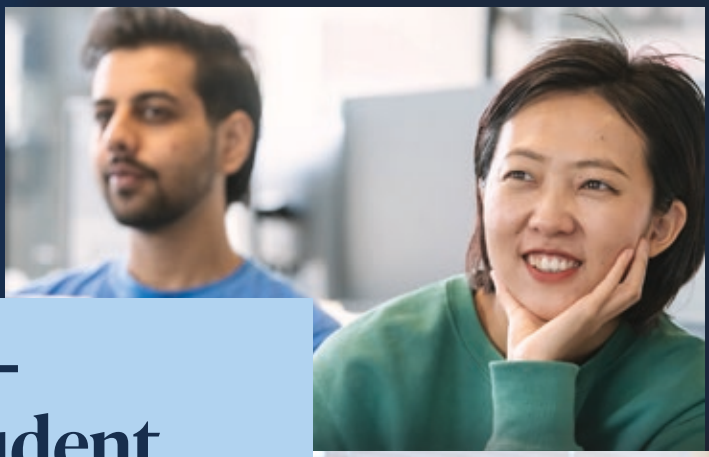
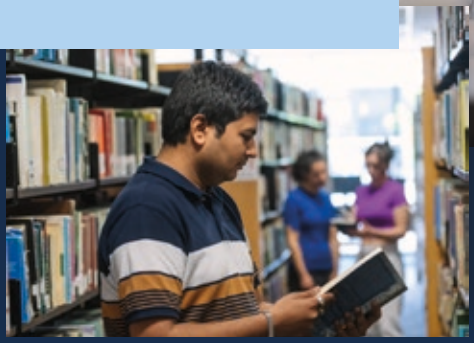
Brunel University of London Pathway College







Student Handbook 2026/2027

Welcome to Brunel University of London Pathway College

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A message from the College Director/Principal

''I'd like to extend a very warm welcome to you from myself and all the team here at the College.

We offer a wide range of pathways onto Brunel University of London courses at both undergraduate and postgraduate level. From Engineering, Design and Business to Arts and Humanities, Life Sciences to the Social Sciences, our personal approach to learning and teaching, and Student-centric environment, will transform you into highly employable Brunel graduates. Our excellent academic team are committed to ensuring you have the best experience, always on hand to provide you the support needed to achieve the best possible outcomes.

The campus itself is an amazing place to be; diverse, vibrant, and energetic, with fantastic facilities for Students to access. And when you step outside of the lab or the classroom, not only will you discover a campus that is teeming with activities – you will find the whole city of London at your doorstep, only 45 minutes away by



tube. Your experiences in the city and around the campus is part of your educational development, this really is a wonderful opportunity!

I can't wait to welcome you to the Brunel Student community and look forward to supporting you on this journey together.''

Amol Gurung
College Director/Principal,
Brunel University of London
Pathway College

General emergency and contact details

Brunel Pathway College (BPC) is located on the ground floor of the Russell Building. Reception is open Monday to Friday 9:00–17:00. The office is closed on weekends and public holidays.

Reception telephone number: **+44 (0)1895 265540**

In the event of a Student emergency (medical/security/welfare) please call: **+44 (0)1895 255786**

For Student services queries (welfare, attendance, absence, fees, Student representative training, updating personal details and events): **studentservices@pathway.brunel.ac.uk**.

For academic queries (assessment, timetabling, academic support, withdrawals, and deferrals): **academicservices@pathway.brunel.ac.uk**.

For all marketing and admission enquiries please contact: **info@pathway.brunel.ac.uk**

For admission queries: **Admissions@pathway.brunel.ac.uk**

Emergency numbers

UK police, fire brigade and ambulance: **999**

24/7 Brunel University of London Security: **+44 (0)1895 255786**

Other useful numbers

Accommodation Services:
+44 (0)1895 267900

Brunel Medical Centre:
+44 (0)1895 266904
+44 (0)1895 379361

Hillingdon Drug and Alcohol Services:
+44 (0)1895 207777

Hillingdon Hospital:
+44 (0)1895 238282

NHS 111 service (24 hours, 7 days a week medical advice): **111**

Samaritans: **116 123**

The Student Hub:
+44 (0)1895 268268

Academic Calendar
Orientation Week

Orientation Week marks the start of your study Programme at BPC.
During this time, you will have:

1. Access to BPC Student Portal, Virtual Learning environment & timetable, including a schedule for your study Programme and course information
2. An introduction to a range of services and facilities offered by BPC and Brunel University London (BUL)
3. A Student ID card and a computer login
4. An opportunity to meet Student Ambassadors and make new friends

Public holidays (dates vary each year)

