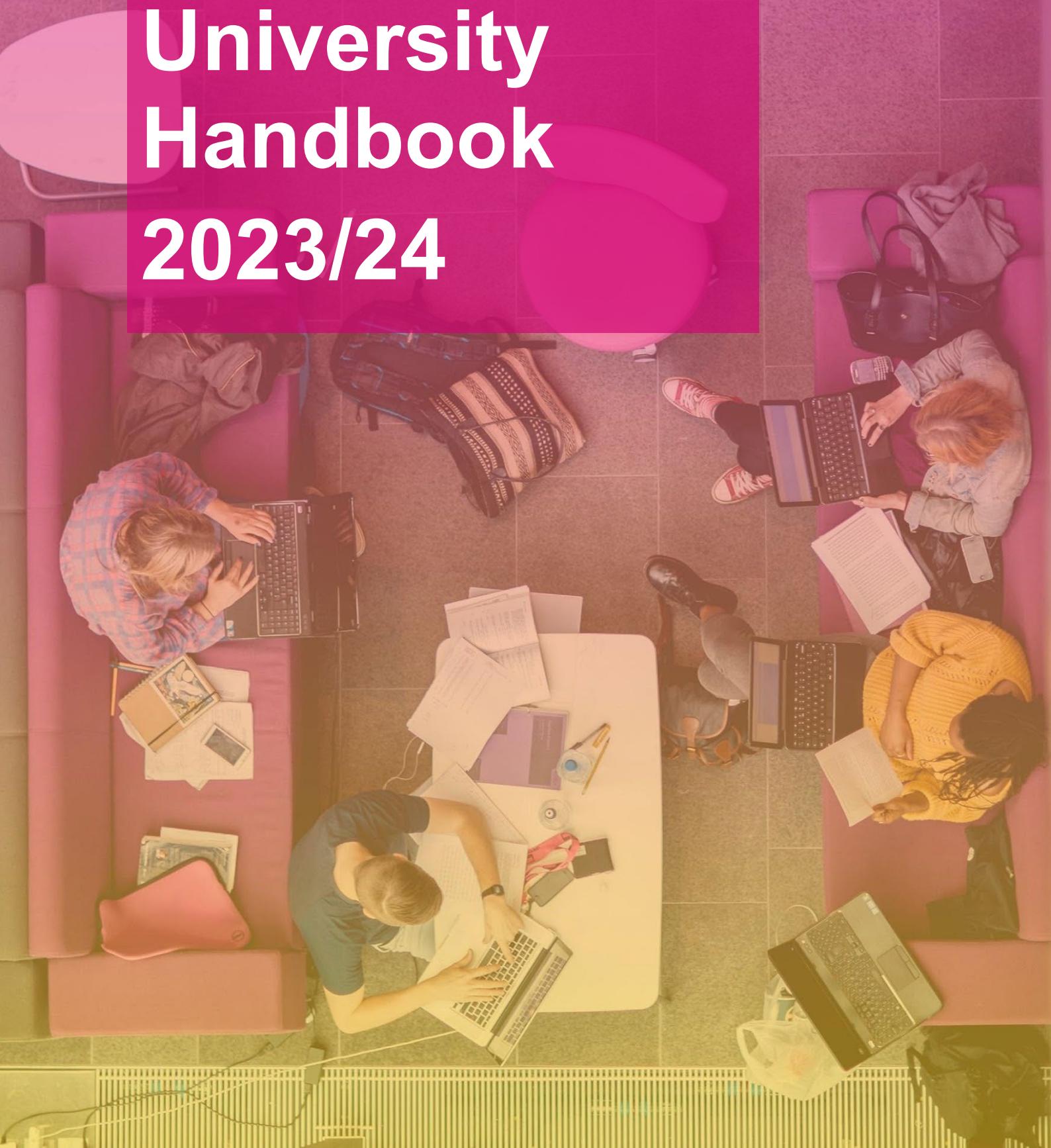


OXFORD
BROOKES
UNIVERSITY

University Handbook **2023/24**



Welcome

Welcome to Oxford Brookes University!

We are delighted that you have chosen to study here, and we look forward to sharing your journey.

You can find links to the full range of student services via the [Student Homepage](#)

The purpose of this handbook is to be a practical guide to supplement your programme handbook: to help you understand the important policies and regulations which apply to you while you are a student with us; and to highlight the key University services that are available to support you in your studies.

