## Contents

<table>
<thead>
<tr>
<th>Student Information</th>
<th>Students’ Union</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Course Dates 2014/15</td>
<td>Students’ Union Advice Unit</td>
</tr>
<tr>
<td>Academic Calendar 2014/15 Trimesters</td>
<td>Students Activities - Clubs &amp; Societies</td>
</tr>
<tr>
<td>Welcome - Vice Chancellor</td>
<td>Course Representatives</td>
</tr>
<tr>
<td>Essential things to do in your first week</td>
<td></td>
</tr>
</tbody>
</table>

### Useful Information

#### Student Services
- Accommodation
- Bolton One
- Careers Advice and Volunteering
- Chaplaincy
- Counselling
- Disability Service
- Equality & Diversity
- Immigration & Welfare Advice
- Student Finance
- Student Liaison Officers

#### University Services
- Financial Services
- Library
- The Academic Office
- Student Data Management
- Institute for Materials Research and Innovation
- Centre for Research for Health and Wellbeing
- Institute for Education Cybernetics
- Institute for Renewable Energy and Environmental Studies
- Centre for Worktown Studies

### Important Rules and Regulations
- Academic Appeal
- Complaints
- Disciplinary Procedure
- Unfair Means Procedure
- Mitigating Circumstances
- Academic, Assessment and Examination Regulations
- Data Protection Statement

### Diary
- Contacts
- Useful Telephone Numbers
- University Campus Map
- University Location Map
- Directions

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The information in this publication is correct at the time of printing in August 2014, but some changes may occur before or during the new academic year – please check for latest information on the University’s website www.bolton.ac.uk
# Student Course Dates

## 2014/15

The Semester dates set out below apply to most courses taught at the University. It should be noted that there may be variations in course dates for some courses. Students should check specific programme dates with their academic department/programme leader.

### Semester dates

**Semester 1**
- Starts Monday 15 September 2014 and ends Friday 23 January 2015 (19 weeks)

**Semester 2**
- Starts Monday 26 January 2015 and ends Friday 29 May 2015 (16 weeks)

### University closure

The University will be closed on or between the following dates:

- Monday 25 August 2014 (Bank Holiday)
- Thursday 25 December 2014 to Thursday 1 January 2015 (Christmas and New Year)
- Friday 3 April 2015 to Monday 6 April 2015 (Easter)
- Monday 4 May 2015 (Bank Holiday)
- Monday 25 May 2015 (Bank Holiday)

### Academic Calendar 2014/15

#### Trimester 3

<table>
<thead>
<tr>
<th>Week Commencing</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Mon 28 July 2014</td>
<td>Week 11</td>
</tr>
<tr>
<td>2 Mon 4 Aug 2014</td>
<td>Week 12</td>
</tr>
<tr>
<td>3 Mon 11 Aug 2014</td>
<td>Week 13 A Level Results/Clearing Thurs (14 August 2014)</td>
</tr>
<tr>
<td>4 Mon 18 Aug 2014</td>
<td>Week 14 Teaching (or Summative Assessments if applicable)</td>
</tr>
<tr>
<td>5 Mon 25 Aug 2014</td>
<td>Week 15 Bank Holiday Mon 25 Aug</td>
</tr>
<tr>
<td>6 Mon 1 Sept 2014</td>
<td>Week 1</td>
</tr>
<tr>
<td>7 Mon 8 Sept 2014</td>
<td>Week 2</td>
</tr>
<tr>
<td>8 Mon 15 Sep 2014</td>
<td>Enrolment New Full time students - TBC</td>
</tr>
<tr>
<td>9 Mon 22 Sept 2014</td>
<td>Week 1 - Teaching + Induction/transition activities</td>
</tr>
<tr>
<td>10 Mon 29 Sept 2014</td>
<td>Week 2</td>
</tr>
<tr>
<td>11 Mon 6 Oct 2014</td>
<td>Week 3</td>
</tr>
<tr>
<td>12 Mon 13 Oct 2014</td>
<td>Week 4</td>
</tr>
<tr>
<td>13 Mon 20 Oct 2014</td>
<td>Week 5</td>
</tr>
<tr>
<td>14 Mon 27 Oct 2014</td>
<td>Week 6</td>
</tr>
<tr>
<td>15 Mon 3 Nov 2014</td>
<td>Week 7</td>
</tr>
<tr>
<td>16 Mon 10 Nov 2014</td>
<td>Week 8</td>
</tr>
<tr>
<td>17 Mon 17 Nov 2014</td>
<td>Week 9</td>
</tr>
<tr>
<td>18 Mon 24 Nov 2014</td>
<td>Week 10</td>
</tr>
<tr>
<td>19 Mon 1 Dec 2014</td>
<td>Week 11</td>
</tr>
<tr>
<td>20 Mon 8 Dec 2014</td>
<td>Week 12</td>
</tr>
<tr>
<td>21 Mon 15 Dec 2014</td>
<td>Week 13</td>
</tr>
<tr>
<td>22 Mon 22 Dec 2014</td>
<td>Bank Holidays Thu 25 and Fri 26 Dec</td>
</tr>
<tr>
<td>23 Mon 29 Dec 2014</td>
<td>Bank Holiday Wed 1 Jan</td>
</tr>
<tr>
<td>24 Mon 5 Jan 2015</td>
<td>Week 14</td>
</tr>
<tr>
<td>25 Mon 12 Jan 2014</td>
<td>Week 1 Teaching + transition activities</td>
</tr>
<tr>
<td>26 Mon 19 Jan 2014</td>
<td>Week 2</td>
</tr>
<tr>
<td>Week Commencing</td>
<td>Activity</td>
</tr>
<tr>
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<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>27 Mon 26 Jan 2014</td>
<td>Week 1 Teaching + transition activities</td>
</tr>
<tr>
<td>28 Mon 2 Feb 2014</td>
<td>Week 2</td>
</tr>
<tr>
<td>29 Mon 9 Feb 2014</td>
<td>Week 3</td>
</tr>
<tr>
<td>30 Mon 16 Feb 2014</td>
<td>Week 4</td>
</tr>
<tr>
<td>31 Mon 23 Feb 2014</td>
<td>Week 5</td>
</tr>
<tr>
<td>32 Mon 2 March 2014</td>
<td>Week 6</td>
</tr>
<tr>
<td>33 Mon 9 March 2014</td>
<td>Week 7</td>
</tr>
<tr>
<td>34 Mon 16 March 2014</td>
<td>Week 8</td>
</tr>
<tr>
<td>35 Mon 23 March 2014</td>
<td>Week 9</td>
</tr>
<tr>
<td>36 Mon 30 March 2014</td>
<td>Good Friday 3 April</td>
</tr>
<tr>
<td>37 Mon 6 April 2014</td>
<td>Easter Monday 6 April</td>
</tr>
<tr>
<td>38 Mon 13 April 2014</td>
<td>Week 10</td>
</tr>
<tr>
<td>39 Mon 20 April 2014</td>
<td>Week 11</td>
</tr>
<tr>
<td>40 Mon 27 April 2014</td>
<td>Week 12</td>
</tr>
<tr>
<td>41 Mon 4 May 2014</td>
<td>Week 13 (Bank Holiday Mon 4 May)</td>
</tr>
<tr>
<td>42 Mon 11 May 2014</td>
<td>Week 14</td>
</tr>
<tr>
<td>43 Mon 18 May 2014</td>
<td>Week 15</td>
</tr>
<tr>
<td>44 Mon 25 May 2014</td>
<td>Week 16 Exam Week - Bank Holiday Mon 25 May</td>
</tr>
<tr>
<td>45 Mon 1 June 2014</td>
<td>Semester 1 &amp; 2 boards</td>
</tr>
<tr>
<td>46 Mon 8 June 2014</td>
<td>Awards &amp; Progression Boards</td>
</tr>
<tr>
<td>47 Mon 15 June 2014</td>
<td>Revision and Support Week for referred students</td>
</tr>
<tr>
<td>48 Mon 22 June 2014</td>
<td>Semester 2 Referred Exams and re-submitted Coursework Deadline</td>
</tr>
<tr>
<td>49 Mon 29 June 2014</td>
<td>Degree Congregations (15, 16 &amp; 17 July 2015)</td>
</tr>
<tr>
<td>50 Mon 6 July 2014</td>
<td></td>
</tr>
<tr>
<td>51 Mon 13 July 2014</td>
<td></td>
</tr>
<tr>
<td>52 Mon 20 July 2014</td>
<td></td>
</tr>
</tbody>
</table>
Welcome to a new year at the University of Bolton!

If you are a new student at the University, congratulations on taking this important step in developing your career. We look forward to working with you to help you achieve your ambitions and we are delighted you have chosen to join us.

We have fantastic facilities at our town centre campus, which I hope will enhance your learning and study experience and add to your social life at the University.

The £31 million Bolton One complex provides health, leisure, teaching and research facilities under one roof. This building is the result of a unique partnership between the University, the NHS and Bolton Council. Services for all students include:

- a 25-metre swimming pool where students can enjoy free access, three times a day, during term-time
- a smart gym and dance studio
- a new sports hall and towering, 50-foot indoor climbing wall.

Other recent campus investments include building a Social Learning Zone with round-the-clock access to computing facilities and free laptops, access to the library as well as to the Students’ Union bar and recreation area.

We have many athletics and sports societies on campus for you to enjoy. But for those of you who like to relax watching motorsport, you can follow our Le Mans race team RLR Motorsport, who are based in our new Centre for Advanced Performance Engineering.

If you like to get out and about, our town has a host of festivals, fairs and parades running throughout the year – celebrating everything from food to crafts to running.

And the University works closely with Bolton’s Octagon Theatre which offers a discount on tickets to students. Here we also host cultural events which are amongst those featured on the events section of our website, so please check the dates.

