BUCKINGHAMSHIRE
NEW UNIVERSITY

EST. 1891

YOUR JOINING INSTRUCTIONS

Welcome to Buckinghamshire New University!

We are looking forward to you joining our **BSc (Hons) Business Management and Information Technology with Foundation Year** course in September.

At BNU we pride ourselves on the support we offer our students to succeed in their academic learning and on creating graduates ready for employment. This pack has been created by the BNU Welcome Team and your course leader, **Hilary Mullen,** to provide you with information that you will need for a successful start at BNU. Please read it carefully before you join us.

Your Welcome Week will run from **Monday 20th September to Friday 24th September 2021** at our **High Wycombe Campus** and we are currently putting together your detailed timetable of activities. We are aiming to have this with you by the start of September, but in the meantime as further plans are put into place regarding how you will join BNU and your Welcome activity we will add details to the Welcome area of our website. Please check the site regularly to ensure you have the most up-to-date information available.

ABOUT YOUR COURSE AND PRE-COURSE PREPARATIONS

The Foundation Year provides an introduction to key subjects and important academic skills, preparing you for higher level study.

In Level 4, students will learn about the fundamentals that provide a sound basis for their study of business management. Core modules include finance, marketing, contemporary business environments, digital technologies, programming concepts and business modelling.

In Level 5, students will gain a more strategic understanding of business issues, and in particular work with live clients to support them in implementing changes to their business. They can choose at this stage whether to adopt a more technical career route, which includes web development, database design and cyber security, or a more business orientated route to include operations management and the customer experience.

In Level 6, students will be expected to integrate, apply and evaluate the knowledge they have gained through independent study on their dissertation/consultancy project.

In preparation for Welcome Week (induction), think about your goals and objectives: Why have you decided to go to university? Why did you select this course? What do you hope to learn? Do you have any career ambitions for life after university? Do you have any questions for your Course Leader?

Your course will build upon and add to things that you have studied or experienced before (education, hobbies / interests, work experience) so collect together any important information, such as relevant notes, books and examples of your work.

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THE BNU WELCOME

Please find below two suggested textbooks to get you thinking about Business Management and Information Technology. Reading these prior to joining us is not compulsory.

- Worthington, I. and Britton, C. (2018) *The Business Environment.* 8th ed. Harlow: Prentice-Hall
- Frick, E. (2017) *Information Technology Essentials: Basic Foundations for Information Technology Professionals*. Independent.

You might also find it useful to try out a free course that reinforces some basic concepts that are relevant to your course. There are several online providers that offer free and paid courses at different levels, varying between beginner, intermediate and advanced. Two examples of free courses are listed here:

- Fundamentals of Information Technology: https://www.udemy.com/course/information-technology-fundamentals/

- Introduction to Information Technology for Managers – Module 1: https://alison.com/courses/introduction-to-information-technology-for-managers-revised/content

ENROLMENT

When you've had acceptance of your place at BNU, you will receive an email inviting you to enrol – you might have already received this so check your inbox. Please follow the instructions on that email of how to set up your IT account and then enrol using the online form.

Details on how to enrol can also be found here and if you have not submitted the enrolment form please do so immediately. This will ensure that you will have access to all University systems and allow us to confirm registration with student finance if required.

You should have received communications from the University providing you with your eight-digit BNU Student ID Number which you will need to set up your IT account and access all IT services. If you have not received your student number please contact admissions@bucks.ac.uk.

Photograph

In readiness for your enrolment, please send in a photograph of yourself before joining us. You can email us a photo (JPEG format please) of yourself to student.centre@bucks.ac.uk. Please list the subject line as "Student ID" and in your email please include the following information:

- Your student ID (if you know it)
- Your full name (include all forenames and surname)
- Your date of birth
- The name of the course you will be starting

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THE BNU WELCOME

ID / Qualifications Check

During the enrolment process you will require your passport as proof of ID, or in the absence of your passport your EU / EEA National Identity Card or your Birth / Adoption Certificate with confirmation of your National Insurance number. You will also require proof of your qualifications. Please ensure you have these documents available prior to joining us.

