



Partnership and Private Provider Organisation

Student Handbook 2011-2012

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Foreword

It is a pleasure to welcome you to Bath Spa University and the Wessex Partnership.

You have registered for a University course that you will study in one of the University's partner institutions. We have placed our work in partnership as a major institutional objective and Bath Spa University is committed to helping you achieve your academic goals.

This handbook is designed to provide you with the essential information necessary for you to get the most from your course. I hope it will help you to find the information that you need, and to 'signpost' you to sources of information and help in both your places of learning.

I trust that you will find your study with Bath Spa University a stimulating and rewarding experience.

Professor Christina Slade

Vice Chancellor

1. Introduction

As a Bath Spa University student who is studying part, or all, of a higher education award at a partner institution you will receive information about procedures and systems in both institutions. The purpose of this Student Handbook is to provide you with specific additional information. You will also be receiving subject-specific module/course handbooks from your tutors.

Any suggestions for additions and improvements to this Handbook will be very welcome.

What is the Wessex Partnership?

Bath Spa University has formed partnerships with a number of regional Further Education Colleges and private organisations. This enables students to study for a University award, such as a foundation degree, at an institution in their locality.

For each partnership within the Wessex Partnership there is a signed Memorandum of Cooperation which covers details of the agreement of procedures between the two institutions and their responsibilities with regard to the joint provision. You are entitled to view this document. Should you wish to do so, please contact Academic Services.

Equal Opportunities

Bath Spa University and its partners welcome diversity amongst its students, staff and visitors, recognising the contributions that can be made by individuals from a wide range of backgrounds and experiences.

Our aim is that all staff and students, both existing and potential, should receive equal and fair treatment in all aspects of University life. The University seeks to ensure that a suitable working and studying environment is provided which is free from discrimination and where all members of the University community are treated with dignity and respect and are valued as individuals.

The BSU Equal Opportunities Policy

The following provides information concerning the Bath Spa University Equal Opportunities Policy. Please take the time to familiarise yourself with it as it is relevant to everybody.

Bath Spa University Equal Opportunities Policy Statement

Bath Spa University is fully committed to being an equal opportunities employer and providing equality of opportunity for all its staff and students, applicants and visitors. The University will not tolerate unfair or unlawful discrimination on the grounds of gender, ethnicity, colour, disability, religion, nationality, age,

occupation, marital status or sexual orientation or any distinction which is not relevant to the employee/employer relationship or its student body.

Responsibilities

Promoting and maintaining equal opportunities is the responsibility of everyone, although it is recognised that management have additional responsibilities to ensure that the policy is carried out.

The University Management will ensure that:

- All staff and students are aware of the equal opportunities policy and our procedures for making a complaint;
- The implementation of equal opportunities is effectively monitored;
- An Equal Opportunities Strategy and Action Plan is produced and reviewed; Staff, Students and Union representatives are provided with appropriate forums to discuss and deal with equal opportunities issues;
- All staff are provided with appropriate equal opportunities training;
- A network of trained Harassment Advisors is available to provide advice and guidance;
- Procedures are in place for the fair appointment, promotion and development of staff, the fair selection and teaching of students, free from unjustifiable discrimination.

All staff and students are expected to:

- Support and implement the equal opportunities policy; and
- Ensure that their behaviour and/or actions do not amount to discrimination or harassment.

Staff and students of the University are expected to comply with this policy and are expected to promote a culture free of unfair discrimination, prejudice and all forms of harassment and bullying. Any incidents of discrimination, harassment or bullying will be investigated and may be grounds for dismissal or expulsion.

What are your links with Bath Spa University?

You will be a member of the University just like any other Bath Spa student. You will be a member of their Students' Union and a member of the University Library. You will be encouraged to visit the University at least once a semester. Do feel free to ask!

Visits to Bath Spa University

During the course of your studies at your partner institution you will always be welcome to visit the University, use the Library and join in social events.

In addition you will also be invited to Newton Park or Sion Hill for specific induction events or guest lectures.

Representation

Your feedback on all aspects of your experience while you are studying with Bath Spa University is very important to us. As well as opportunities to evaluate your modules and to feedback your views to the institution in which you are studying, there are also opportunities for student representatives to take part in the following:

Student Representatives Committee

The University has established a new student representatives Committee, which is a subcommittee of the Academic Quality and Standards Committee (AQSC). A student academic representative from each partner organisation within the Wessex Partnership will be invited to participate. Meetings will normally take place three times a year at Newton Park Campus or Sion Hill Campus.