This year we are again providing a University diary for all new students. The diary contains essential information for new students, and guidance on how to access more detailed information either from the University’s website or by making personal contact with the University’s support services.

The information in this publication is correct at the time of printing in August 2014, but some changes may occur before or during the new academic year - please check for the latest information on the University’s website www.bolton.ac.uk

I wish you an enjoyable and rewarding year.

Dr George Holmes
Vice Chancellor
Welcome to a new year at the University of Bolton!

Student Services is based in the Student Centre, Chancellor’s Mall. The opening hours, appropriate to the time of academic year are displayed at the entrance to the service.

There is an evening service and a Student Advisor is available in the Library Monday to Thursday (term time) from 5.00pm to 9.00pm.

Telephone: 01204 903733
Fax: 01204 903732
Email: studentadvisors@bolton.ac.uk

The team of Student Advisors offer information, advice and guidance on a wide range of student support issues. These include Accommodation, Careers, Chaplaincy, Counselling, Disability, Volunteering, Student Finance, Immigration and Welfare Advice and academic procedures. They can also refer you and make appointments for you to see specialist staff. Private interview room facilities are available on request. An induction loop facility for the deaf and hard of hearing is also available.

Services we provide include:

- Official Letters – To Whom It May Concern, bank and student status letters and Council Tax Exemption certificates.
- Identity cards – Student ID cards are produced at enrolment for the duration of the course. This card is also your library card and is needed to access certain services and areas. The ID card should be carried at all times. There may be a charge for a replacement.
- Induction – Student Services liaises with the Academic Office to ensure that all new students are inducted into the University, Departments and their course.
- Assistance with completing forms, timetable information and room locations and help and advice with complaints.
- Assistance with completing forms, timetable information and room locations and help and advice with complaints.

In addition the Student Centre has a wealth of information and leaflets including the University Prospectus, local maps, GP surgeries, insurance companies, welfare rights, transport and travel, health matters and information for international students.

Essential things to do in your first week

- Collect your University Student Identity Card from Student Services, Chancellor’s Mall, or upload a photograph online to have a Student Identity Card printed
- Organise payment of your University fees at Financial Services
- Attend a university Welcome Induction
- Attend your Faculty/Department Induction
- Find out who your personal tutor is and make a note in the front of the diary
- Take a tour of the library
- Disclose any disabilities with the Disability Service
- Register with a doctor and dentist
- Open a bank account (if you don’t already have one)
- Take out contents insurance
- Attend the Fresher’s Fayre
- Join the Students’ Union
- Join the International Society
- Organise payment of your University fees at Financial Services
- Attend a university Welcome Induction
- Attend your Faculty/Department Induction
- Find out who your personal tutor is and make a note in the front of the diary
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Student Accommodation

Student Services will help you to find accommodation either in the University’s Halls of Residence or in the private sector. We have a wide range of experience in all areas of student housing. The University owns and manages two purpose-built halls of residence, Orlando Village and The Hollins, which provide 700 single study bedrooms.

The variety of the residents in halls, in age, background and nationality reflects the diversity of the student population within the University.

Orlando Village consists of 383 single study bedrooms and is conveniently situated for both the University and the town centre. It has eight blocks, each containing eight six-bedroom flats. Orlando has a common room available for students to use.

The Hollins consists of 317 single study bedrooms in three accommodation blocks. Two blocks have eighteen flats and the smallest contains six. There are between six and nine bedrooms per flat.

We maintain a list of accommodation available for students to rent in the private sector at www.boltonstudentpad.co.uk and can assist with referrals for students requiring specialist advice or assistance with renting.

For further information and advice about renting in the private sector and the Halls of Residence call into Student Services, contact 01204 903481 or email accomm@bolton.ac.uk

Bolton One Sports Centre

Bolton One is a Leisure, Health and Research Centre that sits on the University of Bolton campus in the heart of Bolton’s Innovation Zone. Bolton One opened in February 2012 and is a fantastic state of the art facility built by three partners, the University of Bolton, Bolton Council and NHS Bolton. The venue boasts a variety of fitness/sporting activities.

The University of Bolton Sports Centre has a fantastic semi sprung floor in the sports hall, which is much gentler on the joints. The Sports Centre offers both recreation and competitive activities, accommodating a variety of FREE sessions for UoB students such as; Team sports, netball, basketball, volleyball, handball, badminton, table tennis, football just play & 5-a-side football league.

In addition the Sports Centre hosts fitness activities such as trampolining and exercise classes including boxercise, zumba, and bootcamp to name a few. The Sports Centre has more classes from September 2014, look out for the new timetable at the start of term. Student Union (SU) Clubs compete in the BUCS leagues and the Centre provides the venue for training sessions for many of the SU sports clubs. The SU clubs can be joined at the Students’ Union and Fresher’s Fair in September 2014 or pop into the SU offices in the Chancellors Mall. The Sports Centre is open to Community sessions as well as casual hire at discounted prices for Students, Staff and Alumni.

The iconic 50ft climbing wall caters for all abilities with a variety of sessions and a vibrant student mountaineering club linked with the SU. At 50ft high (many walls are 25-30ft), this has some challenging climbs, there are 9 lines with a variety of 28 different top roped routes that include vertical faces, slabs, overhangs, laybacks, cracks and pockets, and routes are currently graded at 3 – 8A plus features. The wall is well designed and portrays a rock like feature that is more natural and realistic. We have a range of sessions for everyone, including FREE Just Climb sessions for UoB students supervised by climbing instructors.

The sports centre offers a unique opportunity to students who wish to have a career in the sport and leisure industry, offering students the opportunity to work in the sports centre as volunteers, receptionists, attendants and coaches. These posts are only available to current students and you can apply for them through the Careers Service Job Shop when they become available, so keep your eye on the notice boards, social media sites and access the Careers Service to find out more.

For the University of Bolton Sports Centre fitness/activities and climbing wall information, ring 01204903172, email sportcentre@bolton.ac.uk, visit the website www.bolton.ac.uk/sport or www.twitter.com/UoB_BoltonOne http://www.facebook.com/BoltonOneSportsCentre or better still pop in and speak to our friendly staff, you will find us here:

Bolton One Sports Centre

Visitors to The Jason Kenny Centre (Gym & Swimming pool-run by Bolton Council) can make use of the 70 station fitness suite and the 8 lane 25 – metre swimming pool is suitable for swimmers of all abilities and offers a variety of sessions including FREE swimming for UoB Students & Staff (6.30am-9.00am, 12.00pm-3.30pm & 9-10pm with valid ID cards). Students receive discounted gym memberships so please pop in and check out what is available. For more details about Bolton Council’s gym & swimming pool please visit https://www.boltonleisure.com/bolton_one
Careers Advice and Guidance

The Careers Service at the University of Bolton will help you to acquire the skills, knowledge and abilities to gain suitable employment or further study. We want to help you to take control of your personal and professional development in order for you to meet your career aspirations and realise your full potential.

Our Careers Advisors are on hand to provide the best possible support to our students and recent graduates to help them gain employment and reach and achieve their career goals and aspirations. Whether you are studying on a full-time or part-time basis, or you are an undergraduate or postgraduate student, we offer a range of careers and employability support adapted for your individual needs. This includes:

- Practical help with CVs, application forms and interview techniques
- Information on further study options
- Employability skills development opportunities
- Access to labour market information
- Support in finding part-time work and work placements
- Help to access graduate jobs and schemes
- Advice on gap year opportunities
- Help to research your career ideas
- Impartial advice on options related to your chosen degree discipline

Deciding on a particular career path can be a daunting experience. Career planning and decision making can be challenging for a lot of students but do not let this deter you. Help is available but remember, do not leave your career planning until your final year!

To find out more about how the Careers Service can help you, visit our website at www.bolton.ac.uk/Careers. Alternatively you can visit us within the Student Centre or ring us on 01204 903080 to make an appointment to see a Careers Advisor.

Student Volunteering

Volunteering can provide you with opportunities to gain practical knowledge and understanding of the skills and practices much sought after by prospective employers. Volunteering can increase your confidence, challenge your perspectives and help inform your future career choices, whilst at the same time acting as an integral part of the enrichment of your student life here at the University of Bolton.

The type of experience that can be gained from volunteering varies greatly and includes group opportunities ranging from supporting community organisations, campaigning and fundraising, administrative support, practical environmental and outdoor activities as well as mentoring and befriending people on a one-to-one basis.

The benefits of volunteering includes learning new skills, gaining practical work experience, meeting new people, giving something back to the community and improving your overall confidence and self esteem.

The range of volunteering opportunities that are available can be accessed via our website at www.bolton.ac.uk/volunteering. You can also make contact with our Volunteering Coordinator by emailing volunteering@bolton.ac.uk or call in to speak to her in person any afternoon.

Career Planning and Decision Making can be challenging for a lot of students but do not let this deter you. Help is available but remember, do not leave your career planning until your final year!

To find out more about how the Careers Service can help you, visit our website at www.bolton.ac.uk/Careers. Alternatively you can visit us within the Student Centre or ring us on 01204 903080 to make an appointment to see a Careers Advisor.

Spirituality, Faith and Beliefs: the Chaplaincy

Exploring faith & beliefs … Supporting spiritual development

You are welcome in the Chaplaincy whether you have a traditional faith, you are searching or you are an atheist.

What we do

The Chaplaincy offers to you, irrespective of your beliefs:

- friendship and support;
- exploration of beliefs and values to help live more fulfilled lives;
- meditations and worship which relate to the University context;
- emails about events and quotations to think about;
- information about local worship places and humanist groups.

The Chaplaincy also organises events for particular faiths such as:

- Mass or Holy Communion on feast days;
- Jummah Salah (Muslim Friday Prayers).

