



ARTS UNIVERSITY BOURNEMOUTH
SUMMER COURSES 2014

ADDITIONAL INFORMATION GUIDE

Summer Courses 2014

Additional Information Guide

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Welcome

Thank you for your interest in our creative programme of summer courses. This booklet has been designed to give you further information about Summer Courses at AUB

Should you have any further queries or questions after reading this, please do contact us. We hope to welcome you to AUB in Summer 2014.

Contact us [e:summercourses@aub.ac.uk](mailto:summercourses@aub.ac.uk)
t: +44 1202 853624
[w:www.aub.ac.uk/summer](http://www.aub.ac.uk/summer)

How to book and pay for a summer course

Details of all our summer courses can be found on our website at www.aub.ac.uk/summer

Our secure online booking system will allow you to book and pay for your chosen course yourself. Simply select the course you wish to attend from the list on the left hand side of the page and click on the **Book now** link. You will be required to create your own login to proceed with the booking.

You can pay using your debit or credit card and once we receive your payment we will email you a booking and payment confirmation letter. You will also receive an automated email from the online payment provider.

If you are unable to pay by debit or credit card please contact the Summer Courses office and we will be able to assist you with an alternative method such as arranging a bank transfer.

Our summer courses are popular and do book up quickly. In order to guarantee your course place we recommend you book as soon as possible.

Booking Terms and Conditions

All enrolments are subject to the following conditions, which become legally binding on acceptance of enrolment by the Arts University Bournemouth.

Payment

1. Full payment must be received before we can confirm your course place.

Confirmation of course

2. Once we have received and processed your booking we will send you confirmation. If you have paid online you will receive an automated email from the online payment provider, PayPal and a further email from the Summer Courses Office.

Cancellations by us

3. The courses all have a minimum attendance level and may have to be cancelled if students drop out at the last minute or we do not receive sufficient numbers to run the course. We will try to keep you up to date with this information if it looks likely that your course may not run.

4. It is compulsory for the Student to be at all times comprehensively insured to cover all costs and consequences of recovery of course fees and flights booked or needed in the event of cancellation or early departure. We will not be liable for any losses (including, but not limited to, travel and accommodation costs) arising as a consequence of any modification or cancellation of courses or timetabling constraints beyond the cost of the course fee.

5. The Arts University reserves the right to make such changes to the course programme as may be necessary for reasons of quality, operational efficiency or circumstances, including industrial action, beyond our control. If we cancel a course, all participants will be notified and all payments refunded in full. Refunds of fees will normally only be made in the event of the cancellation of a class by AUB.

Cancellations by you

6. If you wish to cancel your place on one of our courses we ask you to contact us at least four weeks before the start of the course. If we receive this cancellation within the timescale, you will be entitled to a full refund less any charges that we may incur. If we do not receive the cancellation in the timescale, you will not be entitled to a refund.

Accommodation

7. All summer course students staying within the Halls of Residence will be required to adhere to the code of conduct; details of which are included in the accommodation section of this guide.

Transferrals

8. You may only transfer to another course at the discretion of the Summer Courses Office. Please contact the Summer Courses Office at least 4 weeks in advance of the course start date if you are considering a transfer.

Non-attendance

9. Non-attendance of classes due to illness or for personal or professional reasons does not provide the right to a refund, extra tuition or a transfer.

Booking Terms and Conditions

Insurance

10. It is **compulsory** for the Student to be at all times comprehensively insured to cover all costs and consequences of medical treatment, repatriation, personal/public liability, personal accident, damage/theft/loss of personal belongings, legal expenses, recovery of course fees and flights booked or needed in the event of cancellation or early departure.

