GETTING READY TO STUDY

Your guide to becoming a student at one of our partner colleges
Congratulations on gaining a place to study on one of our courses. We believe you are about to embark on an interesting and rewarding learning journey.

You are joining a community of students and staff on courses that are taught in partnership with carefully selected colleges.

Once enrolled, you will become both a student of the college where you are studying, and of Oxford Brookes University. This means you can enjoy many of the benefits and support services available with Oxford Brookes, as well as those of your college.

We wish you luck with your studies!
This booklet is designed to help you through the first few weeks of being a student at an Oxford Brookes partner college. It gives you an overview of some of the things you need to do in the early stages. It also outlines some of the support and advice that is on hand if you need it, either now or during the later stages of your studies.

GO ONLINE
This guide is designed to work in conjunction with the advice provided by your college and on our website at: www.brookes.ac.uk/college
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YOUR FIRST STEPS

To help ensure your time as an Oxford Brookes student runs smoothly from the outset, we ask you to take some time to familiarise yourself with the following:

1

YOUR OXFORD BROOKES EMAIL ACCOUNT
You automatically receive an email account from Brookes to enable you to access University emails. Important information will be sent to you from the University via this channel. The system is powered by Google and can be accessed via a computer, tablet or smart phone.

Getting started - an online step by step guide tells you how to set up and access your account, as well as how to automatically forward emails on to your personal email address, if you prefer.

Don’t forget: You will need your student ID number and unique portal password to hand when you first access your account.
YOUR PERSONAL INFORMATION PORTAL
Equally important is your online personal information portal (PIP) which holds your personal information, as well as other details related to your time with Oxford Brookes. Amongst other things it plays a part in the following:

- enrolment
- accessing library electronic resources
- requests for attendance/council tax exemption certificates
- storing contact details
- registration for graduation.

At times during your course you may be required to update the details.

STUDENT ID CARD
You will receive your university ID card once you have enrolled both with the University and your college. Remember to keep hold of your Oxford Brookes student ID card as it includes your student number, and without it you may not be able to access some of our resources, especially if you visit us on campus.

Getting started - an online step by step guide tells you how to set up and access your PIP records.

GO ONLINE
For the step by step guides and more go to
www.brookes.ac.uk/college-studying
As well as all the resources that exist at your college, you are also entitled to access many of those provided by Oxford Brookes - both online and in person.

**LIBRARY RESOURCES**

Each course is linked to one of our Academic Liaison Librarians, who can help you access Brookes resources.

If you wish to visit us on campus, our three libraries at the Headington, Harcourt Hill and Wheatley campuses have long opening hours, including evenings and weekends. Study facilities they offer include:

- computers and wi-fi
- chromebooks for loan
- work spaces for quiet, private study and group work.
STUDY SKILLS

Whether you are returning to study after a break, or continuing straight on from secondary education, studying at a higher level can seem daunting. However, there is plenty of support and study skill advice on hand to help you make the step up. So don’t be afraid to ask for help.

At Oxford Brookes there is a wide range of online study advice guides on topics ranging from note-taking, to critical writing and referencing.

Your college support staff and tutors can also give you a great deal of support if you are feeling unsure. And don’t forget to ask your fellow students who can often help too.

“The course taught me an important life lesson – to not be ashamed to ask for help from either staff or fellow students. I was in a very collaborative group of students and we all helped each other out with our work.”

Victoria Bayliss
FdEng Motorsports: Performance and Automotive Technology at Banbury and Bicester College

GO ONLINE

For more details go to www.brookes.ac.uk/college-studying
Becoming a student is often an exciting but busy time. We encourage you to make use of the available support to help you settle in and find your feet. Your college and your tutor will give you lots of advice and, in addition, the University has services that may be able to assist.

**FINANCIAL ADVICE**
If you have a query about your fees, whether you pay them yourself, through a student loan, or through employer sponsorship, you can email our Student Finance team on finance-fees@brookes.ac.uk.

If you are experiencing financial hardship you may be able to apply to the University for financial aid, details of which are online.