We promote respect for different beliefs and accept everyone regardless of gender, disability or sexual preference. We don’t tell you what you should think or do.

Where we are – physically

You will find the Chaplaincy facility at the far end of Chancellor’s Mall on the ground floor of Eagle Tower. Here you can:

- step back from the busy University life to refresh yourself, meditate or pray in the Quiet Room;
- fulfil your religious prayer requirements in the Prayer Room (take your shoes off in here, please);
- borrow a book about a particular world-view or spirituality in the Resource Area;
- see a Chaplain or Pastoral Assistant in the Chaplaincy Office.

Where we are – virtually

- Web www.bolton.ac.uk/Chaplaincy
- Facebook /UoBChaplaincy
- Twitter @UoBChaplaincy

Who we are

We have a number of Chaplains and Pastoral Assistants from different traditions and faiths but we work as a team. The Co-ordinating Chaplain is the Revd Phil Edwards who you can contact:

- by telephone: 01204 903 415, internal 3415, mobile: 07958 692454;
- by email: chaplain.phil@bolton.ac.uk;
- in person in the Chaplaincy Office. He has a Drop-in Session on Wednesdays 10:00am – 12noon during term time.

There is often a Pastoral Assistant or Chaplain around in the Mall or Social Learning Zone around 12:30am – 1:30pm.

Chaplaincy – caring for the whole person.
Counselling

Many students can experience problems while at University, whether it is from studying, living away from home, financial concerns, personal relationships or more personal matters. Having to cope with things like these is a normal part of student life and while you may prefer and be able to sort them out on your own, there will be times when it can make all the difference to talk things over with someone else. No matter what you are experiencing, no problem is too trivial. If you are affected in any way and even if you don’t know what is troubling you, just call in to Student Services, in the Student Centre, to arrange to see a counsellor. The counsellor is there to help you and give support.

The Disability Service: Additional Learning Support

Where is the Disability Service based and what do they do?
The Disability Service is based in the Student Centre, in Chancellor’s Mall, and offers advice and guidance to students throughout their learning experience, from application stage to graduation. Whilst we encourage independence and individuality, we recognise the importance of a supportive environment for students. We are developing an inclusive approach to learning so that all students, including those with additional support requirements, can become part of an integrated learning community within the University of Bolton.

The Disability Advisors are available to offer confidential advice and guidance on all disability issues in relation to accessing your chosen course of study, as well as the relevant funded support such as the Disabled Students’ Allowance (DSA).

How do you disclose a disability?
You can disclose a disability on your application form, at enrolment, at Open Days, to your tutor, or to any other member of staff at the University of Bolton.

How do you make contact?
We have regular half hour appointments throughout the week and we also have drop-in sessions on Tues, Wed and Thurs afternoons for shorter enquiries.

To make an appointment with a Disability Advisor call in to the Student Centre, in Chancellor’s Mall and speak to a Student Advisor, Tel: 01204 903733, contact us directly on 01204 903733 or e-mail disabilityinfo@bolton.ac.uk. You can also send a text message on 07799657035.

What support is available?
• One to one advice and guidance from a Disability Advisor on support available for disabled students.
• Support in applying for the Disabled Students’ Allowance (DSA) & Individual Assessments of Study Needs.
• Equipment loans i.e. laptops, voice recorders.
• Accessible accommodation / car parking where needed.
• Support in liaising with academic tutors and other relevant staff members.
• Individual exam arrangements.
• Library book loan extensions & help with retrieving and collecting books.
• Help to organise any Non-Medical Helper (NMH) Support, such as one to one support/ practical assistance/ BSL interpreter/note taker.
• Referral for a diagnostic assessment for specific learning difficulties such as Dyslexia, dyspraxia etc.

Do you need to provide evidence of your disability?
Yes! You have to provide appropriate evidence confirming that you have a disability, medical condition, sensory impairment, mental-health condition or specific learning difficulty which affects your ability to study. This can be in the form of either a doctor’s letter or a specialist diagnostic report (carried out over the age of 16yrs) e.g. dyslexia. The Disability Service can give you guidance on the type of evidence you need.

What is DSA and how do you apply for DSA funding?
Disabled Students Allowances (DSAs) are currently grants that help to pay for extra equipment and support that you may need as a direct result of your disability, on-going health condition/illness, sensory impairment, mental-health condition or specific learning difficulty. The Department for Business, Innovation and Skills (BIS) who are responsible for governing this grant are currently reviewing the administration of this grant and therefore the below information is subject to change.

The allowances can currently help with the cost of having non-medical helper support, specialist equipment, plus other disability related expenditure for you to access your course. If the cost of the support that you are recommended exceeds the Disabled Students’ Allowances you will need to discuss this with your disability advisor.

Equality and Diversity

At the University of Bolton we are committed to:
• Valuing and celebrating diversity
• Promoting positive attitudes to difference
• Recognising and treating with respect the diverse abilities and backgrounds of both students and staff
• Eliminating discrimination, harassment and victimisation

For advice or guidance please contact the Student Advisors on studentadvisors@bolton.ac.uk
Or refer to our Equal Opportunities policy http://www.bolton.ac.uk/Diversity

4th March 2015
A day for Celebrating Diversity

Student Finance England is the main funding body for students in England applying for DSA.

DSA application forms can be downloaded from the Student Finance Website. Please contact us if you require help with completing the form or advice about what evidence to provide. Information is available at the following website:
https://www.gov.uk/disabled-students-allowances-dsas

Please note that not all students are eligible for DSA, please contact us for advice if you are an EU/International Student, will be studying only a few modules each semester, or are doing an access, foundation or short course.
Immigration and Welfare

The University’s Immigration and Welfare Officer provides specialist support and guidance for the University of Bolton’s International students. The Immigration and Welfare Officer can advise or signpost students on a wide range of issues from immigration matters to personal and welfare matters which may impact on your studies or overall student experience. We aim to provide a first class information, advice and guidance service to current and past students, staff and visitors. We offer one to one appointments, drop in sessions and also run workshops for students.

If you are having problems which are affecting your studies it is important that you seek advice as soon as possible. There are major implications with regard to your immigration status if you take a break from your studies or stop attending. The Immigration and Welfare Officer can provide advice and guidance on any issues affecting your studies or your stay in the UK and we are able to refer you to a specialist within the University or externally if required.

For more information about our service, appointment times and workshop details please contact visit our website: http://www.bolton.ac.uk/Students/AdviceAndSupport/InternationalStudents/Home.aspx.

You can contact the immigration and Welfare Officer by telephone or email:

Tel: 01204 903496
Email: studentimmigration@bolton.ac.uk

Student Finance

Student Services can provide information, advice and guidance on a wide range of financial matters affecting students, whether it is about what funding you are eligible for from Student Finance England, funding for Access courses or Post-graduate funding.

We can identify grants or bursaries to which you may be entitled, provide information on tuition fees and update you on the financial changes for the next academic year.

We also provide information on University awards, the National Scholarship Programme, Bolton Partnership Bursary and the Vice Chancellors Award. We can help you with information on these awards and how to apply for them.

If you are having difficulty managing your finances whilst studying we can help you work through your problems with budgeting and money management sessions. Learn how to manage your money and avoid getting into debt!

We also act as a referral agency helping you to get in touch with the right people.

For more information contact:

Ms Karen Bentley
Student Funding Advisor
Student Centre, Chancellor’s Mall
Tel: 01204 903497

Mrs Carol Gray
Bursaries and Scholarships Advisor
Student Centre, Chancellor’s Mall
Tel: 01204 903499

Email: studentfunding@bolton.ac.uk

Student Liaison Officers

The Student Liaison Officers coordinate the Student Peer Mentoring Scheme; deliver the ‘Bite Size’ Study Skills Programme and offer information, advice and guidance.

Bite Size’ Study Skills Programme

Each session will last 1 hour and aims to equip you with tips that will help you to succeed in your studies. Access our website for details.

The Student Peer Mentoring Scheme

Would you like to be supported by an experienced student (Peer Mentor) who is a trained volunteer? Or

Are you interested in joining the scheme and becoming a Peer Mentor volunteer?

If the answer is “Yes!” to either of the above questions please get in touch with the Student Liaison Officers for further details.

Information, Advice and Guidance

We can offer assistance on a wide range of academic and pastoral issues.

Please access www.bolton.ac.uk/SLO or email slo@bolton.ac.uk for further information or assistance.
University Services

Financial Services

Chancellor’s Mall
Monday to Friday 9.00am – 4.45pm

For payment of fees for courses, lockers are provided by the University.

Methods of payment

• In person at Financial Services in University against accidental injury unless

• Online—please visit
Students’ Union can advise on this and

• By post (cheques should be made payable to University of Bolton)

University of Bolton
Financial Services
Deane Road
Bolton BL3 5AB

Please send the complete invoice if a receipt is required together with a stamped addressed envelope.

• By Direct Debit

Please contact Financial Services for further details;

Telephone (01204 903180)
e-mail (creditcontrol@bolton.ac.uk)

Personal Insurance

Students are advised to have their own insurance for their personal possessions, whilst on University premises, especially if these include valuable items. Where lockers are provided by the University, these are for temporary storage and should not be used for valuables.

Students are not normally insured by the University against accidental injury unless due to its negligence. Personal accident cover is available commercially and the Students’ Union can advise on this and personal possessions insurance.

Library

(01204) 903094
http://www.bolton.ac.uk/library/

University student ID cards are used to access facilities, including printing and photocopying. Please carry your card at all times.

The Library is open 24 hours a day during Semester 1 & 2. Hours are reduced during the summer vacation.*

We provide integrated library, computing and media facilities with access to a wide range of information and learning resources to support your studies. In addition to 138,500+ books, access to over 33,000 print and electronic journals and nearly 12,000 electronic books there is a full range of audio-visual material and electronic access to a variety of internet and on-line resources. Help with media and graphic skills is also available.