YOUR TIMETABLE

Your timetable for your first week with us will be provided to you closer to your start date. Your timetable for your first semester will also be available online nearer the time.

ACCOMMODATION

Once you have been given a conditional or unconditional offer and you have accepted BNU as your first choice, application information will be sent out automatically, via email to the email address you gave UCAS. For 2021-22 entry, we plan to be in contact in June onwards to all students that have made BNU their Firm choice. We will continue to contact new applicants regularly after this point.

The application process is completed online and we'll stay in touch by email as your application progresses.

BURSARIES

At BNU we offer an impressive package of scholarships and bursaries to make sure that all our students can reach their potential.

Please visit our Bursaries and Scholarships page to find out more about additional financial support that you may be entitled to.

INCLUSION, DIVERSITY AND DISABILITY TEAM

Did you know that the government offers Disabled Students' Allowances (DSAs) to help meet the extra costs of studying that some students face as a direct result of a disability?

Our Team are here to help ensure that you get the most from your experience at university in an inclusive learning environment. We support students with a range of disabilities, including Dyslexia and other specific learning difficulties, mental health conditions, Autism Spectrum Disorder, physical disabilities, sensory disabilities such as visual or hearing impairments, and long-term medical conditions.

We can assist qualifying students in making a claim for Disabled Students' Allowance and we also offer support and advice on disclosing your disability to your course team to help ensure that reasonable adjustments are in place. Your first step in accessing the support we can offer is to register with us. Please contact us via disability.service@bucks.ac.uk to introduce yourself and make arrangements for a registration appointment.

For more information on DSA or to start your claim, visit: https://www.gov.uk/disabled-students-allowance-dsa/how-to-claim.

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THE BNU WELCOME

YOUR STUDENTS' UNION

When you enrol at BNU you will automatically become a member of Bucks Students' Union, one of the top SU's in the country, and you will have the opportunity to enrich your student experience by taking part in a diverse and exciting range of social, recreational and developmental activities. You don't need to join and there are no fees involved, with membership giving you access to sports, events and entertainment, societies, skills training and workshops alongside recreational activities and much, much more. All of these services and activities are free to join through the Big Deal. Whatever your passion or interest, the union has a lot to offer, no matter how you study - full time, part time, distance learning, post-grad or through an apprenticeship. Find out more with the online Membership Guide.

As well as all this, the Students' Union has an Advice Centre offering professional, independent and confidential advice and guidance on all aspects of student life, including (but not limited to) finance, accommodation, personal problems and course-related issues.

There is also the chance to become a student rep by providing valuable feedback on your education and that of your classmates. All reps are also rewarded for their feedback.

For more information please visit the Bucks Students' Union website.

If you have any general questions before you start please contact welcome@bucks.ac.uk or for course specific questions please get in touch with your Foundation Year Leader, Sara Eaglesfield, via sara.eaglesfield@bucks.ac.uk. If you would like to contact your course leader, Hilary Mullen can be contacted via hilary.mullen@bucks.ac.uk.

We look forward to welcoming you soon!

