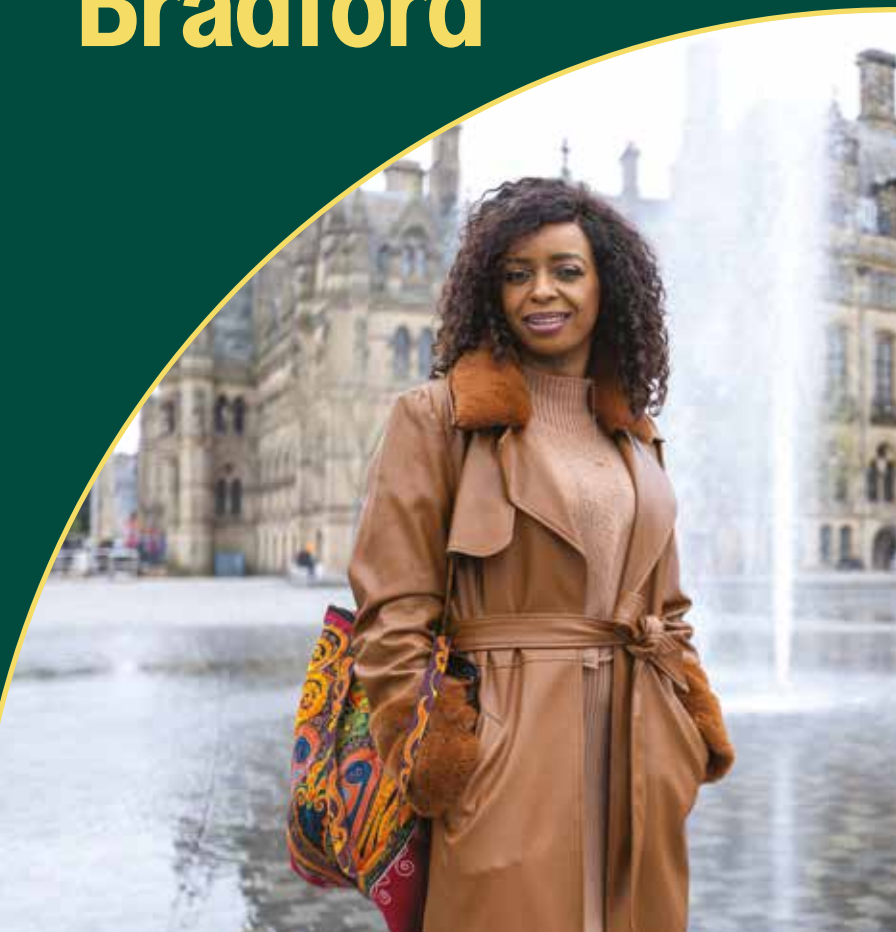




UNIVERSITY of
BRADFORD

Welcome to Bradford



bradford.ac.uk

Student
Handbook
2024-2025

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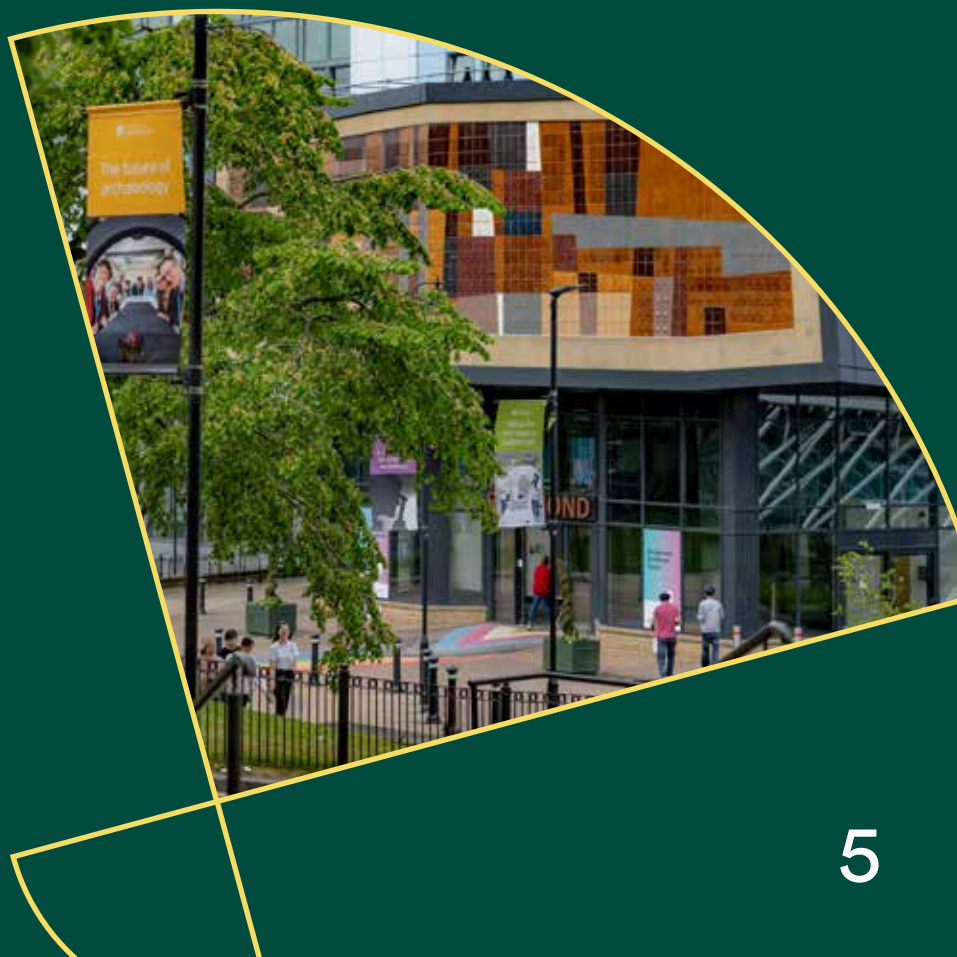
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Welcome to Bradford!

Shirley Congdon,
Vice-Chancellor of the
University of Bradford





Welcome from Professor Shirley Congdon, Vice-Chancellor of the University of Bradford

Hello and a very warm welcome to the University of Bradford! Whether you are a new or returning student; live locally or have travelled thousands of miles to be here - it is wonderful that you have joined our University community.

The start of a new academic year is always one of my favourite times. It brings with it a sense of new beginnings and fresh opportunities to

meet people and make friends, as well as to set positive intentions.

Across the University of Bradford our teams have been working hard over the summer to prepare for your arrival and ensure you enjoy a smooth transition into university life.

Whether that's your programme leader putting everything in place for your chosen programme of study; our estates staff making sure that our beautiful grounds look their very best; or your students' union organising an amazing range of activities and events – there has been a lot of activity in anticipation of your arrival.

We are absolutely committed to ensuring you achieve your ambitions and have an excellent experience along the way. You will find lots of guidance in this handbook on where to go for advice, support, activities and more - do keep the link handy so you know where to look for help when the need arises.

We know how much you want to enjoy a full student experience – attending classes, meeting friends to study and socialise, speaking with your tutors, taking part in sports, or using the library and our other facilities – we want all of that for you too.

To experience the social side of student life, make sure you connect with University of Bradford Union of Students (UBU for short). We work closely with our active students' union, so be sure to find out about their plans for clubs, societies, and opportunities to meet your fellow students in-person and online.

Look out for opportunities, events and news via **CampusConnect** too, it's updated regularly so keep checking in to find out what is new.

We know that the prospect of university life can be daunting at first and that there are times when you need a bit of extra help. Support is there for you when you need it, so please don't struggle or feel alone. For help with practical issues such

as accommodation or access to technology, or if you have a disability, health, wellbeing or money worries – simply check out the **Student Life page** to help find the support you need.

I will end with a few final points: the first being that I have never been more certain of the value of higher education. More than ever, the world needs educated people, with the skills, behaviours, and capacity to make a positive impact on the challenges facing society.

We are proud to say that of our fulltime, first-degree graduates, over 90% go onto employment or further study within 15 months of graduating, taking with them the University of Bradford's values of excellence, innovation, trust, and inclusion as they join our global alumni network. In a few years' time you will be among them...

For now, take every opportunity to embrace new things: make friends; take on challenges; immerse yourself in your studies and in our vibrant University community and city.

I wish you every success!

Professor Shirley Congdon
Vice-Chancellor of the
University of Bradford

TEAM BRADFORD

Welcome from your Students' Union

UBU is your guide to a vibrant student life at University. Every student becomes a member of UBU automatically at enrolment, letting you take advantage of our services from day one.

UBU is here to support every student studying at Bradford throughout all aspects of their journey, from academic advice, democratic representation, social events and opportunities to become more than just your degree.



Find us in Student Central, connected to the J B Priestley Library, a student-friendly building with everything you need whilst studying here, with learning, social and activity spaces.

Contact us:

- ☎ 01274 23 3300
- ✉ ubu@bradford.ac.uk
- 📍 bradfordunisu.co.uk

Find more about us at:

- f [bradfordunisu](#)
- ✕ [bradfordunisu](#)
- @ [bradfordunisu](#)
- 🎵 [bradfordunisu](#)
- ▶ [ubuonline](#)



You can also come and see us in Student Central.

Welcome Week and key enrolment dates





International students start to enrol from Monday 9 September 2024. For most students, Welcome Week takes place from Monday 16 September. New students are able to enrol on their programme of study and begin their induction programme at the start of this week.



Key dates are:

- 1 August 2024 – you can apply for a car parking permit from this date*
- 9 September 2024 – International Enrolment starts in the Great Hall, Richmond Building
- 9 September 2024 – International Information Point opens in the Small Hall, Richmond Building
- 16 September 2024 – Main Enrolment, Welcome Week and Semester 1 begin
- 18 September 2024 – Freshers' Fayre
- 13 January 2025 – January Enrolment, Welcome Week and Semester 2 begin

* If you apply for a permit before September the system may default to the 23-24 academic year. Please ensure you select 24-25 and start your permit on or after 1 September 2024. More information can be found in the car parking section.

Settling in





Enrolment

Before you begin your programme, you must enrol as a student at the University of Bradford. By enrolling you confirm your intention to study with us during the academic year ahead.

Before you arrive, you will receive emails with details of your University IT account, how to set your University password and how to complete the online enrolment process.

During online enrolment you confirm you agree with our terms and conditions as laid out in the **student**

contract. If you haven't already paid your fees for the upcoming academic year in full you will be asked to make a payment to complete your online enrolment.

Alternatively, if you have approved funding from Student Finance or you are having your academic year fees paid directly to the University by a sponsor you will be asked to provide evidence of your funding during your online enrolment.

Further information about how to enrol on your chosen programme of study can be found on the **New Students website**.

We aim to make the process as simple as possible, but if you need further help you can find a set of frequently asked questions (FAQs) covering every page of your online enrolment on our **website**. You can call the **Welcome Helpline** on **01274 23 6161** between **9:00 – 16:00, Monday to Friday**, or you can email the **Welcome Team** at **welcome@bradford.ac.uk**.

If you are studying on campus, you will be asked to complete a Welcome and ID check session as part of your induction. Welcome and ID Check sessions take place in person, we check your ID, confirm the address you are living at whilst studying at university and issue you with your student card.

If you are receiving a student loan the University will only confirm your registration to Student Finance/SAAS when your Welcome and ID check has been completed. Once completed your registration will be confirmed within 2 working days.



Please note, if you are required to do a **Disclosing and Barring Service (DBS)** ID check for your programme, this is in addition to the Welcome and ID check and is done at the MyBradford desk. There are two parts to the process, please complete the online application form first (look out for an email from **db@bradford.disclosures.co.uk**) and once you have completed this you should be able to book an appointment at the MyBradford desk.

Book your DBS ID check appointment here.

International Students

If you are an international student, you will enrol in person, on campus with our Visa Support Team.

You can contact the team on **visasupport@bradford.ac.uk** if you have any queries on this process.

Induction

Your faculty/department will organise an induction programme that starts in Welcome Week. A link to your Welcome Week timetable can be found on the **New Students website**. It is very important that you attend your induction programme as it also forms part of the official enrolment process.



Distance Learning/off site students

If your programme is studied via distance learning or completed off site you are not expected to enrol in person (apart from PG Research students). When you have completed your online enrolment and we have checked your ID and photo, your enrolment will be finalised by the Records team. Your student card will be posted out to you, please allow 10 working days from receipt of your confirmation email.

If you are studying at our Dubai office your student card will be posted to your administration team who will pass out the cards when they arrive.

CPD students

If you are studying a continuing professional development (CPD) module you are not expected to

enrol in person (apart from Return to Practice students). When you have completed your online enrolment and we have checked your ID and photo, your enrolment will be finalised by the Records team. Your student card can be collected when you have your first on campus session.

Late arrival

All students are expected to join the University at the beginning of their programme to start their studies.

If you have exceptional circumstances that mean you are unable to arrive for your first day, many of our programmes accept late arrivals and we can provide support to help you catch up on any study you have missed.

More information about arriving late can be found on the **New Students website**.



Re-enrolment

If you are a continuing student, you are required to re-enrol at the start of each academic year, i.e. before starting your studies and no later than the first week of teaching.

You will receive an email inviting you to re-enrol on e:Vision. Please **sign in to e:Vision** with your University username with **@bradford.ac.uk** appended – for example, **jrblogg2@bradford.ac.uk** – and your University password to complete the re-enrolment task.

If you are going to be late, please contact your programme administrators using the details in the **A-Z section of this handbook**.

For more information and useful links please go to the **Returning Students website**.

Returning foundation students will be issued with a new student card; these can be collected from the Great Hall (September only) or the MyBradford desk.

By re-enrolling, you confirm your intention to continue to study with us during the academic year ahead. During re-enrolment you also reconfirm your agreement with our terms and conditions as laid out in the **student contract**.

If you haven't already paid your fees for the upcoming academic year in full you will be asked to make a payment to complete your re-enrolment.

Alternatively, if you have approved funding from Student Finance or you are having your academic year fees paid directly to the University by a sponsor you will be asked to provide evidence of your funding during your online re-enrolment.

If you are receiving a student loan the University will only confirm your registration to Student Finance/SAAS when your re-enrolment is completed. Once completed your registration will be confirmed within 2 working days.

Student card

Upon enrolment, all students will be issued with a Student card.

Student Card uses:

This is a multifunctional campus card, which can be used for the following:

- Proof of identity
- Access to the University campus
- Borrowing books and media equipment
- Access to computing and printing facilities
- Electronic attendance registration on the Student Attendance Monitoring System
- Discounts, offers and competitions available across the country. For more details, see the **UBU website**

Your student number, or UB number, is an individual number allocated to you when you make your first enquiry or apply to study at the University. You can find this number on your student card.



You should carry your student card at all times on campus, and you may be asked to show it. Failure to produce your card or proof of identity as a University of Bradford student may result in you having to leave the University premises. You will need your card to attend exams and classes where card checks for attendance will be undertaken. The Students' Union will need to see your card before issuing you with your NUS card.

Do not lend your card to anybody else.

If your card needs to be replaced through loss or damage, you will be charged a replacement fee of £10. If your card has been stolen, it will be replaced free of charge on presentation of a crime report/number from the police (not a 'property lost in street' report). Visit our MyBradford desk for further information.

Using your student card for access

Your student card also acts as your key to access-controlled areas such as car parks, the library, and other facilities.

Information about which areas you can access is held on the card, and when you request changes to your access the card is updated remotely by Access Control. To ensure that only the most up to date access is granted to the user, **the information held is only valid for a 7-day period**, so you will need to update your card regularly to renew the information. This can be done by holding your card close to one of the many on-line card readers situated at building entrances and other controlled access points such as Richmond Building corridors. They are silver coloured square boxes ordinarily mounted at the side of a door. Details of box locations can be found on the **access control intranet**.



Hold your card close to the reader and keep it stationary. The reader will display a blue flashing light which will change to a constant green or red light once updating is complete. Don't worry if it shows red as this just means you do not have access through that door. The whole process should take around 5 seconds.

Because your card access data will expire automatically after 7 days, you must make sure you use an online reader at least once a week, or if you have been away for longer, as soon as you come back on to campus. This will ensure that all your access is maintained.

If your card stops working, please try and update it before contacting Access Control or the MyBradford desk for assistance as expiry is the most likely reason for this to happen.

If you have any access queries, please contact **access-control@bradford.ac.uk** or visit the MyBradford desk so that your card can be checked.

For Postgraduate Researchers, if you require access to labs or other specialist areas that are needed for your research, this needs to be added as extra. Please speak with your supervisor who will request and approve access rights directly with our access control team.

Student charter

The Team Bradford Charter embodies the key values and principles of the University of Bradford (the University) and the University of Bradford Students' Union (UBU), highlighting the partnership that exists between the University, UBU and our students.