When you enrol you are automatically allocated library and computing ‘accounts’. New students should attend an induction to Library facilities within the first few weeks. The Library has extensive web pages available which provide information on library services, access to electronic resources and a wide range of help guides. Please don’t hesitate to approach any member of staff or service desk for advice and support.

Several multi-functional machines within the Library provide printing, photocopying and scanning facilities with A4, A3, colour and black & white output. You will not be able to use these facilities without your Student ID Card. Copyright restrictions are displayed by each machine and must be followed. A credit-based charge system is in operation for printing and photocopying output. You have an initial free quota each semester and this can be topped up at dispensers.

There are PCs available throughout the Library plus a self-service laptop-loan service for use in the Library and Social Learning Zone (SLZ). There are open access computer facilities within the SLZ. The Library and SLZ are wireless enabled, together with other hotspots throughout the campus enabling you to connect your own mobile devices. Scanners, additional to the photocopiers, are also provided. In addition, assistive technology software is available on the network and, where appropriate, within specified rooms.

We aim to provide a quiet, clean environment within which to study. Policies on behaviour and our code of conduct are available from the website and service desks.

There are a variety of ways of contacting us. Comments on any aspect of our service are very welcome using the appropriate leaflets or the online "We’d like to hear your comments" facility.

If you are faced with any problems or issues please ask!

* There is a reduced service during the Christmas vacation. Any changes to opening times will be emailed to all students.
The Academic Support Service administrative staff provide support to your academic staff and ensure smooth running of the academic programmes across the University.

The type of help and information that we provide includes:

Absence Notification
If you are unable to attend a class or a meeting with your tutor please telephone the Academic Support Service on the numbers below or email to academic-office@bolton.ac.uk and your message will be forwarded.

Timetables
These are located on-line or on programme notice boards, however if you have any difficulties, the Student Advisors in the first instance will be able to help in liaison with the Academic Support Service staff.

Contact with Academic Staff
Staff timetables are available via the Student Advisors in liaison with the Academic Support Service staff, so that you can check availability and messages can be left to be forwarded to your tutors.

Contact Information
Student Advisors are based in the Student Centre and can also be contacted in the by telephone on 01204 903733

Academic Group Administrators who are members of staff within the Academic Support Service can be contacted in the first instance via the Student Advisors. However when necessary to report absence please contact the relevant administrator on the following telephone numbers:

<table>
<thead>
<tr>
<th>Art, Design and Languages</th>
<th>Engineering, Sports and Sciences</th>
</tr>
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<tbody>
<tr>
<td>01204 903140</td>
<td>01204 903475/01204 903358</td>
</tr>
<tr>
<td>Business, Accountancy and Law</td>
<td>Health and Community Studies</td>
</tr>
<tr>
<td>01204 903136</td>
<td>01204 903658</td>
</tr>
<tr>
<td>Creative Technologies</td>
<td>Or email <a href="mailto:academic-office@bolton.ac.uk">academic-office@bolton.ac.uk</a></td>
</tr>
<tr>
<td>01204 903692</td>
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<tr>
<td>Education and Psychology</td>
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<td>01204 903657</td>
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Student Data Management

The following is a summary of services provided by Student Data Management:

Enrolment and registration
• compulsory for every student through the processing of the enrolment form or on-line
• in subsequent years students must re-enrol at the start of each academic year
• registration for an award

Student records
• students can access their student record at www.bolton.ac.uk – Information - Current Students – My Details
• students can amend address, telephone numbers and home email on-line
• students who want to suspend studies, withdraw from a course or change a mode of attendance (e.g. from full-time to part-time) must contact their Personal Tutor or Programme leader promptly in writing.
• Confirmation of enrolment to the SLC (Student Loan Company)
• when students enrol the university will automatically inform the SLC and the student loan will be paid directly into student bank accounts
• Issuing of invoices for tuition fees
• students paying their own tuition fees will receive an invoice
• students whose fees are being paid by a sponsor e.g. NHS, private sponsor, are required to provide the university with a letter from the sponsor and the university will then invoice the sponsor

Degree Congregations
• degree congregations are held in June/July each year
• invitations to attend are sent to potential finalists during their final year

Issuing certificates
• certificates will be posted to students’ home addresses within eight weeks of the degree congregation
• students must keep the university informed of an up to date address
• overseas students are required to confirm the address to which the certificate should be posted
• for students studying at overseas institutions certificates will be sent by courier to overseas institutions
• Students attending the Degree Congregations can collect their certificates on the day
Institute for Materials Research and Innovation

The Institute for Materials Research and Innovation (IMRI) is a multidisciplinary centre which conducts research and innovative activities in collaboration with industry and other academic institutions. The Institute leads the UK with its strong applied and diagnostic approach to new and novel material-related technologies that embrace change and creativity in vision and application. The Institute’s established strengths are in the following areas: Smart Materials and Systems, Medical and Healthcare Devices, Biomaterials, Biomedical and Bioanalytical Sciences, Fire Retardancy, Technical Textiles and Microsystems.

IMRI offers postgraduate degree studies at Masters and Ph.D levels. Our Masters degree programmes are based on flexible delivery arrangements and offer the best possible method of study for both full- and part-time students. A research project designed to develop independence and professional skills of the participants accompanies this programme. Other than standard Ph.D. programmes, the Institute also offers a unique ‘Ph.D- by-publication’ route intended for individuals who have experience in research or industry.

IMRI is also actively engaged in consultancy and collaborative projects with industry and other academic institutions in UK, EU and overseas. Indeed, collaborative research and educational inputs leading to M.Phil and Ph.D qualifications are further interests of the Institute.

To encourage students to continue their studies at the University, the Institute offers a number of Ph.D scholarships funded by government and/or industry available each year. These are open to students with outstanding academic achievements.

Centre for Research for Health and Wellbeing

The Centre draws upon expertise from a variety of academic perspectives on current issues relating to health and wellbeing. We undertake high quality research which relates to professional agendas and social issues connected to the health and wellbeing of groups and individuals. Our research is based upon collaborative partnerships and community involvement. We have expertise in evaluation, needs assessment, service user involvement, participation and innovation.

Institute for Education Cybernetics

Cybernetics is an inter-disciplinary tradition of thinking and research which from the perspective take by the IEC can best be summarised by Stafford Beer’s definition as ‘the science of effective organisation’. We use these ideas and techniques as an input to our research into the ways education is being shaped by technology. Through our research, recommendations are made to government agencies and the European Commission as to how resources should be directed as Universities and Schools seek to adapt to a fast-changing environment.

The IEC has some twenty full time employees, plus a growing group of postgraduate students, working on a wide range of projects. Education is beset with organisational challenges to which technology might be applied: teachers have to manage many learners; institutions have to manage many teachers; governments have to manage many institutions, and so on. These tasks raise questions: what technology? What strategy? To what purpose? In addressing these questions the IEC has been closely engaged in the evolution and critique of Virtual Learning Environments.

One of IEC’s main activities is the Centre for Educational Technology and Interoperability Standards (Cetis), whose focus is on technological developments and their implications for Higher Education. In this work we identify new technological opportunities and with the Higher Education sector to explore their potential use. This leads us to many interesting lines of work, often testing and exploring our research ideas through the development of innovative applications.
Institute for Renewable Energy and Environmental Technologies

The Institute for Renewable Energy and Environmental Technologies (IREET) is a multi-disciplinary research centre focusing on world class innovative research in collaboration with industry and leading academic institutions, aiming at advanced and sustainable technological solutions for renewable energy generation and clean/hygienic environment. The research activities of IREET cover various renewable energy systems, novel materials with designer formulation and functionalities (with particular interest in nano-materials and functional thin films), and applied technologies for innovative industrial exploitation.

IREET offers postgraduate degree studies at Masters and Ph.D levels. Our MSc in Renewable Energy and Environmental Technologies is based on flexible delivery arrangements and offer the best possible method of study for both full- and part-time students. A research project designed to develop independence and professional skills of the participants accompanies this programme. Besides, students on the MSc programme also have the option to have part of the programme carried out in collaborating EU universities. In addition to standard Ph.D. programmes, the Institute also offers a unique ‘Ph.D. by-publication’ route intended for individuals who have experience in research or industry and the M.Phil by Innovation which is based on entrepreneurial developments.

IREET is also actively engaged in consultancy and collaborative projects with industry and other academic institutions in UK, EU and overseas. Indeed, collaborative research and educational inputs leading to M.Phil and Ph.D qualifications are further interests of the Institute.

To encourage students to continue their studies at the University, the Institute offers a number of Ph.D scholarships funded by government and/or industry available each year. These are open to students with outstanding academic achievements.

Centre for Worktown Studies

The Centre for Worktown Studies was established in 2009 to undertake and promote academic research around the Humphrey Spender ‘Worktown’ collection of documentary photographs produced for Mass Observation in the late nineteen-thirties. This collection is held by Bolton Museum and the Centre is jointly established and managed by the University and Bolton Museum.

Mass observation was founded in 1937 to explore how ordinary people in Britain lived and behaved in their everyday lives. Wishing to explore life in a northern industrial town, Mass Observation established a team in Bolton to do just that. A vast amount of documentation was produced by Observers on how people behaved in ordinary situations in their working and leisure lives. One of the most well-known examples is the study of drinking patterns in Bolton’s pubs; this was published as a book ‘The pub and the people’ which you can obtain through the University Library.