Duties of the subcommittee include:

- advising AQSC on the implications for students of the outcomes from university quality assurance procedures, including external examiner reports;
- advising AQSC on the outcomes of the National Student Survey, and any other similar measure of student satisfaction;
- advising on any other matter that may be referred to the committee to AQSC.

Benefits of Representation

You are strongly encouraged to put yourself forward for this opportunity:

- you will get to know BSU 'home' students as well as those from other partner institutions, and learn from their experience
- you can make a difference to the experience of your fellow BSU students at your institution;
- you will gain skills in committee participation which will also strengthen your CV;
- and last, but not least, you will be paid £100 + travelling expenses for each meeting you attend.

Representation at Wessex Partnership Biennial Review

Bath Spa University is committed to ensuring high quality for its teaching and learning provision wherever it may be located. We have rigorous systems in place for ensuring quality at the university and supporting provision in Wessex Partnership institutions. We continue to seek improvement and your view as students is particularly important to us.

We do genuinely want feedback about the programmes and how they are performing. Guidelines for student representatives are provided to participants and can also be accessed through the Wessex website.

Student Academic Representatives

StARs (Student Academic Representatives) are elected for every subject at Bath Spa University and Wessex Partnership institutions. Their role is to represent other students doing a subject with them.

What do StARs Do?

- Identify and promote good practice within courses.
- Talk to, and listen to, other students doing their module or year for their subject.
- Raise any issues with appropriate staff or at department meetings, if needed.
- Report back to other students the results of these meetings.
- Liaise with other reps from their course to collate findings and identify issues arising between different groups.

What are the benefits of being a StAR?

You have an influence over the running of your course. Through this work, with assistance from Bath Spa SU, you will develop skills such as working on a committee, problem solving, public speaking and time management. These 'key skills' are vitally important in today's employment market, and will be a major asset to your CV.

What are Staff-Student Liaison Committees?

Staff-student liaison committees, or a variation of it, exist for every subject at Bath Spa University and the Wessex Partnership institutions. They are a part of the review process for subjects which continually assess their quality and development. They are made up of staff involved in teaching the subject and student reps from that subject for each year (or level). They usually meet at least once a term.

What support is available to StARs?

Training – Reps are offered training by Bath Spa Students' Union in the skills they need to effectively fulfil their role.

Advice – The Students' Union President (Welfare & Representation) offers advice on specific issues and general problems.

Information – The Union produces a StAR handbook and a range of leaflets, resources, documents and an online area regularly updated just for StARs. You will also get access to course notice-boards, as well as help whenever or wherever you may need it.

How do I become a StAR?

If you are interested in becoming a StAR for your subject, simply log onto the SU website (www.bathspasu.co.uk/reps) and download a form ASAP and hand it to your tutor, and they'll do the rest.

Skills and Training

It is widely recognised that employers are looking for more than just a qualification from graduates and prospective employees. Extra-curricular activities are highly valued as an indication of wider life skills. With this in mind, Bath Spa University Students' Union is offering, to those who complete online StAR training, a Skills Certificate to include in your CV/Portfolio. This enables you to express clearly to potential employers, the skills you have acquired and been trained in through the extra-curricular activity of being a StAR.

To attain the skills certificate, and the skills necessary to represent fellow students, the Students' Union will be providing an introductory compulsory training session. There are also online key skills sessions for you to complete should you wish to enhance your skills further such as negotiation training etc. These enable you to learn and develop your role and skills. We'll even put on transport if you don't study at the site where we'll be holding the training!

Further details will be sent when you send back the nomination form to your tutor/course leader.