The **Student Charter** sets out what students can expect from the University, and also what we expect from you, so that you can be as successful as possible throughout your university life and beyond. We encourage all of our students and staff to read this Charter and use it as a guide to enrich your experience at the University. Details of what we expect from you are below:

What we expect from you

As a student studying at the University of Bradford, we expect you to demonstrate a willingness to participate actively in the intellectual environment and commit to your responsibilities as an independent and collaborative learner.

We expect you to:

- Actively and positively engage in your studies, hand in work on time and ask for help if you need it.
- Attend all scheduled learning and teaching activities, including meetings with your Personal Academic Tutor, and notify us if there is a reason that you cannot attend.
- Make effective use of all facilities that the University provides to support your learning.
- Take responsibility for your own learning and personal development, acting on opportunities made available to you by the University and Students' Union.

- Behave responsibly, being honest, considerate and courteous towards others, and to act as a positive role model, in a way that demonstrates the University's values.
- Treat staff, fellow students with dignity and respect to help build a community where everyone feels welcome and valued.
- Familiarise yourself with all regulations and seek advice and clarification where needed in a timely manner.
- Provide us with appropriate evidence about any changes to your personal circumstances as soon as possible.
- Actively participate in the student representative system.
- Enjoy your university experience!

We also expect students to work towards our graduate attributes: the qualities, skills and understanding that we believe our students should develop during their time with us.



Your first week at the University

When you arrive at the University there are lots of things to do once you've completed enrolment.

- **Settle in** – Our volunteers and staff can give you all the latest information about Welcome Week, and organise tickets for our events.
- **UBU in the Student Central** – Come and see our student activities in the Atrium all week or pop into Student Central and come and talk to us in the Students' Union Office. Find out more about Team Bradford and all our great opportunities, as well as picking up your freshers' pack and having your photo taken.
- **Welcome talks** – Find out everything you need to know about student life with our one-stop virtual guides to the University and Union.
- **Freshers' Fayre** – Get involved with our sports, societies, and volunteering opportunities. Find out more about what UBU can do for you – and pick up lots of freebies – at our Freshers'



Fayre during Welcome Week (go to the **Students' Union website** for more information).

- **Sign up for one of UBU's Kickstart weekends** – a weekend away in the Yorkshire Dales to make new friends and see the glories of Yorkshire. You can find more information on the **Students' Union Website** or email m.l.allhouse@bradford.ac.uk
- **Get online** – Make sure you visit the **Students' Union** and **University of Bradford** websites to find out more about what's going on, and join all our social networks.
- Once you've set a password for your University IT account, sign in to the **University Portal** (your personalised digital space) and visit the **University intranet site** for information about services for current students.

For our international students, trips are also arranged to pick up those last-minute essentials or explore the area during the first weeks. For more information check out the **New Students** and **Students' Union** websites.

Welcome Week timetables

Details on how to find your Welcome Week timetable can be found on the **New Students website**.

For Postgraduate Researchers there are a number of induction events, from faculty induction to sessions on working with your supervisor and connecting with other PGRs. Induction information specific to research degrees can be found on the **Bradford Researcher Development Framework (BRDF) site**.

Teaching timetables

Academic timetables are accessible from September 2024 and can be found on the **Timetabling intranet site**.



Once enrolled, and your academic timetable is released you will be able to access your personalised teaching timetable, displaying all your teaching activities using the cloud-based application **Publish**. Using this app allows you to view your individual timetable on any smart device 24/7 for all activities throughout the academic year.

It's also possible to export timetable information held within Publish into an alternative calendar, such as iCal. This synchronises directly with your timetable, so any changes will be reflected. You can also enable email change notifications when you first log into **Publish**.

For an alternative view it is possible to view the next 7 days of your timetable directly on the **University Portal**.

More information about how to access your timetable can be found on the **New Students website**.

Postgraduate Researchers have a **dedicated intranet site** containing information, advice and links to support you in the organisational aspects of your research degree. Please note you will need your University username and password to access this site.

Student Attendance and Engagement Policy

As a University of Bradford student, you are expected to attend all scheduled learning activities, and submit all assessed work in line with the timescales published by your programme. The University is committed to supporting students in maximising their academic achievements. Part of this commitment is met by monitoring student attendance and engagement as outlined in the policy.

The University needs to make sure you are attending your classes, both on campus and online. Not only does consistent and regular engagement with your programme improve your chances of getting better grades, if you are struggling to attend all classes we can offer support if, for example, you have personal or financial difficulties.

We ask students to swipe into all scheduled learning and teaching activities as viewed on your personalised timetable using your student card. See our **Student Attendance and Engagement Policy**, and the **Timetabling and Attendance intranet site**, for more details.

Your learning experience

We view the student experience as transformative and you as the student are the key agent of change; we recognise the importance of the whole student experience across all aspects of the student journey.

This includes four key student experience areas:

- Academic
- Co-curricular and extracurricular
- Social
- Support and Wellbeing

Information about the learning, teaching and assessment approaches specific to your programme of study can be found by searching the **programme specification database**. Details about individual modules can be found by searching the **module specification database**.

In addition to these specifications and the induction sessions during Welcome Week, more detailed information about your programme and modules will be available to you through our virtual learning environment, Canvas.

We aim to work in partnership with you to understand, support and enhance your student experience.



The student voice is essential to this. There are a range of mechanisms through which you can tell us how you are finding your time at Bradford and collaborate with us to further enhance the student experience for all.

Both collective and individual feedback is important to us. You can engage in dialogue with staff and other students, underpinned by a shared approach of openness and mutual respect. Obtaining and utilising our students' voices allows us to make positive changes based on what you think. It also enables you to play a key role in shaping and enhancing the University of Bradford student experience – for both current and future students.

One of the main ways the University gathers student views and suggestions is via student experience surveys. These provide an important chance for you to have your say no matter what programme or level you are on. Our main surveys are as follows:

- **National Student Survey (NSS)** – for final year undergraduate students
- **Postgraduate Taught Experience Survey (PTES)** – for taught postgraduate students
- **Postgraduate Research Experience Survey (PRES)** – for postgraduate research students
- **International Student Barometer (ISB)** – for international students



Our student representative system is another essential aspect of ensuring you can be active in shaping your student experience. Representatives can take student views to various staff/ student events and decision-making meetings, committees and boards. All students have the opportunity to put themselves forward to be a Student Representative or be represented by a fellow student.

Alongside these mechanisms, there are numerous other ways to get involved. Including:

- Completing module evaluations for your programme
- Attending forums for student and staff discussions, such as student forums and assemblies. These may run at programme, department,

faculty or institutional level, and can be arranged and led by those involved with Students' Union activity

- Taking part in student focus groups, interviews or other research activities
- Volunteering/applying for specific roles or opportunities regarding teaching and learning or the wider student experience
- Extracurricular activities such as societies, sports, peer support and employability opportunities.

These activities seek to involve you in ways that can support and enhance your student experience and that of others.

Paying your fees



Your offer letter will confirm the annual or modular fees you will be charged and further information regarding your fees can be found on our **website**.

Please remember that your accommodation fees are paid directly to your provider, not the University of Bradford. Please speak to them directly to find out how to pay. The University will not forward on any payment in relation to your accommodation if received directly.

Payment of fees through Student Finance

Eligible undergraduate Home students can apply for a non-income assessed **tuition fee loan** from Student Finance to cover the cost of their fees.

If you are eligible, your tuition fee loan is paid to the University on your behalf and Student Finance will notify the University directly if your tuition fee loan (and the amount) is approved. Your tuition fee loan must be in place before you enrol/re-enrol for your course each academic year for the course and year you are studying.

If you are eligible to receive a **Postgraduate Loan** (Masters or Doctoral) from Student Finance, the loan payments will be made to you, not the University. The loan is a contribution towards your study costs only and is paid to you in three

instalments over the academic year. If your postgraduate loan has been approved and you are using these funds to pay your fees, you can submit your UK bank details after your enrolment/re-enrolment and your fee payments will be collected by Direct Debit in three equal instalments using the **Postgraduate Loan payment plan**.

Previous study in Higher Education will affect your funding from Student Finance. Please contact your Student Finance provider directly to confirm the amount and type of funding you can receive.



Payment of fees by you or family member

Your contractual payment terms can be found on our **website**.

Option 1: Pay in full

You can pay your fees in full before or during your online enrolment/re-enrolment for your upcoming academic year.

The University currently offers an early payment discount of 3% on annual tuition fees of £8,000 or over (after all fee scholarships/discounts have been applied), where 97% of your annual tuition fees are paid before or during your online enrolment/re-enrolment. Further information and eligibility criteria is available **online**.

Option 2: Pay in instalments

If your fees are over £500, you must pay a minimum of 50% of your fees (unless otherwise confirmed on your offer letter) before or during your online enrolment/re-enrolment. Your remaining fees will be scheduled for you to pay by the dates confirmed in the **payment plans** offered by the University (these will be based on when you are due to enrol/re-enrol and your course type).

Payment of fees by a sponsor

If your employer or Government agency are paying your fees, you must provide an original letter on official letter-headed paper or purchase order from your sponsor confirming their agreement to pay the University fees directly. Friends or relatives are not considered as sponsors.

Please send your sponsor letter to **creditcontrol@bradford.ac.uk** before your enrolment/re-enrolment or you can submit this during your online enrolment/re-enrolment for authorisation. An invoice will be sent to your sponsor once you have enrolled/re-enrolled and full payment must then be made within 30 days of the invoice date. Instalment plans are not available to sponsors.



How to pay

Check out the **website**.

Pay using the following:

- Flywire, online card payments and bank transfers
- In person at Payzone on campus (Sorry, no cash)
- By phone
- Direct Debit



Online

Pay Online using our Payment Partner **Flywire**

- Pay 24/7
- Secure and trackable
- 140 currencies available from 240 countries
- Choose bank transfer or pay by card

In Person

Pay using your own card on campus at Payzone (Atrium, Richmond Building)

- Payment added directly to your student account
- A receipt will be emailed to you
- Please note we are unable to accept payments in cash

Payzone opening hours: Monday to Friday: 9:00: to 16:00 (GMT/BST)

Pay by Phone

Make a card payment via our automated phone line:

+ 44 (0) 300 023 0503

* Lines are open 24 hours a day, 7 days a week

Direct Debit (DD)

Once you have enrolled/re-enrolled, you can submit your UK bank details through your e:Vision and choose to have the remainder of your fees collected by Direct Debit instalments using one of the available **payment plans** offered by the University. Please contact **hub-finance@bradford.ac.uk** if you have any questions about setting up your Direct Debit.

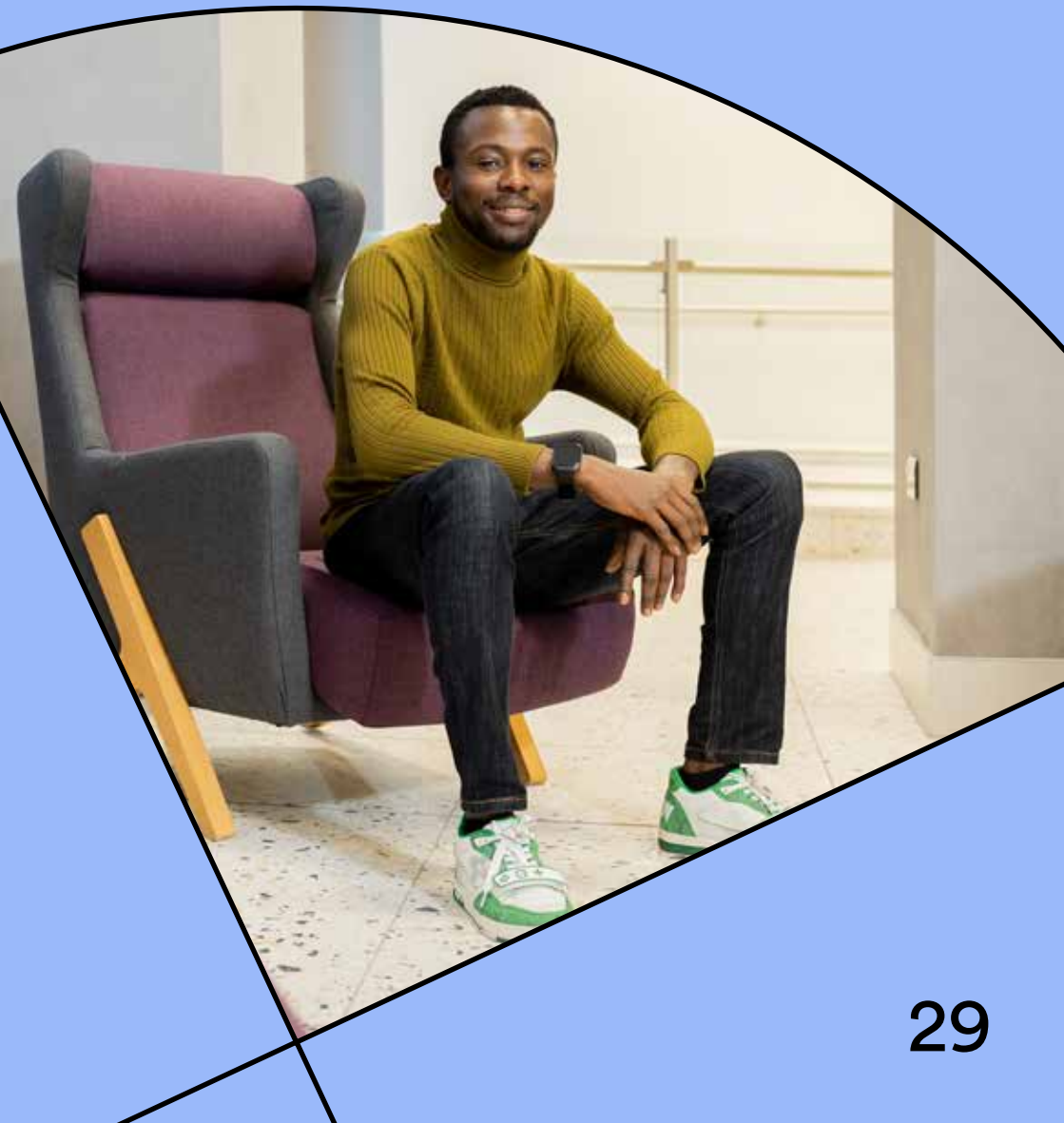
Any questions?

Contact the team

✉ **payzone@bradford.ac.uk**

↗ Further information about your Payment options are available on our **website**.

Student living





Accommodation

Please note **ALL accommodation in Bradford is privately owned, the University does not own or manage any accommodation itself.**

The Green

Based on the City Campus, The Green is the University of Bradford preferred accommodation. It is an award-winning student village which provides a hugely welcoming environment for students living away from home for the first time. It puts you right at the heart of student life – just a minute from the Students' Union, the library, and your morning lectures.

The facilities include an on-site laundrette and a student lounge in The Orchard, which offers a social space where students can socialise and relax. There is also 24-hour security and CCTV at The Green, and out of hours on-call support. Our first-year students usually choose to make The Green their home, but The Green welcomes all year groups and aims to allocate students in the same year group as them. Should students have other preferences such as 'female only', 'male only' or 'mixed gender' flats, the team will always aim to honour this where possible.

For more information, please visit the **Homes for Students website** or email thegreen@wearehomesforstudents.com.

If you intend to bring a car to the University and you have already booked accommodation at The Green, you will need to apply for a car parking permit at a cost which allows you to park at The Green. Spaces are limited and we operate on a first come first served basis. To apply, contact the Accommodation Office at thegreen@wearehomesforstudents.com.

If you already have a booking with The Green, pre-arrival information will be sent to every student prior to September. Early arrivals may be available, so please contact The Green directly if you wish to arrange this. If you have any questions in the meantime, please contact them directly on **01274 062390** or email thegreen@wearehomesforstudents.com.



Unipol

There are many choices of accommodation at various prices to suit all budgets, all within a few minutes' walk from campus. We strongly advise you to search for accommodation through Unipol Student Homes, a not for profit student housing charity. For extra peace of mind choose a landlord which is part of the Unipol Code. The University works closely with Unipol to provide students with an accommodation service that is transparent and easy to use.

The Unipol Housing Hub is located within Student Central next to the library, drop in from 11am - 4pm Mon-Fri and speak to staff. Alternatively you can call the team on **01274 23 5899**, Whatsapp on **07850 462892**, visit the **Unipol website** for full details or email bradfordhousinghub@unipol.org.uk.

Remember, whatever type of accommodation you choose, you will usually need to provide your own bedding, towels, crockery, cutlery, pans, cooking utensils and cleaning materials.

Possessions Insurance

Students living in Halls will have contents insurance included with their rent, however if you choose to live in a smaller house or flat then students have to provide their own insurance.



TV Licence

If you watch live, online or catch-up TV, you will require a TV Licence. You will need your own separate TV Licence if you live in halls and use a TV in your own room, or if you share a house with other students and use a TV in your room. But if a television is only being used in a communal area, then only one licence is required – check your tenancy agreement. Please speak to your accommodation provider directly if you need more information on this.