Humphrey Spender, a documentary photographer, was invited to Bolton to take photographs to accompany the written accounts. All these photographs can be viewed on-line at http://spender.boltonmuseums.org.uk
Students’ Union
Bolton Students’ Union

Bolton Students’ Union enables you to improve your educational and wider university experience; have your say about the way the Union is run; get advice and be heard through clear channels of communication; campaign on issues that are important to you; develop your hobbies and interests; have the space you need to carry out your activities; have a great social life and make University more fun; positively engage with the wider community.

As a Students’ Union, we want you as a student to get involved, therefore drop in and speak to any of the Officers and make the most of your student time here at the University of Bolton.

Located in the Chancellor’s Mall, Bolton SU is run by students for students. We rely on your support and participation to effectively represent you, suggest new ideas and bring positive changes to make your student experience memorable.

The Students’ Union is your main voice and your first point of contact for any concerns or problems you may have. The Students’ Union exists to represent all students and is democratically led by students at all levels.

We will support you if you have a genuine grievance and we are fully committed to making sure you are treated fairly. We have the full backing of the NUS (National Union of Students) and all advice given is professional and independent from the University. You can be sure we are looking after all your needs.

Your President 2014-2015

Hello, my name is Arthur Kaddu and I am your Students’ Union President for 2014-2015, and I would like to offer you a warm welcome to the University of Bolton.

I studied a Professional Graduate Diploma in Education, and during that time I was involved with the Students’ Union.

My duties as President are to oversee the representation of all student views and interests to the University of Bolton, locally and nationally, oversee communication between the Students’ Union and the students, organize and help ensure that the Students’ Union leads challenging campaigns on student issues, attend appropriate University meetings such as council, Senate, and Governors.

Remember, I have an open door policy therefore feel free to come and talk to me at any time. So if you want to discuss any ideas, have any questions please feel free to come in for a chat.

See you soon
Arthur

Students’ Union Advice Unit

The Students’ Union Advice Unit offers a free, impartial and confidential service for all University of Bolton students. The Advice Unit has a fantastic reputation amongst our students. The impartiality of the Advice Unit allows us to work with you to explore and solve a wide range of problems that you might face as a student.

Some of the problems we can help you with may be common problems which affect many students, for example, problems with finance, budgeting, accommodation, employment and academic issues. Other issues may only affect certain groups of students and require specialist knowledge such as benefit advice and debt counselling, advice for prospective and mature students, and advice for lone parents.

Although the Advice Unit is part of the Students’ Union and so is independent from the University, we work hard to maintain strong and close links with the University, especially with Student Services. This means that we can often liaise directly with University departments on your behalf.

Remember – you may face a whole new range of emotions and problems now you are at university, so if you are feeling a bit down, suffering from home sickness or stressed about your exams or finances, discussing your worries with an impartial friendly face can make all the difference to your time here!

Contact Details and Appointments

The Advice Unit usually operates on an appointment only basis; however, if your problem is urgent and the advisor is free we will do our best to make sure you are seen as soon as possible. Although it’s always advisable to make an appointment, during the quieter periods of the year you may be able to just come along and ‘drop in’.

You will find the Advice Unit in the Students’ Union, Chancellors Mall. The opening times will vary between term-time and vacation time.

Term time
Monday to Friday 9.30am – 4.00pm

Vacation time
Please check for times as they may vary week to week

Appointments can be made by contacting the Students’ Union Reception Desk, details below:

External Telephone 01204 900850
Fax 01204 900860
Email info@ubsu.org.uk
Website www.boltonsu.com
Student Activities - Clubs and Societies

Clubs and Societies are synonymous with students and University life. All our clubs and societies are run by students for students. These students dedicate some of their own time in running these activities.

For many students the social side of a club or society is one of the most important reasons for joining. You will have an instant new circle of like-minded friends outside of your course.

The majority of our sports clubs actively take part in competitive sport representing the University of Bolton in events organised by BUCS (British Universities and College Sports), and are generally played on Wednesday afternoons. These include Men’s Football (4 teams), Men’s Basketball (2 teams), Women’s Basketball, Men’s and Women’s Hockey, Netball and Men’s Rugby Union. We also have other sports clubs which are recreational such as Mountaineering/Walking and Handball. If you cannot see the sports club you are looking for and would like to start a different one, then come and have a chat to us.

We also have a few societies, for example the Christian Union, Islamic, LGBT, Biology, Urban and Cheering Societies. If you cannot see a society that is of interest to you, why not start one of your own? There is funding available to help you on your way. Starter packs are available from the Students’ Union and on our webpage.

How Do I Join?
The Student Activities Awareness Day is usually the best time to join. On this day, officers who run individual clubs and societies have a stand in the Chancellor’s Mall. The officers will be able to provide you with information about their planned activities for the forthcoming year and answer any questions you have. This year our Student Activities Awareness Day will take place on Wednesday 24th September in the Chancellor’s Mall.

What if I have missed the Student Activities Awareness Day?
Don’t worry if you have missed the Student Activities Awareness Day, you can join a club or society whenever you like. Just contact either one of the officers of the club or society of your choice, details of which can be found on our website www.boltonsu.com, a Sabbatical Officer or the Student Activities Coordinator who can be contacted during office hours in the Students’ Union Office.

Finally
If you need any further information or advice call into the Students’ Union or drop us an email (info@boltonsu.com) we are always happy to help.

Student Representation

Course Reps

Course Reps – address issues that involve a single, specific course eg. Civil Engineering – BEng (Hons). Reps liaise with fellow students, staff and the Students’ Union throughout the academic year regarding these course related issues and are required to attend their Course Committees to represent these issues on behalf of the students. Reps are responsible for encouraging their fellow students to complete student feedback surveys and questionnaires. Additionally they work with the Students’ Union concerning any issues - such as car parking and on campus facilities - that lie outside the remit of the Course Leaders or Course Committees. Course Reps are normally elected by their fellow students about three weeks into the course and must undergo a brief training session. Course Reps are supported by the Students’ Union Student Representation Coordinator.

What’s in it for you?
Both positions not only offer students the chance to make a real and positive difference to the learning experience at the University of Bolton, but are an indispensable source of transferable skills and experience to enhance your C.V. and your employability. If you require more information about becoming a Student Rep feel free to call into the SU Office or contact us on 01204 900850

Email info@boltonsu.com
Website www.boltonsu.com

Academic Group Reps

Academic Group Reps have a similar mandate to Course Reps but are responsible for representing a considerably larger base of University students; namely all the students of all the courses in a particular Academic Group eg. Engineering, Sports and Sciences. As well as attending and contributing to the Academic Group level meetings throughout the year, Reps at this level will also attend the Students’ Union meetings and report back to their student body on issues relating to the SU. Academic Group Reps are selected after a formal application process. Academic Group Reps are supported by the Students’ Union Student Representation Coordinator.

What’s in it for you?
Both positions not only offer students the chance to make a real and positive difference to the learning experience at the University of Bolton, but are an indispensable source of transferable skills and experience to enhance your C.V. and your employability. If you require more information about becoming a Student Rep feel free to call into the SU Office or contact us on 01204 900850

Email info@boltonsu.com
Website www.boltonsu.com
Student Health Matters

Health Matters

Students are strongly advised to register with a general practitioner (GP) close to their term-time address. It is important to do this on arrival in Bolton particularly for those who require regular medication. During vacations, when students are away from Bolton, they may consult a GP in their home area on a temporary registration basis.

There is general concern about the incidences of Meningitis and Mumps among groups of students, especially those in residential accommodation. It is for this reason that the following information is provided.

**Meningitis**

Meningitis and septicaemia can be caused by many different organisms including viruses and bacteria. Type B bacteria reside naturally in the backs of throats of one in ten of the population, but they can be spread through coughing, sneezing and kissing. Meningitis outbreaks are more likely to occur in places where people live or work closely together in large groups.

Viral (or ‘Type B’) meningitis is the most common; its symptoms are usually mild and similar to flu (or even a hangover), for example:

- Vomiting
- Feeling feverish
- Pain in the back or joints
- A headache
- Stiff neck

Recovery is normally complete without any treatment. However, if any of the following symptoms develop:

- Severe dislike of light
- Disorientation
- A bruise-like rash that doesn’t fade under pressure, or
- Coma

**GET MEDICAL HELP URGENTLY**

It could be -

**Bacterial** (or ‘Type C’) meningitis which whilst comparatively rare, is extremely dangerous and needs immediate medical treatment.

Vaccination against Type C is now available and you should ensure that if you have not been vaccinated you do so immediately.

**Mumps** is an infection caused by a virus.

The symptoms can be unpleasant and uncomfortable and occasionally, may result in serious complications. There is a safe and effective vaccine that protects against Mumps. It is one of the components in the MMR vaccine. The Health Protection Agency recommends that, for protection from the disease, children and young adults should be given two doses of the MMR vaccine. The vaccine may be given at any age and protection can be life long. If you have already had the MMR as a child, you are advised to check with your GP to enquire about having the second vaccination now you are at the University.

**Tuberculosis (TB)**

Tuberculosis (TB) is a bacterial infection. It is spread through inhaling tiny droplets of saliva from the coughs or sneezes of an infected person. TB mainly affects the lungs. However, the infection can spread to many parts of the body, including the bones and nervous system.

Typical signs of tuberculosis are:

- chronic or persistent cough
- fatigue
- lack of appetite.
- weight loss.
- fever.
- night sweats.

The bacteria responsible for TB are very slow moving, so TB develops slowly in the body. You may not experience any symptoms for many months or even years after being infected. You should consult your GP if you are diagnosed with TB.

If you are diagnosed with TB those people who have been in close contact with you, such as family members or work colleagues, may also be required to be tested for the infection.

Details of Bolton GPs and information about the symptoms and what to do if Meningitis or Mumps are suspected are available from Student Services and the Warden’s Lodge at both Halls of Residence.

