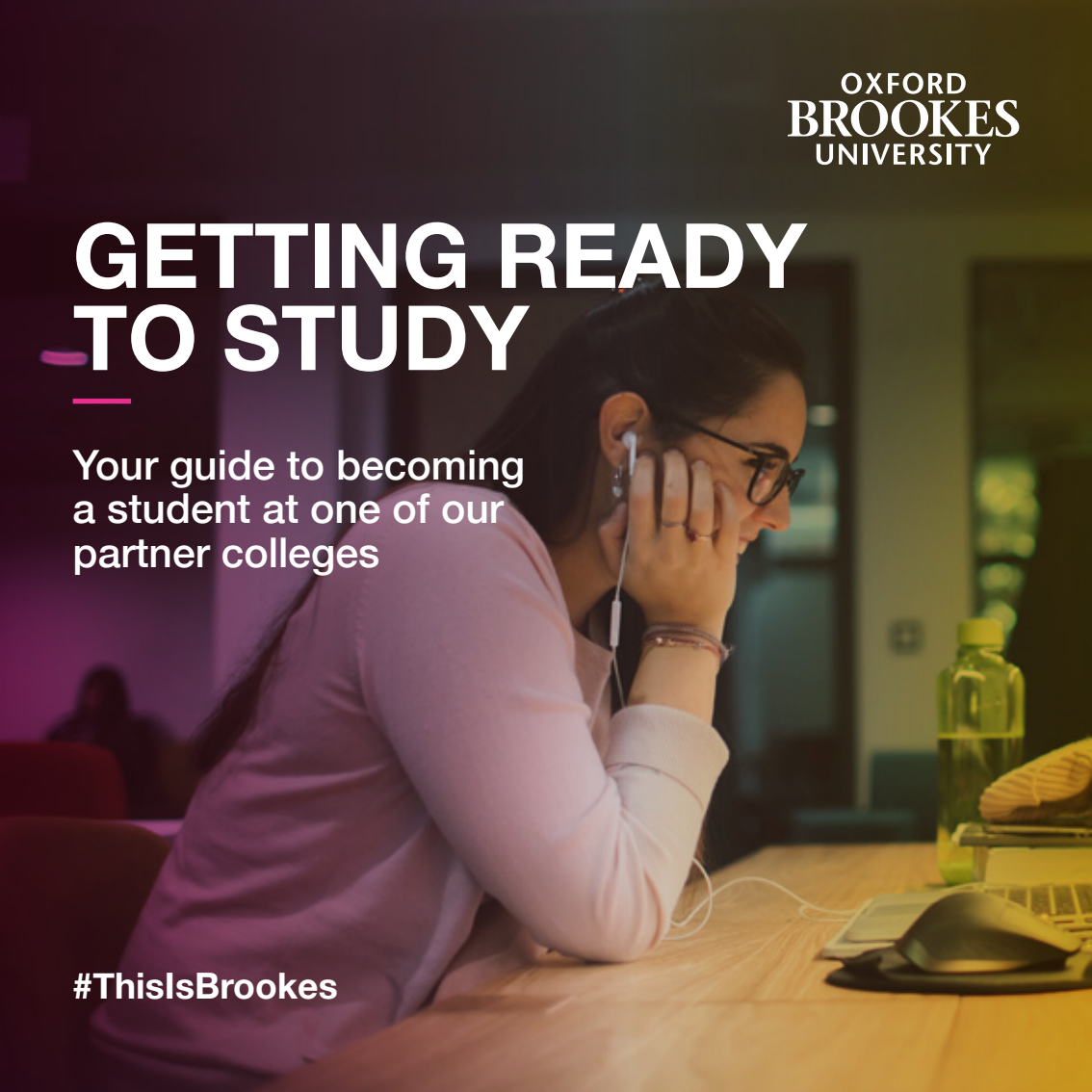


# GETTING READY TO STUDY

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

**#ThisIsBrookes**





# Welcome to Oxford Brookes University

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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!**

