



**UNIVERSITY  
CENTRE**



**Bury College  
University Centre  
Student Welcome Pack**



## WELCOME TO BURY COLLEGE UNIVERSITY CENTRE

We are delighted that you have applied to study at Bury College University Centre to start your higher education studies.

This student handbook aims to help you understand how Bury College University Centre works and the wide range of opportunities available to you.

## Reasons to choose Bury College University Centre

- Supportive staff providing detailed feedback throughout your studies
- Smaller classes with a high level of tutor contact
- Lower fees than most universities
- Great location and transport links
- Career focussed courses
- Modern facilities including access to a purpose-built centre for university students
- Enthusiastic staff with industry knowledge
- Many courses have a strong vocational focus and offer links to local employers
- Studying locally reduces the cost of living and allows you to stay close to family and friends

## What to expect whilst studying

A typical week on a full-time university course will include approximately 12 hours spent in classes, with additional hours to be spent on independent research and study.

Part-time students may spend between 4-8 hours of their time in tutor-led classes.

Whilst all our courses require you to work independently outside of lectures, please be assured our supportive tutors will be on hand throughout your time with us to advise and provide one-to-one feedback.

# Our Commitment to you

**Bury College University Centre will provide you with:**

- A programme that enhances your employability skills
- A programme that is challenging and intellectually stimulating
- Opportunities to explore new ideas and concepts
- Clear and fair assessments
- Detailed and timely feedback and feed forward
- Ongoing academic and pastoral support
- A course that is well organised and managed
- Resources that support you with your learning
- The opportunity to provide feedback on how your course is managed and receive information on how we have responded to that feedback

## Skills development and career progression

**All programmes have been designed to continually develop employability skills, such as:**

- Research and data analysis
- Communication, through written assessments and presentations
- Argument construction
- Critical awareness
- The ability to reflect

## What our students say...

**“The best thing about my course has been the incredible tutors. This achievement goes out to all of them. I am now looking forward to progressing in my teaching career and further developing my skills.”**

**Kyle Anderson**

Professional Graduate Certificate in Education



# Student Engagement

At Bury College University Centre we believe strongly in the student voice and student engagement.

Students play a big part in the running of their courses and contribute to the way courses are managed.

Bury College University Centre holds regular Student Rep meetings where aspects such as learning, teaching assessments and curriculum are discussed. As a result of these meetings, positive solutions are implemented and changes are made.

## What's in it for you?

You will develop important skills such as:

- Problem solving
- Researching the views of others
- Team work
- Communication
- Clearly putting across your views
- Presentation skills
- Building on your self-confidence

You will also be able to use the experience on your CV.

## What's involved?

The role of a course rep is an important one as you are representing the views of everyone on your course. In particular, your responsibilities will include:

- Representing views and opinions of everyone on your course on a range of issues relating to university courses at Bury College
- Attending and taking part in the university student rep meetings once every half-term where you will discuss these issues with Bury College University Centre staff
- Making suggestions on how to improve the learner experience and work with the university team to implement these
- Informing everyone on your course about what happens at the university student rep meetings and the decisions that have been made
- Working with other university course reps

# The Role of Your Personal Tutor

Your Personal Tutor will act as your first point of contact, offering you guidance, support and encouragement. They will also provide the following:

- Help in identifying and reducing any possible barriers to your learning and where necessary direct you to any specialist services if required.
- Support and refer learners with additional learning support needs.
- An opportunity to complete an assessment to establish any level of support required - whether this be informal or formal.
- Encouragement to develop independent learning skills and self-management.
- An opportunity to discuss academic progress in general including your attendance and punctuality, to monitor and help to improve your learner journey.
- Assist you in reflecting on your progress and work with you to set actions and targets.
- Help you plan and prepare for progression.







## Support

Our students are extremely important to us and we want to support and help you to have the best possible experience at Bury College University Centre.

## Learner Support

Each student is entitled to an initial assessment and subsequent meetings are planned around the student's timetable.

One-to-one support is also available for students with specific needs. Support will be available from individual tutors and at a curriculum level on the various modules available within the course. Extensive study supporting literature is available in the Library Resource Centres.

## Support for Students with Disabilities, Learning Difficulties or Specific Needs

Bury College University Centre welcomes students with disabilities and/or additional support requirements and will make every effort to support their needs. We will help you to develop strategies, discover skills and independence by a multi-team, student-centred approach. We encourage you to work with us to achieve your full potential. We have local and national contacts to support with inclusion, disability awareness and disability provision. Advice is provided by

Additional Learner Services (ALS) on an individual, strictly confidential basis. The university centre policy on Equality and Diversity can be found via the following link:

[www.burycollege.ac.uk/university-centre/about-us/legal](http://www.burycollege.ac.uk/university-centre/about-us/legal)

Support for full-time and part-time students is available through the Disabled Students Allowance (DSA). Please see the Department for Education and Skills website:

[www.gov.uk/disabled-students-allowance-dsa](http://www.gov.uk/disabled-students-allowance-dsa)

## Counselling

If you feel you need to talk to someone about issues which are affecting your life, whether at the University Centre or at home, we have qualified counsellors on-site and Mental Health Ambassadors where you can access confidential support.

## Information, Advice and Guidance

A member of staff can provide you with career information and guidance. This could be career progression, mock interviews and more.

## Additional pastoral support

- Support for general medical, physical, hearing or visual disability, study skills or dyslexia may be available.
- Our pastoral support team deals with student behaviour, performance and personal issues. They also work to ensure that students receive appropriate support and that facilities and services meet their needs. They are always willing to answer questions and discuss issues.

