to monitor the progress of your application, view and accept your interview, send us your electronic portfolio, see if you have been made an offer and access further information about AUB. If you have any queries about your application or access to MyApplication, please contact [admissions@aub.ac.uk](mailto:admissions@aub.ac.uk)



INTERVIEWS & PORTFOLIOS

### HOW WILL I KNOW IF I AM SELECTED FOR INTERVIEW?

If you have been selected for interview we will email you and full details will be sent via MyApplication. You must respond to the interview invitation via MyApplication.

### WHAT DO I NEED TO BRING?

Admissions will send you full details of the date and time of the interview, plus what to bring and how to get to AUB. For most courses, you will be required to bring a portfolio of work as part of your interview and you will need to follow the portfolio guidance for the course. If you are applying for BA (Hons) Acting or BA (Hons) Dance you need to check the audition guidelines.

### WHAT HAPPENS AT YOUR INTERVIEW?

We invite a small group to each interview slot and you will be taken to the relevant course area. Normally this will begin with a brief talk about the course and then the academic staff will look at your portfolio. This might be a group session where you are all asked to contribute and talk about your work. Or you may be seen on a one-to-one basis to discuss your work.

Be ready to talk about your influences, who inspires you and why (think about your cultural interests such as gallery visits, exhibitions, cinema, theatre or literature). It's important that you contextualise your work. We also expect you to have an awareness of contemporary practice in your chosen subject area.

Don't forget, interviews are also your opportunity to ask any questions you have about the course.

### APPLICANT DAYS

For some courses we will make a decision based on the information in your UCAS application. If we make an offer you may be invited to attend an Applicant Day; these are designed exclusively for undergraduate applicants holding offers at AUB. The event will give you the opportunity to find out more about the course, meet staff and have a tour of the campus.

Applicant Days will usually take place from February to April and admissions will send you an invitation so you can confirm your attendance. The invitation will provide full details of the day, including the agenda.

You are not required to bring a portfolio to Applicant Days.

## WHAT TO INCLUDE IN YOUR PORTFOLIO

As a specialist art and design institution, the portfolio forms a big part of our admissions process. Each course has different guidelines describing what the course team expect to see in your portfolio and you can find these on our website [aub.ac.uk/guidelines](http://aub.ac.uk/guidelines)

Your portfolio should contain approximately 20 pieces of recent work. The following points will help you prepare but you must refer to the specific portfolio guidelines for your course:

- Include sketch/work books which evidence the research and analysis you have completed before arriving at the final outcome.
- Try to include evidence which demonstrates how you have tackled projects and solved problems.
- Include examples which demonstrate your development as well as your best work.
- Self-initiated work: we would like to see examples of creative work which you have done outside of formal study.

We recognise that everyone has different skills, portfolios and experiences, so what we look for is potential through a broad range of work that expresses the scope of your creative experiences and shows evidence of enquiry and experimentation.

## ELECTRONIC PORTFOLIO

If you are outside the UK or can't attend an interview, Admissions will ask you to submit a link to an electronic portfolio and full details of how to submit this will be sent to you by Admissions. Please don't send us this information until we request it.

## WHAT HAPPENS AFTER INTERVIEW?

We will contact you via the application portal 'MyApplication' and UCAS. Where possible, decisions are sent very soon after interviews – even at peak times this can be within 10 working days. If however there is any reason for a delay Admissions will contact you.

## OFFERS: WHAT DO THEY MEAN?

When we give you an offer, it will either be 'Conditional' or 'Unconditional'.

**Conditional offer:** this means you must fulfil certain criteria before you can be accepted onto the course, usually based on your exams or qualifications you will obtain. You may be asked to achieve specific grades and the details of the offer will be shown in your offer letter and can also be seen on **MyApplication/UCAS Track**

**Unconditional offer:** this offer is given to those that have satisfied all entry criteria.

### REPLYING TO THE OFFER

Once you've received all your offers, you need to reply to them. If you applied through UCAS, you must reply to offers via UCAS Track by the reply date UCAS gives you. Your reply date is based on when UCAS received the last decision from your choices. You can view your unique reply date in UCAS Track.

If you applied directly to AUB, please reply via MyApplication. We would recommend that you let us know your decision as soon as possible so that we can send you additional information relating to accommodation and preparing for your studies.

### MY FEEDBACK RECOMMENDS A DIPLOMA IN ART AND DESIGN – FOUNDATION STUDIES. CAN I DO THIS AT AUB AND HOW DO I APPLY?

Included in your feedback in MyApplication you will find links to more information about studying a Diploma in Art and Design - Foundation Studies at AUB. If you would like to apply for this course and have already applied to AUB through UCAS please contact Admissions, as they can create an application for you using the details from your UCAS application.



If you have any questions about your application or any part of the process, please don't hesitate to get in touch with our Admissions team who will be happy to help you.