# 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

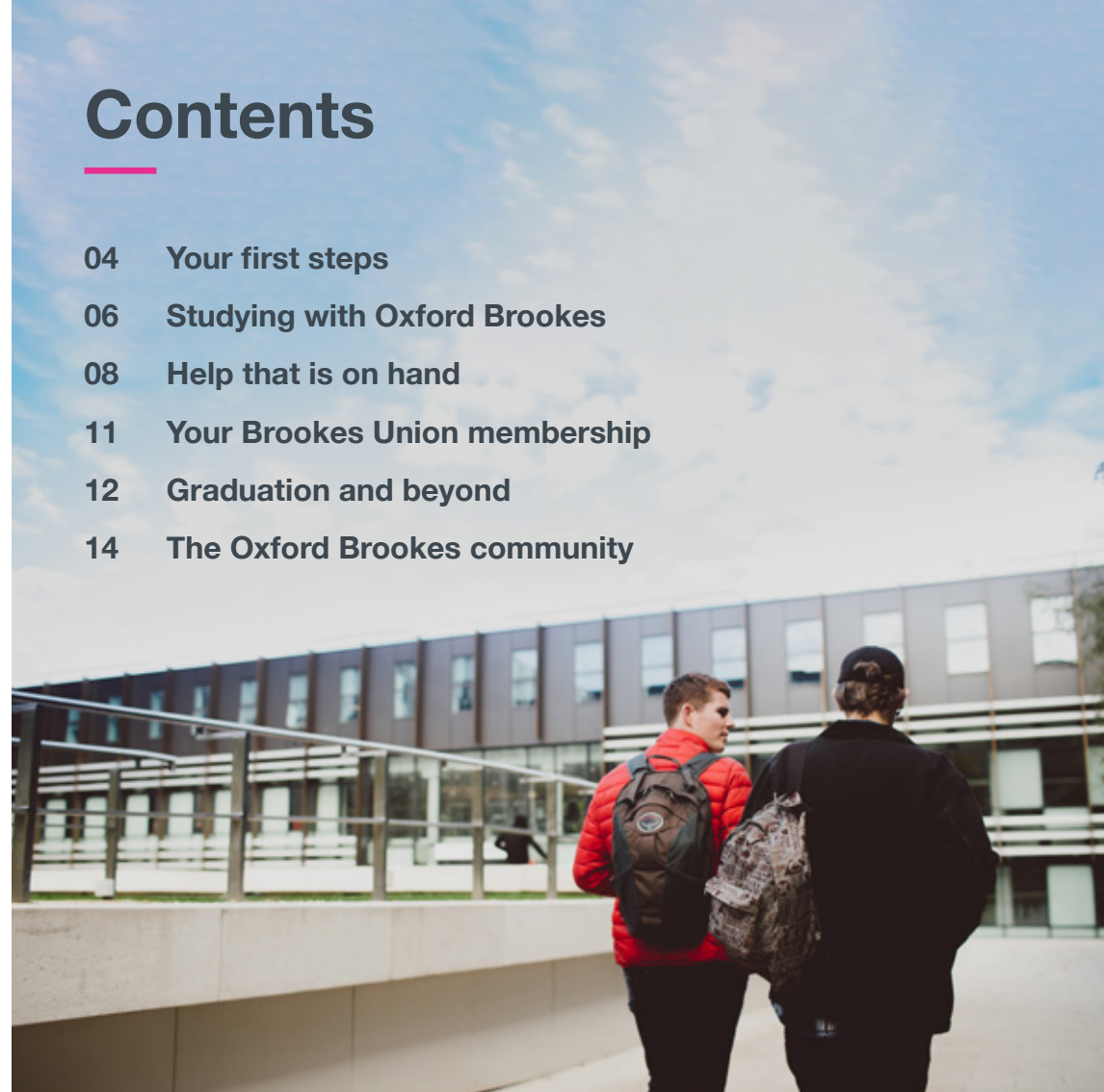
This guide is designed to work in conjunction with the advice provided by your college and on our website at:

**[www.brookes.ac.uk/study/courses/partner-colleges](http://www.brookes.ac.uk/study/courses/partner-colleges)**

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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 have received 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 smartphone.



### Go online

View an online step by step guide which 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.

**[www.brookes.ac.uk/study/courses/partner-colleges/current-students/brookes-systems-and-resources/](http://www.brookes.ac.uk/study/courses/partner-colleges/current-students/brookes-systems-and-resources/)**

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 – please ensure you have added an alternative email

At times during your course you may be required to update details held in Self-Service.

3

## STUDENT ID CARD

You will receive your Oxford Brookes University ID card from your college/university centre once you have completed enrolment with both the university and your college/university centre. Remember to keep hold of your 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.



# 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/study/courses/partner-colleges/current-students](http://www.brookes.ac.uk/study/courses/partner-colleges/current-students)



# 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](mailto: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.



**Go online**  
[www.brookes.ac.uk/finance](http://www.brookes.ac.uk/finance)

## OTHER SUPPORT

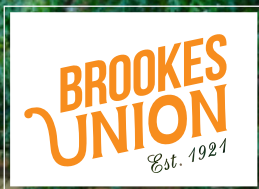
The University's health and wellbeing website contains a range of advice and guidance and the Students' Union (Brookes Union) also has a students' union advice centre (see page 11).



**Go online**  
[www.brookes.ac.uk/  
student-life/support-and-  
wellbeing](http://www.brookes.ac.uk/student-life/support-and-wellbeing)







**Go online**

For more details go to  
**[www.brookesunion.org.uk](http://www.brookesunion.org.uk)**

# Your Brookes Union membership

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, financial aid, University regulations on academic appeals and second stage complaints and more:

**[brookesunion.org.uk/advice](http://brookesunion.org.uk/advice)**

## SOCIETIES

Any Brookes student can start a society with Brookes Union and if you are local to Oxford you can join some of the 100+ existing societies the Union supports. They cover a huge range of interests, such as dance, anime, Harry Potter, tea and many more!

**[brookesunion.org.uk/societies](http://brookesunion.org.uk/societies)**

## REPRESENTATION

Every year the student body elects a team of student officers to lead the Union; as a member you can vote and stand in the elections, bring motions to our General Meeting and influence how the Union works. The Union also supports a network of student reps who volunteer their time to ensure that students can give feedback to the University:

**[brookesunion.org.uk/officers](http://brookesunion.org.uk/officers)**

# 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.

If you have undertaken a 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/students/graduation](http://www.brookes.ac.uk/students/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 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](http://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/study/courses/partner-colleges](http://www.brookes.ac.uk/study/courses/partner-colleges)**