New Year's Day

Good Friday

Easter Monday

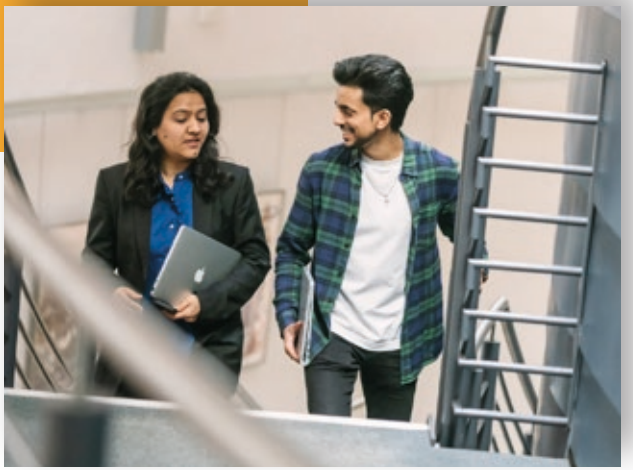
Early May bank holiday

Spring bank holiday

Summer bank holiday

Christmas Day

Boxing Day



The campus (Maps)

Campus map is on page 8-9. For details of how to get to the campus, visit: www.brunel.ac.uk/about/campus/directions





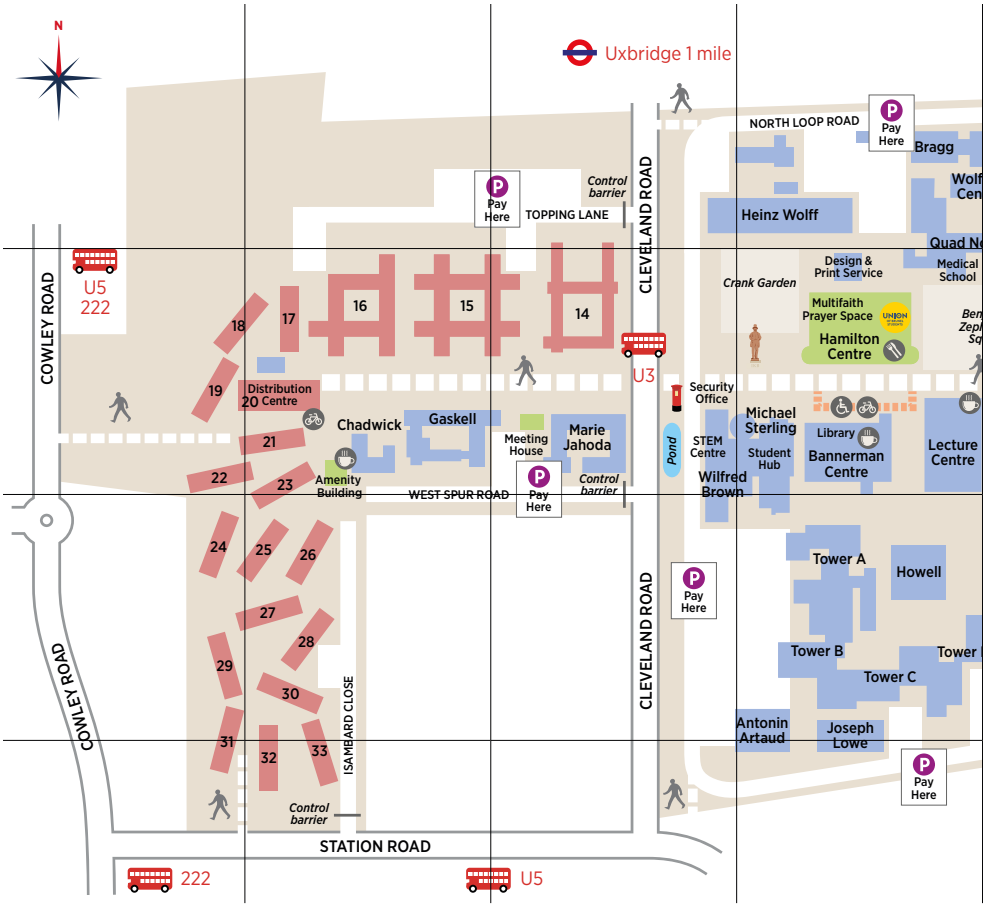
Services and Facilities

- Lidl Supermarket (groceries & essentials): Located Cowley Road, Uxbridge (Behind Brunel University).
- Costcutter Supermarket (groceries & essentials): Located on campus
- Laundrette: Student Launderettes | Brunel University of London
- Placement and careers: Bannerman Centre
- Job Shop: Hamilton Centre
- Gym: Sports Centre
- Accommodation office: Bishop Hall
- Medical centre: (Campus Map)
- Student Hub: Michael Sterling Building
- Brunel University of London Students' Union: Hamilton Centre

