



**UNIVERSITY
CENTRE**



**Bury College
University Centre
Student Handbook**



CONGRATULATIONS ON SECURING YOUR PLACE AT BURY COLLEGE UNIVERSITY CENTRE.

We are delighted that you are considering taking the next step of your learner journey with us.

Here at Bury College University Centre, we pride ourselves on providing our learners with a student-focused environment, tailored support and a personal and caring approach.

This Student Handbook outlines information you need ahead of joining us in September and will support you during your time with us as a student.

We look forward to making your university experience an enjoyable and successful one and working with you to achieve your career goals.

Lisa Matthews

Assistant Principal
Adult and Higher Skills, Health and Childcare



Meet the Team

Staff at Bury College University Centre are always on-hand to support students. Please find below details of the Higher Education team should you require any further information:

Jane Hilton

Head of Curriculum - Adult & Higher Education
jane.hilton@burycollege.ac.uk



Syed Ali

SEND Advisory Tutor
syed.ali@burycollege.ac.uk



Your Commitment

As a student of Bury College University Centre's, you are making a commitment to comply with the university centre's policies which are there to ensure that everyone is able to work in an environment which promotes mutual respect and enables you to pursue your academic and professional goals.

Be Ready to Learn



- Come to lessons **on time** and be prepared to make positive contributions 
- Remove your **coat, hat, hood, cap and headphones** 
- Observe health, safety and security guidelines at all times 
- Switch off your mobile phone 
- Eat and drink in the designated social areas 
- Demonstrate respect for everyone through only positive and appropriate language and behaviour 
- Store your personal possessions **safely and securely** 
- Bring the agreed necessary resources and equipment, **pen, pencil, paper, folder etc** 

Our College Community Conduct



- Wear your lanyard with pride and ensure it is visible at all times 
- Look after our college environment and keep our campus clean and tidy 
- Use the **designated areas for smoking and vaping** 
- Move safely around our campus by walking and keeping to the left on corridors 
- Communicate in a positive, inoffensive and respectful manner 
- Show consideration and tolerance towards all members of the college community 
- Keep stairs and corridors clear by using the seating provided in social areas 
- Show respect for our learning environment by behaving considerately and appropriately inside and around college buildings 
- Staff are here to help and support you so respond positively to their requests and instructions 
- Eat and drink in the designated social areas 
- Dress appropriately for college and your course 
- Keep the lifts available for those who need them and are in possession of a lift pass 

ID Policy

For your safety, the University Centre operates a visible ID policy which means it is compulsory to always wear your ID badge and lanyard. If you forget your ID, you must replace it immediately by visiting the Woodbury Centre Reception. (Replacements are free of charge) Failure to adhere to the university centre lanyard policy could result in disciplinary action.

Non-Smoking Campus

Bury College University Centre is a non-smoking campus, this includes any types of smoking devices. Students who are found smoking on campus will face disciplinary action. To keep the University Centre entrance clear of smoke and the path accessible to members of the public, all staff and students are asked to smoke or vape to the left of the building near to Trinity Car Park.

Our Respect Policy



Staff are here to help and support you so respond positively to their requests and instructions 

When behaviour needs to improve

- 1 First a member of staff will politely ask you to **change your behaviour** 
- 2 Second time you will be given a **clear warning to change your behaviour** 
- 3 Third time we will give you a choice: **change your behaviour or leave** 
- 4 If you choose not to **change your behaviour** you will be asked to **leave** 
- 5 Your behaviour will be followed up under the student disciplinary procedure

**Your responsibility
Your choice**

Visible ID Policy



Please ensure that your **ID and lanyard** are visible **at all times**

STAY SAFE

STUDENTS • STAFF • VISITORS

Our College • Our Community • Our Conduct

Student Charter

Our Vision:

Excellent Outcomes, Positive Futures
with Skills for Life, Skills for Jobs

College Mission:

Serving the community through
education and training

- All staff and students are part of the Bury College University Centre community and demonstrate respect for that community.
- You will all treat each other fairly and equitably and with respect.
- The University Centre is a place where people become independent, resilient and successful learners.
- We engage in a shared learning experience to advance academic and professional knowledge.
- The University Centre journey takes many different pathways - all are valued.
- We work together to develop people with the attributes to forge successful lives and careers.

- The University Centre and your fellow students will be here to support you through the transformative process of education.



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.

The Role of your Module Tutor

Your Module Tutor will be responsible for the organisation and delivery of a particular module/unit that you are studying. They will design and mark module/unit assessments and monitor your attendance and punctuality within the modules/units, and forward any concerns to your personal tutor. Your Module Tutor is also responsible for ensuring that you are fully aware of assessment requirements and submission dates.