**Drugs and Alcohol**

The University is committed to maintaining a community that provides an appropriate learning environment for all students. Whilst it recognises that drugs and alcohol play a part in many students’ lives and is sympathetic to those seeking help and support, it should be noted that anti-social behaviour as a result of the misuse of drugs and alcohol will not be tolerated.
Useful Information

First Aid

If you require first aid within the University, or if you are seeking first aid help for somebody else, tell any member of staff known to you what you need. Either they or you should request a first aider by dialling the University Emergency number:

First Aid 666 (any internal phone)
Or 01204 903666 (any phone)

Put this number into your mobile phone now!
Alternatively, dial 0 from an internal phone to contact Reception to ask for a first aider.

Only contact a known first aider directly if you are certain they are present and available - you may waste vital time otherwise.

If you think the incident is serious you should ask for an Ambulance, calling 999 directly yourself if for some reason there is no immediate reply on the University Emergency Number (666 internal/01204 903666 any other phone).

In all cases of collapse where the person seems unresponsive, or where the person is unwell and suffering central chest pain, you should make this clear so that an AED (defibrillator) and AED responder can also be sent to your location.

Smoke Free Policy

It is the policy of the University that all our workplaces are smoke free, and all students and employees have a right to work and study in a smoke free environment. Smoking is prohibited in all public buildings and around their entrances and open windows. This ensures that smoke does not enter a building from outside and that people entering or exiting the premises are not exposed to second-hand smoke. Should someone become exposed to second-hand smoke in this way, they have the right to request that the smoker moves and the smoker is expected to respect that request.

The policy came into effect on Sunday 1 July 2007 and covers all parts of University buildings including the building occupied by the Students’ Union (such as offices, teaching rooms, corridors, loading bays) and any vehicles used on University business. Smoking in these areas is a criminal offence.

It is appreciated that the Halls of Residence are homes to students and therefore students are permitted to smoke although strictly only in the bedrooms designated for smokers. Any student occupying a designated smoking bedroom should have consideration for others by keeping his/her door closed. All other bedrooms and all communal areas within the halls of residence(s) are smoke free.

The policy has been developed to protect all employees, students and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006. The University does not encourage smoking particularly among its staff and students, and those who do, smoke at their own risk.

The current policy extends to all forms of smoking, including e. Cigarettes & vaporizers

A copy of the University Smoke Free Policy can be found at www.bolton.ac.uk/studentservices www.bolton.ac.uk/AboutUs/Resources/SmokeFreePolicy.pdf and further information is available from www.smokefreeengland.co.uk

Fire Evacuation Procedure

The purpose of the procedures is to ensure safe evacuation of the University’s premises in the event of a fire or other emergency.

Emergency Alarms

The emergency evacuation alarm is a siren. In the event of the sounding of the alarm all persons must evacuate the buildings following the procedures set out below.

Action to be taken by Students

1. As directed by staff, when the alarm sounds close windows and switch off all machines, gas valves, equipment and electrical appliances (other than LSS computer installations).

2. Leave the building by the nearest designated emergency exit in accordance with the instructions given by staff, closing doors as directed.

3. Assist disabled students as required. In the event that any disabled student is unable to be evacuated, you should assist the member of staff to ensure the Controller is aware of the location of the disabled student, and any other relevant information which may assist in the evacuation of that student.

4. Do not re-enter unless advised by a member of staff known to you.

5. On no account use lifts.

6. Do not take holdalls, briefcases or any other bulky items which would impede evacuation. Do not go searching for personal belongings.

7. On evacuation report to the designated assembly point irrespective of the exit by which the building was evacuated. Do not congregate in any area which is not an assembly point and do not leave the assembly point unless authorised by a recognised member of staff. Please note, there are no internal assembly points.

8. If concerned that another student has not been able evacuate the building, advise a member of staff of that person’s last known location.
Lost Property

All property has value to the owner and the loss of any item, however low in actual value may be significant to that owner. The treatment of lost or found property is therefore of importance to all.

Any articles found on the academic sites should be handed in to either Reception, the Library or directly to Security Control Room on Z2, Administration and Services Building. Eagle where all lost property ultimately ends up. You will be given a receipt for the found item(s). We will then endeavour to identify the rightful owner and return the property. However, such property will only be held for three months after which time it will be offered back to the finder, recycled via a local charity shop or destroyed.

Please be aware that your property might not be found straight away and you should always check with Security after a couple of days to see if an item has been handed in.

Any property lost or found at the Halls of Residence should be handed in or collected from the Warden’s offices.

If you think you may have lost something in the street it is advisable to report it to or check with the nearest Police Station.

Security

The University has 24 hour security which is the responsibility of the Facilities department. For comments about the security service etc., contact 01204 903923.

You can use any of the courtesy telephones sited around the University to contact the Security Control Room by dialling 3700 or 01204 903700 from any other telephone.

If you see someone who is acting suspiciously, committing an illegal act or criminal offence then do not hesitate to contact Security Control Room 01204 903700

For Emergencies ONLY dial 666 (Courtesy Phone) or 01204 903666.

Litter and Recycling

The University is committed to reducing the amount of waste we send to landfill. We ask you to assist us in this by keeping the University and surrounding area tidy and using the litter and recycle bins located across the campus.

Most classrooms now have some sort of recycling facilities for paper, glass and certain plastics. Please use the appropriate colour bins ie green for plastics and glass, blue for paper and black for all other general waste. If in doubt, put the waste in the black bin so as not to contaminate the recycling.

There are a number of Paper Recycling Stations around the University which will take larger amounts of paper and cardboard waste.

Home Security

Top tips

If you are leaving the home make sure you switch on the alarm. Ensure everyone in the house knows the code and how to use it.

Lock your doors and windows – including upstairs windows.

Keep your laptop, car keys, smartphones and other valuables out of sight and never leave them unattended. Write your postcode on your valuables using a UV pen and register them on www.immobilise.com

If everyone is going out, leave a light or radio on and draw the curtains to give the impression someone’s in. Maybe use low energy light bulbs.

A good deterrent is a rear light as it makes an intruder feel exposed. Check to see if you have a rear light that works. If you do not have one, contact your landlord.

Police Point of Contact

The University has strong links with Greater Manchester Police and the Bolton Neighbourhood Policing Team; together we are working to promote a safe and secure environment for students and staff.

Should you wish to discuss police related information, crime prevention and personal safety issues then details of such services are available from Student Services, Student Centre or please contact PC Richard Charlesworth on telephone number 0161 856 5619 or e mail richard.charlesworth@gmp.police.uk

To contact the police in an emergency, where there is a threat to life or crime in progress ring 999.

101 is the number to call when you want to contact your local police in England and Wales – when it’s less urgent than a 999 call. (101 is available 24 hours a day, 7 days a week).
Catering Facilities

Catering Academy are proud to work in partnership with the University of Bolton, offering Catering Services throughout the campus.

From barista coffees to full food offers you can be sure all our products are freshly prepared on the premises by our trained team members who strive to personally deliver excellence throughout their working day.

Cafe Athena
Situated in Chancellors Mall opens from 8.15am each morning until 8.00pm Monday to Thursday and 4.00pm on Fridays. A typical café bar environment where you can drink freshly brewed Fairtrade coffee, made to order by our trained baristas, and relax with your friends in the soft seated lounge area. If coffee isn’t your thing we have lots of other selections to choose from including hot chocolate and a range of teas, herbal and fruit infusions. Toasties and panini are available throughout the day along with a selection of pastries and morning goods.

Don’t forget to check out the tempting range of cakes and our awesome freshly baked muffins.

Deane Deli
Situated in M Block is much the same as Cafe Athena although offers hot choices each lunch time. This facility opens from 8.30am to 4.00pm Monday to Friday.

Eagle Bistro
A traditional dining area situated on the ground floor between T block and Z block, the Bistro opens from 8.30am to 3.00pm Monday to Thursday and until 2.00pm on Friday. Here you can find traditional and multicultural cuisine including full breakfast items with toast and eggs freshly prepared to order, fresh fruits, yoghurts and cereals.

Lunch time offers 3 hot main meal choices, always including vegetarian options, hot snacks, sandwiches, salads and snacks.

Look out for our regular feature ‘Live’ – a live cooking experience to tempt your taste buds.

Take advantage of our monthly savers, Meal Deals and promotional activities.

Eagle Restaurant
Located directly above the Bistro the Restaurant opens from 10.30am to 2.00pm Monday to Friday – offering a barista coffee service from 10.30am to 12 noon and then lunch service from 12 noon to 2.00pm. A slightly more relaxed environment, the restaurant offers 2 choices from the hot counter together with a Daily Chef’s Special (recommended!). There’s also a self-help salad bar for those with lighter appetites and from the chilled counter an assortment of sandwiches, panini and toasties.
Important Rules and Regulations

In order for the University to function effectively it is necessary for its members (staff and students) to comply with certain rules, regulations and procedures. Your signature of the University’s enrolment form signifies that you agree to abide by the University’s Regulations.

It is important that you take time to familiarise yourself with them and, if you are unsure how they affect you, that you seek advice from Student Services or the Students’ Union. Please note that claiming ignorance of the regulations will not be an acceptable reason for non-compliance and will not exempt you from them. The main rules and regulations include the following:

The main rules and regulations include the following:

**Academic appeals**

**Requesting a review of a decision of an Assessment Board.**

The University’s regulations set out a number of grounds on which you can ask for a review of an Assessment Board decision.

These include:

- Illness or some other factor which affected your performance which, for good reason, you were unwilling or unable to divulge before the Assessment Board made its decision;
- A material administrative error; the assessments were not conducted in accordance with the University’s regulations, or some other irregularity;
- There is evidence of prejudice or bias or lack of proper assessment by one or more examiner.

The grounds do not include questioning the academic judgement of an Assessment Board.