You can acquire the relevant application forms and license from any Post Office. Failure to acquire a license can result in a heavy fine. For further information, visit the **TV Licensing website**.

Council tax

Council tax is paid to your local authority to fund services such as schools, libraries and rubbish collection. If you are a full-time student, you may qualify for council tax exemption. For more details on council tax exemption please visit the government **website**.

Please note that the exemption starts from the start date of your programme.

If you move in earlier you will have to pay for that period.

The University will provide local authorities with a list of full-time undergraduate and postgraduate students who are resident within the following areas:

- Bradford
- Calderdale
- Kirklees
- Leeds

The information contained in the listing will comply with the Data Protection Act. The Council will use a student list to verify your status as an enrolled student at the University.

Most councils do not automatically grant exemption to a student based on the list alone; you must specifically ask for exemption from the Council directly. Please refer to the council website for your area for specific advice on how to apply for your exemption. If you live outside of the areas listed above, staff at the MyBradford desk can also provide you with a verification letter to support your application for council tax exemption.

If you are applying to Bradford Council please wait to receive a bill from the council, then complete the online application on the **council website**. If you have any further queries regarding your council tax, please call Bradford council direct on **01274 437715**.

You can also apply online if you live in the following areas:

- **Calderdale**
- **Leeds**
- **Kirklees**

Contact us:

For further information on council tax exemption:

✉ mybradford@bradford.ac.uk

☎ **01274 23 6981**



Student success



Bradford Employability Awards and the Higher Education Achievement Record (HEAR)

Giving students the chance to take part in opportunities and to develop and succeed beyond their programme of study is important to us. We therefore aim to acknowledge a broad range of student success. Bradford Employability Awards are achievements that you can build up during your time at Bradford and these will then be included as part of your HEAR transcript. The HEAR includes your accredited academic achievements and also verified extracurricular activities. It's a comprehensive, online transcript which helps to show employers the full story of your studies and skills development.

Your HEAR will have information about the programme you studied, your modules and results, and final degree award. It can also include:

- Information about any programme, department or faculty prizes achieved and accredited placements undertaken
- Extra-curricular activities such as voluntary work and the various University or UBU activities and roles

To be included on your HEAR, all Bradford Employability Award activities have to be endorsed by the University. We currently have over 40 extra-curricular activities validated as an Bradford Employability Award. For a full list of Bradford Employability Award activities see our **HEAR intranet site**.

Placements

We believe that undertaking a placement or work-based learning experience helps you to further develop your employability skills. Many of our programmes, particularly those leading to a recognised profession, have placement opportunities built into the curriculum. For other programmes, there are optional placement experiences such as short workplace experiences as part of a module or choosing to undertake a full sandwich year. You could also join one of our Summer Experience or Graduate Internship programmes, or even apply for university funding to work or study abroad. Placements can really help you learn how to apply your skills in practice and make you stand out from the crowd; these placements could be on-site or virtual. At the very least you will become more confident and informed about your career choices by taking up these opportunities.

Post Covid, many placement providers have adopted hybrid working arrangements with their staff working a mixture of online (from home) and on-site, whilst others have returned to staff working fully on-site. Students on placement will be required to adapt into the working arrangements of their particular placement provider.

InPlace is our web-based placement system, a university wide resource for managing placement arrangements once an opportunity has been agreed. All students will be able to access **InPlace** through the University's single sign-on.

More specific instructions are available from the **Placement Administration Office** and **Career and Employability Services website** or your programme Placement Lead.

Whilst on placement you continue to receive support from Academic Programme Teams, Administration and all Student Life and Wellbeing Services. Where a disabled student attends a placement, a Placement Support Agreement (PSA) can be agreed to share any reasonable adjustments required with the named placement supervisor.

Step up to HE

From the moment you join the University we offer a wide range of opportunities to support you in your steps to graduate success. Our Step Up to Higher Education (HE) programme is a great opportunity to prepare for your studies by finding out about and starting to develop some of the essential skills you will need at university. Developed and delivered by a team of staff and students, Step Up to HE covers a range of areas to support your transition into university. It includes self-access online resources and activities to work through at your own pace, as well as a live on-campus programme of workshops that also offer you the chance to meet members of staff and other students.

Step Up to HE is available before the September term starts so that you can access information and resources before teaching begins. The on-campus programme is free of charge and runs in the week before Welcome Week. If you were unable to attend an on-campus event then, don't worry, you can still access the online resources at any time via the Canvas site.

Contact us:

For further details, visit:

👉 bradford.ac.uk/step-up

or email:

✉ studentexperience@bradford.ac.uk

Mental Health and Wellbeing





Pro-actively taking care of your mental health and wellbeing can play a key part in having a positive and successful university experience.

When we talk about mental health and wellbeing, we are referring to emotional, psychological and social wellbeing. These all affect how we think, feel and behave, and contribute to what is described as our ‘mental wellbeing’. At the University of Bradford, we see wellbeing and mental health as being a key part of the journey to success and encourage all students to be aware of, and to talk about, their mental health and wellbeing.

Looking after our mental health and helping ourselves to stay positively “well” can come in all shapes and sizes. There are a wealth of opportunities at the University to engage in activities and self-care to support your wellbeing, including:

- Studying and socialising with peers and building your social networks
- Participating in sports and activities
- Joining a student club or society
- Keeping fit and healthy at Unique Fitness
- Enjoying the green campus space
- Spending time volunteering

All these things will help you to take care of yourself and therefore take care of your mental wellbeing.

However, we know that mental health can be impacted by a range of issues from everyday anxiety and stress to other more complex, long-term problems that affect our ability to function day-to-day. If this is the case for you, then don't worry. We will work with you and advise you to access the help you need to manage and understand your mental health and wellbeing so that you get the most from your time at university. By speaking with our specialist teams, you can learn positive techniques and coping strategies to support you in your study, work, and life and empower you with the tools you need to help you take care of your mental health and wellbeing.



**UBU Sports and Wellbeing
Sabbatical Officer 2021-22,
Safwatt Shehzad:**

“Mental and Physical well-being is extremely important for everybody, and even more so for students as they deal with their university studies and deadlines. The University has a number of support systems to help students with their mental and physical health and I encourage students to seek the support available, either by using our Counselling and Mental Health Service, Disability Advice for example, as well as taking part in our sports and activities as that has been proven to help with good physical and mental wellbeing.”

Further support:

Find out more about the support on offer at the University in the A-Z section by visiting the following pages:

- **Counselling and Mental Health Service**
- **Disability Advice**
- **Mental Health**

An A-Z of student support services





We offer all our students a comprehensive range of support services, and we encourage you to take full advantage of the facilities as you need them. Student Services will be available both on-campus and online.

Academic Skills Advice

We support your skills-development across all aspects of maths, study skills and writing. We offer free advice and guidance to everyone, regardless of degree discipline or level of study. Our one-to-one appointments and workshops run throughout the year both online and on campus. Our interactive, self-help resources are available in Canvas 24/7.

Our services for students:

- A wide range of electronic resources
- One-to-one appointments
- Workshops/webinars
- Email advice

Contact us:

✉ academic-skills@bradford.ac.uk

⤴ [Canvas Page](#)



Bars and Social Spaces

Below One

Our campus social spaces are perfect for watching live sports, including football matches, cricket, and boxing. They're great spots to catch up with friends and enjoy a variety of drinks, including soft drinks and non-alcoholic beers. With daily drink specials, you can have a fantastic time without spending too much.

Brew & Co Kitchen

A vibrant and social destination to catch up with friends and studies. With a selection of hot and cold drinks, bubble tea, smoothies and milkshakes alongside a tasty food menu! A ideal spot for a catch up between lectures or picking up some tasty grab and go food!

Social Events

Our spaces host fun social events all year. Join us for karaoke, quiz nights, Welcome Week, and more!

The Escape Lounge

Are you prepared to have a memorable vibe? Visit the campus' best-kept secret, the ideal spot for socialising with friends while still looking stylish! With catering and options for alcohol-free celebrations, it's the perfect place for small gatherings like old school reunions.

Additionally, this is where Bradford's official student night happens every Wednesday. Come dance the night away with friends!

Ask for Angela


We are part of 'Ask for Angela', a nationally recognised initiative that allows people to discreetly ask for help from venue staff if they feel unsafe when on a date or night out.

nus Alcohol Impact

Accredited institution

Stay connected

 [bradfordunibars](#)

 [bradforduniversitybars](#)



Bradford Student Health Service

Our team doctors:

- Dr Bunmi Adeniji
- Dr Raj Chander
- Dr Samina Khan
- Dr Sarfaraz Khan
- Dr Graham Sanderson

Practice Manager:

- Miss Elaine Smith

Situated on Laisteridge Lane, the Bradford Student Health Service is a general practice within the National Health Service.

All full-time students, their partners and children who live in the practice area are eligible to register.

We would advise you to register with an NHS GP as soon as you can. If you are moving to the Bradford area, you may register with Bradford Student Health Service or with a doctor in the area. Those with a family doctor already in Bradford may wish to remain with that doctor.

If you have any health or personal problems, or any difficulties with your studies or examinations which you think we may be able to help with, please seek advice at an early stage so that your health and academic progress may not suffer unnecessarily.

All consultations are strictly confidential and nothing is disclosed to the University or elsewhere without your express permission.

A registration and immunisation clinic is held at the beginning of the autumn term for new students. If you intend to travel abroad, you should come early to discuss your immunisation needs and make an appointment with a practice nurse.

We provide a variety of services, including contraception and cervical smear tests, asthma and diabetic reviews, health promotion, preconceptual advice, routine antenatal and postnatal care, child health care and surveillance.



Meningitis vaccination

The University of Bradford works collaboratively with the Student Health Centre and would advise you to take up the free meningitis vaccination. Contact the Health Centre for more details.

Contact us:

- ☎ Reception/appointments:
01274 371380 (24 hours a day)
- ⤴ To join the practice you can register online at:
bradfordstudenthealth.co.uk

Care Leavers and Care Experienced student support

At the University of Bradford, we are fully committed to supporting students who have previously been in care. We consider Care Experienced students to be anyone who has been in the care of a local authority for any period of time as a child.

We understand that the transition to higher education can produce particular challenges and we offer a tailored package of support and advice to make sure your time at Bradford is as enriching and enjoyable as possible. Care Leavers or Care Experienced students are supported by:

- A dedicated point of contact to support with any queries relating to student life
- Access to a bursary of £1,000 per academic year, subject to eligibility
- Opportunities for enhanced counselling provision, if required
- Support in securing year-round accommodation, if required
- Care Experienced student champions in every student service team



Contact us:

Please email for further information

✉ careexperienced@bradford.ac.uk



Career and Employability Services

We are here to help you develop your career plans and employability profile whilst at university and beyond. This academic year all of our services are available on campus and online, including 1:1 appointments and in programme curriculum sessions. Further details of all our services can be found on our **website**.

We are looking forward to meeting and working with you so please feel free to book an **online** or on campus appointment to discuss:

- Developing your employability skills and experience to make you stand out in the graduate job market
- Discussing your career options
- Support with your CV's, applications and interviews
- Study and work placements abroad
- Part-time jobs and work on campus
- Placements and internships
- Graduate vacancies

Quick queries information and advice

Short 15-minute appointments with a member of our Information Team are available every weekday. These are ideal for quick queries including initial CV, covering letter and application advice, signposting to careers resources and to complete contract documents for work on campus.

Individual career advice and guidance appointments

We provide 30 and 45-minute confidential appointments with a Career Consultant or one of our Employer Services and Placements Team.

30-minute information and advice appointments with a member of our Employer and Placement Services Team are for information and practical support with looking for part-time work, internships and Summer Experience placements, graduate jobs, initial advice on CVs, covering letters and applications. As well as advice and support with sourcing and applying for in-programme work placements.

International students can choose to book a 30-minute appointment with an adviser who specialises in supporting international students.

We also offer 30-minute appointments with our **International Opportunities Team** to discuss overseas placements, including the possible funding available.

45-minute in-depth appointments with a career consultant are available for any aspect of your career planning, including:

- Guidance on career options and postgraduate study
- Development of your CVs
- Covering letters and applications
- Advice on job search
- Interview preparation
- Assessment centres and psychometric tests
- Mock interviews to practice for a job or programme interview
- Advice on considering difficult issues such as changing or leaving your programme

All appointments are available at specific times on campus, via video call, phone or email at specified times. To book an appointment please visit our **website**.





Jobs and employment opportunities

We provide vacancy information across a range of graduate opportunities, work experience, part time jobs, internships and placements.

Register here to access vacancies and other opportunities.

The **Careers and Employability team** will educate and support you to explore and secure all opportunities within the world of work.

Follow our social media channels:

-  [unibradcareers](#)
-  [UniBradCareers](#)
-  [unibradcareers](#)
-  [unibradcareers](#)

Check our website for more vacancy sources and a range of on-line resources to support your career planning including **Build My Career**.

Employability workshops, webinars and career fairs

We offer a programme of employability workshops led by employers, professional experts and Career and Employability Services Team members. We also organise a series of career and recruitment fairs across the year. This year, these events will be held both in person and on-line so please check out the event and booking details on our **website**. Also, if you miss an employability workshop you'll be able to access the recorded workshop via our **intranet site**.

Opportunities abroad

Our **International Opportunities Team** offer confidential and impartial one-to-one appointments for opportunities abroad including study placements, work placements and inbound student queries.

GoInGlobal – provides country-specific career and employment resources for more than 80 international locations. Find out more on our **website**.

Mentoring

The Bradford Mentoring Programme is an opportunity for you to gain insight and knowledge into a specific sector from an experienced professional.

You will be partnered with a suitable mentor and over the course of the programme you will be able to:

- Gain insight into your chosen career sector
- Develop your understanding of career pathways
- Discuss your career plans
- Enhance your employability skills

Contact us:

Find out more about the Bradford Mentoring Programme

↗ **Bradford Mentoring Programme Website**

✉ **BradfordMentoringProgramme@bradford.ac.uk**

Bradford Employability Awards (BEA)

Are you looking to stand out to employers and elevate your career prospects? Don't miss the opportunity by joining one of our **Bradford Employability Awards**.

Volunteer career ambassadors

Improve your confidence and employability skills by volunteering as a career ambassador. Get involved in our career events, help us to spread the word to other students about our events and services, and be our student voice to help us improve our services through focus groups and feedback activities. Please email careers@bradford.ac.uk with the subject 'Career Ambassadors 24/25' and we'll be in touch with how you can get involved.

Active Career Planner

Become an Active Career Planner and give your career plan a boost by:

- Developing the skills and confidence to compete in today's graduate job market.
- Learning how to set career goals and implement actions.
- Creating quality CVs, portfolios, personal statements and application forms.
- Getting professional support and feedback at each stage of your career planning.

- On successful completion of the activities, students will receive a 'Certificate of Completion'
- Please email careers@bradford.ac.uk with the subject 'Active Career Planner 24/25' and we'll be in touch with how you can get involved.

Overseas Placements

The University has a comprehensive offer of experiences overseas that address the curriculum requirements and fit into the student's academic performance and personal life: Study Abroad Placements (Full Year; Semester) and Turing Placements (short-term placements over the summer break, electives and work placements). All of these overseas experiences are recognised by the University, either through credit transfer or through the Bradford Employability Awards.

Contact us:

Career and Employability Services

Learning Mall, Student Central:

- Monday to Thursday 9.00-17.00
- Friday 9.00-16.00

Placement Administration Office

Horton A:

- Monday to Friday 10.00-16.00

Times may vary during vacations.

Visit our website for details

👉 bradford.ac.uk/careers

✉ careers@bradford.ac.uk

The Centre for Inclusion and Diversity (CfID)

The **Centre for Inclusion and Diversity (CfID)** is a key component of the University community and instrumental in driving equality, diversity, and inclusion.

Our work is underpinned by the **Equality, Diversity and Inclusion strategy**, and our team is involved in a wide range of activities including research projects, accreditations, training, and providing expert assistance to anyone who may need it. The CfID team organise many events supporting Equality, Diversity and Inclusion (EDI) work which includes annual events such as the Rosa Parks Symposium and the Making Diversity Interventions Count Annual Conference (MDICAC).



Our University vision is to be recognised as an exemplar of transformational diversity, inclusion, and social mobility in higher education. We are proud of the achievements we have made towards the promotion of an inclusive working and learning environment where discrimination and harassment is not tolerated. We have forged a path in our long-standing practice of making diversity matter that is evidenced by being named for the third year running as the top university in England for impact on social mobility (**Higher Education Policy Institute's English Social Mobility Index 2023**).

We are committed to delivering the provisions of the Equality Act 2010, and to ensure that no one is discriminated against based on their identity or background, including the protected characteristics identified in the Act including: age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

If you need to report an incident of bullying, harassment or discrimination, the university will shortly be launching our Report and Support platform. Until then, please report using the **SafeZone app**, or email equality@bradford.ac.uk.