Other services and facilities: Brunel University of London Campus Map







Key

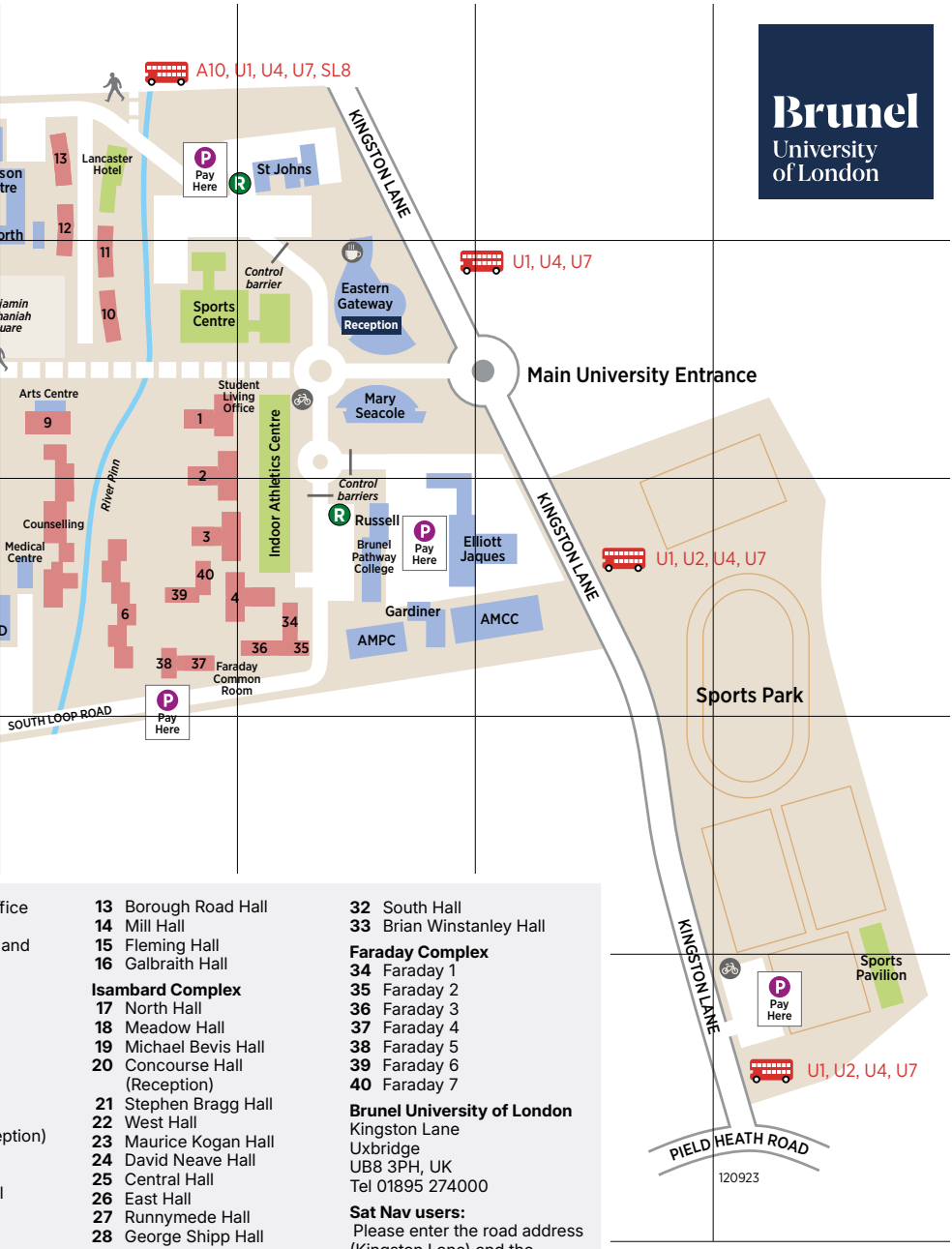
- Café
- Coffee Shop
- Step-free Route
- Santander Bike Station
- Reserved Parking
- Pay and Display Machine
- Academic Buildings
- Residential Buildings
- Recreational Buildings

B4 Amenity Building and Student Store
F4 Applicant Enquiries
G3 Advanced Metal Casting Centre (AMCC)
D3 Antonin Artaud
E4 Arts Centre
D4 Bannerman Centre
D5 Bragg
F3 Brunel Pathway College
B4 Chadwick
F4 Conference Office
E3 Counselling Service
D4 Design and Print Service
B4 Distribution Centre
F4 Eastern Gateway
F3 Elliott Jaques
E3 Faraday Common Room
F3 Gardiner
B4 Gaskell
D4 Hamilton Centre
D5 Heinz Wolff
D3 Howell
F4 Indoor Athletics Centre
D2 Joseph Lowe
E5 Lancaster Suite
D4 Lecture Centre
D4 Library
C4 Marie Jahoda
F4 Mary Seacole
E3 **Medical Centre**
D4 Medical School
C4 Meeting House
D4 Michael Sterling
D4 Student Hub
D4 Multifaith Prayer Space
D4 Quad North
F4 **Reception**
F3 Russell
C4 **Security**
E4 Sports Centre
H1 Sports Pavilion
F5 St Johns
D3 Student Centre
F4 Student Living Of
D4 Student's Union
B4 Amenity Building Student Store
D3 Tower A
D3 Tower B
D3 Tower C and D
C4 Wilfred Brown
D5 Wolfson Centre

