GETTING READY TO STUDY

Your guide to becoming a student at one of our partner colleges

#ThisIsBrookes
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. We understand you may be feeling anxious about student life and the impact coronavirus will have on your studies, family, friends and community. Here you can find the answers to frequently asked questions and links to further information, resources and support.

We wish you luck with your studies!
The purpose of this guide

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 will 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.

2 YOUR STUDENT INFORMATION
Equally important are the self-service pages containing information about you and your course. You can access this from the Student home page on the Oxford Brookes website. Amongst other things it plays a part in the following:

- enrolment
- module registration
- storing contact details
- requests for attendance/council tax exemption certificates

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

3 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.

Go online
For the step by step guides and more go to www.brookes.ac.uk/college-studying
Studying with Oxford Brookes

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
Your College library will be able to provide all your core readings. We also have an e-first policy for library resources at Oxford Brookes which we are constantly expanding. This provides you with broad content availability, whatever the topic. Each course is linked to one of our Academic Liaison Librarians, who can help you access resources.

When you are on campus at Oxford Brookes, our libraries provide:
- 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, the Centre for Academic Development has 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. You can also ask your fellow students who can often help too.

Go online
For more details go to www.brookes.ac.uk/college-studying
Help that is on hand

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 11).

Go online
www.brookes.ac.uk/college-support

Go online
www.brookes.ac.uk/finance
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 Service offers free, confidential and impartial advice from a team of trained advisors. They are independent from the University and can advise on issues such as housing, student finance and more.

**REPRESENTATION**
Every year the student body elects a team of student officers to lead the Union. The Union also looks after a network of student reps who volunteer their time to ensure that students can give feedback to the University on any issues with their course. In addition there are representatives for college-based students who can raise issues on your behalf.

**SOCIETIES**
If you are local to Oxford you may wish to join some of the 100+ societies the Union supports. They cover a huge range of interests, such as dance, anime, Harry Potter, tea and many more!

**FRESHERS’ FAIR**
Join us for our virtual Freshers’ fair on Friday 18 September. Pre-register from Thursday 1 September at: www.oxfordfreshers.co.uk

Go online For more details go to www.brookesunion.org.uk
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 an Oxford Brookes student.

Upon graduation you become a member of the Oxford Brookes alumni community. So, wherever you are, and whatever you’re doing with your life, you’re still part of Oxford 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 Oxford 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 throughout the academic year. You can find details about these events by following the link below.

BELONGING
You will receive an Oxford Brookes branded eco-friendly and reusable coffee cup and lanyard (if your college requested this).

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

Go online
For more details go to www.brookes.ac.uk/events
Check it off

The first few weeks at college can be hectic - this short checklist might help.

- Enrol with your college
- Enrol with Oxford Brookes University (which will enable you to receive your Oxford Brookes student ID card)
- Check your personal details are correct on the self-service Student pages 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 Oxford Brookes online library
- Request a council tax exemption form (if applicable)

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