# Sorting your finances

Bury College University College has lower fees than most universities, with no up-front fees to be paid on full and part-time courses. Many students studying higher education are eligible for some form of financial assistance.

The main costs of studying a university course are tuition fees and living costs and there are loans available from Student Finance England to help with these.

## Fees

Full-time course fees are currently £8250. For part-time fees please see our website for the latest information at [www.burycollege.ac.uk/university-centre/supporting-you/fees-and-funding](http://www.burycollege.ac.uk/university-centre/supporting-you/fees-and-funding)

## Tuition Fee loans

Full and part-time students are able to pay course fees using a tuition fee loan, which you don't have to start paying back until you are earning £26,000\* or more. Your tuition fee loan will be paid directly to Bury College University Centre.

## Bursary

Bury College University Centre is able to offer additional support if you are progressing directly from a Bury College Level 3 full-time course onto a full-time course at Bury College University Centre.

The £500 bursary will be paid each academic year of your course in two instalments and will be available to assist you during your time with us. For full details and conditions please visit [www.burycollege.ac.uk/university-centre/supporting-you/fees-and-funding](http://www.burycollege.ac.uk/university-centre/supporting-you/fees-and-funding)

## Maintenance loan

Maintenance loans are available to help full-time students with the cost of living whilst studying and unlike the tuition loan you will personally receive this money at the start of each term.

Maintenance loans are allocated based on:

- Household residual income

Apply as early as possible to make sure you have everything organised before you start your course.

To apply online visit: [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance)

Or call: 0300 100 0607

\*Details correct at January 2024.



## What our students say...

**"The whole course was amazing. It really helped develop my skills for the industry and enhance my career prospects. I wouldn't be where I am today without it."**

**Lily Agate**

BSc (Hons) in International Tourism Management



## Modern facilities

Our £4.3 million four-storey purpose built University Centre contains facilities to support you with your learning. These include:

- Lecture room
- Seminar and meeting rooms
- Social learning area
- Café and bistro area
- Learning Resource Centre

## Learning Resource Centre

There is a library based on the ground floor of the University Centre which has a wide range of books, journals and computers to support you with your studies. In addition to this, there are other Learning Resource Centres available across the Bury College campus which provide a high quality, supportive and responsive service, focused on the needs of the learner.

## Opening times\* (term-time)

### Millennium Centre

Monday to Thursday 8:30am - 5:00pm  
Friday 8:30am - 4:30pm

### Woodbury Centre

Monday, Wednesday, Thursday 8:30am - 7:00pm  
Tuesday 8:30am - 5:00pm  
Friday 8:30am - 4:30pm

### University Centre

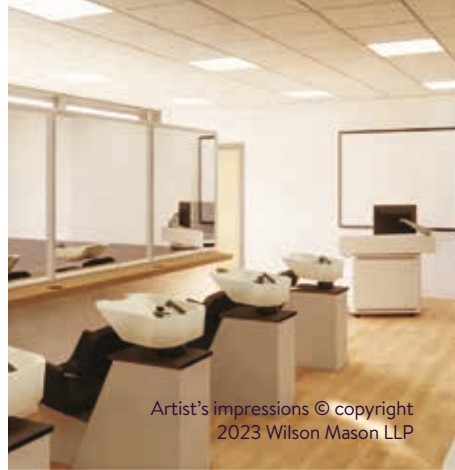
Monday, Wednesday, Thursday 8:30am - 7:00pm  
Tuesday 8:30am - 5:00pm  
Friday 8:30am - 4:00pm

\*subject to change



## Brand new Hair and Beauty Centre

Our brand-new Hair and Beauty Centre contains state-of-the-art commercial salons and treatment rooms. For those students studying either Salon Management or Performing Arts Makeup Artistry in the Creative Industries, this will be the perfect place to develop your skills and prepare you for employment in the industry.



## Brand New Health and Digital Centre

Our purpose-built Health and Digital Centre opened in 2023 and gives students access to a wide range of state-of-the-art facilities that they need to train for the future. These include a Clinical Practice Ward, Immersive Technology Equipment, Home Environment, Esports Suite and advanced IT facilities.



## Sports Centre

As a student at Bury College University Centre you will benefit from our state-of-the-art Sports Centre. This £4 million centre boasts a range of contemporary facilities including a four-court sports hall, a recently refurbished gym with industry standard equipment and a sports injury clinic with modern changing rooms and café bar.



## Powerleague

Bury College University Centre students can take advantage of the excellent facilities at Powerleague. This includes six five-a-side and two seven-a-side pitches with the latest "rubber crumb" surface technology. The university centre has exclusive use of the facility during term-time and Powerleague runs football leagues in the evenings. The pitches enhance the existing sports facilities and enable wider participation in sport and exercise.



## What do I need to do before I start?

- Accept your offer of a place. If you are a full-time student, once you have received your offer from us you will need to let UCAS know you wish to accept. UCAS will let you know the deadline by which you need to choose your FIRM (first choice) and INSURANCE (second choice) place of study. UCAS will then notify us.
- Apply for student finance online at: [www.gov.uk/student-finance](http://www.gov.uk/student-finance)
- Work out what your living costs will be including cost of books and equipment for your course and plan a weekly budget.
- Complete research on student bank accounts.
- Think about getting a summer job to help you save money.
- Follow us on X (formerly twitter) and Facebook for all our latest news.

X @burycollegeunicentre

f /BuryCollegeUniCentre





# UNIVERSITY CENTRE

## Get in touch



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HE.Admissions@burycollege.ac.uk



[www.burycollege.ac.uk/university-centre](http://www.burycollege.ac.uk/university-centre)



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In collaboration with

*University of*  
**HUDDERSFIELD**  
Inspiring global professionals

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Approved Centre from Pearson



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