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Section 1

Your Study: support and guidance

Your Study: support and guidance

Getting started

[Head into Brookes](#) is a programme of activities and resources for new students, designed to help you get off to the best possible start at the University.

At the start of each academic year, you must complete [enrolment](#) and register your programme of study for the year. This must be completed by the end of Week 2 as there are strict rules around enrolling at the start of semester, which have implications for your access to funding and payment of tuition fees. At the same time, you should check that your student record is up to date, including all your module choices, and make sure you are clear on [semester dates](#) and your [teaching timetable](#).

If you are an international student, contact the [International Student Advice Team](#) for guidance and support, including information about student visas.

Postgraduate research degree students should contact the [Research Degrees Team](#) for information about support and resources available.

Programme support



You will be taught by experts – both academically and professionally - in your chosen field. Your programme of study has been designed to meet relevant national expectations regarding curriculum content, and to enable you to explore current developments and research in the discipline or profession. Please take advantage of all the learning opportunities presented to you, by attending all the scheduled classes and activities for your modules, and through taking part in a selection of the co-curricular and extra-curricular activities which are provided to enrich your learning experience.

Your [Academic Adviser](#) is a key source of academic advice and guidance throughout your course - take a look at the guidance from the Centre for Academic Development on how to get the best from the [relationship with your Academic Adviser](#). The [Student Support Coordinators](#) based in your Faculty can also advise you on aspects of your academic experience.

Study support

As well as the teams in our academic schools and departments, we have a range of professional services teams, who are committed to helping all our students to make the most of their University experience and achieve their best possible results.



The [Student Central Advice Team](#) can help with all sorts of queries; and information about processes and procedures relating to your course, such as how to choose your optional modules, and what to do if you need to take time out, can be found online on the [Manage your Programme](#) pages.

The [Centre for Academic Development](#) can provide advice and guidance to enable you to study effectively and do your best in assessment. They offer one to one tutorials, and online resources and workshops on a range of academic study skills which will help you express your own ideas and reach your full academic potential. CAD also offers an online Moodle course on [academic integrity](#) so that you can learn about good academic practice and avoid making common mistakes which could lead to allegations of plagiarism.

If you have a disability or a specific learning difficulty which means you may be entitled to reasonable adjustments to enable you to complete your assessments fairly, please contact the [Inclusive Support Service](#) for an assessment of your needs.

Be proactive, and please do take advantage of the advice and guidance on offer – don't wait until you feel that you are struggling to keep up with your studies. We have an extensive support network for students at Brookes - find out more about the support available on the [Student Support page](#).

Volunteering, placements and career planning

It's never too early to start thinking about your career after graduating - visit the [Careers website](#) for advice on how to enhance your future employability.

You may also wish to explore international work/study opportunities to enhance your programme, and the [Study Abroad and Exchanges Team](#) can provide advice and support.

Your Academic Adviser can provide you with a reference to support job or further study applications – please make sure you know who you should approach for an academic reference, and ensure they have the information they need about you in order to be able to write a meaningful reference in line with University [guidance on preparing references](#) for students. It is also courteous to ask their permission before you give their name as a referee, and to let them know when a reference request is likely to be sent to them.

Section 2

Student life: conduct and engagement

Student life: conduct and engagement

The Brookes community



At Oxford Brookes, we are committed to promoting a welcoming, respectful culture. As a student at the University, you will be challenged to explore new ideas, through engaging in activities and discussions with others. This will help you develop as a confident, critical thinker who is able to make a positive contribution to the University, and to society. We expect all staff and students to engage positively with each other, and to explore differences of opinion respectfully, in order to create an environment where everyone feels a sense of belonging.

Safety and welfare

The safety and welfare of all members of the Oxford Brookes community is our top priority. Find out about the policies and measures in place to ensure that Brookes is a safe and welcoming community and how to report any concerns about behaviour you experience or witness (however minor you think the issue may be) on the [Safety and Welfare web pages](#).

The [Brookes Behaviour Policy](#) describes the standards of behaviour that the University expects of our students. Any reported breaches of these expectations will be investigated by the Student Investigation and Resolution Team under the [Student Conduct procedure](#). A range of penalties can be imposed on students who have been found to have breached the regulations, with sanctions including expulsion from the University for the most serious cases.