Contact Details:

Tel: (01225) 875588

www.bathspasu.co.uk/rebs

Email: rebs@bathspa.ac.uk

Wessex Partnership 2011-2012

Programmes

Brighton Institute of Modern Music, Bristol (BIMM)	<ul style="list-style-type: none"> - Foundation Degree (FdA) Professional Musicianship
Circomedia	<ul style="list-style-type: none"> - Foundation Degree (FdA) Contemporary Circus Skills and Physical Theatre
City of Bath College	<ul style="list-style-type: none"> - Foundation Degree (FdA) Digital Design - Foundation Degree (FdEd) Early Years - Foundation Degree (FdA) Fashion and Textile Design Skills - Foundation Degree (FdA) Heritage Management - Foundation Degree (FdMus) Music Production and Artist Development
City of Bristol College	<ul style="list-style-type: none"> - Foundation Degree (FdA) Early Years
New College, Swindon	<ul style="list-style-type: none"> - BA/BSc Hons Year 1 Combined Award in English, Psychology and Sociology - Foundation Degree (FdEd) Early Years - Foundation Degree (FdEd) Education Studies for Teaching Assistants
Norton Radstock College	<ul style="list-style-type: none"> - Foundation Degree (FdEd) Education Studies for Teaching Assistants - Foundation Degree (FdSc) Health and Social Care Management - Foundation Degree (FdA) Management and Management Systems

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Weston College	<ul style="list-style-type: none"> - Foundation Degree (FdA) Applied Art and Design - Foundation Degree (FdA) Counselling - Foundation Degree (FdEd) Early Years - Foundation Degree (FdA) Graphic Design - Foundation Degree (FdA) Musical Theatre - Foundation Degree (FdA) Music Production - Foundation Degree (FdA) Performing Arts - Foundation Degree (FdMus) Popular Music - Foundation Degree (FdSc) Tourism Management - BA Hons Early Years (WBL) - BA Hons Applied Art and Design (WBL) - BA Hons Creative Industries Graphic Design (WBL) - BA Hons Musical Theatre(top up) - Lifelong Learning Initial Teacher Training
Wiltshire College	<ul style="list-style-type: none"> - Lifelong Learning Initial Teacher Training
Wiltshire College, Salisbury	<ul style="list-style-type: none"> - Foundation Degree (FdA) Applied Art and Design - Foundation Degree (FdA) Education Studies for Teaching Assistants
Wiltshire College, Trowbridge	<ul style="list-style-type: none"> - Foundation Degree (FdA) Applied Art and Design
Wiltshire LA	<ul style="list-style-type: none"> - Education Studies, Module ED1601: Integrated Child Protection
Torbay NHS Trust	<ul style="list-style-type: none"> - Education Studies, Module ED1601: Integrated Child Protection
Action For Children	<ul style="list-style-type: none"> - Education Studies, Module ED1601: Integrated Child Protection

2. At a Glance – Help, Information and Advice

This section is designed to guide you quickly to the most helpful source of information for any queries you may have. But first do look carefully through both the Bath Spa Handbooks and your College Handbooks, using the index, to see whether you can find an answer to your question. If you cannot find an answer or you have a general question, perhaps about the course, you should first ask your University Tutor or the designated person at Bath Spa. We will always be willing to help answer any questions or concerns that you may have.

Where to Find Information and Advice

Nature of Query	Handbook and Section	For Further Help
Absence	Online Modular Scheme Handbook	Your Subject Tutor
Academic Year Calendar	Online Modular Scheme Handbook: Appendices	Your University Tutor
Accommodation	Bath Spa Student Services Leaflet	<ol style="list-style-type: none"> 1. Accommodation Officer, Bath Spa 2. Accommodation Officer, Partner Institution
Assignments Late Submission How special circumstances that have affected your study can be taken into account	Online Modular Scheme Handbook Online Modular Scheme Handbook	Your Tutor Your Tutor, Bath Spa Student Services, mycourse@bathspa.ac.uk
Awards Awards of certificates, diplomas and degrees Credit Transfer	Online Modular Scheme Handbook Online Modular Scheme Handbook	Bath Spa Student Services, mycourse@bathspa.ac.uk Bath Spa Student Services, mycourse@bathspa.ac.uk

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Appeals and Complaints	Online Modular Scheme Handbook	<ol style="list-style-type: none"> 1. Your Tutor 2. Your University Procedures 3. Bath Spa Student Services
Examinations	Online Modular Scheme Handbook	Your Tutor
Financial Support	Student Services Handbook	Bath Spa Student Welfare
Module Results		
How study is assessed	Online Modular Scheme Handbook	Your Tutor, Bath Spa Student Services
Notification of results		Bath Spa Student Services
Progress		
Careers Guidance	Student Services Leaflets	Careers Officer, Bath Spa
Help with choosing modules	Online Modular Scheme Handbook	<ol style="list-style-type: none"> 1. Your Tutor 2. Bath Spa Subject Leader 3. Assistant Registrar
Welfare	Student Services Leaflets	
Withdrawal	Online Modular Scheme Handbook	<ol style="list-style-type: none"> 1. Your Tutor 2. Assistant Registrar

3. Your Personal Tutor

All Bath Spa students are assigned a Personal Tutor. He/she will normally be a permanent member of your Year 1 (or 2 where relevant) teaching team in your institution. All our partner colleges have a track record of excellent support for students. In addition to scheduled tutorials, you are encouraged to see your Personal Tutor whenever you have something you would like to talk about.