Positive Futures

During your time at Bury College University Centre you will develop key study, employability and transferable skills to support your progression to a positive destination at the end of your study programme.

Positive Futures is a set of essential qualities we seek to develop in all students:

- Commitment
- Collaboration
- Confidence
- Resilience

These qualities are embedded throughout your studies you may not even realise you are learning them.



Attendance

Excellent attendance is crucial for your success on your learner journey. Attendance will be monitored on a weekly basis.

For persistent issues with attendance and punctuality a Behaviour Policy is in place.

All absences must be reported via the **Student Absence Reporting System** using the **Absence Portal**.

Holidays should **not** be taken in term time.



E Learning

- Canvas is our Virtual Learning Environment (VLE). All your coursework will be submitted through an electronic system known as Turnitin.
- You will also be able to access the Higher Education Information Exchange via Canvas.
- Canvas can be accessed via the Bury College website through the 'MyVLE link', through a Chrome browser using the link burycollege.instructure.com, and through the Canvas Student app.
- Please download the Canvas App to help with your preparation for starting your course.

Loan of Laptops

Bury College University Centre has a small number of laptops available for loan to university students. However, it is expected that students will purchase a laptop or tablet in preparation for their programmes.

Higher Education Information Exchange

Please familiarise yourself with the 'Higher Education Information Exchange' on Canvas, which has been designed for our university community. [Click here](#) to access HE Information Exchange.

This Information Exchange forms the main communication channel between the University Centre and yourselves. You will be able to find an updated Calendar of Events as well as important news and announcements.

Here you will also find lots of other useful information, including about Student Support services, Additional Learning Support, and our Counselling and Wellbeing Team.

Safeguarding – Stay Safe

If you have any concerns about you or your friends safety and would like to speak to a member of staff about it please contact the safeguarding team via one of the following ways:

- Email: safeguarding@burycollege.ac.uk
- Press the BIG RED BUTTON on the VLE
- Call or text: 07713 312273

Do you feel SAFE?

If you or your friends are worried about any safeguarding concerns including:

- Bullying (online/physical/verbal)
- Gang related activity
- Criminal exploitation / County lines
- Domestic violence
- Homelessness
- Sexual abuse / violence
- Radicalisation
- Physical, emotional abuse and neglect
- Forced marriage
- Sexual exploitation or grooming
- Honour based violence
- Any other safeguarding concerns

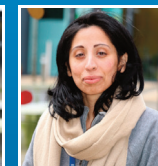
Or just need to talk to someone,
please contact a member of the **Safeguarding Team**



Marc McMahon
Safeguarding & Prevent Manager
marc.mcmahon@burycollege.ac.uk
07713 312773



Ian Allonby
Pastoral Manager
ian.allonby@burycollege.ac.uk
07739 687 033



Unmairah Mukhtar
Pastoral Manager
unmairah.mukhtar@burycollege.ac.uk
07918 721566



Sam Pedley
Pastoral Manager
samantha.pedley@burycollege.ac.uk
07918 721 571



Craig Mitchell
Pastoral Manager
craig.mitchell@burycollege.ac.uk
07545 915 294



**SAFEGUARDING
AND WELFARE**
AT BURY COLLEGE

Bury College Safeguarding Team
Safeguarding@burycollege.ac.uk
07713 312773



Bury College Email

All Bury College University Centre students will be allocated a Bury College email address at enrolment which must be used to access all Bury College and University Centre IT systems.

The student email address format is
yourstudent ID@student.burycollege.ac.uk

New students will be given a 'one time' password sent to the phone number you provide on completion of your enrolment.

If you have your 'one time' password you will need to log into www.office.com and it will prompt you to change your password.

If you do not have your 'one time' password, you will need to go to Millennium or Woodbury IT Services with your ID to have it manually reset.

For returning students, your password will remain the same as last year. Simply enter your email address and password and you will be prompted to change your password.

No other email address is to be used for access to BC systems and software.



Logging in

When logging in on any app or portal you should always use your Bury College student email address:

IDnumber@student.burycollege.ac.uk
and the password you have created.

To access a full list of student portals please [**click here**](#).

Wi-Fi Access

Once your account has been set up with a new password, you will need to download the Eduroam App.

From there you can scan the QR code (see below) for your device with the camera app or search 'geteduroam' on the app store.

Open the 'geteduroam' app, search for Bury College and enter your college email address and password when prompted. This will correctly configure your device and will only need to be re-done if your college password changes.