The BNU Welcome Team

HIGH WYCOMBE CAMPUS

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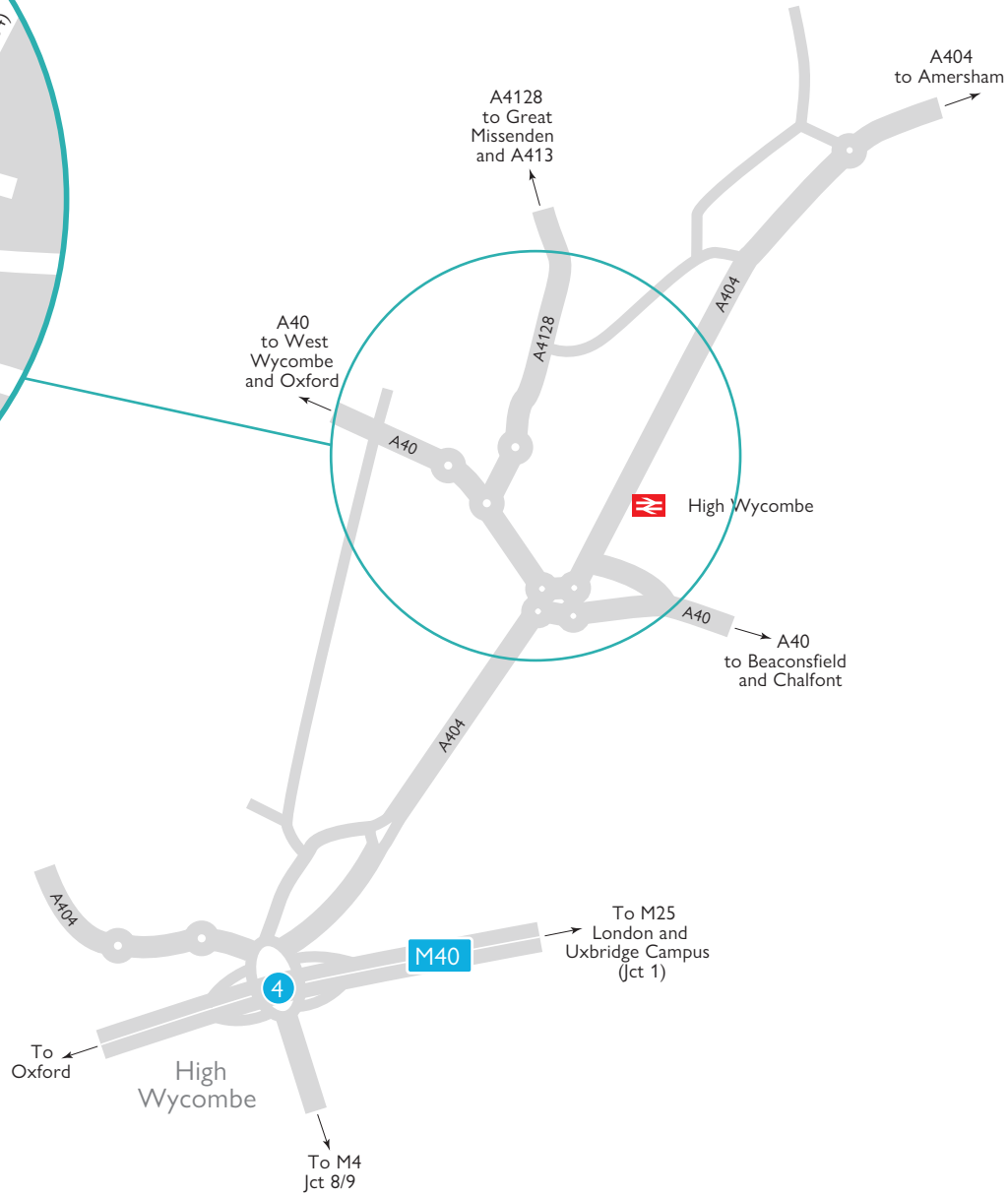