On transfer to Bath Spa University you will be assigned a member of the Bath Spa teaching team in your subject area.

Your Personal Academic Record (ePAR)

Your Personal Academic Record can be accessed on-line through the Minerva Virtual Learning Environment (VLE) and is commonly known as ePAR. It is a working document that is designed to support you throughout your studies with Bath Spa University. It is integrated with the Personal Tutor system and combines records of your academic progress with reflection on your personal development. It is very much your record for you to use in the way you, and your Personal Tutor in the institution in which you are studying, find most helpful. It is not assessed.

The ePAR has the following main functions:

- To encourage you to reflect on your progress at regular intervals and take responsibility for your learning and development;
- To enable your Personal Tutor to monitor your performance and progress across your entire programme of study;
- To define and document a minimum level of both academic and personal support to you;
- To help you plan for your personal, educational and career development.

The ePAR is designed primarily for your benefit. Do think about how it can help you. Its value to you will be in direct proportion to the time and effort you invest in it.

4. Modular Scheme Handbook

This Handbook is for all Bath Spa students registered for awards within the Modular Scheme wherever you are based for your studies.

The Handbook includes information on the following:

- Modular Scheme Structure and Terminology
- Pathways, Routes and Awards
- Operation of the Scheme
- Your Programme of Studies
- Assessment
- Appeals and Complaints

You can access this handbook online at:

<http://www.bathspa.ac.uk/services/student-services/>

Remember, however, that you will also need to refer to documents provided by your partner institution which will inform you of your timetable, tutors and so on. If in doubt, ask your tutor/s for guidance in the first instance.

Student Absence

Students should notify absence to their tutor in the partner college. All genuine reasons for non-attendance should be properly documented and maintained. These documents will be required at subject and examination boards. (See Modular Scheme Handbook).

Mitigating Circumstances

If there are circumstances which have prevented you from completing work for assessment, delayed its submission or otherwise affected your performance on your course, you may submit mitigating circumstances to the Board of Examiners for consideration. It is your responsibility to inform the BSU Registrar in writing, as soon as possible, of these circumstances and in time for them to be considered by the relevant examination board.

(See Modular Scheme Handbook for further information)

Plagiarism

Plagiarism is one of a number of activities deemed unfair practice by the University and is subject to severe penalties. Plagiarism means copying someone else's work without according them due recognition. It can take several forms although the most familiar relates to written work.

You will find more detailed guidance on how the University deals with unfair practice in the Regulations (on BSU Website). Practical guidance on how to avoid plagiarism and how to submit your coursework is given in your course handbooks and the Modular Scheme Handbook.

If you are in any doubt about good practice in relation to plagiarism, please do not hesitate to consult your tutors.

Student Withdrawal

In the event of you wishing to withdraw from a programme, as well as informing your tutor, you must inform the BSU Registrar in writing as soon as possible.

Course Enquiries

If you want to make an enquiry about your course please send an email to the following address:

mycourse@bathspa.ac.uk

This email address should be used for all on-course enquiries, such as:

- Changing modules, routes or programmes
- Assessments
- Mitigating circumstances
- Intercalation
- Transfers

Appeals and Complaints

Appeals against decisions of examination boards are a matter for Bath Spa University. Full information on Appeals regulations and practice is given in the Modular Scheme Handbook.

Complaints about an aspect of your programme should be dealt with, in the first instance, through the procedures of your institution who will liaise closely with the University where appropriate. Only when these procedures are exhausted should they progress to the University – unless they are urgent or confidential.

Who to Ask

- Your personal tutor at your place of study is available to guide you on any academic or personal matters, and is normally your first point of contact.
- If he/she is unable to answer your query, you will be directed to the appropriate person in either the partner institution or at Bath Spa University.