In particular, the University takes the issue of sexual consent very seriously – we have a zero-tolerance approach to harassment and sexual violence, which means that any allegations of sexual misconduct will be investigated through the conduct procedure referenced above. Don't make assumptions about others, and make sure you understand your responsibilities. You can find more information about sexual consent, and access the University's [Sexual Consent Education](#) course through our safeguarding resources.

Student life



Your experiences while you are a student will go beyond your academic studies, and you can find information and advice on student life: living in Oxford, University accommodation options, managing your finances, getting involved in sports, and other activities through the Students' Union, on our [Student Life webpages](#).

Engaging online

Since the pandemic restrictions were lifted, our teaching activities and support services have returned to in-person delivery on campus. However, we make use of a range of online platforms and services to enable and enrich your learning, and to provide important information, so you need to ensure you know how to navigate them. [IT Services](#) provide a guide to getting you started with the online environment at Brookes.

Moodle is our virtual learning environment (or VLE) for teaching, learning and assessment, and each module will have a Moodle site. Lectures may also be delivered via Zoom. You will find all details about course delivery, and how to access these resources, in your programme and module handbooks.

There are also other official methods of communication used at Oxford Brookes, and it's really important that you learn how to use them (see the link to the IT Services guide above). We use the Google suite for email and other chat, meeting and document sharing functions (Google Mail, Google Meet, Google Chat, Google Drive), and the Student Information system where you can [manage your programme](#) and personal details, and where your module results will be formally published.

If we need to tell you anything important about your study, we'll use your Brookes email and your Student Information pages to get the messages to you. Please make sure you check your University email account (your student ID@brookes.ac.uk) and your record in the [Student Information system](#) regularly, so that you don't miss any important messages about your programme or student status.

Section 3

Your Award: programme requirements, assessment and progression

Your Award: programme requirements, assessment and progression

Programme requirements



The academic staff teaching on your programme will provide you with the information you need in order to understand your programme of study and how it will be taught and assessed, in the form of programme and module handbooks. These handbooks set out important information such as: course content and options; schedules of lectures and other learning activities; assessment briefs and deadlines; and sources of academic advice and guidance. Please read all the handbooks you are issued with carefully, and ask your [Academic Adviser](#) if you are unsure about any of the requirements of your programme.

Your programme handbook will tell you about the structure of your programme and the number of credits you need to pass in a year – for undergraduate degrees this is 120 credits at the level you are currently on, in order to progress to the next level or to graduate. Master's degree credit requirements will vary according to the type of programme you are on.

Making good progress

It is worth familiarising yourself with the University's [Regulations for Study](#). They provide information about the [grades](#) that apply to your assessments, what you need to achieve in order to [keep progressing](#) on your course, [time limits](#) and [credit limits](#), how your [final award classification](#) will be calculated, as well as other important regulations and links to related procedures and guidance.

You need to pass all your modules in order to qualify for your target award, and your module handbooks will tell you what assessment tasks you will need to complete. Please make an attempt at all your assignments and exams, to give yourself the best chance of success. You need to make good progress through your programme if you are to complete on time, in line with your student funding. If you are experiencing difficulties which are impacting on your progress, please speak to your Academic Adviser or Student Support Coordinator as soon as possible.

It may be tempting to skip an assessment which seems to be only worth a small percentage of the overall mark, or not to turn up for a resit exam because you think you did well enough on other assessments for that module, but this is a very risky strategy. If you don't pass all your modules, it will usually mean that you need to study part-time before you can recover your position and continue on your course – this can have serious financial implications for you. In the worst case, if you fail too

many modules, or fail a compulsory module twice, you'll be withdrawn from the University.

Exceptional circumstances

The University recognises that, on occasions, you may be affected by serious personal difficulties which may affect your ability to engage with your studies, and negatively impact your performance in assessments. The [exceptional circumstances process](#) aims to ensure that students are not unfairly disadvantaged in these circumstances.

If you are experiencing exceptional circumstances beyond your control, which are impacting your studies and affecting your performance in assessment, you may be eligible for an allowance, such as the extension of a deadline or the opportunity to retake an assessment. Information on different [types of exceptional circumstances allowances](#) and the [procedures](#) to follow in order to make an application are available on our student web pages. Please make your application as soon as possible. Do not leave it until after the submission deadline has passed, as your options for repeating the assessment will become more limited the longer you leave it. If you need assistance in submitting a request for exceptional circumstances, your Student Support Coordinators can advise you.