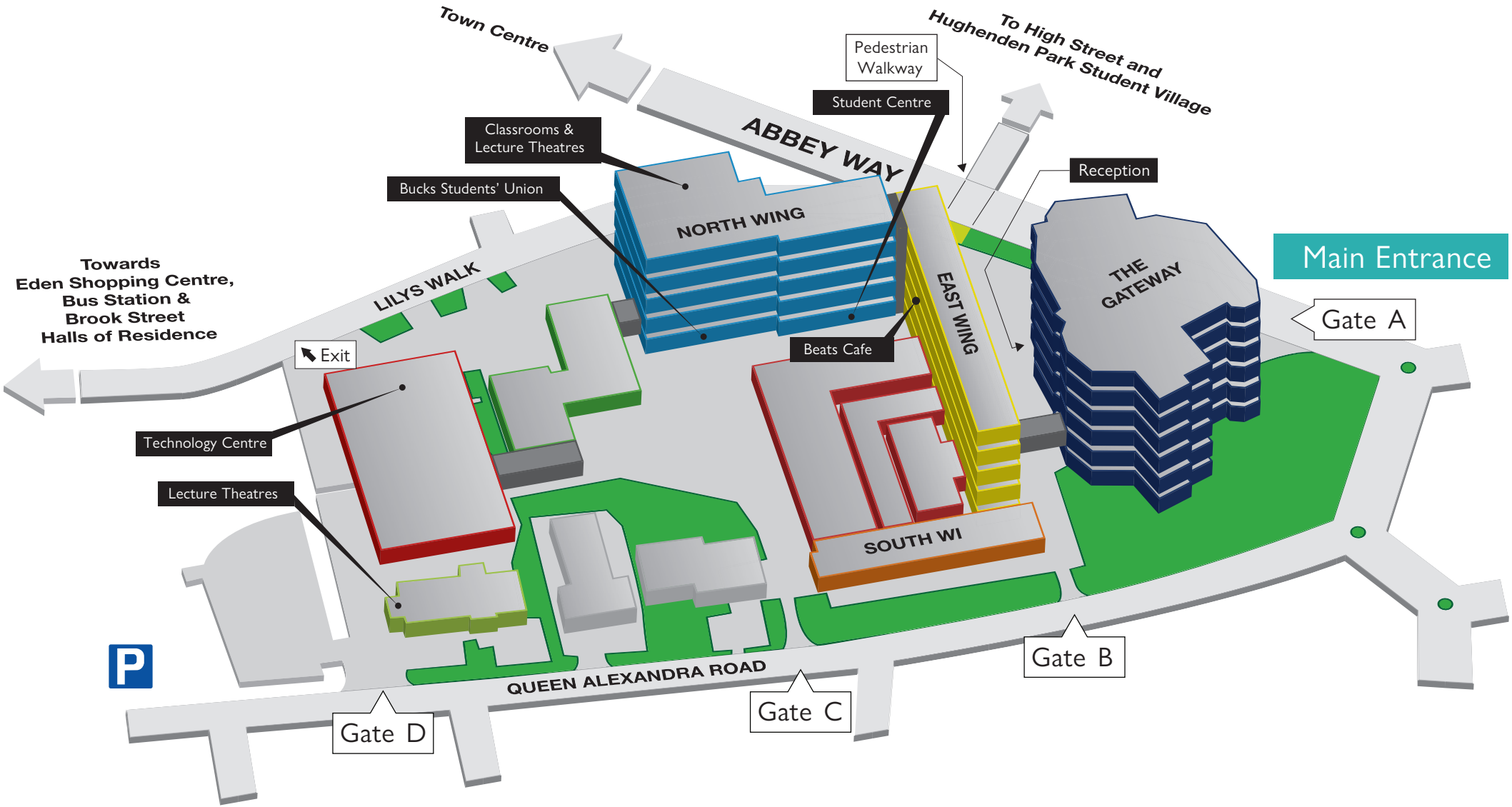
Queen Alexandra Road
High Wycombe
Buckinghamshire HP11 2JZ

By rail
Chiltern Railways from Marylebone to High Wycombe. The campus is approximately a quarter of a mile from the station.

By bus
The campus is a few minutes' walk from the bus station.