Visas

11. If you do not hold a UK/EU/EEA passport you will need a visa that allows you to study here in order to take one of our courses. The majority of international students intending to study a short summer course in the UK may do so using a **Student Visitor** visa. Please refer to the UK Border Agency website for details on what visa you require and any other supporting documents you may need. <http://www.ukba.homeoffice.gov.uk/visas-immigration/do-you-need-a-visa/> Please be aware that it is your responsibility to determine if you need to apply for a visa in advance and to allow sufficient time to obtain a visa. Due to UK Border Control regulations we will be checking all summer courses student's visas and travel documents to ensure eligibility; we will not allow you to join the course if you do not have a visa that allows you to study, and in these circumstances, you will not be eligible for any refund of your course fees.

Age restriction

12. Courses are available to anyone over the age of seventeen years. There is no upper age limit.

Marketing, photography and videos

13. The Student agrees to participate in promotional activities undertaken by the Arts University that includes photography, videoing, recording and other such activities. These activities may result in the production of materials featuring the Student such as brochures, posters, websites, newsletters and marketing campaigns. The student must specify in writing to Summer Courses if they do not wish to be included in any promotional publications.

Parking

14. Parking is available on campus for all summer course students who require it. If you are a disabled parking badge holder or have a medical condition, please contact us to discuss your needs.

Wheelchair facilities

15. Wheelchair facilities are available, but please contact us in advance to make the necessary arrangements.

Travelling to AUB

If you are arriving by Air

London is less than two hours away from Bournemouth and is easily reached by regular train and coach services or via good motorway links.

Airport Coaches to Bournemouth

National Express coaches have frequent and reasonable priced departures from the major London airports directly to the University www.nationalexpress.com

Bournemouth and Southampton both have international airports providing good value flights to more than 50 destinations.

www.bournemouthairport.com

www.southamptonairport.com

Airport Transfers/ Private taxi

If you would like an airport transfer from one of the London airports to AUB, we recommend Travel Link UK. One of their representatives will meet you at the terminal, drive you to the University and escort you to your room. Please contact them directly to obtain an estimated price and begin the booking process.

www.travelinkuk.co.uk info@travelinktransfers.co.uk

If you are arriving by Rail

Bournemouth train station is approximately 1.5 miles from the University campus, with good links provided by local buses up to the University campus. If you intend to travel by train to AUB from London, you will need the Waterloo service which stops at Bournemouth.

Taxis are available at Bournemouth train station. The University is less than 10 minutes from the train station.

www.nationalrail.co.uk

If you are arriving by Road

Yellow buses 25, 26 and 36, and Wilts & Dorset number 15 all stop close to the Arts University and serve the surrounding area.

www.wdbus.co.uk www.yellowbuses.co.uk

Secure bicycle storage is available on campus and parking spaces for summer students with a vehicle are available upon request.

Accommodation & Code of Conduct

Summer course accommodation is available in our halls of residence in East and West House (*on campus*) and in Winton Halls (*outside campus*). Rooms will be allocated by AUB.

East and West House - University Campus

East and West House comprise of two three-storey buildings providing a total of 100 en-suite study bedrooms. The Halls of Residence are just a few minutes' walk away from our teaching facilities and lecture halls.

Each study bedroom (4.12m x 2.80m) is en-suite and has:

Shower, toilet and wash hand basin

Bed, desk, wardrobe, drawers, shelving, chairs

A bedding pack – duvet, pillow, sheet and pillowcase

There are laundry facilities in each house

Each Halls of Residence has WiFi connection, a payphone and lockable post boxes. Kitchens are located on each floor of the buildings. These are equipped with toaster, fridge, freezer, sink, lockable cupboards and preparation area - basic cutlery is provided. Kitchens and communal areas are cleaned and bins emptied daily.

Winton Halls - Winton

Winton Halls is just a 20 minute walk from the AUB campus in the popular student area of Winton which has shops, bars, and restaurants as well as having good transport links to town centre shopping and nightlife. There is the option of using a regular bus service to the AUB campus costing approximately £3.00 per daily return journey.

Winton Halls comprises of mixed accommodation; studios, cluster rooms and flats all with en-suite shower units.