Residential

Bishop Complex
1 Bishop Hall (Rece
2 Kilmorey Hall
3 Lacy Hall
4 St. Margarets Hal

Lancaster Complex
9 Gordon Hall
10 Stockwell Hall
11 Southwark Hall
12 Maria Grey Hall



13 Borough Road Hall
14 Mill Hall
15 Fleming Hall
16 Galbraith Hall

Isambard Complex
17 North Hall
18 Meadow Hall
19 Michael Bevis Hall
20 Concourse Hall (Reception)
21 Stephen Bragg Hall
22 West Hall
23 Maurice Kogan Hall
24 David Neave Hall
25 Central Hall
26 East Hall
27 Runnymede Hall
28 George Shipp Hall
29 Trevor Slater Hall
30 Shoreditch Hall
31 Syd Urry Hall

32 South Hall
33 Brian Winstanley Hall

Faraday Complex
34 Faraday 1
35 Faraday 2
36 Faraday 3
37 Faraday 4
38 Faraday 5
39 Faraday 6
40 Faraday 7

Brunel University of London
Kingston Lane
Uxbridge
UB8 3PH, UK
Tel 01895 274000

Sat Nav users:
Please enter the road address (Kingston Lane) and the postcode (UB8 3PN).

Enrolment

All Students must complete their registration in line with the requirements of Brunel University of London (BUL) and Brunel Pathway College (BPC) and UK Home Office regulations for international Students. This is a mandatory requirement of both BPC and BUL and applies to all Students.

There are three stages to registration at Brunel Pathway College:

- Stage One: Online Registration on eVision
- Stage Two: Brunel University of London (BUL)
- Stage Three: Brunel Pathway College (BPC)

New Students

All New Students must complete their registration on their first day of arrival at BUL and then with BPC. Registration for New Students is part of Orientation Week. Students arriving after Orientation Week must still complete all 3 registration stages. Alternative Welcome Talks will be arranged.

Returning / Continuing Students

Students returning to their studies must:

- Enrol at BPC at the start of each semester and
- Enrol with Brunel University of London annually (in September) or when progressing to the next level of study.

Semester fees must be paid by the published deadline (teaching week 9) for Students to be eligible to re–enrol for their next semester. All Students must attend BPC enrolment to have the block on their account removed to be eligible to re–enrol. You will then be required to enrol into the semester subjects on the Student Portal, axis.navitas.com to receive your timetable. If you are re-enrolling during a September intake, you must also re-enrol with Brunel University of London. Brunel re–enrolment must be completed online via eVision. Students are required to complete their eVision enrolment checklist before their enrolment is complete.



Late enrolment

Returning Students who arrive late for enrolment will be subject to a late fine of up to a maximum of £150.00. This may be subject to change. If there are mitigating circumstances for the late enrolment, you should submit your reason in writing to a member of the Student Services team at BPC.

Failure to re-enrol

Failure to re-enrol after the semester has commenced without formal approval from BPC will result in the Student being withdrawn from their studies and international Students will be reported to the University and to the Home Office.

Student timetable

New Students will be issued with their semester timetable upon completion of enrolment. The college reserves the right to vary, cancel or withdraw modules, or to change the timetable at any time. Students should check the BPC Student Portal, axis.navitas.com, on a daily basis to note any changes.

Enrolment status, Withdrawal and Change of Programme

Students are deemed to be currently enrolled from the date on which they complete document checking and are issued with a Brunel ID card. Students enrolment will continue unless:

- You formally notify BPC by email or in person at BPC Reception that you are requesting a Deferment of Studies (abeyance)
- You formally request withdrawal from your course of study, by contacting BPC
- BPC withdraws, suspends or excludes you in accordance with the BPC Student Discipline Policy



Change of Programme

If you want to request a change of Programme, you must complete the Change of Programme request form, which can be collected from BPC Reception. Please return your completed form to BPC Reception or send it via email to **academicservices@pathway.brunel.ac.uk**. Once you have returned your Change of Programme Request form, you will be asked to meet with a member of the BPC team to discuss your request.

Change of Programme requests can only be submitted in the first two weeks of teaching. All change of Programme submissions will not be considered from then onwards until the next semester of your studies at BPC. The request will be considered by the College Academic Board and the relevant Brunel University of London School/Department. If you do not possess the correct entry criteria for the Programme sought, you may be offered an alternative solution. Students will be notified of the board's decision within 10 working days from the submission.