The University is also committed to delivering the Public Sector Equality Duty by taking steps to eliminate discrimination, advance equality and encouraging good relations among all members of the University community. For guidance on the Equality Act 2010 and the Public Sector Equality Duty, please visit the website.

The University currently holds an **Athena Swan** institutional bronze award, a charter that promotes gender equality and all of our faculties or schools also hold local level awards. The University is also a proud recipient of the **Race Equality Charter** bronze award, is a **Stonewall Diversity Champion** as well as being recognised as both a **Disability Confident**

Employer and a Mindful Employers partner.

The University's Access and Participation Plan (APP) is our commitment to the universities' regulator, the Office for Students, to widen participation in university and to create a culture of success for all students coming to Bradford. This work is a key element towards achieving our objective to provide a welcoming and inclusive environment for learning, developing and nurturing all of our students towards success. The APP is designed to address the issue that for some groups of students,

differential progression and degree outcomes persist. Our APP focuses efforts on addressing this problem, ensuring that all students, regardless of their background or personal characteristics, can achieve their full potential. To do this we are taking a system-wide, structural equality and inclusion approach to remove barriers within the University and across our region. **You can view our APP for 2020-2025 online.**

If you need to report an incident of bullying, harassment or discrimination, the University will shortly be launching our Report and Support platform. Until then, please report using the **SafeZone app**, the **Students' Union website** or email equality@bradford.ac.uk.

LGBTQIA+ Students at Bradford

The University values the diversity of experiences that our colleagues and students bring to us. We are committed to equality of opportunity for all including support for all LGBTQIA+ colleagues and students. We do not tolerate any form of discrimination, victimisation or harassment based upon a person's identity or gender expression (LGBTQIA+ or otherwise). We understand that being 'out and proud' as a queer person is not always easy or possible for all and there are various different places you can access for support where confidentiality is assured. Because there can be

additional support needs for our Trans and Non-Binary students (at whatever stage of their gender or transitioning journey), we have specific support and policies in place to help guide individuals and colleagues. For guidance, support and information, please email LGBTQIA@bradford.ac.uk.

Contact us:

CfID is here to help all students have an educational environment that is nurturing, safe, and global. For further advice, support or a chat, please feel free to contact us.

✉ equality@bradford.ac.uk

📍 [Centre for Inclusion and Diversity website](#)



Counselling and Mental Health Service

We are a friendly and confidential service - here to help you make the most of your time at university by supporting you with your emotional and mental health. If at any point you feel stressed, anxious, upset, if you have a mental health diagnosis and need reasonable adjustments putting in place, if you are struggling to concentrate due to worries and concerns that are taking over your mind – do get in touch with us. No issue or worry is too small, and we offer a variety of ways you can speak to us: by phone, email, face to face and by video call.

We are a multi-disciplinary team of counsellors and mental health advisers and the service is accredited by the



British Association for Counselling and Psychotherapy. We can also refer you to NHS Talking Therapies for one-to-one help and access to their wellbeing courses.

Our Counsellors offer:

- confidential, emotional support for those experiencing personal or academic difficulties
- a safe and non-judgemental place to talk and think about the issues that are troubling or distressing you
- support to help you explore what is going on, how to make changes and develop useful strategies

Our Mental Health Advisers offer:

- confidential advice, practical support and guidance relating to your mental health and the management of your studies
- help with accessing support services within the University and externally, for example your GP
- assistance with managing reasonable programme adjustments and exam arrangements
- assistance with applying for a Disabled Students Allowance if you are eligible. This may result, for example, in specialist support or funding for resources.
- support and immediate assistance if you are experiencing a mental health crisis

Workshops

We also offer workshops on useful areas such as managing low mood, resilience, mindfulness and overcoming procrastination. For more information and to access our extensive range of self-help resources, please visit our **website**.

Booking an appointment

- Email us **counselling@bradford.ac.uk** or **mhadvice@bradford.ac.uk**
- Fill out a registration form on our **website**



Intake appointments (up to 25 minutes)

- Get immediate support, strategies and resources
- Discuss how you want the Counselling and Mental Health Service to help you
- Worried about a friend? Drop us an email to discuss your concerns

If further counselling is agreed upon, we will contact you with an appointment. This will usually be within two weeks but at busy times it may take longer.

Subsequent appointments

- With a counsellor – usually for up to four 50-minute sessions of counselling (on the same day, at the same time, with the same counsellor)
- With a mental health adviser – appointments up to 50 minutes

Contact us:

✉ **counselling@bradford.ac.uk**

✉ **mhadvice@bradford.ac.uk**

☎ **01274 23 5750**

↗ Visit our **intranet site** for more information

🏠 The Counselling and Mental Health Service is based in Student Central, in the Learning Mall. Also see the **Mental Health** section.



Dentists

We always recommend that students stay with their NHS dentist that they used before they came to university. Of course, for some students that can be difficult, and the best way to find a dentist is to use the **NHS Choices website**.

Disability Advice

Our team provides advice and guidance to help disabled students arrange the support or adjustments needed whilst studying.

If you are unsure if you have a disability or will need any support or adjustments contact us and we will advise you.

We encourage all disabled students, who are eligible, to apply for **Disabled Students' Allowance (DSA)** and we can support you with this process.



Support is also available if you are not eligible for DSA and we can talk to you about this when we meet you.

We are based on Level 0 of the Learning Mall in Student Central and offer appointments on campus, on the phone or on Microsoft Teams.



Our team offers a screening service for Specific Learning Differences (SpLD) to all students. If you would like to be screened for potential SpLD, please log into your e:Vision account and follow the steps under the Learner Support tab or get in touch.

To book an appointment, please email disabilities@bradford.ac.uk. We also offer drop in appointments, please visit our **intranet** site for the most up to date information.

Contact us:

☎ 01274 23 3739

✉ disabilities@bradford.ac.uk

👉 bradford.ac.uk/disability



Estranged student support

At the University of Bradford, we are fully committed to supporting our estranged students. We define an estranged student as a young person, aged 25 or under at the time of enrolment, who is studying without parental support due to a breakdown in the relationship with their biological or adoptive parents. You may also be classed as an estranged student if your parents are deceased.

We understand that the transition to higher education can produce particular challenges and we offer a tailored package of support and advice to make sure your time at Bradford is as enriching and enjoyable as possible.

Estranged students are supported by:

- A dedicated point of contact to support with any queries relating to student life
- Access to a bursary of £1,000 per academic year, subject to eligibility
- Opportunities for enhanced counselling provision, if required
- Support in securing year-round accommodation, if required
- Estranged student champions in every student service team

Contact us:

Please email for further information:

✉ estranged@bradford.ac.uk



Eye Clinic

The Eye Clinic is located in the Digital Health Enterprise Zone (DHEZ), Phoenix South West building and provides a full range of optometric services including eye examinations, spectacles and contact lenses. The clinic offers Free sight tests to all University of Bradford students.

- It is open to the public as well as to staff and students of the University. Services are provided by final-year Optometry students under supervision of Department of Optometry staff. Each eye examination is extremely comprehensive. Therefore, we

recommend you allow between 1.5 – 2 hours. For members of the public the sight test fee is £22.00. Contact the reception team to book your appointment. A wide range of frame brands including Rayban, Ted Baker, Oakley, Nike, Hackett, Jaguar, Morgan, Silhouette and many more

- Budget frames
- Free children's spectacles with an NHS voucher
- Most lens types are available including varifocals, transitions, polarising, anti-reflection coatings, thinner and lighter lenses
- Sports frames for most sports, VDU and safety spectacles

The Contact Lens Clinic offers:

A comprehensive range of contact lenses including:

- daily disposable
- monthly disposable
- myopia control*
- free fitting and aftercare
(a current valid sight-test prescription will be required)

* Charges apply for this service

Speciality clinics include:

Binocular Vision Clinic which looks at how the two eyes work together and investigates muscle balance problems. This also incorporates the Visual Stress Clinic which looks at visual disturbances linked to conditions such as dyslexia and Irlen syndrome. Low Vision Clinic provides magnifiers and telescopes to those people whose vision can no longer be improved with spectacles.

**Contact us:**

☎ 01274 23 4649

✉ eyeclinic-recep@bradford.ac.uk

📍 bradford.ac.uk/eye-clinic

Opening times: Monday to Friday
9:00 - 17:00 (throughout the year).



Food and Drink

Our campus is full of places to eat, drink, and shop. Whether you need a quick sandwich between classes, want to meet friends for a coffee, or need to pick up your daily essential household items, you can do it all right here!

Visit our [website](#) to see a full list of our outlets and opening times.

Campus Shops

Based in two locations for your convenience, our shops stock a full range of products that support you everyday, from great value meal deals to essential course equipment!

- Morrisons Daily, Atrium, Richmond Building
- Morrisons Daily, Student Central Building | Level 01

We have a great range of offers, such as our popular breakfast and lunchtime meal deals, as well as hot food to go. What's more, every penny made here in our shop goes straight back into your university lifestyle, helping to improve the services that we provide to you.

Fairtrade

Fairtrade is at the cornerstone of what we do. It is our commitment to promote and offer Fairtrade products across all our outlets, making you feel great about your campus, ultimately making you part of our journey on achieving Fairtrade Status as a University.

↗ bradford.ac.uk/food-and-drink/fairtrade.

Catering Services

Never be stuck finding a bite to eat on campus! With a variety of outlets, from sitting in the fantastic Richmond Eatery to grabbing food on the go from Student Central. There's something for everyone!

Atrium Coffee

Enjoy a taste of the high street in the atrium with trademark handcrafted Fairtrade barista coffee including seasonal delights, sweet treats, and both hot and cold sandwiches.

CURB

An ever-changing offer of street food from around the world, great value for anyone on the go from £3.50 or less per portion.

Richmond Eatery

Located on D floor of the Richmond Building, Richmond Eatery is one of our most popular food spots on campus. Join us for breakfast from 8:30 - 11:00 and lunch from 12:00 -

14:00, and enjoy a range of foods from around the world, including Bistro, Street Food, Loaded options, and daily soups!

Don't miss our plant-based counter, ROOTS! We focus on dishes made with vegetables, whole grains, legumes, nuts, seeds, and fruits, with meat and dairy available as add-ons.

We offer halal options and can meet dietary requirements on request.

If you ask for our 'Sustain' menu, we'll provide you with a filling meal for just £2.50.

Download our app, 'Fuel on Campus,' to collect points and get discounts on meals!

Stay connected

📱 [UoBEatDrinkShop](#)

📍 [uob_eatdrinkshop](#)



Health and Safety

Health and safety is a key priority of the University Council and is of vital importance in supporting the education of our students. In addition to your health and safety we also need to consider your wellbeing.

Your time as a higher education student should be an exciting and enjoyable stage in your life, however it can also come with challenges that may affect your physical and mental wellbeing. You will find many sources of support on campus; the Counselling and Mental Health Service, Disability Advice, the Students' Union, the Chaplaincy Service and Unique Fitness to name a few. There are also many external organisations with expertise in providing support. If you are unsure where to turn please contact one of the on-campus services, or the Health and Safety team, and we will endeavour to signpost you to a relevant source of help and support.

The Health and Safety team have dedicated pages on their **intranet site** for student safety. Here you can find lots of information on the various services and support we can offer. The information will supplement your faculty student H&S induction which you should attend. Please get in touch if we can help or if you have any concerns.

You may need to attend health and safety training where this is part of your course. It's important that you attend these sessions so that you can find out about the procedures in place, and which you will be expected to follow to keep you safe while you are on your programme of study.

The University has a SafeZone mobile application that can be downloaded free of charge to your mobile device. This will put you in contact with our security team 24 hours a day, 365 days a year, at the simple touch of a button. The mobile app is there for your safety and security if you have an emergency or need first aid assistance. You can find out more by visiting our SafeZone **intranet** page.

Students and staff at the University can now access a "See it, say it!" option in the SafeZone app. This facility allows members of the campus community to report matters such as anti-social behaviour, disturbance, vandalism and hate crime to the Safety and Security Teams. There is the option of sending the report completely anonymously, as well as the possibility of adding a photograph. This can be accessed at the top left hand side of the main screen of the SafeZone app.

If you have any concerns about your safety, please don't hesitate to contact us at healthandsafety@bradford.ac.uk



If you need to report an accident or incident, please see the information on our **intranet site**. You can also report issues on the **SafeZone app** or email **healthandsafety@bradford.ac.uk**.

Student Health

All students who are attending the University of Bradford who normally live out of the local area are strongly encouraged to register with a local GP, the University has a local Student Health practice where this can be **undertaken**.

On behalf of the Health and Safety team here at the University of Bradford we you wish all the very best with your studies.

Interfaith Chaplaincy Team

Interfaith Chaplaincy Team

The Chaplaincy team are here to support you during your time at the University. Respect and learning about each other, our religions and beliefs are important at the University of Bradford and we celebrate many faith events each year. The city has places of worship for many faiths and religions, and many of these are close to our campus. The Chaplaincy team represents many of the different faith groups and provides spiritual support and pastoral care for staff and students of all faiths and none.

You can contact the Interfaith Chaplaincy Team directly. We are located on level 0 in Student Central, with the Student Life team, and are always happy to help you. Revd. Andrew Howorth is the co-ordinating chaplain and can put you in touch with a wide range of faith advisers or representatives of other faiths if that is what you are looking for. Our



Faith Base is situated just next door, a resource space and social space, so watch out for events held here.

The Carlton Prayer Room is located at the back of the Gym building and is available for those students who have regular prayer commitments throughout the day. There are also a number of Quiet Spaces around the campus where students can take time out for reflection meditation and prayer and we celebrate many faith events each year; check out our website for more details.

Contact us either by telephone on **01274 23 2442**, by email **chaplain@bradford.ac.uk** or via the My Bradford team.

Further information:

For the most up-to-date information, visit our **intranet site**

For further information visit:

👉 **bradford.ac.uk/student-life/support**

📱 **BradfordChaplaincy**

✕ **UOB_Chaplain**

IT Services

When you enrol, an email will be sent to your personal email account. This email contains details of your University email address, and the username for your University IT account, and also explains how to set your password for your IT account. You'll need your IT account username and password to access online services, like your University email, the University Portal and Canvas (the virtual learning environment).

Computers, laptops and campus WiFi

- There are several computer rooms - called clusters - available on campus. Some rooms (for example, Richmond F42) are open 24 hours. To use computers in these rooms, sign in with your username and password (as above). Once you've signed in, first double click on the **Horizon** icon on the desktop. Once this loads, you'll find specialist software and Microsoft Office applications in the Start menu within Horizon.
- Laptops are also available to borrow from the J B Priestley Library.
- If you have your own laptop or mobile device, you can connect to the **campus WiFi** using the **eduroam network**.

Horizon – access software applications from anywhere, including off campus

Even if you're not on campus, you can connect to the **Horizon** service to use the software applications you need for your module on your own device.

Email

You can access your University email via **outlook.com/owa/bradford.ac.uk**, or from within the **University Portal**.

Remember to check your email frequently so you don't miss important messages.



University Portal

The **University Portal** is your personalised digital space, bringing together the systems, services, and other University information you need on a day-to-day basis.

In the Portal you can:

- see your timetable for the week ahead
- read your emails
- access your University OneDrive (cloud file storage)
- access Canvas, e:Vision and PebblePad
- see and renew any library books you've borrowed
- view the campus map
- search the intranet, your files, places on campus and library resources
- book a study space, and see if there are any laptops available to borrow
- find details of student reps
- get the latest news for students

How to sign in to online services:

When signing in to the University's online services, the format of your username will differ, depending on the service you are signing in to.

Service	Details needed to sign in
<ul style="list-style-type: none"> - Canvas - Computers in cluster rooms on campus - e:Vision - eduroam (WiFi) - Email - Library record - Microsoft Teams - PebblePad - ServiceNow - University Portal - University intranet 	<p>Sign in with your University username with @bradford.ac.uk appended - for example: jrblogg2@bradford.ac.uk - and your University password.</p> <p>Note: Your username is not the same as your University email address. Your email address contains dots between your initials and family name. In the example above, the email address would be j.r.bloggs2@bradford.ac.uk.</p>
<ul style="list-style-type: none"> - Library eResources 	<p>Sign in with your University username (for example: jrblogg2), and your University password.</p>
<ul style="list-style-type: none"> - Printers 	<p>Tap your student card against the card reader on the printer.</p>



Find out more

Once you've set your password for your IT account, please visit the **IT Services intranet site** to find out more about the services available to you, including;

- computers, laptops, and printing
- your email account
- saving and accessing your files
- Microsoft Teams (for instant messaging, group collaboration, and online meetings)
- eduroam (campus WiFi)
- software for use on personal devices, including Microsoft 365 apps (Outlook, OneDrive for Business, Word, Excel, PowerPoint, and others)

Contact IT Services

If you need IT help you can contact us by:

- ↑ Logging a ticket via **ServiceNow**
- ☎ Calling us on **01274 23 3333**
- 🏠 Visiting us at the IT Bar in the J B Priestley Library.