Any enquiries which are not satisfactorily resolved elsewhere should be referred to the mycourse@bathspa.ac.uk e-mail address.

5. The Student Support Service

The Student Support Service works with staff and students to ensure that the individual needs of the individual student are met fully and that the University develops practices which enable students to meet their own academic objectives.

Core services:

- Counselling
- Disability Support
- Volunteering
- Welfare and Student Money Advice

All our services work at both Newton Park and Sion Hill Campuses.

For Wessex Partnership students, we maintain close links with Student Support Service advisors in each of the partner institutions and work with them to ensure that you are getting all the support you need.

Confidentiality

We operate a confidentiality policy which means that all information and discussion that you share with an individual member of staff will remain confidential unless you give your express agreement to it being disclosed, usually on a need-to-know basis.

Your comments

We welcome your comments, suggestions and feedback on the service we offer.

Getting advice and support

We suggest that in the first instance you contact your own institution services but we welcome your enquiries and comments about issues which cannot be resolved at your institution or which relate more specifically to activities at Newton Park and Sion Hill.

We do not provide counselling services for Wessex students but will endeavour to put you in contact with a suitable service, local to you.

The easiest way to contact us is via email:

counselling@bathspa.ac.uk

disability@bathspa.ac.uk

volunteering@bathspa.ac.uk

welfare@bathspa.ac.uk

In the following pages you can read in more detail about individual services and find out more about what is on offer.

If you are unsure about who to contact, please phone the Student Support Service central administration on 01225 876215.

Disability Support

The Disability Support Office works with your institutions disability support service to enable you to get the most out of your course. Higher education students are entitled to special provisions and we aim to ensure that no student is disadvantaged by a disability.

The Disabled Student Allowance

If you have Dyslexia, a mobility or sensory impairment or a medical or mental health condition that is likely to impact on your study, you may be entitled to a Disabled Students' Allowance (DSA).

If you think you might qualify for a DSA, then we advise you to start the application process as soon as possible, to ensure that your needs are met throughout your course. To find out more contact Disability Support at your institution. You can also phone us on 01225 875649 or 875541 or email disability@bathspa.ac.uk

We are always happy to make appointments to see students at Newton Park or Sion Hill, but if this is inconvenient, then we can arrange a telephone meeting or discuss your particular queries via email.

The Disability Support Office can provide you with information on:

- Applying for a Disabled Students' Allowance
- Sources of information about your rights as a disabled student
- Technology that will help you get the most out of your studies

All discussions are totally confidential and we will only disclose information with your express agreement.

Volunteer Challenge

- Volunteer Challenge enables students and staff to get involved with community organisations for benefit of both the community and the volunteers. It includes pre-arranged placements with organisations or student-led projects/ events. It works closely with the Student Union Societies, especially 'Buns and Beer', the student volunteering society.
- Volunteer Challenge is based on campus. Students and staff are able to register on-line to search for suitable volunteer opportunities. We aim to provide a wide variety of volunteer opportunities, in the Bath and Bristol areas, that complement course subjects and are relevant to student and staff interests. Volunteer stories and past events can be read on the website.

- Students and staff should contact the Volunteer Co-ordinator to discuss their interests and to receive further details on volunteer opportunities.
- There is also a Resource Room on campus with information about volunteering. Training sessions throughout the year and on-going support ensure a rewarding volunteer experience.
- Volunteer Challenge offers a service at Newton Park and Sion Hill campuses. Please see the website or telephone for information on current opening hours.
- Contact: the Volunteer Challenge Coordinator
Tel: 01225 875705
E-mail: volunteerchallenge@bathspa.ac.uk
Website: www.bathspa.ac.uk/volunteerchallenge

Welfare Office

As well as being able to access the services provided by the Student Support Service at the college where you're studying, you can also make use of the Welfare Office at Bath Spa.

What can we do for you?

Money:

- The Welfare Office administers the Access to Learning Fund (ALF).
 - This is additional government funding for students on low incomes who may need extra financial assistance to enable them to continue with their studies.
 - ALF can also help if you experience a financial emergency.
 - If you're made an award from ALF you don't have to pay it back.
 - You can get an ALF application form from your Student Support office, or download one from our website:
<http://www.bathspa.ac.uk/services/student-support/>
 - Information on funding and other financial support that may be available to you.
 - Budgeting advice and guidance.

Emotional and Practical Issues:

- The Welfare Office can provide you with support on a wide range of issues you may come across while you're a student.