Please note by making this request you agree to accept that there may be a change in tuition fees associated with this change in Programme and that this may result in the cost of your pathway increasing above that documented in your offer letter.

This request, should it be accepted, may affect your overall progression internally and on to your Brunel University of London Programme Should this change be significant then BPC will inform the Home Office of this change. There may also be modules that you have previously passed, where, by changing Programme, you are no longer eligible to pass the module (different pathways have different grading criteria for the same module).

Expectations

You are expected to attend all classes and undertake all assessments / examinations during your Programme You must comply with all rules and regulations of the college that are in force at any time.

BPC may, by written notice, vary conditions of enrolment as necessary to comply with any law, regulation or amendment thereof, of the UK government. International Students must meet the minimum English language proficiency requirement for entry into the course as per the Home Office requirements. If on arrival, you do not meet the English requirements to progress to your next level of studies with BPC /Brunel University of London, you will be required to undertake a relevant English Proficiency Test to reach the required standard.

General Information and Change of address

Students are responsible for keeping their personal details up to date, including address, email address and phone numbers. Evidence of your updated contact address will need to be provided; this is a requirement of the University and the Home Office regulations for UK international Students.

Deferment of studies (abeyance)

If you are unable to complete the Programme in which you are enrolled because of medical reasons, compassionate grounds or another unforeseen circumstance, then you may apply for a deferment of studies (abeyance). You will need to submit a Deferral Form, which can be collected at the BPC Reception or found on the Student Portal, **axis.navitas.com/forms**. Please send your completed request to **studentservices@pathway.brunel.ac.uk**. You will be contacted by the College Services Team to request that you attend a meeting where your application and supporting documentation will be reviewed.

Please note: If an International Student is not studying for more than 60 days at the Institution, they may be required to return home and defer their studies. In this process the current visa may be cancelled, and the Student might need to apply for a new visa in order to recommence their studies.

Termination of your Programme of studies

If you are considered to exhibit the following behaviour/actions, you may be subject to termination from your Programme of study:

- Continued non-attendance
- Presenting anti-social behaviour
- Conviction of a criminal offence during the course of your studies at BPC
- Breach of the College Code of Conduct
- Breach of University Code of Conduct

If any of these regulations and requirements are breached, you will be invited to meet with the College Director/Principal (CD/P), where they will provide an explanation for their reasons to terminate and explain the contents of the intention to terminate letter. Failure to attend the meeting will still result in the letter being emailed and sent to you by post. Thereafter, you have 10 working days to appeal from the date of your letter, and if you choose to appeal you will need to present your reasons and supporting documentation to support your case.

If you wish to appeal please contact the College Director/Principal. If you choose not to appeal, you will be provided with an e–mail and sent a letter to your address, confirming your termination. If you hold a visa, the University will report your termination to the Home Office. As a result of this report, your visa will be curtailed and your current leave to remain in the UK will no longer be valid.



Withdrawals

If you are considering withdrawing from BPC, you will need to submit a Withdrawal Form, which can be collected from BPC Reception or found on the Student Portal axis.navitas.com Please send your completed request to Studentservices@pathway.brunel.ac.uk. You will then be asked to attend a meeting where your application and supporting documentation will be reviewed and next steps will be discussed.

Students who withdraw will be bound by the BPC Refund Policy rules applicable from the date of their original application to withdraw. If the Student is eligible for a refund, it will only be granted once all requested documents have been received.

International Students who choose to leave with the intention to transfer to another Institution, may have visa implications and may be required to make a new visa application. The application will likely need to be completed back home and go through the credibility process again with UKVI. This may impact the Student's study cap. The leave will be added on to their study limit (five-year study limit). UKVI may question the Student's academic progression and the link between their previous course to the new course and Institution.

Student visa renewals/applications

It is the responsibility of each Student to ensure and maintain, whilst in the UK, valid (Student Visa). The Brunel University of London Immigration Team can help you to renew your Student visa and supply the requisite letters from BPC. Please contact **studenthub@brunel.ac.uk** or **immigration@brunel.ac.uk**

Working in the UK as an International Student

Most Students are allowed to work in the UK provided they meet the conditions below:

1. Work for no more than 10 or 20 hours per week during term time (please consult your visa for more information) The University has a policy of employing Students via the Job Shop for only 15 hours per week.
2. Not engage in business, self-employment or provide services as a professional sports person or entertainer.
3. Not pursue a career by filling a permanent full-time vacancy.
4. Generally, Students do not need to get permission to work, but you must not take any paid work at all if your visa or passport stamp states, 'No work' or 'Employment prohibited' or that you 'must not engage in employment'.
5. You will need to apply for a National Insurance number in order to work in the UK. You can apply online - visit this link for details: https://www.gov.uk/apply-national-insurance-number/how-to-apply

Student ID Card

Student ID Cards will not be issued unless BPC and Brunel University of London have received all appropriate Student documentation, data and fees. Brunel University of London Student ID cards are required for:

- access to library facilities
- access to computer laboratories
- proof of identity at examinations
- access to Halls of Residence
- ability to join Brunel University of London Student Union

Lost ID Card

Students who lose their Student ID card will be required to replace the card. There is a £12 replacement card fee. Students should go to the Brunel University of London Student Hub for card replacements.