More information can be obtained from Traveline on 0871 200 2233

HIGH WYCOMBE CAMPUS



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HIGH WYCOMBE VISITOR INFORMATION

SUPERMARKETS

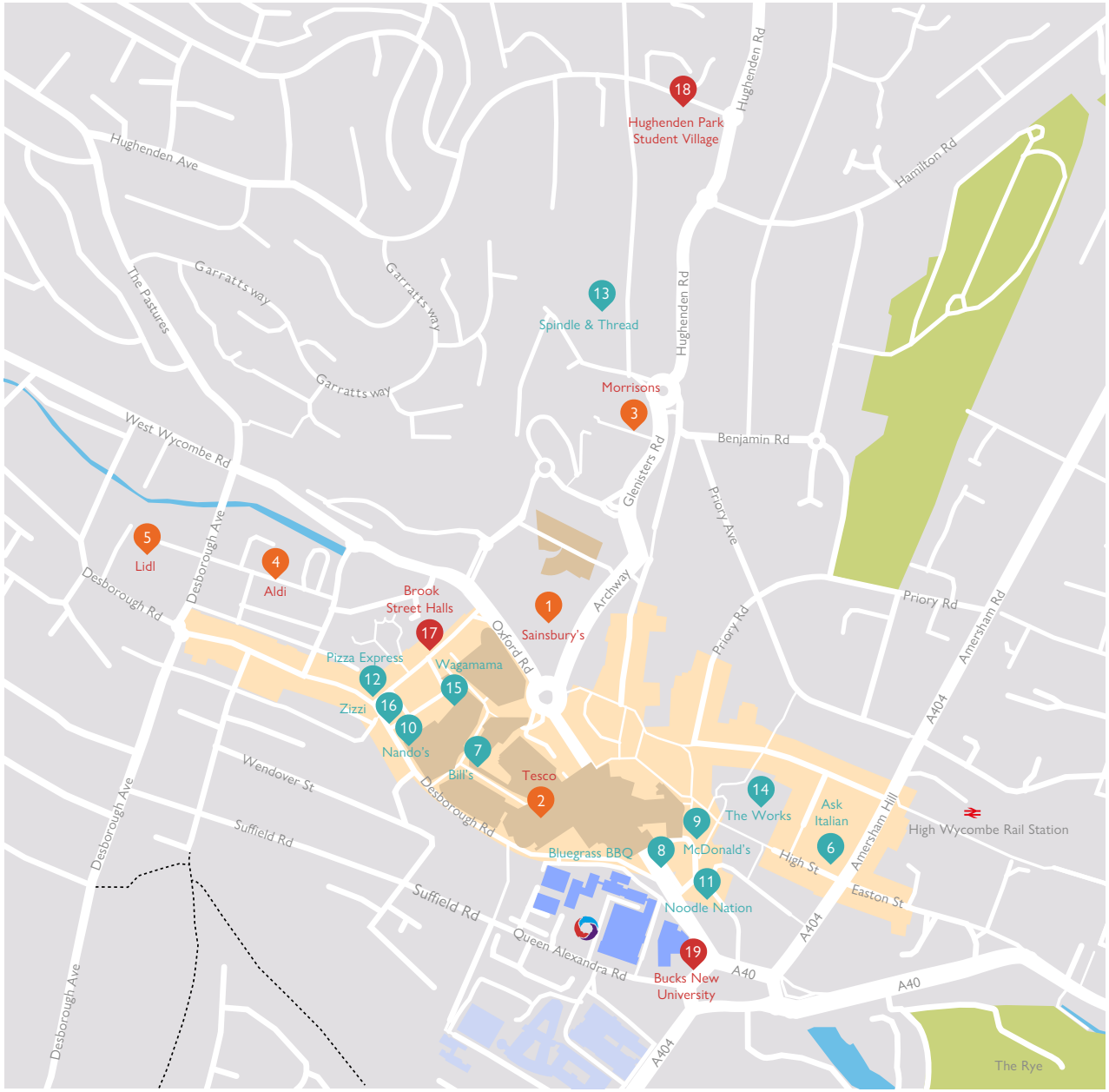
1. Sainsbury's Superstore
2. Tesco Superstore
3. Morrisons
4. Aldi
5. Lidl