THE IT BAR

Language Centre

The Language Centre is here to support all students with their language skills during their undergraduate and postgraduate studies at the University of Bradford.

We have a fantastic team of specialists who deliver academic English language skills support and courses in modern foreign languages throughout the academic year, in a friendly and supportive environment.

The Language Centre offers:

- weekly academic English language skills classes
- one-to-one English language skills support appointments
- online resources and support materials available through Canvas.
- modern foreign language (MFL) classes in Arabic, French, Spanish and German

Our academic English language support classes begin at the start of each semester and continue throughout the academic year. These regular weekly classes include language skills for academic writing, reading, listening and speaking, as well as pronunciation, vocabulary and grammar. You can attend regularly each week, or just those classes that are relevant to your needs.

For information about academic English language support visit our **intranet** site.

For information on how to join an MFL class, visit our MFL **intranet** site.

Remember, this support is **FREE** and is available to international, EU and home students.

Contact us:

Please contact us if you have any questions:

✉ thelanguagecentre@bradford.ac.uk

↗ **Intranet site**





Library

The J B Priestley Library is a large multi-disciplinary library providing access to a wide range of resources and facilities. These include print books, e-books, e-journals and databases. Most of our electronic resources are available off-campus. Facilities in the library include study spaces, bookable group study spaces, printing and copying, access to PCs, laptop loans and a calm space. Special Collections has over 150 collections of archives and rare books for your study and enjoyment.

Our facilities are all supported by friendly and knowledgeable library staff including a team of subject specialist librarians. Online or on campus appointments can be booked with the subject specialist librarians and the library has a 24-hour chat service. Books will be renewed automatically unless requested by another user. Library opening hours can be found on our **website**.

More information about the library is on our **website**.

Mental health

We see wellbeing and mental health as being a key part of the journey to success. Mental health can be impacted by a range of issues from everyday anxiety, stress and worry to other complex, long-term problems that affect our ability to function day-to-day. We will work with you and advise you to access the help you need to manage and understand your mental health and wellbeing so that you get the most from your time at university. You can learn positive techniques, tools and coping strategies to support you in your study, work, and life and get the right help that you need.

What support is available?

- We promote inclusive practice across the University
- We have a British Association for Counselling and Psychotherapy (BACP) accredited Counselling and Mental Health Service which is free and confidential for all students. This service offers 1:1 appointments as well as workshops, including themes on managing exam stress, resilience and mindfulness. See our **website** for more information.
- We have well-qualified and experienced mental health advisers
- We can offer advice and guidance around a wide range of commonly encountered mental health conditions

- We can signpost students to self-help resources as well as external expertise
- We have a designated Calm Room area where you can relax and wind down.
- There are a number of mental health first aiders across the University
- We work closely with the Bradford Union of Students, your member organisation, to take steps to ensure the academic requirements of you as a student are well balanced against opportunities to engage in events, clubs, groups and activities
- We also work closely with external health and social care professionals within proven models for improving wellbeing and mental health
- Student Mental Health Ambassadors are available for peer support and arrange wellbeing events and campaigns across the University



How we can help

- Students can attend 1:1 appointments for mental health advice or counselling support
- We can support students to apply for a Disabled Students Allowance if they are eligible. This may result, for example, in specialist support or funding for resources
- We can refer students to specialist mental health transition and support workers
- We can agree a learning support plan that sets our reasonable adjustment requirements to help you meet the requirements of study and assessment. Examples might include agreed flexibility in assessment deadlines
- We can support the development of a placement support plan for students that undertake industry placements as part of their studies



Contact us:

📍 bradford.ac.uk/counselling

☎️ 01274 23 5750

✉️ counselling@bradford.ac.uk

✉️ mhadvice@bradford.ac.uk

🗨️ **MyBradford desk staff can signpost you to all University services**

👤 **Your Personal Academic Tutor or Programme Lead**

🏠 **University of Bradford Students' Union**

NHS Talking Therapies

At the University of Bradford we have developed a partnership with NHS Talking Therapies, part of the NHS Bradford District Care Foundation Trust (BDCFT). Talking Therapies offer a wide range of support services to assist you with your mental health and wellbeing, this can consist of one-to-one sessions or online courses. For more information about the courses and support services they provide, visit their [website](#).

The University's Counselling and Mental Health Service can provide a referral to Talking Therapies, one to one support and online courses.



MyBradford Desk

We are your first point of contact and here to help with your enquiries.

We aim to provide a friendly, professional service, focused on meeting your individual needs. You can access our services in-person at our MyBradford desks or via email mybradford@bradford.ac.uk or telephone **01274 23 6981**.

We are here to offer you information, advice and guidance to support you through your university journey at Bradford as a student or recent graduate. We aim to provide an immediate solution to your enquiry, and if unable to do so, we will find the service or person at the University who can.

We are committed to providing excellent customer service streamlining processes to make things easier for you.

We are based in the Richmond Atrium and on Level 0, Student Central.

Information and advice services typically available from MyBradford.

The MyBradford desk can offer support including:

- Providing official supporting letters
- Issuing academic verifications for 3rd parties.
- Replacing lost/stolen student cards.
- DBS ID checks if this is related to your programme and other general enquiries.
- City and campus information and other general enquiries
- We can also help you to find out more about a range of specialist student support services and provide general information including how to book an appointment with these services such as:
 - **Academic Skills Advice**
 - **Careers and Employability Services**
 - **Counselling and Mental Health Service**
 - **Disability Advice**
 - **Interfaith Chaplaincy Team**
 - **Language Centre**
 - **Student Life Team (welfare and money advice)**
 - **Student Success Service**
 - **Visa Support**



Contact us:

MyBradford is based at Richmond Atrium and Student Central, Level 0

Opening times (subject to change)

Monday – Friday 8.30am – 4.30pm
(With the exception of the second and last Wednesday of each month when we will be closed from 10.00am – 11.30am for staff training).

✉ mybradford@bradford.ac.uk

☎ **01274 23 6981**

👉 **MyBradford intranet**

🏠 The postal address is:
MyBradford
University of Bradford,
Richmond Road,
Bradford, BD7 1DP

Nursery

The University has its own Nursery for children aged from birth to 5 years, which is situated a short walk away from the University campus.

Our Nursery is rated Outstanding by Ofsted and prides itself on providing a nurturing, inclusive and inspiring setting with the highest standards of care for all children's well-being and educational development.

Our team of qualified and experienced staff, share our ethos to support the development of our curious, sociable and confident children to ensure they have the best start in life.

The Nursery is registered to provide places for children aged from birth to 5 years, working on ratios of:

- 1:3 in the baby room (0-2 years)
- 1:5 in the toddler room (2-3 years)
- 1:8 in the preschool room (3-5 years)



The Nursery offers funded places for all eligible children. Please visit the **Childcare Choices website** for further information on eligibility criteria and the term your child would be eligible from. There are cut off dates for funding for each term, please ensure you have secured a place for your child at the Nursery before the dates below if you wish for your child to access the Government funded hours:

- 3 October 2024 (Autumn Term)
- 16 January 2025 (Spring Term)

Please note we cannot guarantee places as they are subject to availability.

Take a virtual look around our Nursery on our **website**. If you are interested in applying for a place, please complete our online enquiry form on the website to arrange a visit and express your interest in a place.

Contact us:

✉ nursery@bradford.ac.uk

☎ 01274 23 4866

Opportunities abroad

The benefits of international experience

Students who go abroad are viewed as independent, self-reliant, adaptable, open-minded, persistent and tolerant. Doing an Overseas Placement will strengthen your leadership, problem-solving, and communication skills, all of which are important for employers.

Here is what a recent student said of their experience:

“The network of friendships I forged during the exchange program is perhaps the most cherished aspect of this experience. The connections I made with fellow exchange students and local peers have transcended borders, leaving me with a global network of friendships. Sharing stories, traditions, and laughter with individuals from different walks of life has deepened my appreciation for the rich diversity of humanity.” – Mawa Pitia, MA Peace, Conflict and Development

The University of Bradford encourages all students, from all levels, to go abroad for an Overseas Placement. We have one of the most comprehensive exchange schemes. It covers study placements (one semester or full year in one of our 350 partner universities), overseas placements (term time, summer break, Summer Schools, research and recent graduates – the

Career and Employability Services Team will assist you with your CV/cover letter). There is generous funding available to support you in these activities.

We are keen to explore with you the options and funding that are available and suitable for you. Please contact the International Opportunities Team via email to arrange a face to face or virtual appointment to discuss the opportunities available to you.

Contact us:

✉ studyabroad@bradford.ac.uk





Personal Academic Tutors

Our Personal Academic Tutor scheme aims to ensure that throughout your time at university you have regular opportunities to meet with an assigned member of academic staff.

Your personal academic tutor (PAT) will help to improve your personal, academic and professional development.

You will be assigned your personal academic tutor when you join us, and you will be able to see their contact details in your **e:Vision** profile. Your PAT is a good person to have a chat with if you need some help with your programme, want another perspective on how you're progressing with your studies, or simply need to know who to talk to about a particular issue you might be facing.

Physiotherapy and Sports Rehabilitation Clinic

We are proud to provide an innovative, student-led physiotherapy clinic providing staff, students and members of the public a cost-effective service. The clinic is extremely well equipped with the latest equipment and is catered for by our MPhysio and BSc Physiotherapy students who are all fully supervised by our experienced and qualified staff. We see a range of musculoskeletal and sports related conditions including health and wellbeing assessments. You do not require a GP appointment prior to attending.

We are located in the Digital Health Enterprise Zone (DHEZ) in Phoenix South West.



Contact us:

Opening hours:

↗ For the latest information on opening times please check our **website**.

☎ **01274 23 6324**

✉ **fohs-physio-clinic@bradford.ac.uk**

We accept payment by credit or debit card (excluding American Express) and through the online store.

Services provided include:

- £5 for a physiotherapy session
- £20 for 50 minutes massage
- Fitness Testing Services – VO2 testing, Strength and Power testing – contact for more details
- Health and Wellbeing Package including education, workshops, classes, and health checks – contact for more details
- Chronic Pain Package including education, workshops, classes, and health checks – contact for details

Postgraduate Research Administration

Postgraduate researchers have a dedicated **intranet site** which provides information, advice and links to support you in the organisational aspects of your research degree. Please note you will need your IT credentials to access this site.

You can also contact the Postgraduate Research Administration Team with any questions you may have:

- Faculty of Management, Law and Social Sciences
fomlss-pgr@bradford.ac.uk
- Faculty of Engineering and Digital Technologies
foedt-pgr@bradford.ac.uk
- Faculty of Life Sciences
fols-pgr@bradford.ac.uk
- Faculty of Health Studies
fohs-pgr@bradford.ac.uk

Alternatively, call in to see the team (E61 Richmond), Monday to Friday 08:30 - 16:30.

Programme Administration

Programme administration teams are here to help you with any queries you might have about your programme, more information can be found on the teams **intranet site**.

You can contact your admin team via the following methods:

- Faculty of Engineering and Digital Technologies
FEDT-prog-admin@bradford.ac.uk
- Faculty of Health Studies
FHS-prog-admin@bradford.ac.uk
- Faculty of Life Sciences
FLS-prog-admin@bradford.ac.uk
- Faculty of Management, Law and Social Sciences
 - School of Management/
School of Law
FML-prog-admin@bradford.ac.uk
 - School of Social Sciences
FSS-prog-admin@bradford.ac.uk
- MBA programmes
MBA-OperationsTeam@bradford.ac.uk
- Executive Education Admin (inc. apprenticeships and distance learning courses)
ExecEd-admin@bradford.ac.uk

You can also contact your programme admin team on **01274 23 8124** and select your faculty or the Executive Education and Distance Learning option.

UBIC Students

UBIC Student Services is a frontline team who can help you with your enquiry and can provide information, advice and guidance on a range of services. Located on campus in Richmond F02 or email **internationalcollege@bradford.ac.uk**.



Student Central

As well as being home to the Students' Union with social spaces for students, on the top floor, Level 0, of Student Central you will find the following student support services who can guide you through all aspects of your student journey:

- Academic Skills Advice
- Careers and Employability Services
- Counselling and Mental Health Service
- Disability Advice
- Interfaith Chaplaincy Team
- Language Centre
- Student Life Team (welfare and money advice)
- Student Success Service
- Visa Support

Student Experience and Success Team

The Student Experience and Success Team aims to understand and support student success at Bradford. This includes a range of activity to support student retention, engagement and transition.

An important part of your student experience is working with and learning from your peers. To support you in doing this, we facilitate a number of peer support schemes, which involve students from higher levels supporting new students as they begin their studies and student journey.

These schemes primarily aim to aid:

- Student transition into and engagement with university and study life
- The employability or professional development of students that lead the peer support
- A sense of community and belonging for students

As students you are encouraged and supported to take ownership of the peer support systems, with students working together to decide what to cover in the sessions. This approach offers a unique learning environment in that it is personalised and gives

students informal opportunities, led by them, to work through needs, ideas and questions together.

Peer support currently on offer in a number of programmes includes:

- Peer Assisted Learning (PAL) and Peer Support sessions
- Peer Mentoring (usually programme or module based)

As well as peer support, the team focuses on aiding student transition into and through university, including the **Step Up to HE** Programme. We liaise and work with staff and students across the institution, conducting **projects and research** and providing specialist advice, activities and schemes.

If you have any ideas about things we could do to help improve your experience or that of others, then we'd love to hear them. We may be able to work with you on developing a project of your own.

Contact us:

👉 Find out more on the Student Experience and Success **intranet** page.

✉ studentexperience@bradford.ac.uk

Student Life Team

Our Student Life Team are on hand to help students who find themselves in need of additional support whilst at university.

We can help you with:

- Support with difficult situations which arise from everyday life
- domestic abuse
- honour-based abuse and forced marriage
- budgeting your money
- grants and short-term loans if you are struggling financially
- student finance queries and problems
- ways to increase your income
- Support with accommodation issues

Money Health Checks

At one of our individual money 'health check' appointments, we'll help you to get a breakdown of your finances, to put you in control of your household spending. You'll also get personalised tips on how to make the most of your money.

Student finance help

We can help with tuition fee and maintenance loan applications, delays, eligibility and appeals. If you're looking to interrupt, withdraw or repeat study, we can advise you on how this works and what to do. Alternatively, information regarding repeat study and the potential Student Finance implications can be found here.

Student Support Fund

If you're in financial difficulty, our Student Support Fund may be able to help. Depending on your circumstances, we can award grants of up to £2,000 per year.

If you have had a temporary delay in your funding, we may be able to offer you a short-term loan until your finance comes through.

Please note that the fund cannot help with tuition fee payments.

Contact us:

↗ Visit our **intranet site** for more information

✉ **supportandguidance@bradford.ac.uk**

✉ **money@bradford.ac.uk**

☎ **01274 23 3218**

Theatre in the Mill

Theatre in the Mill is an arts organisation based on campus (located next to the amp) committed to developing, supporting and presenting socially responsible art and performance with resources directed in particular towards marginalised voices whose work responds to our key values of representation, inclusion and innovation.

We have a café with a relaxed, creative atmosphere where students can study, hold meetings or just to take in the surroundings over a coffee. Here, you'll often find artists working on their latest projects as well as music and the aroma of coffee filling the rooms. We are a theatre space, described as the Studio, where we put on plays, share 'new work' as it's being developed,



film screenings, spoken word, music and installations across the year. We specialise in new work and artists development. So keep an eye on our website and social channels for regular updates in upcoming events and projects. And of course, if you have a creative idea but are not sure how to bring it to life, our team loves to share ideas and is a great source for advice and support.

Contact us:

- ✉ To get in touch with us you can email theatre@bradford.ac.uk or alternatively, come visit us at the theatre!

📍 theatreinthemill.com

📘 [theatreinthemill](https://www.facebook.com/theatreinthemill)

📷 [theatreinthemill](https://www.instagram.com/theatreinthemill)





Unique Fitness

Unique Fitness offers flexible annual or monthly payment memberships, with no joining or cancellation fee. Our membership offer students excellent value for money providing access to the gym, pool, racket sports, climbing wall and fitness classes. Maintaining good mental and physical is important, so let us help U.

Unique Fitness provides a range of sports facilities and services to students primarily, staff and the general public at two facilities. The main facility on the City Campus and the Sports Park is situated just a short distance away, at the Laisteridge Lane site.

Facilities and services available:

- **Two-floor Gym** – We have a number of different workout spaces, with an impressive free weight area, pin-loaded machines, along with interactive cardio machines. All this is accompanied by functional training rigs, sled track, punch bags and many more.
- **Swimming pool** – Our 25-metre, 5 lane, heated pool offers general swimming times, lane swimming, swimming lessons both in groups and 1-to-1 and women only swim sessions. It is the only city centre pool.