Job Shop

The Job Shop supports current Brunel/BPC Students in finding part–time work on campus, in the local area and nationally. You will find Job Shop located in the Hamilton Centre. You can also contact them directly at **jobshop@brunel.ac.uk**

Please note that all Students are expected to complete at least 18 hours of self-directed study, over and above their time in lectures/seminars/tutorials/laboratories, each week of the semester. If Students are considering taking part-time work, they must ensure that they leave enough time during each week to attend lectures and engage in self-study.





BPC Student Portal

Students should check the BPC Student Portal daily for announcements and updates **axis.navitas.com**

What notices are placed on the BPC Student Portal?

- Daily updates on important news affecting Student academic Programmes
- Students' examination results
- Re-enrolment information
- Notices regarding social events and activities
- Fee payment dates
- Student survey feedback and BPC actions
- Students will be issued with a login name and password during the Orientation Week

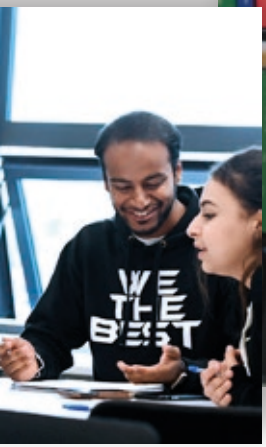
Moodle

You can view the following information on Moodle:

- Subject information and course notes
- HELP
- Portal 2 help
- Learning support
- Personal support
- Forms and documentation
- Staff contact list

Frequently asked questions:

- How can I view my timetable? **Click on the 'TIMETABLE' tab**
- How can I email my lecturer? **Click on the 'EMAIL' tab**
- How do I update my personal details? **Click on the 'PROFILE' tab**
- How do I view my course notes? **Click on the 'MOODLE' tab and select the relevant subject**
- How can I view my Fee Account? **Click on the 'FINANCE tab**





Financial Information

Tuition fees

Fees for each Programme are published on the BPC website with a section on payment of fees. Fees - Brunel University of London Pathway College

New Students commencing studies with BPC are advised in their offer letter of the fees payable and how to pay.

Re-enrolling Students and next semester fees

Students who are already enrolled at BPC can access and calculate the provisional invoice for their fees on the BPC Student Portal, axis.navitas.com. The Student Services Team will also send periodical reminders to students through the BPC Student Portal indicating when the fees are due Tuition fees are calculated on the basis of anticipated enrolment for that semester.

Tuition fees for the next semester are due in Week 9 of the current semester.

A late payment penalty will be applied to all Students who fail to make their payment by this deadline. Students will not be permitted to re-enrol until full payment for all modules has been made.

Any Student experiencing financial issues which may affect their ability to pay their tuition fees should speak to the BPC Student Services Team at the earliest opportunity (before tuition fees are due).



How to pay tuition fees

Fees for each Programme are published on the BPC website with a section on payment of fees. Fees - Brunel University of London Pathway College

New Students commencing studies with BPC are advised in their offer letter of the fees payable and how to pay.

Payments are made via Flywire Pay Fees - Brunel University of London Pathway College. https://landing-pages.flywire.com/landing/paybrpc

Resit fees

If a Student is required to complete a resit, there will be a cost of £300 associated which must be paid before the assessment takes places. The cost is inclusive of revision sessions and the sitting and marking of the assessment. Fees are subject to change and are confirmed at the point of registration.

Retake fees

If a Student is required to retake a module, they are required to pay the current module price applicable at the time of the retake Please contact a member of the Academic Services Team for the module fees applicable

Deferment policy (abeyance)

Currently should a Student wish to defer their studies the following applies to be granted deferment (abeyance):

- Deferment (abeyance) is not an automatic right and is granted at the discretion of the Director of Academic Services/College Director Principal Deferment (abeyance) is only granted for one semester

The next semester's fees must be paid in advance, and if an increase in tuition fees applies, Students will be charged the prevailing rate

Deferred Students (Students in abeyance) are not eligible for a refund of any payments already made in respect of all fees, charges and accounts.

Fee increases

BPC reviews Programme fees on an annual basis. Currently, fees are increased annually in September. Should your studies overlap the fee increase period, you will need to pay the additional amount to cover the difference between what you have paid and what the post-September fees are.

Any enquiries about fees should be addressed to BPC Student Services Team.

Results and outstanding BPC fees

If you have outstanding tuition fees you will not be able to view your results via the BPC Student Portal. You must pay your fees immediately, sending proof of payment to the Student Services Team. Use your BPC Student ID in all related correspondence. Please note that results cannot be viewed until this information has been submitted.