Each studio comprises:

- Bedsitting room with bed, desk area, wardrobe, drawers, chairs
- A bedding pack comprising 1 duvet, 1 pillow, 1 sheet and 1 pillowcase, if required.
- Small kitchenette area, equipped with 2 burner hob, combination microwave oven, kettle, toaster, under-worktop fridge with ice box, vacuum cleaner and ironing board.
- En-suite shower room with shower, toilet and wash hand basin.
- IT connection.

Each cluster room has:

- Bed, desk, wardrobe, drawers, chairs
- Shower, toilet and wash hand basin
- A bedding pack comprising 1 duvet, 1 pillow, 1 sheet and 1 pillowcase, if required
- IT/TV connection

Each cluster flat has a shared lounge and kitchen. The kitchens are equipped with four burner hob, electric oven, combination microwave oven, kettle, toaster, tall fridge, tall freezer, sink, cupboards and preparation area.

There is a launderette next to Winton Halls which is open from 8.00am-8.30pm and currently costs £3 per load for the washing machine. Service washes are also available.

Please note that the standard voltage in Halls of Residence is 230V. This may differ from the voltage outside of the UK.

What to bring with you

Please bring your own towel(s) and toiletries.

What NOT to bring with you

The use of any item which increases the risk of fire or injury (e.g. kettles, additional heaters, rice cookers or candles/naked flames) is not permitted in halls, so please do not bring these items with you.

Smoking in halls is strictly forbidden. Pets, of any kind, may not be kept. Additional furniture cannot be brought in to the halls without prior agreement. The keeping of illegal or hazardous substances, firearms or any dangerous weapon is strictly forbidden and may result in immediate eviction from the halls.

Outdoor Activities

Ball games are not permitted around the AUB campus or Halls of Residence. Sporting facilities (fee paying) are available at Bournemouth University and there is a playing field at Wallisdown, which is a short walk from the halls. Barbecues are permitted only with prior permission from the Halls Officer or security guard.

Accommodation & Code of Conduct

Conduct

Living in shared accommodation can be a vibrant, dynamic experience, with the opportunity to share with, and learn from fellow students from across the world. At AUB we believe that everyone is entitled to study, work and live their lives in an environment free from discrimination. We aim to promote equality of opportunity and good relations between all persons.

AUB requires students to conduct themselves at all times in a responsible and proper manner towards other students, guests, AUB staff and representatives, including security guards.

In addition, when in Halls, students are responsible for the behavior of their invited guests, and will be liable for the cost of any damages incurred.

Behaviour in Halls

Please remember that you have a responsibility to be a good neighbour. You need to consider your immediate neighbours, as well as the wider community. Noise nuisance, bullying or anti-social behaviour will not be tolerated and may result in action via the Student Disciplinary Policy. Smoking, covering smoke detectors, or allowing others to smoke in your room, will also result in fines.

Damages

You will be liable for the following cost of any loss or damage whilst staying in accommodation with AUB:

- Fire warning sign damaged or removed - £30.00
- Broken blind/curtains - £50.00
- Mattress destroyed/damaged - £100.00
- Bin missing or broken - £20.00
- Broken shower – deliberate misuse - £230.00
- Bedside lamp damaged or missing - £15.00
- Fire extinguisher emptied/mis-use £100.00
- Fire extinguisher tags broken - £5.00 per tag
- First aid kit damaged or missing - £30.00
- Vacuum cleaner broken or missing - £130.00
- Smoke detector covered or disabled - £100.00
- Smoking, or allowing others to smoke, in room—£50.00

Insurance

We strongly advise you to take out insurance for your personal belongings. A number of companies offer student policies; details are available from Student Services. AUB cannot be held responsible for any loss or damage incurred to your belongings. You are responsible for ensuring that all electrical items that you bring are safe, used correctly and comply with all the relevant British legislation.