- **Bradford Boxing Academy** – offers coaching with Team GB performance boxing coach, Mally McIver, to selected students, members, and community groups, as well as notable local rising stars.
- **Fitness Classes** – We offer a wide range of fitness classes suitable for all abilities such as Boxing Fitness, Spinergy, Pilates and Afro Rhythmic Aerobics to name a few.
- **Climbing wall** – The 10-metre indoor wall is a feature inside the reception area. All equipment is available on site for hire and qualified UBU student club sessions offer ample opportunity to gain experience/ training.
- **Indoor sports hall** – Private hire available for football, basketball and badminton.
- **Squash courts** – Two courts are available on site and are available for private hire or part of your membership. No experience? That's ok, we offer hire and purchase of equipment.
- **MUGA (Multi Use Games Area)** – Two floodlit 5-a-side 3G courts are available.
- **Personal training** – We have a dedicated personal training suite, our highly qualified personal trainers can provide you with a personalised training plan and provide you with support and motivation through your journey.
- **Sports Park** – This facility consists of a floodlit 11-a-side football 3G pitch, three 7-a-side football 3G pitches, which we discount the hire for all students, and four tennis courts which are free for our members. This site also has hosts our Personal Training Suite containing lifting platforms, track with sled, free weight area and cardio equipment.

Unique Fitness is also a teaching centre which allows people the opportunity to obtain invaluable life skills and qualifications such as Mental Health First Aid, First Aid at Work, Learn to Swim, National Pool Lifeguard Qualification and Level 2 Gym Instructor.

Contact us:

✉ unique@bradford.ac.uk

☎ 01274 23 4871

📍 bradford.ac.uk/unique

📘 **UniqueFitnessBradford**

📷 **uniquefitness_uob**



Visa and immigration advice

Our **Visa and Immigration Advice Service** offers visa advice for all international students registered with the University of Bradford.

The Visa Support Team can provide you with support on Student Route visa issues, and support you with visa extension applications and queries around the Graduate Immigration Route. Further information can be found on the **Visa Support website** and on our **intranet site**.

You can book an appointment with one of the Officers by emailing **visasupport@bradford.ac.uk**. At less busy times of the year, we are also able to offer advice and assistance with visas for dependants, and other immigration issues.

Visa support

International students on a Student visa are sponsored by the University as we issued you with a Confirmation of Acceptance for Studies (CAS) that you used to apply for your student visa. As such the University and student must meet certain responsibilities. We ask all students attend a mandatory Visa Essentials session during orientation when the Visa Support Team explain what these responsibilities are. This will enable you to protect your Student visa for the duration of your studies.

Please note that any changes in your circumstances could impact your visa. Therefore, please seek advice from the Visa Support Team to make informed decisions about your studies.

The Visa Support Team is here to support new and current international students with visa queries, advice, and support.

Regular drop-in sessions run four times a week at the MyBradford desk in the Richmond atrium, and you can contact the team for appointments at other times by emailing visasupport@bradford.ac.uk.

Orientation and arrival support is available for new students, including assistance with collecting your Biometric Residence Permit, campus and city tours, social events, opening bank accounts, registering with the health centre, and integrating into the University community.

As your student journey continues, you can consult the Visa Support team for support with any questions or problems you may have.

Whether it is assistance with replacing a lost passport, discussing suspension or withdrawal from your studies, help with an unexpected or difficult situation, or simply directing you on how to access the best resources based on your query, the Visa Support Team is happy to help.

International students



We warmly welcome students from over 150 different countries to our University each year. When you first arrive, it is natural to have concerns about how quickly you will settle into university life away from your home country. You may wonder about different customs, how your studies will progress, whether you will have enough money, how you will renew your visa, and a million other things.

Any changes in your circumstances may impact your Student visa. If you have any questions or concerns, please contact the Visa Support Team at visasupport@bradford.ac.uk. We also offer drop-in sessions at the MyBradford desk in the Richmond atrium from 11am to 12pm every weekday except Wednesday.

We work closely with colleagues in Student Registry Services, the UBU Advice Centre, the Students' Union, the University Language Centre, Career and Employability Services, Disability Advice and the Counselling and Mental Health Service. Together, we aim to provide the best possible support for all our international students.

Upon arrival, we encourage you to participate in the orientation events for international students during Welcome Week. These events will offer valuable tips, information, and advice to help you navigate your time at the University. Information sessions

continue throughout the year, and all international students will receive regular emails with updates, relevant information, and items of interest.

Contact us:

🏠 Visa Support Team,
Richmond Building

☎ 01274 23 6900

✉ visasupport@bradford.ac.uk

University of Bradford International College (UBIC)

UBIC is the University's on-campus International College which offers pathway programmes for international students to prepare them for further undergraduate or postgraduate study at Bradford.

The College is ideally located to give UBIC students a university experience from day one. Here you will be given the support and care that you need to adjust and succeed in your new life as a University of Bradford student.

Further information about UBIC programmes can be found on the University [website](#).

If you are a UBIC student and have any questions about your programme, you can contact the College at internationalcollege@bradford.ac.uk.

Activities for international students

Activities for international students
It's not all about study! We hope that all students will participate fully in university life. There are opportunities for you to take part in sports activities of many kinds, join clubs, societies and volunteer groups. We also run regular day trips for international students, which give you the opportunity to visit places of historical and cultural interest, our beautiful countryside and coastline, and famous towns and cities whilst you are in the UK.

Keep an eye on our **website** for lots of useful information.

Visiting guests

If you want to invite guests from overseas to visit you in the UK, maybe to attend your graduation ceremony, you will require a guest invitation letter for visa purposes. Please send a 'request visa' email to **mybradford@bradford.ac.uk**. You will need to provide the full name, date of birth, passport number and approximate stay in the UK for each of the guests you wish to invite.

Orientation for international students

The International Student Information Point will be open from 9 September in the Richmond Building. Students with a Student visa will be able to collect their Biometric Residence Permit as part of international enrolment with the Visa Support Team if they have requested it be delivered to the University.

There is a free orientation programme available for international and EU students including orientation talks, campus and city tours, trips, social activities, information stalls and Student Visa Essentials sessions to prepare yourself for life at the University and in the UK. For further information visit our **website**.



Visas and immigration

If you need a visa to be in the UK, you must comply with UK Immigration Law and the immigration conditions attached to your visa.

The University of Bradford's Visa Support Team offers visa advice and guidance to new and current students regarding the Student Route visa rules and regulations, including how to make a successful Student Route visa application, complying with the Student Route visa rules during your studies and meeting our Student Route sponsor licence requirements, as well as advising on other student-related visa and immigration issues.

If you are here on a Student Route visa, make sure you know what to do to protect your visa and your immigration status in the UK. The Home Office has strict regulations and you must comply with the rules so that you can keep your student visa status in the UK.

You must:

Keep the University informed of your address and telephone details in the UK. If you move to a new address or change your phone number, you must update your student record on **e:Vision**, or visit the MyBradford desk and we can make the amendments for you.

Make sure you attend your lectures, seminars, tutorials, appointments with your supervisor, submit coursework on time, and attend your exams (these are your 'expected interactions' with the University). This also applies if you are going on a placement, study abroad, field trip, or re-submitting your dissertation. Your department will explain what you need to do, or you can contact **visasupport@bradford.ac.uk**.

If there is an unavoidable reason why you must miss any of your expected interactions, you must inform your department immediately. Your department will let you know which email address to use.

Make good progress on your programme. This means completing and submitting work on time and successfully passing the different elements of your programme within the intended timeframes. If you need to apply for an extension of your visa to complete your programme, the Home Office limit the number of years that you can have a student visa for in the UK.

Do not work more than 20 hours per week during term time at degree level, or more than 10 hours below degree level. We recommend no more than 15 hours per week so that your work does not interfere with your studies.



Always make sure that your Student visa is valid. If you need to extend your visa to complete your studies, start making arrangements approximately two to three months before the expiry date of the visa.

The Immigration Rules are changing all the time and it is important that international students have the most up-to-date information. We do our best to provide the most recent information on our website, but please also check the government website.

Please make sure that you follow this guidance very carefully. If you break any of the above regulations, the University is duty bound to report this to the Home Office. Your visa would then be cancelled and you would then be expected to make immediate travel plans to leave the UK.

You would need to apply for a new visa in order to return to the UK. You should attend a session of Student Visa Essentials, a talk provided by the Visa Support Team, during your first few weeks at university. We also offer regular sessions to provide information on the Graduate Route visa.

Student route visa

If you have any questions about your Student route visa, contact:

Visa Support Team
 ✉ visasupport@bradford.ac.uk

Find out more

👉 bradford.ac.uk/visas

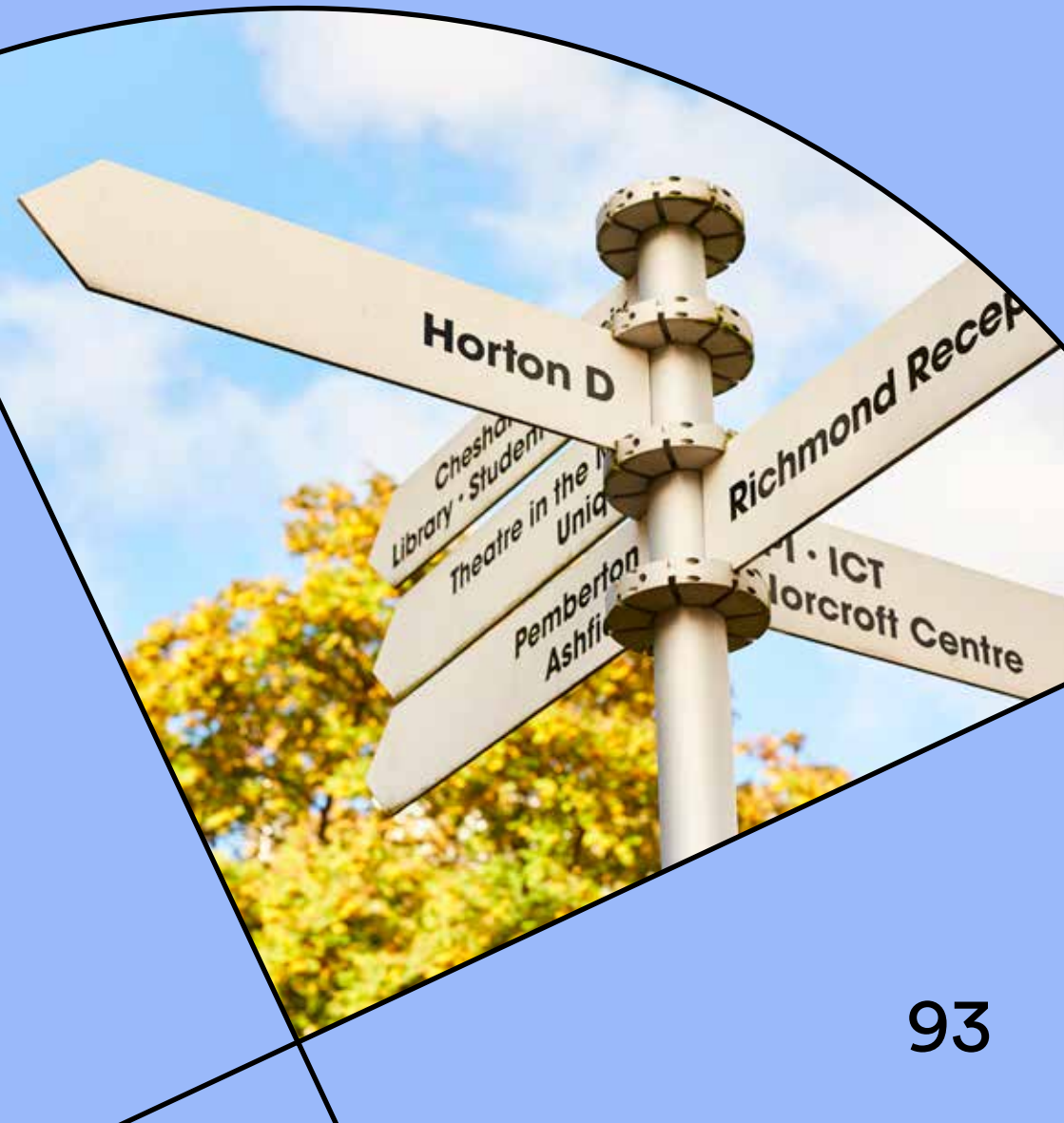


Graduate route visa

We understand that some students will be hoping to apply for a Graduate Route visa once they successfully complete their degree. It's important to be aware that obtaining a Graduate route visa following your studies is not something the University can guarantee. Any delays in progressing through your programme (e.g. needing to resit assessments or delaying successful completion of assessment because of extenuating circumstances) may result in you being ineligible to apply for the Graduate route visa.

Further details on the eligibility for the Graduate visa are available on the **UKISA website** and the **Government website** or you can attend one of our specialist support sessions, **book your session on the intranet**.

Campus accessibility





From time to time we may need to make improvements to our building entrances and exits, routes around campus, lifts, accessible toilets or accessible parking bays, for example to enable us to make repairs or undertake necessary maintenance. We recognise that this may cause difficulties for some of our students.

If you have any questions about campus accessibility please contact Disability Advice at disabilities@bradford.ac.uk

General facilities



Car parking

There is only a certain amount of space for parking, and the number of student permits is limited. Students must apply for permits annually, on a first-come first-served basis. The permit year runs from 1 September 2023 to 31 August 2024. Car parking permit applications and enforcement administration is outsourced to Imperial Civil Enforcement Solutions (also trading as Open Parking).

Students may only park on the campus car parks for which their permit is issued. Please note that there is a cheaper category of permit available for parking at Laisteridge Lane site car park (a five-minute walk from City Campus). Students who live within a two-mile radius of the University are only eligible to apply under exceptional circumstances.

Contact us:

More information about car parking can be found on bradford.ac.uk/about/visit/car-parking/



Travel information

Commuting to campus couldn't be any easier, so you don't have any excuse! We have excellent bike storage facilities on campus, car-sharing schemes and public transport incentives for travelling to campus more sustainably. There is a frequent bus service to the University, the 576 Bradford to Halifax, from Bradford Interchange.

Sustainability

At the University of Bradford, we are committed to sustainability and have won several awards for our sustainable campus. For more information visit our [website](#).

Campus safety

The safety of our students, staff and visitors is our highest priority. Bradford is a large and vibrant city, and as in any big city, it is important that you take care, particularly at night. We work closely with local police, our local council and the college next door to keep you safe.

Security

We have invested over the years in a comprehensive CCTV system incorporating 350 cameras on campus, with a state-of-the-art control room, staffed 24-7 throughout the year.

We have recently upgraded all our campus information/help points across campus. These can be found at key points outside main buildings and allows instant communication to our security control room. All security staff are SIA (Security Industry Authority) licenced and trained.

Visits to the CCTV control room/ security department can be arranged by contacting Justin Waterhouse (Security Operations Manager) j.a.waterhouse@bradford.ac.uk

We have a sophisticated student card system which gives access to the 1500 programmable locks within buildings, enabling access to be controlled in a dynamic and highly programmable way. As well as opening doors the card also helps you to access the library, Unique Fitness and the networked printers in the library as well as signing out library books.

We have constant security patrols on campus, covering both the external campus and the occupied areas of buildings. The Green is incorporated in these measures so there is a seamless service between the campus and The Green, managed from the security

control room. In addition, we have an on-campus police officer, PCSO Tony Hooson, who can be contacted for support and advice at any time on anthony.hooson@westyorkshire.police.uk or **07525 242223**.

Please help us to make your environment a safer place by immediately reporting any suspicious persons or incidents by telephoning **01274 23 6999**. In the interests of security, you must carry identification with you when on campus and produce your student card when requested to by a security officer or another member of University staff. Please do not leave your belongings unattended in public areas.

If you experience any harassment, you are encouraged to report it to the relevant authorities. Our Students' Union can support any student to do this and have incident forms both online and at the Students' Union in Student Central.

The number to contact the police in England and Wales, for emergencies, is 999 and for non-emergencies is 101. More information can be found online.

SafeZone App

Our Safe Zone app is free to download and can be used while on or around parts of the University. The app provides an instant alert button to security should you be in distress or worried about your safety, enabling our control room to direct CCTV to your location and to send the nearest member of security patrol to you straight away. The app is constantly monitored by our security staff 24/7 and will give the user instant contact to our control room security staff. For more information and to download the app, visit our **intranet site**.

Personal safety and security

Personal safety and crime prevention advice is available to assist students to take precautions to minimise risks to themselves and their personal property. It can be found on our **intranet site**.