Overpayment of fees

Please ensure that you make the correct payment of fees to BPC to avoid over payment. If you make an overpayment in your fees, you will only be entitled to a refund in the last semester of study, BPC charge an administration fee of £50 for any refund. A request for repayment of fees must be made within three months of leaving BPC.

If you owe BPC fees at the end of your study Programme, your progression to the next stage of your studies may be affected.

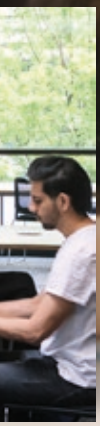
Current Students who wish to move to another University

If a student withdraws from their programme at BPC, Brunel University of London, in order to study at another institution, any refund will be subject to the eligibility criteria set out in the Terms and Conditions.

Where a refund is approved, it will be returned to the original payment method. A £150 administration fee applies to withdrawals and any associated refund of a remaining balance. A £50 administration fee applies in cases of overpayment. Where a withdrawal refund includes an overpayment, the £150 administration fee will apply.

Refunds will not be issued to third-party accounts. Full details of refund eligibility, conditions, and processing times are provided in the Terms and Conditions.





Codes of behaviour - BPC Student Charter

Overview

BPC as an affiliate College of Brunel University of London facilitates the progression of international and home students to a wide range of first degree and postgraduate Programmes. In partnership with Brunel University of London and through efficient and effective delivery of high-quality learning outcomes, BPC enables students to achieve and surpass their educational goals. Our vision is to be acknowledged as the UK's most trusted partner in delivering degree pathways at Brunel University of London and to be recognised by our students and key stakeholders as providing a world class learning and teaching service and experience. BPC is committed to providing a challenging learning environment for its culturally and geographically diverse international and home student population.

The BPC Student Charter, developed in collaboration with the BPC Student Forum and College Enhancement Team (CET), has a key role to play in supporting the delivery of BPC mission and vision. BPC fully support the commitments and expectations made in the Student Charter and will work with the Student Forum and CET to review the Charter on an annual basis.

BPC will:

- retain its commitment to the values of equality, diversity, social inclusion and mobility
- be courteous, prompt, professional and efficient in all our dealings with you
- respect you as an individual and a learner
- be genuine and fair in the way we behave and the service we provide to you
- take all reasonable steps to provide a vibrant, healthy, safe, accessible, inclusive, equitable and sustainable learning environment free from harassment and discrimination
- equip you with the skills, attributes and capabilities to support you in meeting your personal and academic goals
- involve students in reviewing curriculum delivery and development
- treat the information held on your file in accordance with the Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)
- ensure that all staff, consultants and agents involved in the recruitment of students adhere to the following codes of conduct: UK Quality Code of Higher Education; British Council Code of Conduct; UKVI requirements and UK Council for International Students Code of practice
- recognise, respect and value your contribution to the University community

BPC will provide:

- a high-quality learning experience, with qualified, skilled and professional staff appropriate access to physical, technical, learning resources that you need for your studies
- an environment to support your learning and social life, including access to teaching space, library, IT labs and sports facilities
- meaningful and timely feedback on your work
- stated periods of notice to changes in timetables, cancelled classes, re-scheduling of content
- Virtual Learning Environment 'Moodle' which details assessment criteria, contact hours, mode of delivery, assessment and examination arrangements and regulations; academic guidance and support and appeals and complaints procedures
- opportunities for you to contribute to the decision making of the College
- course costs, payment options and deadlines
- training and support for all Student Representatives and Student Ambassadors

Your BPC Student Representatives will:

- represent your views, concerns and aspirations through the Student Forum, Learning and Teaching Committee and College Enhancement Team meetings
- campaign, educate and advise of issues that matter to you
- encourage your involvement in joining the Union of Brunel Students
- encourage your involvement in BPC events and activities

As a student you will recognise that you are part of a learning community and will:

- treat others with tolerance, dignity and respect, either in person or virtually
- use and adhere to all BPC and Brunel regulations and policies
- respect your environment on and off campus
- get positively involved in college life, from actively participating in every teaching session to getting involved in social activities at BPC, such as sports and trips
- comply with UK regulations of the United Kingdom at all times and report to the relevant authorities any incidents which break the law that you may witness
- support Brunel University's zero tolerance policy towards drug dealing and the possession of weapons by students on and off campus
- play an active role in your learning by maintaining excellent attendance 85%. Approved absences must be supported by evidence
- being prepared for every class with the required materials: textbook, printouts from the Student Portal, a pen and notebook
- complying with BPC and Brunel; IT Acceptable Usage policies
- making sure your mobile phone is on silent and packed away during all teaching periods
- engaging in your learning proactively