UUK / Guild HE Code of Practice

The Arts University Bournemouth complies with the UUK / Guild HE Code of Practice for the management of student housing. Copies of this code are available from the Halls Office and Student Services.

Personal safety

Fire Evacuation

Details of the fire evacuation procedure are displayed just inside the entrance to each building. You should familiarise yourself with the nearest fire exit from your room, and the location of fire alarms and fire fighting equipment. AUB have produced a 'Stay Safe' video which we recommend you watch.

You can access it via YouTube at:

www.youtube.com/watch?v=DzKZNFskndc&feature=youtube

Security

Security Officers are present on the AUB campus at all times. They are based in the Security Lodge and patrol the university campus. They can be contacted by mobile telephone at all times — you are advised to store the number in your mobile phone.

AUB works in partnership with the Dorset Police Universities Safer Neighbourhood Team, and police officers regularly patrol the AUB campus, including halls of residence. The police are always happy to give advice and guidance, and you can speak to them confidentially.

IN AN EMERGENCY, TELEPHONE 999 FOR POLICE, FIRE BRIGADE OR AMBULANCE.

999 calls are free from any phone, and must ONLY be used in an emergency.

You should always lock your room door, even if you just go to the kitchen or laundry. The main entrance to halls should never be left open, and you should report any suspicious behaviour to the Halls Officer or security guard on duty. If you lose your keys the Halls Officer or security guard will be able to let you into your room.

Replacement keys can be obtained from the Halls Officer at an additional cost.

If you have a disability please notify us. We will liaise with Student Services so that they can work with you to prepare a Personal Emergency Evacuation Plan so that you are sure of what to do in the event of an emergency. Please note that you should inform the Halls Officer if your mobility is affected by a temporary disability (e.g. a broken leg). Please report all accidents to the Halls Officer so that a record may be entered into the accident book.

In the event of a security incident please contact the Halls Officer or the security guard on duty.

What's on Campus

The Library & Museum of Design in Plastics (MoDip)

Summer course students will have access to our University library, which has an excellent range of specialist learning materials and resources. Summer course students will be able to borrow up to 4 books at a time for 1 week.

Printing and photocopying facilities are available in the Library. These facilities are chargeable and students can add the required funds to obtain these facilities via a machine in the Library.

The Museum of Design in Plastics is situated in the Library. It offers a specialist plastics collection which supports research into and the study of design in plastics, and a studio collection to support other areas of teaching and learning at the University.

Food and Drink

AUB has a refectory on campus, serving hot and cold food choices during the summer, Mon-Fri from approximately 8.30am – 3pm. A variety of breakfast, lunch and snack options are available and are all reasonably priced. There is also a Costa Coffee bar upstairs above the refectory.

Frequently Asked Questions

What is included in the course fee?

Fees for our Summer Courses include all materials required (unless specified), use of all specialist equipment and facilities, transport costs and admissions fees for any course educational/study visits.

What happens after I book my course?

Once your booking has been confirmed and paid in full, you will receive an email from the university confirming your course place and any accommodation you may have booked. You will be sent further details on the course and what to expect when you arrive, closer to your course start date.

What language are the courses held in?

All the courses at the Arts University are taught in English. Although we do not ask you for a specific level of English, to be able to do the course you should have good conversational English.

Is there an age limit?

Due to the academic level at which courses on the Summer Courses are offered and the independent nature of student accommodation, our summer courses are open to applicants over the age of 17. There is no upper age limit – many of our courses have a varied age range.

Frequently Asked Questions

Will I need a visa? If so, which one?

If you do not hold a UK/EU/EEA passport you will need a visa that allows you to study here in order to take one of our courses. The majority of international students intending to study a short summer course in the UK may do so using a **Student Visitor** visa. However, it is your responsibility to determine if you need to apply for a visa in advance and to allow sufficient time to obtain a visa.