E Learning Useful Apps

Please find below some useful apps which you may want to utilise during your time with us:

Canvas Student

Access to course resources, submitting assignments and engaging remotely.



OneDrive

Storage for your work and files is kept on your OneDrive account.

Office 365

Gives you access to all Microsoft Office applications (Word, PowerPoint, Excel etc.) which can support completion of work on different devices outside of college.



Safety at Bury College University Centre

Bury College University Centre has an emergency procedure in place to protect students and staff from any credible threats.

It is extremely important for your safety that you follow these instructions without question during an Emergency Lockdown.

RUN



Run to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE



It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

TELL



Tell the police by calling 999.

Bury College University Centre Facilities

Library Resource Centre

- The Bury College University Centre Library provides a wide range of books and resources dedicated to your course.
- There are also computers and laptops for use and a study area.
- You can also use the facilities in the Woodbury Centre Library Resource Centre for example the quiet study rooms but it is required that you book in advance.
- The Library Resource Centre is continuously staffed and there is evening access available.
- For further information regarding the Library Resource Centres please contact Karen Hardman on: karen.hardman@burycollege.ac.uk



Bistro and Social Learning Area

Our Welcoming café area is a great place to work and socialise.

The café offers a selection of freshly cooked food including daily specials prepared in-house. The café is open daily from 8.30am-1.30pm as well as Monday and Wednesday evenings from 4.40pm-7.30pm.

This contemporary space is ideal for you to relax and enjoy during your time on campus.



Student Engagement

This is your opportunity to get involved and have your say!

Student Representatives

Act as an advocate and spokesperson for your course and represent the views and opinions of your peers.

What's in it for you?

- Keep up-to-date with university developments and proposals, initiatives and learner priorities.
- Develop effective communication, self-confidence and skills by liaising with other learners, staff and managers.
- Develop presentation skills.
- Add value to your CV.

Student Leader Liaison Meetings

Student Leader Liaison meetings are attended by both staff and students. It is an opportunity for you to provide ongoing feedback on your programme of study. These meetings will take place once per semester and will be attended by the student representative.

These meetings are extremely important and effective. They can allow for good practice to be recognised but also allow you to raise any issues or suggest any improvements that could enhance your programme of study.

Actions taken as a result of feedback will also be provided to each group.

Providing a high quality student experience

Bury College University Centre is committed to providing high quality services for all students.

This is achieved via the following steps:

- Taking account of stakeholders' views (your voice) enables us to promote and develop capacity for sustainable improvement.
- There is a Compliments and Complaints Policy and Procedure in place. Compliments and complaints are monitored and administered centrally by the Quality Team under the direction of the Deputy Principal, Curriculum & Quality.
- The complaints procedure is designed to help us gain a clearer view of how our students and other users of the University Centre perceive us.
- It sets out to ask for compliments as well as complaints so that we can identify good practice across the University Centre as well as identifying those areas where we have fallen short of our high standards.
- For support with quality related aspects within our university provision, please contact quality@burycollege.ac.uk.

Student Services

The Student Advice Bureau is led by Dave Mottershead, our Student Learning Mentor and is supported by Anne Holt in Student Services.

- Dave is based on the ground floor in the A Level Centre and he can be contacted by telephone on 0161 280 8402 or via email: david.mottershead@burycollege.ac.uk
- Anne is based in Student Services in the Millennium Centre and can be contacted by telephone on 0161 280 8420 or via email: anne.holt@burycollege.ac.uk
- There is a link to the Student Advice Bureau on the HE Information Exchange on Canvas.



Student Services Support

Once you have enrolled, you may be asked to provide proof that you are a student. This could be for benefits purposes, council tax or even to be able to open a bank account.

If you would like a student letter or certificate please email letterrequests@burycollege.ac.uk

In the email, please include your name, college ID number and to whom the letter should be written to. If you require the proof to open a bank account you will also need to include the name of the bank that the letter is to be given to.

Your Future

We are so proud of our students who work extremely hard during their studies. Each year, we hold the Bury College University Centre graduation ceremony, to celebrate our learners' success.

Watch a short film featuring some of last year's graduates [here](#).





**UNIVERSITY
CENTRE**

Get in touch



0161 280 8200



HE.Admissions@burycollege.ac.uk



www.burycollege.ac.uk/university-centre



@burycollegeunicentre



/BuryCollegeUniCentre



University Centre, Market Street, Bury BL9 0DS

In collaboration with

University of
HUDDERSFIELD
Inspiring global professionals

 **BTEC**
Approved Centre from Pearson



University of
Salford
MANCHESTER