The Students' Union offer the following 'top tips' for personal safety:

1. Get familiar with the area and avoid back streets
2. Don't walk alone, move around in groups – watch out for each other
3. If you are going out, let someone know where you are going and when you will be back
4. Keep your eyes and ears open so you are aware of your surroundings. Move away if you feel threatened.
5. Keep valuables out of sight (like money or mobile phones) and don't be distracted by listening to music and talking on the phone
6. Stick to well-lit areas, don't take short cuts through dark or isolated areas
7. Plan your journey, look confident and avoid risk. Never assume it won't happen to you
8. **Download the SafeZone app**
9. Keep your mobile charged and have spare change so that you can get a taxi home
10. As the Payzone is currently unable to accept fee payments in cash, we discourage students from carrying large quantities of cash for their own safety.
11. Report any incidents or suspicious behaviour to the University Security and Emergency Services on **01274 23 8888** or use the discrete reporting functionality on the Safezone app

Online safety

We all use the internet, email and social media on a regular basis, and they are great tools for finding information, keeping up with friends and family and helping to organise busy lives. However, we don't always realise that we may be exposing ourselves to risk when we work online. Our top tips for staying safe online are:

- Use a strong password, that includes numbers and upper and lower case letters and use passcodes or other security measures on your mobile devices.
- Use anti-virus software on your devices.
- Do not give your bank information to anyone or via any website that you do not trust.
- Do not use public or cluster room computers to make online card payments (to the University or otherwise). Always use your own personal device.
- Do not open or respond to emails from people you do not know or trust.
- The University will never ask you to disclose your passwords, so don't respond to any email which asks you to do so.

- Always remember that people you interact with online may not be who they say they are and may have intentions which are not apparent. Some friendly-looking emails are in fact malicious, intended to get information and steal money from unsuspecting individuals – find out **how to spot phishing emails**.
- You can report any suspicious online activity or security concerns to **IT Services**.

Harassment Reporting

The UBU highly recommends reporting all harassment to the relevant authorities, providing incident report forms for staff and students, both online and at the Students' Union.

Any issues can and should also be reported using the **Health and Safety accident/incident portal**.

Contact us:

- ☎ **01274 23 6999** from external phones and mobiles for routine matters
- ☎ **6999** from internal phones
- ☎ **01274 23 8888** in an emergency
- 📲 Or use the **Safezone app**

Students' Union



UBU support

Welcome to the University of Bradford Union of Students – UBU! We are here to enrich every student's journey at Bradford and help you become more than your degree.

We are here to represent you at meetings with the University and give you opportunities to meet new people and develop skills that will help you during your university time and after.



What we offer:

- **Get involved** - No matter your interests, we have the right options for you. From football and baking, to our own student run podcast studio, and everything in between, there's no limit to what you can get involved in.
- **Campaigns and democracy** - The Students' Union elects four sabbatical officers each year to represent the student body on a local and national scale. Make your voice heard on issues important to you as one of our council members and student leaders!
- **Representation** - Become a student or faculty representative and help improve the quality of your programme by speaking to students and raising their issues
- **Events and regular sessions** - there are over 1000 events to attend every year, from trips around the local area, weekend residentials around the UK, and on-campus meetups hosted by your societies. Check out the 'what's on' page and [@bradfordunisu](#) Instagram account to stay updated.
- **Sports and Societies** – No matter your interests, we have a group for everyone! Give it a go in our free sports sessions, join any of our 100+ societies, or even start your own!

- **Kickstart** - Our Kickstart award scheme helps you gain the skills you need to stand out in the workforce. Take part in our residential weekends to kickstart your life at University, and build the soft skills, networks, and connections that will help you stand out in your future career. We recognise and celebrate achievements in sports, societies, education, and more during our end of year awards ceremony.

Kickstart starts with a residential weekend away in the Yorkshire dales, an ideal opportunity for students to see some beautiful parts of Yorkshire, make new friends, and get uni life off to a good start. We want all students to take us up on this fabulous opportunity. Get in touch for more details: m.l.allhouse@bradford.ac.uk.



Where to find us

Where to find us UBU reception is open 9:30 - 16:30, Monday to Friday, all year round (except public holidays). Find us on the middle floor of Student Central. We also offer other services across campus in Room 101, the PGR Lounge, the Bike Hub and the Veg Out Patch.

Contact us:

☎ 01274 23 3300
 ✉ ubuevents@bradford.ac.uk
 ✉ ubu@bradford.ac.uk
 📍 bradfordunisu.co.uk

Find out more about us at:

📘 [bradfordunisu](https://www.facebook.com/bradfordunisu)
 ✂ [bradfordunisu](https://www.tiktok.com/@bradfordunisu)
 🌐 [bradfordunisu](https://www.instagram.com/bradfordunisu)
 🎵 [bradfordunisu](https://www.youtube.com/bradfordunisu)
 ▶ [ubuonline](https://www.youtube.com/ubuonline)



Advice Centre, Student Central

Although the Centre operates an appointment system, students are seen immediately in the event of an emergency/crisis. People come into the UBU Advice Centre with a wide range of problems, issues and queries. However big or small your problem is, it will be dealt with sympathetically, professionally and confidentially.

Find out more about the support we can offer on our **website**.

Below are just some of the areas covered by the Advice Centre:

- Academic (includes appeals, misconduct in assessment and complaints)
- Accommodation (includes private and halls of residence)
- Consumer (includes legal guidance)
- Financial problems
- Personal issues (includes harassment)
- ... or anything else.

Please see the Centre staff and they will do all they can to help.

UBU International Student Centre (Room 101)

The International Student Centre is located in the Richmond Building and provides an informal study and activity area for cross-cultural interaction, informal English support and language learning for all international and EU students. Home students studying a language or participating in an activity are welcome too.

Below are just some of the activities run from the UBU International Student Centre:

- Social events
- English Debating Society
- Drop-in sessions
- Language exchange programme
- Cultural events
- International Student Information Point

Room 101 is the first point of contact for integrating non-English speakers within the multicultural environment, which makes this University uniquely different from the surrounding universities.

Contact us:

For more details about the International Student Centre activities and other events run in partnership with the Students' Union contact:

Michael Allhouse

✉ m.l.allhouse@bradford.ac.uk

☎ 01274 23 2613

Your Bradford Alumni Community



From your first day at the University of Bradford you become part of the Bradford family, as we call it 'Team Bradford'.

We celebrate with you when you graduate and become a member of the University of Bradford alumni community. This network, which comprises more than 150,000 Bradford alumni in over 175 countries, provides you with a life-long support structure.

The Alumni and Development Team works to establish and maintain relationships with all Bradford graduates wherever they are in the world, helping them to keep in touch with each other, with staff and with the University of Bradford.

There are special benefits, discounts and services for alumni. There are networking events, social media groups and quarterly newsletters with news and updates and features from across our alumni network.

Alumni benefits

As a student here, you can take part in the Bradford Mentoring Programme, which involves being paired with a mentor who is a University of Bradford graduate. We also invite alumni back to the University to give talks to students on interesting subjects and at various events. Alumni can share their

experiences of university life, offer career advice and be a sounding board for your ideas related to study and life after graduation.

As a Bradford graduate, we can connect you to fellow alumni, helping you to build a strong professional network with like-minded people. We offer support in organising reunion events, allowing you to reconnect and reminisce. Whilst our local University of Bradford alumni can access the University's library services, Unique Fitness and Nursery, those further away can benefit from online services and resources to help support their professional and career development.

We also provide alumni with different opportunities to get involved in university life, from mentoring current students and contributing to the curriculum, to promoting the University to others in their personal and professional networks worldwide.

Contact us:

↑ bradford.ac.uk/alumni

📘 [bradfordalumni](#)

✕ [BradfordAlumni](#)

📍 [uniofbradfordalumni](#)

🏢 [University of Bradford Alumni Office](#)

Regulations and processes



Student Contract

The University has a set of Terms and Conditions which all students are asked to agree to. These are set out in our **Student Contract**. The contract, and supporting appendices, set out the terms and conditions which apply from the point you accept an offer of a place on a programme of study at the University of Bradford. You are asked to confirm your acceptance of the terms and conditions when you accept an offer, and each time you enrol and re-enrol with the University.

The Terms and Conditions set out in the Student Contract and supporting appendices represent an agreement between you and the University. It is your responsibility to read them and make sure you understand them. If you have any questions or concerns about these Terms and Conditions, you should contact us by email at universitysecretary@bradford.ac.uk before accepting the offer, or at any other time.

Ordinances, Regulations and Policies

The University has a number of rules which include Ordinances, Regulations, Policies and Procedures. These govern the development, delivery and management of programmes and studies, and the progress and award of qualifications

to students on those programmes as well as setting out how to make a complaint and what happens if your conduct breaches our expectations. These can be found on the **Ordinances and Regulations** and **Policies and Statements** pages of the University website.

The Ordinances set out a framework which enables the University to govern its academic affairs. The Ordinances set out the overall requirements for awards and study at the University, including **Ordinance 16, the Code of Conduct for Student Members of the University**, which gives examples of unacceptable behaviour.

The Regulations set out the common requirements and standards which students are required to meet in order to progress through their programme or to receive an award. These Regulations apply to all programmes unless different arrangements have been specifically approved to take into account the particular requirements of professional or validating bodies. If this is the case, your Faculty will ensure that you know what you have to do in order to be successful on your programme. Details of your programme, and any waivers to the general University Regulations which have been approved, are contained in the Programme Specification which can be found on the **website**.

Other regulations set out specific procedures which apply in particular situations – for example in the case of an allegation of a breach of the assessment regulations or an allegation of misconduct by a student. The regulations are highlighted to you in the Student Contract.

In addition to the Ordinances and Regulations, the University has a range of policies to support the overall learning experience. A number of these policies are highlighted in this handbook, and academic and support staff will highlight other relevant policies to you at appropriate points during your study. An A-Z of all University policies is available on the [website](#).

Extensions and Extenuating Circumstances

The University understands that circumstances sometimes arise which may impact upon your ability to complete assessments. The University's **Assessment Regulations** provide a general definition of extenuating circumstances, as: 'good cause' which has prevented a student from attending required assessments or from completing a particular assessment due to ill health or other form of adverse circumstances. The University has a detailed **Extenuating Circumstances Policy and Procedures** which sets

out what you should do if you feel you have experienced circumstances which have impacted your ability to successfully complete/submit work.

It is your responsibility to inform the University of extenuating circumstances and submit supporting evidence in accordance with the Policy and Procedures and within the required deadlines. The University has an online submission process for extenuating circumstances. If you have any queries about the process, please refer to one of the staff members at the MyBradford desks or the online guidance on e:Vision in the first instance.

Suspension, Transfer or Withdrawal (Change of Circumstances)

We hope you will successfully complete your programme and enjoy it. However, we recognise that your circumstances might change during your studies. For example, you may need to suspend your studies for a period of time because of ill health, personal circumstances or other reasons; you might want to transfer onto another programme; or you might decide you want to leave the University altogether. The first point of contact in any of these cases is your Personal Academic Tutor. Please go

to them for advice as soon as you are aware of any problems, and they can explore the options with you.

The University's **Student Suspension Policy** sets out the circumstances under which you may request to suspend your studies, and how long this may be for. The University publishes its **Arrangements for Students to Transfer** which set out how we support students to transfer into the University from another higher education institution, out of the University to another higher education institution, or internally between programmes.

The University has an online process for managing requests to suspend, transfer or withdraw. Log in to e:Vision for more details. If you have any queries about the process, please refer to MyBradford or your Programme Admin team.

Changes to your circumstances may have fee implications. For more advice contact the Student Life team on supportandguidance@bradford.ac.uk. You may also wish to consult the **Composite Fee Liability Policy**.

Fee Information

Your offer letter details specific fee information pertaining to your enrolment at the University. Further information about your fee liability –

including how this is calculated, can be found in the University's **Composite Fee Liability Policy**.

How we deal with unacceptable conduct

Ordinance 16 sets out the behaviours that the University defines as unacceptable. This includes but is not limited to: disruptive, violent or aggressive behaviour (including via social media); harassment or discrimination; sexual misconduct; damage to property; actions which may cause injury or harm; behaviour that damages the University's reputation; serious academic misconduct; theft, fraud, dishonesty, bribery, use of illegal drugs or other criminal offences. You are strongly advised to ensure that you are familiar with this document to ensure that your behaviour remains within the scope of what is expected of a student.

If you are suspected of unacceptable conduct, the University may invoke the **Student Disciplinary Procedure**. There are a number of stages in the Procedure and most cases are dealt with informally at Stage One. More serious cases may be escalated to or initiated at Stage Two where a member of staff undertakes an investigation and reports back to the Head of School.

In the most serious of cases, the Head of School may then decide that the case should be heard by a Disciplinary Panel which has the authority to impose temporary suspension or permanent expulsion from the University.

At any stage, where someone's behaviour is thought to present a risk to the other members of the University, or where their presence on campus is likely to disrupt the business of the University and the learning of other students, they may be suspended by a senior officer of the University (the Vice-Chancellor, the Deputy Vice-Chancellor, a Pro-Vice-Chancellor or a Dean) while the disciplinary case is considered.

The procedure has an appeals process and if you are unhappy how you have been dealt with you may complain to the independent Office of the Independent Adjudicator (OIA).

The Students' Union can advise and support you should disciplinary procedures be instigated against you.

How we deal with fitness to practise concerns

If you are on a regulated programme such as Pharmacy, Nursing, Paramedic Science etc. you are also required to be fit to practise (the full list of programmes subject to fitness to

practise is on the **University website**). This means you must have the skills, knowledge and character, and be healthy enough in order to actually practise your profession safely and effectively and to maintain public confidence in your profession.

If someone has concerns about your fitness to practise, the University will normally invoke the **Student Fitness to Practise Procedure**: most cases are dealt with informally at Stage One of the procedure, but more serious cases may be escalated to Stage Two where a member of staff undertakes an investigation and reports back to the Head of School.

In the most serious of cases, the Head of School may decide, after the investigation, that the case should be considered by a Panel which has the authority to impose temporary suspension or permanent expulsion from your programme.

At any stage, where someone's behaviour is thought to present a risk to the other members of the University, or where their presence on campus is likely to disrupt the business of the University and the learning of other students, they may be suspended by a senior officer of the University (the Vice-Chancellor, the Deputy Vice-Chancellor, a Pro-Vice-Chancellor or a Dean) while the fitness to practise case is considered.

The procedure has an appeals process and if you are unhappy how you have been dealt with you may complain to the independent Office of the Independent Adjudicator (OIA).

The Students' Union can advise and support you should fitness to practise procedures be instigated against you.

Academic Misconduct

One of the key factors in a university education is the knowledge that your achievements will be fully recognised by your friends, family and employers. It is important that the University maintains and upholds its high academic standards, otherwise the quality of the University's awards is undermined; this is not good for the University or for its students as it damages the reputation of the University and undermines the value of your degree in the marketplace. Therefore, we take academic misconduct very seriously.

The University's **Regulation 7: Assessment Regulations** set out the procedures we have in place to ensure that the assessment process is fair to each and every student and reflects each student's understanding and attainment. These regulations govern the conduct of examinations, including, for example, what may be taken into an examination room. They also cover the submission of

other work for assessment, such as coursework, projects or essays. You should ensure that all the work that you submit is written in your own words, with any quotations clearly indicated and acknowledged in references.

When you commence your studies, you will be asked to complete an online Plagiarism Awareness Module which is designed to ensure you know how to appropriately reference written work. There is also further guidance available online. It is your responsibility to ensure that you look at this information. It is not acceptable to say that you do not know what academic misconduct is because you have not read the guidance.

If you are an overseas student, you may find UK referencing conventions quite different from those in your home country. Respecting intellectual property rights, that is ownership of an idea or a piece of academic work, is an important issue. Remember: if you are unsure of the rules, ask your tutor for advice or visit the Academic Skills Advice service for guidance.

All instances of academic misconduct brought to the attention of the University will be investigated. In the event that an allegation of academic misconduct (for example plagiarism

or exam cheating) has been made against you, we will follow our **Academic Misconduct regulations and procedures**. If an allegation is proven, we may apply a penalty which may impact your marks or your eligibility to complete your award. You will have the opportunity to submit a response to the allegations and, to appeal any decision.

Academic Appeals

Your eligibility to progress between stages and to be awarded your degree is determined by a Board of Examiners. You have the right to request an appeal against a decision taken by the Board of Examiners (or, for Postgraduate Research Students, the Research Degrees Sub-Committee). The grounds for academic appeal are (broadly): circumstances affecting performance of which the Board of Examiners was not aware; procedural irregularities; administrative error; prejudice or bias; or inadequate supervision.

You should note that it is not possible to appeal to have assessments remarked on the basis that you think you should have done better. You should also note that, for many of the grounds stated above, you need to provide a very good reason why you were not able to inform the Faculty of your circumstances at the time they occurred.

There are three stages to the academic appeals process: Early Resolution, the Formal Stage and the Review Stage.