You can request a review of an Assessment Board decision by completing an Appeals Form and sending it to the Secretary to Senate in the Standards and Enhancement Office; giving reasons and including supporting evidence by the date published on the University website.

Full details of the procedures for students on taught programmes are at:

http://www.bolton.ac.uk/Students/PoliciesProceduresRegulations/StudentsOnTaughtCourses/ExamRegulationsAndProcedures/AcRegs.aspx

There is a separate appeals procedure for research students available within the Research Degree Regulations at:


**Who can help?**

Quality Assurance and Enhancement Unit
Your module tutor
Your personal or academic tutor
Your Programme Leader
Your Academic Group Leader
Student Services
Students’ Union

**Complaints**

**What to do if you want to complain about a University service.**

The University is committed to achieving high standards in the delivery of its services and welcomes feedback on all aspects of your experience to help us improve services for the future. We recognise that there may be times when you may experience a quality of academic or service delivery which falls short of what you are entitled to expect and that you have a right to raise your concerns. You should always try first to resolve your complaint informally with the person or department providing the service, but if you are not satisfied with the response you can access the formal procedures by completing a Student Complaints Form or writing to the Head of Quality Assurance and Enhancement in the Quality Assurance and Enhancement Unit.

Full details of the complaints procedures are available at:

http://www.bolton.ac.uk/Students/PoliciesProceduresRegulations/AllStudents/Home.aspx

**Who can help?**

Quality Assurance and Enhancement Unit
Your personal or academic tutor
Your student representative
Your Student Liaison Officer
Student Services
Students’ Union

**Disciplinary Procedures**

The action which we will take if you commit a breach of student discipline

We expect you to conduct yourself responsibly and with consideration to other members of the University community. There are specific regulations or codes relating to particular parts of the University, for example, the Library, the Halls of Residence and for the use of computers. It is important to read these regulations carefully so that you understand the standard of behaviour which is expected of you. The University’s Disciplinary Procedure sets out the process that will be followed when a breach of the regulations is suspected.

Full details of the Student Disciplinary Procedures are available at:

http://www.bolton.ac.uk/Students/PoliciesProceduresRegulations/AllStudents/Home.aspx

**Who can help?**

Quality Assurance and Enhancement Unit
Your personal or academic tutor
Your student representative
Your Student Liaison Officer
Student Services
The Library
Students’ Union

**Unfair means procedures**

The action which we will take if you use unfair means in assessment

The University has a responsibility to ensure that the standards of its awards are maintained and that its qualifications are not achieved through the use of unfair means. The regulations on the Use of Unfair Means in Assessment cover not only students who deliberately set out to cheat e.g. by taking unauthorised material into exams, but also those who do not follow normal academic rules, e.g. by acknowledging the ideas of others through proper referencing. Unfair means includes plagiarism (giving the impression that you have written or thought something when you have borrowed it from someone else), collusion (working collaboratively with another student and then submitting the work as all your own work), and cheating in examinations. You should familiarise yourself at the earliest opportunity with the University’s Unfair Means Regulations and Avoiding Plagiarism which are available at:

http://www.bolton.ac.uk/Students/PoliciesProceduresRegulations/StudentsOnTaughtCourses/ExamRegulationsAndProcedures/AcRegs.aspx

You can also get on-line help through BISSTO available via Learning Support and Development’s home page (www.bolton.ac.uk/learning/)

**Who can help?**

Quality Assurance and Enhancement Unit
Your personal or academic tutor
Your Programme Leader
The Library
Students’ Union

Full details of the complaints procedures are available at:

http://www.bolton.ac.uk/Students/PoliciesProceduresRegulations/AllStudents/Home.aspx

Who can help?

Quality Assurance and Enhancement Unit
Your personal or academic tutor
Your student representative
Your Student Liaison Officer
Student Services
The Library
Students’ Union

Unfair means procedures

The action which we will take if you use unfair means in assessment

The University has a responsibility to ensure
Mitigating circumstances

The procedures to follow if for good reasons you are unable to meet coursework deadlines or sit examinations

Sometimes circumstances happen outside your control that may affect your performance or your ability to submit assessments or sit examinations. It is important that you read the procedures for submitting requests for consideration of mitigating circumstances. Requests for consideration of mitigating circumstances should always be accompanied by relevant documentary evidence. The procedures are available at:

http://www.bolton.ac.uk/Students/PoliciesProceduresRegulations/StudentsOnTaughtCourses/ExamRegulationsAndProcedures/AcRegs.aspx

Who can help?
Your personal or academic tutor
Student Services
Students’ Union

Academic, Assessment and Examination Regulations

The rules covering your programmes and how you are assessed

The Academic and Assessment Regulations govern the undergraduate and postgraduate taught and research degree awards of the University. The Examination Regulations, which are updated annually, include information about the conduct of examinations, the use of unfair means (see above) and academic appeals procedures (see above). Both sets of Regulations are available from the Quality Assurance and Enhancement Unit’s homepage at:

http://www.bolton.ac.uk/Quality/QAEContents/APPR/Home.aspx

Who can help?
Quality Assurance and Enhancement Unit
Your personal or academic tutor
Your student representative
Your Student Liaison Officer
Student Services
Students’ Union

Data Protection Statement: Students 2014/2015

The University needs to process data or information for a variety of purposes about its staff, students and other individuals who come into contact with the University. In collecting, storing, using and disclosing this data, the University is committed to protecting an individual’s right to privacy with regard to the processing of personal data. All such personal data of staff, students and other individuals is securely held and processed in accordance with the Data Protection Act 1998 (the Act).

When you enrol with the University you will be giving us permission to process data about you. By signing your enrolment form you consent to your data being processed for administrative, management and student and welfare support purposes.

It is not possible to list all of the uses to which the University will put your personal data or all the bodies with whom we might have to share your personal data. The following are examples of when the University will release data about you to third parties where we have a legitimate reason to use that data, or where the University is under a legal obligation to provide data:

• Alumni Association
  To keep you informed of initiatives relating to your time at the University eg. careers services or postgraduate studies.

• Students’ Union
  In order to help the Students’ Union to communicate effectively with you.

• Higher Education Funding Council for England (HEFCE)
  We are required to provide data to HEFCE or to other bodies acting on HEFCE’s behalf. For example, the National Student Survey is a survey of all undergraduates completing their programme and is carried out by an external agency appointed by HEFCE.

• Higher Education Statistical Agency (HESA)
  We are required to pass data about you to HESA which creates a student record for you and some of this information will be passed to other statutory bodies involved with the funding of education. How this data is used is available at http://www.hesa.ac.uk/

• Student Loans Company
  We will also provide data to the student loans company and if necessary will also release data to parties involved in the recovery of debts to the University.

• UK Border Agency (UKBA)
  As a UKBA Tier 4 sponsor licence holder we are required to provide student data to the UKBA.

• Sponsors
  Where students are financially sponsored by third parties, the University will provide details of attendance and academic performance.

• We will provide data on request to the police and other enforcement agencies where crime detection or prevention may be aided by its release.
• The University uses TurnitinUK anti-plagiarism software that could involve some personal data being released to other HE institutions for comparison purposes.

The University will not share your information with any unauthorised third party without your consent. This means that we will not release information to banks, legal representatives, friends, relatives, parents etc. without your explicit agreement. If you wish the University to provide information in these circumstances you will need to provide us with written consent to release the information.

More detailed information on how the University processes your personal data can be found on the University’s website at:

http://www.bolton.ac.uk/Students/PoliciesProceduresRegulations/AllStudents/Documents/ProcessingPersonalData.pdf

The University Data Protection Policy can be found at:

http://www.bolton.ac.uk/AboutUs/Resources/DataProtectionAct.pdf
Under the Act, you are entitled to have access to information held about you at the University subject to exemptions. For example, where releasing that information would breach another individual’s privacy. The University will make an administrative charge of £10 each time that a request is made. If you wish to exercise this right you should in the first instance make a written request to the University, using the University’s ‘Subject Access Form’ which can be found at:

http://www.bolton.ac.uk/AboutUs/Resources/SubjectAccessRequestForm.pdf

The University aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 40 calendar days unless there is a good reason for delay or an exemption is applicable.

Learning Partnership Statement
This statement describes the service the University aims to provide for students and the responsibilities students are expected to exercise in return. The statement can be found at:

http://www.bolton.ac.uk/Students/AdviceAndSupport/Home.aspx
1 Monday

2 Tuesday

3 Wednesday

4 Thursday

5 Friday

6 Saturday

7 Sunday

Notes
8 Monday

9 Tuesday

10 Wednesday

11 Thursday

12 Friday

13 Saturday

14 Sunday

Notes
29 Monday

30 Tuesday

1 Wednesday

2 Thursday

3 Friday

4 Saturday

5 Sunday

Notes
**20** Monday

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**21** Tuesday

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**22** Wednesday

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**23** Thursday

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**24** Friday

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**25** Saturday

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**26** Sunday

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Notes

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27 Monday

28 Tuesday

29 Wednesday

30 Thursday

31 Friday

1 Saturday

2 Sunday

Notes
3 Monday

4 Tuesday

5 Wednesday

6 Thursday

7 Friday

8 Saturday

9 Sunday

Notes
17 Monday

18 Tuesday

19 Wednesday

20 Thursday

21 Friday

22 Saturday

23 Sunday

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24 Monday

25 Tuesday

26 Wednesday

27 Thursday

28 Friday

29 Saturday

30 Sunday

Notes
1 Monday

2 Tuesday

3 Wednesday

4 Thursday

5 Friday

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7 Sunday

Notes
8 Monday

9 Tuesday

10 Wednesday

11 Thursday

12 Friday

13 Saturday

14 Sunday

Notes
15 Monday

16 Tuesday

17 Wednesday

18 Thursday

19 Friday

20 Saturday

21 Sunday

Notes
22 Monday

23 Tuesday

24 Wednesday

25 Thursday
Christmas Day

26 Friday
Boxing Day

27 Saturday

28 Sunday

Notes
29 Monday

30 Tuesday

31 Wednesday

1 Thursday
New Year’s Day

2 Friday

3 Saturday

4 Sunday

Notes
5 Monday

6 Tuesday

7 Wednesday

8 Thursday

9 Friday

10 Saturday

11 Sunday

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</table>
26 Monday
Semester Two