How can we do it?

- A face-to-face meeting with an adviser may not be practical due to location, but we can arrange a phone appointment.
- Welfare can give you information on a range of organisations and services in your area that work with different issues, such as health, mental health, drink and drug related matters and counselling.

For more information or to have a chat about how we can best support you, please contact us: Phone: 01225 875521 or 876163 E-mail: welfare@bathspa.ac.uk

Remember: any enquiry is treated with total confidentiality, two heads can sometimes be better than one and there is no such thing as a stupid question!

6. Careers Service



It's never too early to plan for your future and **Bath Spa Careers** is here to help you. We aim to enhance your prospects and realise your career ambitions through making the best possible use of your time at university. We can help you in a variety of ways including careers advice, jobs and employer information, a checking service for CVs and job applications and providing advice on further study, working and studying abroad, and voluntary opportunities. We can also offer you help and guidance on finding and supporting both paid and unpaid placements. For further information, visit our website, www.bathspa.ac.uk/careers

We also know that, for many reasons, you may wish to combine paid employment while studying for your degree, and the **Job Shop** is Bath Spa's in-house recruitment service which promotes and advertises quality, part-time, paid vacancies throughout term time for jobs both within the University and across the local area.



Bath Spa Plus is here to help you acquire essential personal and professional skills whilst at Bath Spa and equip you with invaluable tools and techniques for life beyond university. You'll find employer events, workshops from Careers, sessions led by the Student Study Skills Centre, the Student Union and Just V – the University's volunteering programme –and a host of other activities for you. Whether you want to acquire new skills or brush up existing ones, find out more at www.bathspa.ac.uk/plus

Last year, the likes of the BBC, Virgin Mobile, the Civil Service and Sue Ryder Care ran events on campus.

BSU Autumn Careers Fair, Thursday 15 October 2009

Students' Union and University Theatre, Newton Park

Don't miss this opportunity to meet dozens of employers on campus, offering a range of graduate, part-time and placement opportunities across many industry sectors.

Exhibitors at previous fairs have included: Somerfield, Somerset County Council, Arts Matrix, Spinnaker Sales, Marriott Hotels, Transport for London, Team Rubber, Help Hire and The Big Issue.

Bath Spa Careers and Job Shop are based in Newton Park Library.

7. Library and Information Services

Services to Wessex Partnership Students and Tutors

As a student or tutor in the Wessex Partnership, you are entitled to membership of Bath Spa University Library for the duration of your course. Full details of all the Library's facilities and services are on our web pages at:

<http://www.bathspa.ac.uk/services/library/>

These include access to the Library catalogue and our electronic resources, FAQs and information on your Library account, e.g. how to renew your loans.

Loans and Renewals

- Your student card is also your Library card: you will need it to take out and renew loans.
- You can have up to 15 loans at a time.
- You can renew them up to five times either on the phone, through the Library catalogue or via the self issue machines, provided no-one else has put a hold on them and you don't have any outstanding fines.
- If you phone (see below), make sure you have your Bath Spa student number ready and a phone number in case we need to get back to you for any reason.
- Loans can only be renewed by phone when Library staff are on duty (please check the opening hours information on our web pages).
- **Library communications:** notices, such as when your loans are about to go overdue, will be sent to your Bath Spa email account.
- **Enquiries:** you can make use of our Information Desk or phone with brief enquiries (e.g. checking if a particular item is on the shelf) when library staff are available.
- **Computers:** with your Bath Spa network login, you can use the computers in the Open Access rooms in the Library.

Unfortunately there are some things we **cannot** do for you:

- Books or other loans cannot be posted to you and they cannot be sent on loan to your institution library.
- Items cannot be collected by library staff from the shelves for you to pick up later.
- We cannot undertake lengthy phone enquiries or check reading lists for you.

If you do need to contact either Library to renew your loans or make brief enquiries, please contact:

Newton Park Library	(01225) 875490
Sion Hill Library	(01225) 875763

8. Getting Connected – Online services available to Wessex Partnership Students

Information and Communication Technology is becoming increasingly important, especially for students, like you, who are working at a distance. It is, therefore, important that you become familiar with the Bath Spa website and on-line resources as early as possible in your first year of study.

How do I access the BSU Website?