Early Resolution Stage: If you believe an error has been made in relation to the Board of Examiners decision, you should contact your Faculty immediately. If the Faculty acknowledge that an error has been made, and that this is easily solved, the Faculty will correct the error without you having to progress through the appeals process.

Formal Stage: If you believe that you have grounds for a Formal Appeal, then you should complete an Academic Appeal form and submit this to the Student Casework Team at **complaintsandappeals@bradford.ac.uk** within two weeks of the date of the publication of the Board of Examiners, or Research Degrees Sub-Committee, decision. Your appeal form should state the grounds, reason for appeal and your desired outcome. You should accompany your appeal form with a letter of appeal, evidence to support your case and, if your appeal is submitted beyond the two week deadline, the reasons you were unable to appeal within the stipulated deadline. Your appeal will be assessed by the Student Casework Team to ascertain if it meets the grounds for appeal. If it does, it will be sent to a

senior member of staff within your Faculty to consider. Once the Faculty has made a decision on your appeal, the Student Casework Team will communicate the outcome to you. You will normally receive an outcome within three weeks of your appeal submission.

Review Stage: If, once you have received your appeal outcome from the Formal Stage, you remain dissatisfied, you can escalate your appeal to the Review Stage. You should complete an Academic Appeal Review form and submit this to the Student Casework Team within two weeks of the date of the Formal Stage Outcome Letter. Your appeal form should state the reason for appeal, your desired outcome and why you disagree with the Formal Stage Outcome. You should accompany your appeal form with a letter to explain your case, evidence to support the issues that you are appealing and, if your appeal is submitted beyond the two week deadline, the reasons you were unable to appeal within the stipulated deadline. Your appeal will be investigated by the Student Casework Manager and approved by the Pro-Vice-Chancellor. The outcome will be communicated to you in writing, normally within three weeks of receiving your Review Stage appeal. Further details on Academic Appeals, including the Academic Appeal form, can be found on our **website**.

Student Complaints

If you are dissatisfied with an aspect of your student experience and have not been able to resolve the matter informally, you may submit a complaint. Complaints can be accepted under the Student Complaints Procedure from all students currently registered on a programme of study delivered at the University of Bradford within one month of the cause for complaint. Students who have recently graduated, or been suspended, excluded, withdrawn or expelled from a programme of study delivered at the University of Bradford can also submit a complaint. However, this must be submitted within three months of the date of graduation, suspension, exclusion, withdrawal or expulsion.

Students who are studying at Collaborative Partner Institutions should follow the complaints procedure of the partner institution in the first instance. In the event that students studying at Collaborative Partner Institutions are unhappy with the outcome of this process they may seek a review of their complaint under the University of Bradford procedure.

The Student Complaints Procedure follows three stages: Early Resolution, the Formal Stage and the Review Stage.

Early Resolution: if you become dissatisfied, you should raise the matter immediately with the area of the University about which you are dissatisfied. We will then look at your concerns and try to resolve them immediately for you.

Formal Stage: if you have been unable to resolve your complaint via Early Resolution, you may submit a Formal Stage complaint to the Student Casework Team at **complaintsandappeals@bradford.ac.uk**. A formal stage complaint should normally be submitted within one calendar month of the issue, act or omission you are complaining about. An investigator will be assigned to consider your complaint, normally from the Faculty or Service where the issue arose, and you will receive a written outcome and report within one calendar month.

Review Stage: if you remain dissatisfied, you may submit a Review Stage complaint. A new, independent investigator from outside the Faculty or Service where the issue arose, will be assigned to consider your complaint and whether the formal stage outcome was reasonable. Again, you will receive a written outcome and report.

The timescale for consideration of a formal or review stage complaint is normally one month, but it may take longer depending on the complexity of the case under consideration. Further details on Student Complaints, including policy documents and contact details for support, can be found on our **website**.

Office of the Independent Adjudicator for Higher Education

Under the Higher Education Act 2004, the University of Bradford subscribes to an independent scheme for the review of student complaints operated by the Office of the Independent Adjudicator for Higher Education (OIA). If you are dissatisfied with the outcome of a complaint, appeal, academic misconduct investigation, disciplinary investigation, fitness to study investigation or fitness to practise investigation you may be able to apply to the OIA for a review of your case providing that the complaint you take to the OIA is eligible under its Rules.

Should you decide to make a complaint to the OIA, you can fill in the OIA's complaint form online or download a copy from the **OIA website**.



Alternatively, you can telephone or write to the OIA for a form. Your complaint must be received by the OIA within twelve months of the date of the letter which confirms that the University's internal procedures have been completed (this is called the Completion of Procedures Letter). You should send a copy of your Completion of Procedures letter to the OIA with your complaint.

Guidance on submitting a complaint to the OIA can also be found on its **website**.

You may also wish to seek advice from the Students' Union about taking your complaint to the OIA. Please note that the OIA will normally only review issues that have first been dealt with through the University's internal procedures.

Key Dates*



Start and end dates may be different depending on your programme – please check with your faculty for details.

Event	Date
Welcome Week	16-20 September 2024
Semester 1 begins	23 September 2024
British Summer Time ends (clocks go back to GMT)	27 October 2024
Winter Graduation ceremonies	Week commencing 2 December 2024
Winter vacation period	14 December 2024 - 5 January 2025
Semester 1 exams begin	6 January 2025
Semester 1 ends	10 January 2025
Semester 1 exams end	17 January 2025
January Welcome Week	13-17 January 2025
Semester 2 begins	20 January 2025
British Summer Time begins (clocks go forward to GMT+1)	30 March 2025
Spring vacation period 1	12-27 April 2025
Semester 2 exams begin	28 April 2025
Semester 2 exams end	9 May 2025
Semester 2 ends	9 May 2025
Summer vacation period begins	10 May 2025
Summer Graduation ceremonies	Week commencing 14 July 2025
Supplementary exams begin	21 July 2025
Supplementary exams end	1 August 2025

* These dates are correct at the time of production and subject to change.
Semester and exam dates can be found on our **website**.

Frequently asked questions



If your question is not answered here more information can be found on the **New Students** or **Returning Students** website pages as appropriate.

How do I pay my fees, and who can I contact for support?

All our supported payment options can be found **online**. If you need support in making payment, please contact our Payzone team either by email: payzone@bradford.ac.uk or by phone: **01274 23 3137**.

To find out when your fees are due, please check our **website** and if you are having issues paying your fees on time, please contact Credit Control via email: creditcontrol@bradford.ac.uk.

I have a concern about one of my modules – who do I ask?

If you have a question or a minor concern about a module, you can:

- check with a fellow student or your programme/module information on Canvas
- contact your module tutor
- **speak with your programme administrators**

If you have a serious concern about a module, firstly speak with the Module Leader or your Programme Leader about it (Programme and Module Leader information is available on Canvas). If your concern is not resolved to your satisfaction, you can involve your programme's student representative or contact the Complaints and Appeals team.

I want to make a complaint, what do I do?

If you wish to submit a more formal complaint, then please see the University of Bradford **Student Complaints Procedure** which can be found on the intranet.

For information on Ordinances, Regulations and University Policy please visit our **website**.

I have a question and I don't know who to ask?

Please go to the MyBradford desk where staff will help to resolve your enquiry or put you in contact with the correct department or person. MyBradford are open 8.30 – 16.30 Monday to Friday with exception of the first and last Wednesday of each month when we will be closed from 10.00am – 11.30am for staff training. Opening hours are subject to change.



What is a Programme Leader?

The role of your Programme Leader is to oversee the management of your programme and provide academic advice and guidance to help you and your fellow students to progress on your chosen programme.

What is a Module Tutor?

The person teaching a particular module is the Module Tutor. This tutor is your first point of contact for any issues arising relevant to the module in question. The module tutor can also give you tutorial support and advice regarding the topics covered.

What is a Personal Academic Tutor (PAT)?

During your studies at the University, you will be assigned a personal academic tutor (PAT). The role of

the PAT varies from programme to programme, but generally they are there to provide support for module choices, make sure you are adjusting to university-level studies, and to provide advice and support for any academic-related issues you might have. A personal tutor is a good person to have a chat with if you need help with your programme, want another perspective on how you're progressing, or simply need to know who best to contact with an issue you're facing. For additional, in-depth study support, please contact the **Academic Skills Advice Service**.

Whilst we encourage you to speak to your PAT about any difficulties you may be experiencing that impact your studies, the **Counselling and Mental Health Service** is better equipped to offer emotional support.

Can I change my programme and study something totally different?

Possibly, but before you make any decisions, take stock and ask yourself why it's the wrong programme. Is there a certain area that is hard for you to get your head around? Speak to your personal academic tutor (PAT) first.

Is the programme bringing up issues that you have had problems within the past? Contact the **Counselling and Mental Health Service**.

If you are an international student with a Student visa, please speak with the Visa Support Team before requesting to change your course. Transfer requests must be approved by the Visa Support Team before your faculty can approve the request. This is to ensure the transfer meets UKVI academic progression rules.

If you need to speak to one of the Visa Support Officers you can contact them on **01274 23 6900** or **visasupport@bradford.ac.uk**.

Do you need help with appropriate skills for degree-level learning? See the **Academic Skills Advice service**.

Is there another programme that would better suit your interests and future career? Contact **Career and Employability Services**.

Above all – talk to your programme leader; there could be another programme in the Faculty that is more suitable for the direction you want to go in.

If you're sure you want to change programme, be aware that this can have implications, but not necessarily if you sort this out in your first year.

If you are a home student with funding from Student Finance England/Wales/Northern Ireland or SAAS, you may find that you will have to pay some of your fees, depending which year you are in. Contact the Student Life Team about this at **money@bradford.ac.uk** for more advice.

If you are sponsored to study this may also have funding implications, please check with your sponsor before changing your programme.

Get advice from Career and Employability Services, or Student Support at the Faculty of Health Studies if you are studying an NHS-funded programme.

When you have decided let us know by completing the Change of Circumstances form on **e:Vision**. Please ensure you gain permission to transfer to the new course before you complete the online form. If you don't have access to e:Vision or need further advice contact your **program administrators**.

How can I withdraw from the University?

Again, there are implications – see above; ensure that you discuss your situation with your personal academic tutor or programme leader.

When you have decided let us know by completing the Change of Circumstances form on **e:Vision**. If you don't have access to e:Vision or need further advice contact your **programme administrators**. Please ensure that your decision to withdraw is final before submitting your form on e:Vision.

Your fees will be adjusted based on the date that you tell us, in writing. You may be charged an administration fee.

Have you signed a contract for your accommodation? You will be required to pay the balance outstanding to the end of the contract.

For further advice on the implications of withdrawing, please contact the Student Life Team at **supportandguidance@bradford.ac.uk**

How do I open a bank account?

If you are an international student, you can ask the Visa Support team for additional guidance on opening a bank account. You can also speak staff at the MyBradford desk for further information on how to download letters from the student portal that you will need to present to the bank you wish to open your account with.

How do I obtain a statement of results?

If you have not yet completed your programme of study at the University you can obtain your statement of results via **e:Vision**. If you have already graduated from your studies at the University, further information and guidance can be found on the **website**.

How do I obtain a National Insurance number?

For the latest guidance please see the government **website**.



Where can I get my teaching timetable?

Once your timetable is available you can view information about accessing your academic timetable on our **intranet site**, where you'll also find information about viewing other elements of the timetable e.g. programme/module details. You can also view a 7-day timetable on the **University Portal**.

Where can I get a Totum card?

Totum cards are obtained from the UBU Reception situated in Student Central.

Appointments and drop-in sessions

Many of our services provide appointments and drop-in sessions

– if you aren't sure who to approach please go to the MyBradford desk in the first instance.

Who can help me prepare my student complaint or academic appeal?

The University recognises that involvement in the Student Complaints Procedure can be a difficult and worrying experience. Support, assistance and advice on all aspects of the complaint's procedure, including the preparation and submission of your complaint, is available to students from the Students' Union Advice Service:

✉ ubu-advice@bradford.ac.uk

☎ 01274 23 3300

The University strongly encourages students to access this support.

What are assistance dogs?

Assistance dogs are trained to aid or assist a disabled person. They include ‘guide dogs’, ‘hearing dogs’ as well as other trained dogs who assist disabled people with a wide range of tasks. They are instantly recognisable by the harness or identifying dog jacket they wear. The University of Bradford welcomes assistance dogs who support disabled people.

What do assistance dogs do?

Assistance dogs carry out a variety of practical tasks for disabled people in order to support their health and independence. Assistance dogs are specially trained to behave appropriately in public places such as hospitals, restaurants, schools and universities. They are legally entitled to accompany their handlers almost everywhere and have undergone thorough training to ensure their suitability for this.

What is the handler’s role?

Handlers (who may include the dog’s trainer, fosterer, or a disabled person) are expected to follow strict rules about hygiene; the dogs are vaccinated, groomed, and checked by a vet regularly. They are tested for the correct temperament and highly trained to behave well around people. The dog is the handler’s responsibility; in the rare event that an assistance dog misbehaves, please inform the handler, who will be keen to control their dog.

What does the law say about this?

Assistance dogs and their handlers have important rights under the Equality Act 2010. This states that reasonable adjustments must be made to avoid discriminating against people with disabilities; for example, this might include waiving a “no dogs policy” in order that a disabled person may be accompanied by their assistance dog.

Religious or cultural beliefs have sometimes been cited as a reason for non-admittance of assistance dogs. However, service providers should permit access to assistance dogs and such beliefs are not a reason for non-compliance to legislation.

To find out more read our briefing and/or contact equality@bradford.ac.uk Centre for Inclusion and Diversity (CfID).



Know your campus



City campus map



Map key

- | | |
|--|--|
| 1. Richmond Building | 13. Unique Fitness |
| 2. Atrium, Richmond Building | 14. Carlton Building |
| 3. Richmond Building, Workshop Block | 15. Pemberton Building |
| 4. ICT Building (Institute of Cancer Therapeutics) | 16. Ashfield Building |
| 5. Norcroft Building | 17. Phoenix Building South West |
| 6. Norcroft Centre | 18. Phoenix Building North East and Theatre in the Mill |
| 7. The Green (student accommodation) | 19. Bright Building (re:centre - Education and Sustainable Development Centre) |
| 8. Horton A Building | 20. Cavendish Building (STEM Centre) |
| 9. Horton D Building | 21. Peace Garden |
| 10. Chesham B Building | 22. Amphitheatre (The Amp) |
| 11. Chesham C Building | |
| 12. Student Central and J B Priestley Library | |

Sat Nav Postcode
BD7 1AZ

Inclusive campus map





This map shows the accessible routes around our campus. Together with the map key it also shows some of the facilities available to our staff, students and visitors.

Please speak to Richmond Reception if you need access to any areas on campus.

Students who register with Disability Advice will given access to accessible facilities after they enrol.



- Accessible route
- Dropped kerb
- Pedestrian zone

-  Gradient >1:15
-  Blue badge parking
-  Parking
-  Lift

Breast feeding rooms require card access – please contact Richmond Building reception if you need assistance

Accessible Map Key

Bright Building

- Gender neutral toilet R0.04, floor 0
- Gender neutral accessible toilet, R0.05, floor 0

Carlton Building

- Carlton Prayer room, 0.05a and 0.05b, floor 0

Chesham B Building

- Gender neutral toilet B1.10, floor 1

Chesham C Building

- Gender neutral accessible toilet, C0.31, floor 0
- Gender neutral toilet, C1.30, floor 1

Horton Building A Wing

- Breast feeding room A01.01c, floor 0
- Gender neutral accessible toilet A01.03, floor 01

Horton Building D Wing

- Gender neutral accessible toilet D01.13a, floor 01

Horton/Chesham car park area

- Mobility Scooter charging point (please contact Disability Advice for access)
- Toileting area for assistance dogs

J. B. Priestley Library

- Calm space, floor 0
- Family study room 0.07, floor 0
- Gender neutral accessible toilet, floor 0
- Nappy change, floor 0
- Quiet zones, extension floors 0 and 1
- Silent floors, floors 1 and 2

Norcroft Conference Centre

- Gender neutral accessible toilet 0.03b, floor 0
- Gender neutral accessible toilet and baby change 02.03, floor 02

Phoenix Building SW Block

- Gender neutral toilet and baby change 0.84, floor 0

Richmond Building

- Baby change and breast feeding room, next to Horton road entrance, floor C
- Gender neutral accessible toilet and baby change D51, floor D
- Toilet area for assistance dogs, between the Richmond Link and Workshop buildings

Richmond Workshop Block

- Gender neutral accessible toilet WB25b, floor WB

Student Central

- Changing Places toilet and baby change 0.53, floor 0
- Faith Base 0.49, floor 0
- Gender neutral accessible toilet, 0.53, floor 0
- Gender neutral toilet, 01.02, floor 01
- Level entrance from Longside Lane car park, floor 01

Unique Fitness

- Gender neutral accessible toilet, room 22, floor 0 (next to reception)
- Gender neutral toilet, room 12, floor 0 (behind sports hall)