**E** [admissions@aub.ac.uk](mailto:admissions@aub.ac.uk)

**T** +44 1202 363 225

+44 1202 363 228





STUDENT FINANCE  
PAYING FOR YOUR EDUCATION

Finding a way to fund your studies may be one of the biggest worries you have when going to University. If you're a UK student and studying for your first degree, you don't have to pay for your course upfront. All that you need to concern yourself with is managing your money. Not all students live off baked beans on toast.

Student Finance England provides a loan to cover the cost of your tuition fees. This is then paid directly to AUB at the beginning of your course.

### THE COSTS OF UNIVERSITY LIVING

If you're an English student, you'll need to get to know Student Finance England, the Government body who sort out the funding. You can find more about what they do at their website [gov.uk/studentfinance](https://www.gov.uk/studentfinance). If you're from Wales, Northern Ireland, Scotland or the Channel Islands, the funding arrangements will be different; follow the links from our website to find information from your funding body. EU students who have been ordinarily resident in the UK for at least 3 years may be eligible for a tuition fee loan through Student Finance England.

Arrangements are different for international students; our International Office can offer you all the advice you need. We advise you to apply for financial help as soon as possible. Once you've applied for your course, you will need to make arrangements for student loans. Applications at Student Finance England open in January.

### FEES, LOANS AND GRANTS MADE SIMPLE

There are two types of student loans. You can apply for both through Student Finance England. They are:

#### 1. TUITION FEES

The Tuition Fees for BA (Hons) degrees at AUB are £9,250 per year. This is the norm across the UK. This money goes towards the overall running of the university, including the specialist teaching that is on offer.

If you are under the age of 19, our Prep HE (Foundation) course is free; if you are over the age of 19, you can take out an Advanced Learner Loan to cover the tuition fees of £5,421. If you are eligible to apply for an Advanced Learner Loan Admissions we will send you all the relevant information you need to do so with your offer letter. If you'll be studying an MA course at postgraduate level, there is a Postgraduate Loan (PGL) of up to £10,000 available, to help with your fees and living costs.

#### 2. MAINTENANCE LOANS

If you are on a BA (Hons) course, you can also get a Maintenance Loan to cover the cost of living and study. A loan of up to £8,200 is available. This money is used to pay your rent, buy your food and fund your social life.

Student Finance England does need to know about your household income, so the amount of loan you receive may be lower than the maximum.

The Loan is split in three payments, one for each term. Student Finance England pay this directly into your chosen bank account. If you're a part-time student, you will only be able to apply for a tuition fee loan. Only full-time students can apply for both tuition fee and maintenance loans.

You have to pay back your loans. Once you start earning over £21,000 a year, part of your salary is paid to Student Finance England just like tax and National Insurance. You'd pay about £30 a month if you were earning £25,000. If you haven't finished paying it of within 30 years, the loan is written off. Simple.

If you're on a Prep HE (Foundation) course there are no maintenance loans available, but AUB may be able to provide a bursary of up to £3,400. Bursaries are dependent upon your household income, and we'll send you details in your welcome pack in the summer before you enrol.

There are no maintenance grants available to higher education students, so all of your funding will be in the form of a loan. Using the Student Finance Calculator on [gov.uk/studentfinance](https://www.gov.uk/studentfinance) will give you an idea of what loans you can get.

## PARENTS AND PARTNERS

Student Finance England will also need your parents or partner to support your application. This is managed through a separate link for all the information on household income.

It's really important to provide this information to Student Finance England. Without this information, you can only get the minimum loan and grant.

## ADDITIONAL SUPPORT

If you are an English higher education student who is entitled to the full maintenance loan, AUB will give you bursary of £200 when you successfully progress to your final year. We offer additional support as well: exceptional hardship support, bicycle vouchers and a £2,000 bursary for care leavers. You can find more details at our website.

You don't need to apply for higher education bursaries. All you need to do is agree to share your data with us when you apply for student finance.

## THINGS TO REMEMBER

On your first day, you will need to enrol at AUB. Student Finance will then give you the first instalment of your loan.

## STILL CONFUSED?

There is plenty of information about student finance online at our website and on [gov.uk/studentfinance](https://www.gov.uk/studentfinance). Feel free to contact our Student Advisors if you have any questions.







STUDENT ACCOMMODATION  
A HOME FROM HOME



### LIVING IN BOURNEMOUTH

It's hard to avoid the social side of university! Some of the friends you end up living with will be friends for life. You'll cook together, make plans together and study together. Where you live affects your studies. It's important to find a place where you can be happy. Everyone's desired home is different, so we have three different types of accommodation for you to choose from. You can rent a room in our Halls of Residence, find a house to share with a group of students or find a place to lodge.

### PRIVATE RENTED ACCOMMODATION

Halls aren't for everyone. Choosing to live in private rented accommodation will mean more independence, and more choice. Many of our students live in rented housing in areas including Bournemouth, Boscombe, Winton, Charminster and Wallisdown.