When you register at Bath Spa at the start of your studies, an email account will be set up for you. This will enable you to access those webpages that are restricted to Bath Spa students. You will find a range of information on the website, including the Wessex website for staff and students, welfare and finance information, careers information, course and examination dates, Student Union activities, information about the Library and much, much more...

How do I get a BSU User Name and Password?

Your BSU user name and password are extremely important as they enable you to access email, Minerva (the BSU virtual learning environment) and other electronic services.

Your user name is 6 digits long and is the same as your BSU student ID number, which is included on most correspondence from BSU Admissions Service after your place on a course has been fully confirmed (usually after A Level results are published in late August) and is also printed on your BSU student ID card, which can be used to take books out of BSU libraries. This is **not** the same as any user name/password that you may use to log on to computers at the institution at which you are studying.

Your BSU user name will remain the same for all of the time that you are a registered student at BSU, but you will need to create a password in order to access Minerva, etc. This is done by entering the student portal, which you will do during course registration at the beginning of your first year – <https://studentportal.bathspa.ac.uk/Home/>. After you have entered initial details you will be prompted to create a password. Ensure this is of the format letterletterletter-numbernumbernumber (e.g. dty-465 or foi-956).

Once you have completed this process you are ready to use some of BSU's electronic services, such as Minerva.

Minerva

What is it?

Minerva is there for you to use – it's Bath Spa's IT system known as VLE or Virtual Learning Environment. You can access it from any computer anywhere on the internet using your Bath Spa Student ID and password.

What does Minerva do?

Minerva allows your lecturers to distribute course materials to you via the web – and makes these easy for you to find. It also provides other features useful for your learning such as notice boards, tests and discussion boards.

How easy is it to find stuff?

It is easy – you log into Minerva and the system will recognise you and present you with a list of your own modules.

For more help and information on using Minerva, log onto: <http://it-help.bathspa.ac.uk>

Athens

Online Access to the Library

Bath Spa Library subscribes to an increasing number of electronic services which give online access to academic journals.

To find out which journals are available to you, see the Library webpage at: <http://www.bathspa.ac.uk/services/library/journals/>

How do I gain access as a Wessex student?

The Wessex Course Leaders and Librarians at each partner institution are given an Athens username and password for staff and students at that institution. Please see your tutor for details of this Athens account and how you can access it. These details should be kept secure.

10 Easy Clicks to Accessing Athens Online Journals

1. www.bathspa.ac.uk
2. Services
3. Library and Information Services
4. Electronic services (in Digital Library)
5. Choose a database covering a subject relevant to your studies, or a general one e.g. Academic Search Premier
6. Click e.g. Academic Search Premier (again)
7. Athens Authentication Point

8. Enter the Athens username and then the password (supplied to you by the tutor or librarian at your institution – remember this is specific to your institution and should not be divulged!)

9. Click log in

10. Choose databases and start searching!

Please contact Ann Siswell (a.siswell@bathspa.ac.uk) if you have a query about Athens.

What to do if your account is locked:

- Go to <http://www.bathspa.ac.uk>
- Click on 'Student Portal'.
- Click on 'Unlock you account' (under 'Quick links').
- Enter your 6 digit BSU student ID in the student ID field
- Click 'Unlock Account'.

What to do if you have forgotten your password/ want to change your password:

- Go to <http://www.bathspa.ac.uk>
- Click on 'Student Portal'.
- Click on 'Help with your password' (under Quick Links).
- Enter your 6 digit BSU student ID in the student ID field.
- Click 'Find me'.
- You will be asked to answer a question, such as 'What is your pet's name?' or 'What was your first school?'
- Type the answer to this question into the answer field.
- Enter a new password into the new password field (remember to use the format letterletterletterhyphennumbernumbernumber – e.g. adg-864)
- Enter the new password in the confirm password field, making sure that you have typed it correctly.
- Click 'Change Password'.

BATH SPA COMPUTING SERVICES HELP LINE

If you have difficulty logging on to Bath Spa computer systems you can ring the number given below. This is a dedicated telephone IT help line.

01225 876500

The Wessex Partnership also produces 'A Student Guide to Computing Services'.

9. Your Bath Spa Student Union

Bath Spa University Students' Union is at the heart of the University's active and social life, and though you may not be studying at main campuses, you are still a part of this Students' Union. The SU is run by the students, for the students, meaning that we listen to the comments and views of all our members in order to help and assist you through your life at University.