27 Tuesday

28 Wednesday

29 Thursday

30 Friday

31 Saturday

1 Sunday

Notes
2 Monday

3 Tuesday

4 Wednesday

5 Thursday

6 Friday

7 Saturday

8 Sunday

Notes
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Notes
23 Monday

24 Tuesday

25 Wednesday

26 Thursday

27 Friday

28 Saturday

1 Sunday

Notes
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3 Tuesday

4 Wednesday

5 Thursday

6 Friday

7 Saturday

8 Sunday

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<tr>
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**Notes**
- Good Friday
- Easter Day
6 Monday
Easter Monday

7 Tuesday

8 Wednesday

9 Thursday

10 Friday

11 Saturday

12 Sunday

Notes
13 Monday


14 Tuesday


15 Wednesday


16 Thursday


17 Friday


18 Saturday


19 Sunday


Notes
20 Monday

21 Tuesday

22 Wednesday

23 Thursday

24 Friday

25 Saturday

26 Sunday

Notes
4 Monday
Bank Holiday

5 Tuesday

6 Wednesday

7 Thursday

8 Friday

9 Saturday

10 Sunday

Notes
<table>
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<td>24</td>
<td>Sunday</td>
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</table>
25 Monday
Bank Holiday

26 Tuesday

27 Wednesday

28 Thursday

29 Friday

30 Saturday

31 Sunday
Notes
## Useful telephone numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Telephone</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Main Reception</td>
<td>01204 900 600</td>
<td><a href="mailto:enquiries@bolton.ac.uk">enquiries@bolton.ac.uk</a></td>
</tr>
<tr>
<td>Security</td>
<td>01204 903 700</td>
<td></td>
</tr>
<tr>
<td>Emergencies only</td>
<td>01204 903 666</td>
<td></td>
</tr>
<tr>
<td>First Aid</td>
<td>01204 903 700</td>
<td>01204 900 600</td>
</tr>
<tr>
<td>Student Services</td>
<td>01204 903 733</td>
<td><a href="mailto:studentadvisors@bolton.ac.uk">studentadvisors@bolton.ac.uk</a></td>
</tr>
<tr>
<td>Student Accommodation</td>
<td>01204 903 481</td>
<td>01204 903 484</td>
</tr>
<tr>
<td>Student Finance</td>
<td>01204 903 497</td>
<td><a href="mailto:studentfunding@bolton.ac.uk">studentfunding@bolton.ac.uk</a></td>
</tr>
<tr>
<td>Disability Service</td>
<td>01204 903 478</td>
<td><a href="mailto:disabilityinfo@bolton.ac.uk">disabilityinfo@bolton.ac.uk</a></td>
</tr>
<tr>
<td>Careers Service</td>
<td>01204 903 080</td>
<td><a href="mailto:careers@bolton.ac.uk">careers@bolton.ac.uk</a></td>
</tr>
<tr>
<td>Counselling Service</td>
<td>01204 903 733</td>
<td><a href="mailto:counselling@bolton.ac.uk">counselling@bolton.ac.uk</a></td>
</tr>
<tr>
<td>Sports Centre</td>
<td>01204 903 172</td>
<td><a href="mailto:sportcentre@bolton.ac.uk">sportcentre@bolton.ac.uk</a></td>
</tr>
<tr>
<td>Volunteering</td>
<td>01204 903 489</td>
<td><a href="mailto:volunteering@bolton.ac.uk">volunteering@bolton.ac.uk</a></td>
</tr>
<tr>
<td>Chaplaincy</td>
<td>01204 903 415</td>
<td><a href="mailto:chaplain.phil@bolton.ac.uk">chaplain.phil@bolton.ac.uk</a></td>
</tr>
<tr>
<td>Financial Services</td>
<td>01204 903 180</td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td>01204 903 094</td>
<td></td>
</tr>
<tr>
<td>Web Address: <a href="http://www.bolton.ac.uk/library">www.bolton.ac.uk/library</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students' Union</td>
<td>01204 900 850</td>
<td><a href="mailto:info@ubsu.org.uk">info@ubsu.org.uk</a></td>
</tr>
<tr>
<td>Student Data Management</td>
<td>01204 903 059</td>
<td><a href="mailto:sdmenquiries@bolton.ac.uk">sdmenquiries@bolton.ac.uk</a></td>
</tr>
<tr>
<td>(Student records)</td>
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<tr>
<td>Orlando Halls of Residence</td>
<td>01204 903 488</td>
<td></td>
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<tr>
<td>The Hollins Halls of Residence</td>
<td>01204 903 233</td>
<td></td>
</tr>
<tr>
<td>Academic Office</td>
<td></td>
<td><a href="mailto:academic-office@bolton.ac.uk">academic-office@bolton.ac.uk</a></td>
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<tr>
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</tbody>
</table>

## Contacts

### Name 1
- Address
- Home Tel
- Mobile
- Email

### Name 2
- Address
- Home Tel
- Mobile
- Email

### Name 3
- Address
- Home Tel
- Mobile
- Email

### Name 4
- Address
- Home Tel
- Mobile
- Email

### Name 5
- Address
- Home Tel
- Mobile
- Email

### Name 6
- Address
- Home Tel
- Mobile
- Email

### Name 7
- Address
- Home Tel
- Mobile
- Email

### Name 8
- Address
- Home Tel
- Mobile
- Email

### Name 9
- Address
- Home Tel
- Mobile
- Email
A Innovation Factory
Art & Design Computer Suite
Art & Design Studios
Automotive
Engineering
Engineering Workshops
Innovation Zone
Special Effects
Textiles
Wood and Metal Workshops

B Senate House
IMRI – Fire Laboratory
Engineering Computer Suite
Games Computing & Creative Technologies
Games – Computer Suites

C Senate House
Games – Computer Suites

D Senate House
Teaching Rooms

E Senate House
Computer Aided Design Areas
The Design Studio
University Main Reception
Textile Surface Design

F Senate House
Deane Lecture Theatre
Deane Suite
Product Design Studio
Rapid Prototyping

G The Calderwood Building
Built Environment and Engineering Laboratories
Teaching Rooms

H Currently unused

M Business & Management Centre
Deane Deli
Drawing Office
Institute for Educational Cybernetics
Teaching Rooms

Q Bolton One (University of Bolton)
Reception (for Bolton One activities only)
Sports Science Laboratories
Climbing Wall
Sports & Spinal Injury Clinic
Sports Rehabilitation Suite
Strength & Conditioning
Teaching Rooms
Sports Hall
Clinical Simulation Suite

S The Chancellor’s Mall
Café Athena
Cashier’s Office
Job Shop
Careers
Student Services

The Chancellor’s Building
Social Learning Zone
Peter Marsh Library Access
Social Learning Areas
Students’ Union & Bar

T Eagle Tower
T1 Eagle Bistro
Peter Marsh Library
Multifaith Chaplaincy

T2 Psychology
Sports Laboratories
General Computer Suites

T3 Sport & Leisure
Health and Community Studies
Early Years
Biology
Maths

T4 Academic Staff Rooms
Teaching Rooms

T5 Animation and Illustration
Graphic Design
Media Production
Photography

V The i-zone

Z Services & Administration Centre
Holts Mill
Special Effects Backlot
**The University’s location**

**Directions**

**From the North. A666 (Southbound)**

From A666 Blackburn Road, go straight on at the junction crossing the A58. Go straight on at the next junction (McDonalds on left) and get into the right hand lane. Filter right at the fork (next to Kwik Fit) and turn right onto the A673 (Topp Way) at the next major junction. Get into the left hand lane and when the road divides into three lanes move into the left hand lane again. Go straight on at the lights onto Marsden Road, continue straight on at the next lights onto Moor Lane, get into left hand lane and go straight on at the 1st set of lights (past the bus station on left), turn left at the 2nd set of lights before Grosvenor Casino where you will find Pay & Display car parks. Proceed on foot to Main Reception or Chancellor’s Mall (see campus map).

**From the East. (Westbound)**

From A58 proceed straight on onto A579. Follow this road, you will pass Lexus garage on your right at 1st set of lights, then Morrisons on right and Sainsburys on left at 2nd set of lights. Get into the right hand lane and turn right at 3rd set of lights (Grosvenor Casino on your right hand side). At next set of lights turn right onto A676 Deane Road then take first right (at traffic lights), where you will find Pay & Display car parks. Proceed on foot to Main Reception or Chancellor’s Mall (see campus map).

**From the South. (Northbound and motorways M61 from M60/M62)**

Exit M61 motorway at Junction 5 and take the A58 towards Bolton. Proceed straight on at the lights on to A676 (junction with Shell garage on left). Follow this road all the way into Bolton (approx 2 miles). Eventually you will get to the 3rd set of major traffic lights, get into the left hand lane and go straight on. Go straight through the next set of lights, and turn right at the 2nd set of traffic lights (Grosvenor Casino on the right). Here you will find Pay & Display car parks. Proceed on foot to Main Reception or Chancellor’s Mall (see campus map).

**From the West. (Eastbound)**

From M61 – follow From the South directions. From Wigan (A58) – follow the A58 and proceed straight on at the M61 junction 5 roundabout (under the motorway). Now follow From the South directions.