RESTAURANTS

6. Ask Italian
7. Bill's
8. Bluegrass BBQ
9. McDonald's
10. Nando's
11. Noodle Nation
12. Pizza Express
13. Spindle & Thread
14. The Works
15. Wagamama
16. Zizzi

UNIVERSITY LOCATIONS

17. Brook Street Halls
18. Hughenden Park Student Village
19. Bucks New University Main Campus



UXBRIDGE CAMPUS

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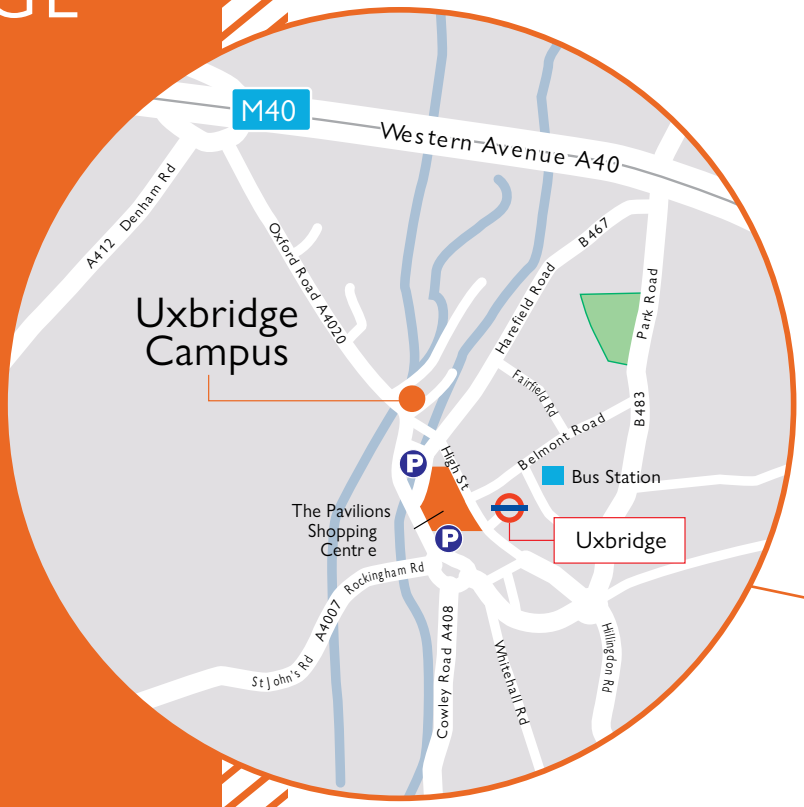
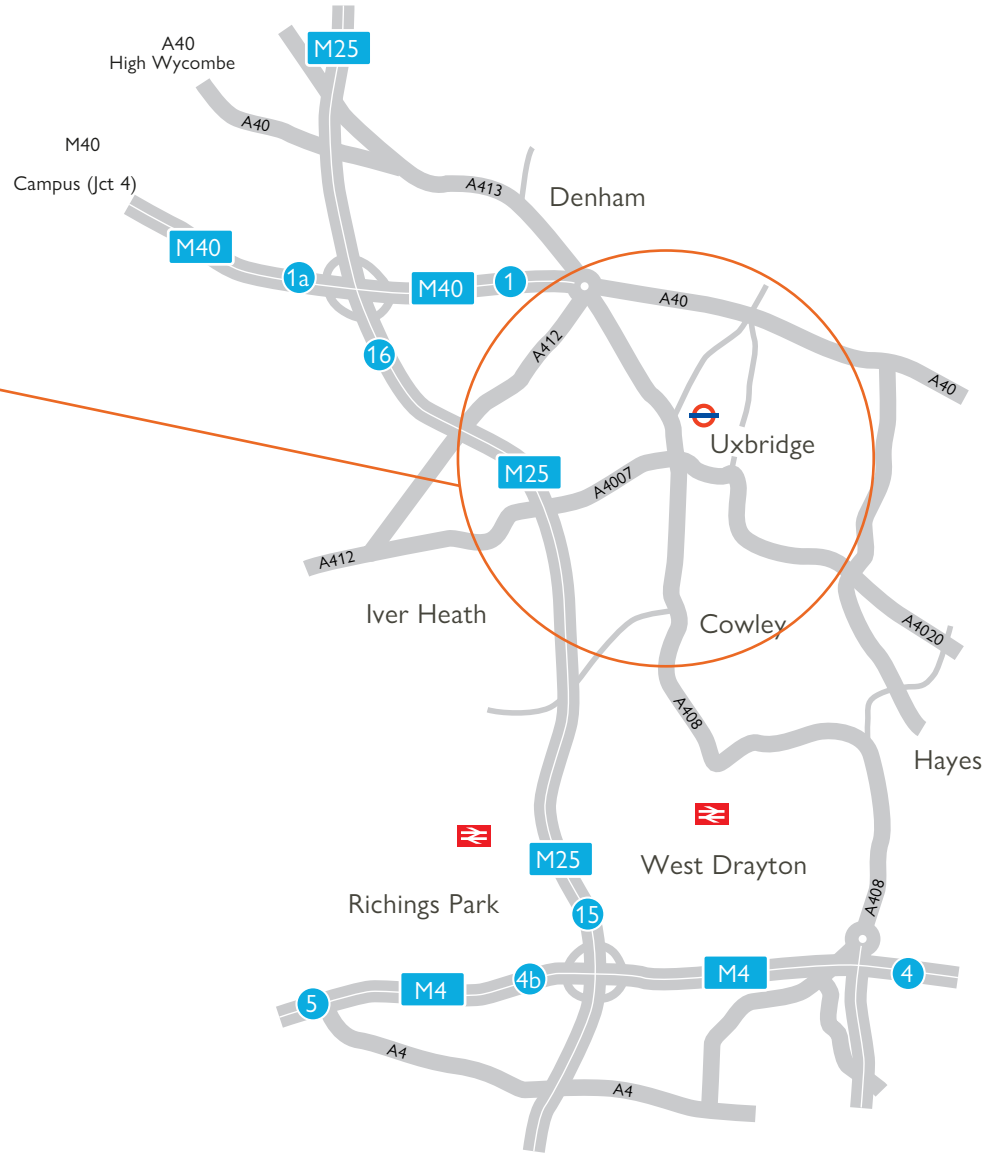