Failure and reassessment

You may not progress to the next level of your programme if you have not passed all your compulsory modules at the previous level; and you cannot qualify for your target award if any compulsory modules are failed. However, there are allowances in place to enable students who have failed an assessment to retrieve their position, provided you meet [certain conditions](#).

Feedback and results



Please check your record on the [Student Information system](#) on Results Day, even if you have been given your provisional marks by your module leader/s before the examination committee met to ratify your results. If you don't do this, you may miss important information about your next steps.

Please read the feedback you get from the lecturer who marks your work, as this will help you to improve your performance on future assignments. If you are unsure what a piece of feedback means, seek clarification from your Academic Adviser.

Grade Point Average



When you graduate with your degree qualification (congratulations!) you will see that your award has been given a classification and - for Bachelor's degrees - a [Grade Point Average](#) (or GPA). You are probably familiar with the degree classification system of first, second and third-class honours, which has been in use across the HE sector for a very long time, but the GPA is less commonly used by UK universities - it is more common in, for example, the USA, and can be based on a number of different models.

The Oxford Brookes GPA model is based on a simple overall average of your performance on every module you have taken through your programme. We think it is helpful to provide our graduates with an additional measure of their performance, which complements the standard degree classification, as the GPA gives a more holistic view of your performance from when you started your programme. As it is a rolling calculation, it also helps you to monitor your performance as you move through your programme, and can form the basis of conversations with your Academic Adviser about your progress.

Academic integrity

You must demonstrate academic integrity in your studies and in the work you produce - as noted above, a range of support and guidance is available to help you do this, so please ensure you are aware of the expectations before embarking on an assessment. Plagiarism and other forms of cheating are taken very seriously, as this has the potential to undermine the value of the University's awards.

All allegations of cheating will therefore be investigated by the Student Investigation and Resolution Team, through the [Academic Conduct procedures](#). A range of penalties may be imposed for those found to have breached the regulations, including expulsion or the removal of an academic award for the most serious cases.

Complaints and appeals

We hope that your time at Brookes is a happy one, and your programme of study lives up to your expectations, but we understand that things sometimes go wrong, and we welcome the opportunity to put them right. If an aspect of Brookes provision falls below expectations, please bring it to the attention of a member of staff or your student course rep. If they cannot resolve the problem through these local procedures, there is a formal University [complaints process](#) through which your complaint will be investigated by the Student Investigation and Resolution Team.

An [academic appeal](#) is an appeal against the decision of an examination committee, and may be made on limited grounds (excluding academic judgement). If you believe that an assessment was not conducted in accordance with the regulations governing the programme and have evidence that one of those grounds applies, you may make an appeal through the procedure which you can find on the [Student Investigation and Resolution](#) webpages.



The [Brookes Union Advice Service](#) provides independent advice on many aspects of your student experience, including how to make a complaint or academic appeal.

Useful Contacts

Quick reference email directory

Here are the contact details for some of the key teams who can help you with the issues referred to in this handbook...

Accommodation Bureau	accomm@brookes.ac.uk
Brookes Union Advice Service	su.advice@brookes.ac.uk
Careers Service	careers@brookes.ac.uk
Centre for Academic Development	academicdev@brookes.ac.uk
Counselling Service	wellbeing-recpt@brookes.ac.uk
Exchanges Team	studyabroad@brookes.ac.uk
Financial Aid	finaid@brookes.ac.uk
Inclusive Support Service	inclusivesupport@brookes.ac.uk
International Student Advice Team	isat@brookes.ac.uk
IT Service Desk:	https://www.brookes.ac.uk/it/service-desk/
Multifaith Chaplaincy	chaplaincy@brookes.ac.uk
Report and Support	https://www.brookes.ac.uk/students/report-and-support/
Research Degrees Team	rdt-researchdegrees@brookes.ac.uk
Safeguarding Officer (John Kirk, Director of Academic & Student Administration)	jkirk@brookes.ac.uk
Student Central Advice Team	studentcentral@brookes.ac.uk
Student Investigation and Resolution Team	sirt@brookes.ac.uk
Student Records and Curriculum Management Team	studentrecords@brookes.ac.uk
Student Welfare and Support Advice Team	studentwelfare@brookes.ac.uk
Student Central Advice Team	studentcentral@brookes.ac.uk
Student Records and Curriculum Management Team	studentrecords@brookes.ac.uk
Volunteer Service	volunteering@brookes.ac.uk

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