## HALLS OF RESIDENCE

Whether you fancy either being close to the Bournemouth nightlife, or enjoying peace and quiet, there will be a place suited to you. We have five Halls of Residence available to our students. They all have well-marked cycle routes to AUB and cycles racks to safely stow your bikes.

Hurn House, Bath Road and Madeira Road have regular buses to get you from A-B. Winton Halls and George Close are an easy walk away from the campus, only one to two miles away, and there are plenty of bars, restaurants and shops in the area.

- Our largest halls at Madeira Road put you in the centre of Bournemouth. With 378 rooms up for grabs, it's a hub of activity.
- Bath Road offers our premium halls, with 84 self-contained studios, some with great sea views.
- Hurn House is newly acquired by AUB for 2017 and have 153 rooms which come as single, double or self-contained studios.
- Winton Halls are only 1 mile away from campus with 65 rooms a mix of rooms in cluster flats and studios, in the heart of Winton.
- George Close consists of 6 newly built 4 bed houses on a small development.

We do not guarantee a room in halls to all first year students, and we always receive more applications than rooms. We prioritise international students and those with a disability or mobility difficulties; any remaining rooms are allocated according to the distance away from your home address.

## FINDING A HOUSE TO MAKE A HOME

Student Services can help you to find available private accommodation. The [abstudentpad.co.uk](http://abstudentpad.co.uk) lists the details of properties. Each of the landlords advertised are registered with a national or local landlord accreditation scheme. It's always a good plan of action to keep involved in social media. Students often advertise rooms to rent in shared houses – either on the studentpad site or on the AUB Accommodation Facebook page. Clubbing together with other new students online can make the process of finding a house even easier.

## LODGING

Sometimes, moving out can be too much. Some students choose lodging over shared accommodation. Lodging is where you take a room with a family or landlord, sometimes with meals provided. You don't have to worry about sorting out bills. It's all sorted for you.

### ACCOMMODATION DAYS – PLANNING YOUR HOME

We arrange accommodation days in July and August. These days are a chance for you to meet other students and registered landlords. You can arrange your housing for the next year; and you can also use the opportunity to visit the campus and surrounding area before starting your course. We'll also load you with lists of any accommodation registered with us, together with details from many local letting agents, bus timetables, and street maps -all you need, in fact, for a successful day's house-hunting.

### COMPARE THE MARKET – HOW MUCH WILL HOUSING COST?

Private housing costs vary but the average rent students paid during the past year for a house or flat share was around £101 per week, excluding bills.

Halls of Residence prices also vary. As an average, a bedroom in Halls costs £125-£170 per week for 2017/18. This price includes bills though. More information about the cost of Accommodation can be found on our website. If you have any questions, you can contact Student Services.





STUDENT SERVICES  
LENDING A HAND

## STUDENT SERVICES ARE HERE TO HELP

### YOU SETTLE INTO UNIVERSITY LIFE

Being a student involves much more than studying. Starting university can be challenging as well as exciting. It's natural to take a while to find your feet. And you may experience the occasional hiccup along the way.

Student Services can give you guidance on all the practical, day-to-day business of university. Whether you want information about how to find accommodation, advice about managing your money, or guidance on the local area, the Student Advisors are able to help.

### THERE ARE ALWAYS PEOPLE TO TALK TO

We offer help to anyone who needs it. Even if you just want someone to talk to. If you are concerned about your own health, or someone else's, we can discuss your worries confidentially. Our on-campus Wellbeing Officer is at hand to help. We make sure that any student struggling with university life is given the right support. If you have a disability or any additional needs, our Disability Officer can offer expert advice and guidance, and help with arranging any support you need.

Our Counselling Service is free for students. Our team of professionally qualified counsellors can offer support from weekly sessions to 'one-off' appointments.

AUB's Chaplaincy opens its doors to all students. They can offer general support and spiritual guidance to students of all faiths, or none.

We also work in partnership with the local Village Surgery. They offer medical appointments on campus if you need to see a GP. If you have any questions, please contact our Student Services team.





## GETTING IN TOUCH

AUB is a small university. We do everything we can to make you feel welcome.

Confused? Need help? Don't sweat! We're always here so don't hesitate to get in contact. It doesn't matter how big or small the issue is.

For all admissions and pre-course enquiries including entry requirements, qualifications, interviews and applications:

**T** +44 1202 363 225

+44 1202 363 228

**E** [admissions@aub.ac.uk](mailto:admissions@aub.ac.uk)

For all overseas applications and general enquiries please contact the international office:

**T** +44 1202 363233

**E** [international@aub.ac.uk](mailto:international@aub.ac.uk)

For all student services, funding, fees and accommodation enquiries:

**T** +44 1202 363242

+22 1202 363031

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

*Good luck!*

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Arts University Bournemouth  
Wallisdown, Poole, Dorset BH12 5HH

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