Just because you study at a Wessex Partner institution, and are a member of their Union, doesn't mean that you cannot get involved at Bath Spa SU; quite the opposite, you're actually some of our most important members, and we will do our best to make sure that you are happy, active and enjoying University life. The most important thing is your involvement: without you, the students, we cannot continue to grow and develop, so get involved!

So what does the Union do?

If you've come straight from an institution with an SU, you might already know, but for the uninitiated, a Students' Union is unlike any other trade union. We represent our members and ensure that you are all getting the best deal possible. Most of you will probably think of the Students' Union as a nightclub and a bar, however, our support, representation and welfare services are far more important in what we do.

Bath Spa University Students' Union is run by a Board of Trustees, who oversee the operation and day-to-day running of the Students' Union. These trustees are:

Union President Welfare & Representation	Richard Bidgood	Su-president@bathspa.ac.uk
Vice-President Activities & Participation	Amy Stringer	Su-activities@bathspa.ac.uk
Vice-President Communications & Campaigns	Harry Birch	Su-comms@bathspa.ac.uk
Equal Opportunities Officer	Simon Jilley	Su-equalopps@bathspa.ac.uk
Clubs & Societies Officer	Amy Forrester	Su-societies@bathspa.ac.uk
Environment & Ethics Officer	Tristram Payne	Su-ethics@bathspa.ac.uk

Sion Hill Officer	Fay	Su-sionhill@bathspa.ac.uk
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These Sabbaticals and Students Officers are always available on the end of the phone or an email, and will help you through any problems that you might come across while studying at one of our partner institutions.

Welfare and advice are one of our biggest core services; we've been there and seen it all, so are the best people to talk to if you need to raise any issues. One of our key roles is through academic appeals and complaints. We will work with all students who are having problems with their courses, be it through an appeal against a mark, plagiarism, unfair marking, or just a complaint about a lecturer. We can help you and we don't just deal with problems about your course. If you feel that your landlord, employer or friends are giving you a hard time, you can talk to us about what you can do about it.

As an SU member, you have the right to attend all of the events held at the Students' Union. Whether you decided to come along to the weekly Wednesday or Friday nights, or the larger end-of-term events, you can still get in on the production of your NUS card. The biggest nights held throughout the year are the Snowball, held on the run-up to Christmas, and the Summer Ball, held in the first week of June. These events are ticket-only, but don't let that hold you back, just contact the main Newton Park office and we will put some tickets aside for you and your friends at the door.

More than anything, we want you to feel that you are part of this University, and this Students' Union, and one of the best ways to do this is through the student magazine, h20. Now celebrating its tenth year of production, h20 is a monthly magazine produced by the students. It's full of news, events information, reviews and student stories. As the mouthpiece of all our members, it's the perfect way to have your experiences and stories at the partner colleges expressed. Simply email our h20 editorial team at h20@bathspa.ac.uk, and they will take care of the rest!

To have more notice taken of your opinions, why not become a student academic rep for your course?

Clubs and Societies at Bath Spa University Students' Union are continuing to grow, and again, just because you are not based here doesn't mean you cannot get involved. Whether you decide to set up your own society, or if you are a sportsperson who wishes to participate in national competitions, then just email VP Activities, to learn more on getting involved.

Wherever you study, and at whatever time of day, there is still a way to find out exactly what is happening at your Students' Union, and this is from the SU website, www.bathspasu.co.uk.

Partnership and Private Provider Organisation Student Handbook 2011 - 2012

The website is home to all information about the Union, the services it provides and anything else you could possibly want to know. You can find details about all our clubs and societies, find out who the Trustees are, and even download past copies of H2O. The Union website is available for everybody to get information about what the Union does and what is happening.

If you want to know anymore about the Students' Union and how you can get involved, simply contact us at:

bathspasu@bathspa.ac.uk

01225 875588

www.bathspasu.co.uk

10. Accommodation

Some of you may wish to look for accommodation in or near Bath during your first year. If so, our Accommodation Office can help you.

Our experienced staff are here to help you find the accommodation you need while you are studying at Bath Spa University.

You can contact the Accommodation Office on:

Tel: 01225 875843

Or you can write to us at:

Accommodation Office,
Bath Spa University,
Newton Park Campus,
Newton St Loe,
Bath,
BA2 9BN.

Email: accommodation@bathspa.ac.uk