**OTHER SUPPORT**
The University’s health and wellbeing website contains a range of advice and guidance and the Students’ Union (Brookes Union) also has a students’ union advice centre (see page 13).
GO ONLINE

www.brookes.ac.uk/finance
www.brookes.ac.uk/college-support
During your time studying for an Oxford Brookes degree, we would love you to come and visit us. Many courses build in a trip on campus as part of your induction - but you are welcome to come as often as you wish.

If you are local to Oxford, you may already know what is on offer. Oxford has a worldwide reputation as a student city, and is worth visiting to experience for yourself.

Brookes sports facilities include gyms, courts, climbing wall, boathouse, used for both elite level and everyday fitness

Catching up in the SU bar
Social learning spaces and eateries in our award-winning building

A vibrant place to learn

Plenty to keep you entertained after dark

A city of open spaces, culture, museums, history, architecture and more

GETTING HERE
It is easy to visit our campuses as they are well serviced by public transport. BROOKESbus, operated by the University, links all our sites to the city centre, and the railway station.

GO ONLINE
For more details go to [www.brookes.ac.uk/college-experience](http://www.brookes.ac.uk/college-experience)
GO ONLINE
For more details go to www.brookesunion.org.uk
As a full member of Oxford Brookes Students’ Union (Brookes Union) you are able to make use of the Union’s recreation facilities and opportunities, as well as access advice.

**ADVICE**
The students’ union advice centre is a free, confidential and independent service. Trained advisers cover issues including student finance, debt, landlord and tenant issues and consumer problems.

**REPRESENTATION**
A system of student reps act as spokespersons for fellow students on their course, and will feed back to the University on your behalf.

Every year students also elect Student Officers who sit on the Student Council and help ensure that students’ needs are taken into account in decisions on the running of Brookes Union or the University.

In addition there are student representatives for college-based students who can raise issues on your behalf.

**CLUBS AND SOCIETIES**
If you are local to Oxford you may wish to join some of the 70 or so societies at Oxford Brookes. They cover such varied interests as jazz, Japanese, TV and tea.
GRADUATION AND BEYOND

While the end of your course may seem a long way off, time will fly. To mark the culmination of your academic achievement you are entitled to attend our graduation ceremony as a Brookes student.

Upon graduation you become a member of the Brookes alumni community. So, wherever you are, and whatever you’re doing with your life, you’re still part of Brookes and can enjoy alumni benefits.

WHAT’S NEXT?
When you are ready to think about what follows, there is guidance available on shaping your future.

As well as those provided at college, you can call on the online services that Careers at Oxford Brookes offers and which remain open to you for up to three years after you graduate.

Once you’ve gained your foundation degree, you have the option with some courses to ‘top up’ to achieve a full honours degree. Or you may wish to continue your studies in other ways.

GO ONLINE
For more details go to www.brookes.ac.uk/college-graduation
“The graduation at Oxford was a fantastic experience, never to be forgotten and shared with both family and the close friends I’ve made while being at the college.”

Michael Kendrew
FdA Business, Management and Communications at Solihill College
THE BROOKES COMMUNITY

We are proud to be working with our partner colleges and want you to feel you are a part of our university community - regardless of your physical location.

TAKING PART
A wide range of events take place regularly on campus. If you are local or visiting you are welcome to take part - and some activities, such as our annual lecture series, are live streamed. Past speakers have included Cherie Blair, Ray Mears, Jon Snow and the former head of the MI5.

BELONGING
You will be receiving a Brookes branded lanyard and bag from us - but we also have other merchandise on offer including hoodies, mugs, key rings and other items.

FOLLOWING
Join our online communities to keep up to date with what Brookes students are doing, achieving and enjoying.

GO ONLINE
For more details go to www.brookes.ac.uk
The first few weeks at college can be hectic - this short checklist might help.

- Enroll with your college
- Enroll with Oxford Brookes University (which will enable you to receive your Oxford Brookes student ID card)
- Check your personal details are correct on your Personal Information Portal (PIP) via the Oxford Brookes website
- Access your Google@Brookes email account
- Set up automatic email forwarding (if necessary) from your Google@Brookes account to a personal email address
- Familiarise yourself with the Brookes online library
- Request a council tax exemption form (if applicable)

For further advice please speak directly to your college or visit www.brookes.ac.uk/college