If you do not have the correct visa that allows you to study in the UK you will not be able to study with us and you will not be eligible for any refund of your course fees. AUB will be checking all summer courses student's visas and travel documents to ensure eligibility on the first day during

What do I get at the end of the course?

You will be issued with a Certificate of Attendance on successful completion of your course. You may use this to demonstrate the work you have successfully undertaken, to add to your CV or portfolio and as evidence of your experience and knowledge for further education you may undertake. For the courses which incorporate photographic shoots, students will be given access to images on completion of the course.

Will I have access to computers/ the Internet?

Yes. All students attending the summer courses will have access to computers (PC's or Macs) around the University campus. You will be given a login, password and further information when you arrive. There is also wireless internet access in the Halls of Residence for those staying in our accommodation who want to use their own laptop/ipad device.

Am I able to join a summer course if I don't need University accommodation?

Yes. Our summer courses can be booked as course-only through our website for those who live locally or have arranged their own accommodation.

Can I reserve a room before I apply?

We are unable to reserve accommodation and only allocate your accommodation when your application has been processed and full fee has been paid.

I need to arrive one day early/depart one day late because of travel restrictions. Can I do this?

If you are using our accommodation and wish to book an extra night outside the arranged time of stay with us this may be possible, subject to availability. Please contact us directly to see if this is possible.

Any other questions?

If you would like to speak to a member of the Summer Courses team, please contact us.

Summer Courses office: **t: +44 1202 853624** [e:summercourses@aub.ac.uk](mailto:summercourses@aub.ac.uk)

Disability Disclosure

We encourage you to tell us about any disability or specific learning difficulty so that we can do everything possible to support you during your time at the University. Any information you tell us about your disability will be treated in confidence and will only be shared with appropriate members of staff with your permission. Only in exceptional circumstances will it not be possible to maintain confidentiality – when direct action needs to be taken in order to protect the health and welfare of you and/or others. However, if any such course of action were deemed to be necessary, you would be informed of our intentions.

Physical Access to the University

Whilst the campus is wheelchair accessible, with automatic doors, lifts and toilets all suitable for wheelchair users, access to certain studios and departments may be limited. In instances where access is limited, we will endeavour to ensure that classes and tutorials are undertaken within accessible spaces.

Free parking is available for students with mobility difficulties. If you have asthma or breathing difficulties, the atmosphere within some workshop areas may aggravate your condition and you should discuss with your doctor any health implications prior to your being exposed to these hazards. The campus is fitted with a deaf alert fire alarm system, which provides free of charge vibrating pagers to students with hearing impairments to use. For information on any services for disabled students, please contact us.

Equality and Diversity

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

Equality is about creating a fairer society, where everyone can participate and has the opportunity to fulfil their potential. Equality is the underlying principle that entitles everyone to freedom from unfair discrimination. We want everyone at AUB to help create an environment that encourages inclusion, positive attitudes to difference and equal opportunities for all.

We value and celebrate the diversity of all our staff and students and what they bring to our community. We pride ourselves on equality of opportunity within a friendly, collaborative and safe environment; we ask that you contribute to this by showing respect and support for your fellow students at all times.

Data Protection Act 1988

The data which is entered on the enrolment form or subsequent data requests will be processed in accordance with the Data Protection Act 1998. It will only be processed by the University for the original purposes for which students gave the information. Information may be passed to third parties for relevant and legitimate purposes (for example, relevant information may be passed to examination boards, validating bodies, local authorities and other government agencies as required). The University may also use this information to contact students regarding its own products and services.

Useful Contacts

Summer Courses Office [e:summercourses@aub.ac.uk](mailto:summercourses@aub.ac.uk)
[t: +441202 853624](tel:+441202853624)
www.aub.ac.uk/summer

UK Border Agency

<http://www.ukba.homeoffice.gov.uk/visas-immigration/do-you-need-a-visa/>

Bournemouth Tourism www.bournemouth.co.uk

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