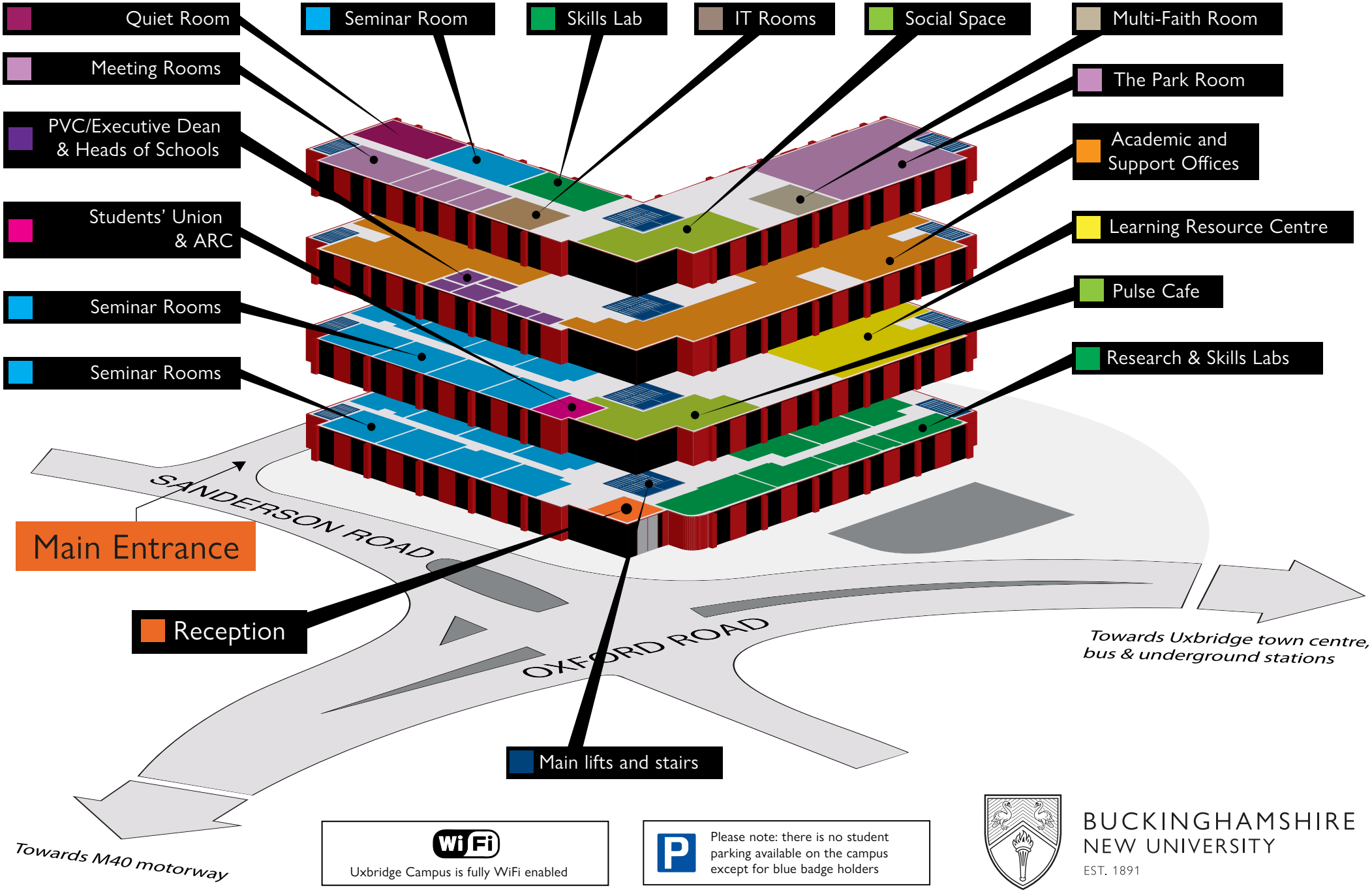
106 Oxford Road
Uxbridge
Middlesex UB8 1NA

By tube
Metropolitan or Piccadilly Line to Uxbridge. The campus is approximately five minutes' walk, and quarter of a mile from the station.

By bus
The campus is approximately five minutes' walk from the tube and bus station.

More information can be obtained from Traveline on 0871 200 2233

UXBRIDGE CAMPUS



Uxbridge Campus is fully WiFi enabled

Please note: there is no student parking available on the campus except for blue badge holders

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AYLESBURY CAMPUS

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Aylesbury Campus
Walton Street
Aylesbury
Buckinghamshire HP21 7QG

By rail
Aylesbury Station is approximetly 8 minute walk via Great Western St and Walton St

By bus
The campus is a few minutes walk from the bus station by walking via Market Square

More information can be obtained from Traveline on 0871 200 2233

High Wycombe Campus
Queen Alexandra Road
High Wycombe
Buckinghamshire HP11 2JZ

Aylesbury Campus
Walton Street
Aylesbury
Buckinghamshire HP21 7QG

Uxbridge Campus
106 Oxford Road
Uxbridge
Middlesex UB8 1NA

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Email: advice@bucks.ac.uk

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