- committing to the appropriate amount of self-study for each module
- checking your BPC e–mail account and the Student Portal on a weekly basis
- checking your Brunel University of London eVision email account on a weekly basis
- meeting all agreed deadlines for course work submission and examinations
- paying fees and charges in accordance within agreed time frames
- Take responsibility for seeking appropriate support and guidance:
  - ask for help as soon as possible if you think you need it
  - provide BPC with up-to-date information about yourself (for example change of address)

Rules for classroom conduct:

- no food or drink should be taken into classrooms on campus, apart from bottled water
- respect University property, including leaving classrooms or IT labs in a clean and tidy state
- no negative/aggressive behaviour or language use
- show respect for teachers and classmates by listening while others are speaking

Union of Brunel Students

Every student at Brunel University of London has the opportunity to be a part of the Union of Brunel Students (UBS), an organisation run by students for students The Union supports clubs and societies, runs a nightclub, radio station and newspaper — and much more! To join clubs and societies and buy tickets you need an account which you can create on the following link Home (brunelstudents.com).

Attendance and punctuality

Attendance is an important element of successful progression and completion of your Programme of study. In line with University and Home Office requirements, you must ensure that you attend all your classes. All students are expected to attend all scheduled classes, tutorials, assessments, and required academic activities.

Attendance is monitored closely by the Academic Team and the Student Services Team. Attendance records are maintained for every class, and students whose attendance places their academic progression and/or visa compliance at risk will be managed through the College's formal attendance monitoring and intervention processes.

Failure to meet attendance requirements or to maintain acceptable academic engagement may result in formal intervention and, where appropriate, exclusion from Brunel University of London Pathway College.

Illness and Explained Absence

BPC understands that students may occasionally become unwell. All students are therefore strongly advised to register with a local GP shortly after enrolment, so that medical evidence can be obtained if required.

If you are unable to attend classes due to illness or other unforeseen circumstances, you must complete an Explained Absence Form and submit it together with appropriate supporting evidence. The form must be submitted within five working days of your return to BPC.

The Explained Absence Form is available via the BPC Student Portal **axis.navitas.com** or from College Services Reception. Completed forms and evidence should be submitted to: **studentservices@pathway.brunel.ac.uk**

Absences that are not supported by appropriate evidence may be recorded as unauthorised and could negatively impact your attendance record.

Leave of Absence (Travel Outside the UK)

Students who need to miss classes due to exceptional or unforeseen circumstances that require travel to their home country must apply for a Leave of Absence. A Leave of Absence Form must be completed and submitted with supporting evidence (for example, travel confirmation and relevant documentation). Approval must be obtained from BPC before any travel arrangements are made. Leave of Absence requests should be submitted to the Student Services Team via Student Services Reception. Unauthorised travel or failure to obtain prior approval may result in disciplinary action and, for Student Visa Route students, may have visa compliance implications.





Use of BPC and Brunel University of London Facilities

Students must respect the requirements and rules for the use of both BPC and Brunel University of London facilities Students who disregard these rules will be referred to the OSCCA department (see senate regulations 6 and College and University Policies that are highlighted in this document and college policies on the Student Portal, **axis.navitas.com**

Classroom etiquette

You are expected to abide by the following rules for classroom conduct:

- No food or drink should be taken into classrooms on campus, apart from bottled water
- Respect University property, including leaving classrooms or IT labs in a clean and tidy state
- No negative/aggressive behaviour or language use
- Being prepared for every class with the required materials: textbook, printouts from the Student Portal, a pen and notebook, electronic devices if required.
- Showing respect for teachers and classmates by listening while others are speaking

Smoking policy

You are not permitted to smoke in any buildings on campus (including your accommodation) or within five metres of any building. If you choose to smoke in open spaces, you should ensure cigarette butts are disposed of appropriately (put out and thrown in a bin rather than dropped on the ground) The University has banned the use of e–cigarettes in all its buildings

Respect

You are expected to be respectful and polite to all students, staff and others visiting or working on campus, regardless of gender, age, sexuality, disability, religion, race or culture. You are also expected to uphold the good name of BPC and Brunel University of London in your off-campus activities, exercising respect and tolerance in the wider community. Any reports of negative behaviour exhibited will be dealt with severely.

Mobile phone and computer use

You are expected to switch off mobile phones or any other devices while in class to avoid causing any interruptions. If you are using a computer as part of a teaching session, you must not use unapproved websites during the class time (for example, social networking sites). You must also ensure you comply with Brunel University of London's acceptable IT usage policy.

Legal requirements

You are required to always comply with the laws of the United Kingdom and report to the relevant authorities any incidents which break the law that you may witness. Brunel University of London has a zero tolerance policy towards drug dealing and the possession of weapons by students on and off campus. You will face serious disciplinary action if you are found to be in breach of this policy. This is almost certainly likely to result in you being expelled from your studies at BPC.

Communication

You are encouraged to notify BPC of any problems you are experiencing, whether that is with your academic studies or any other area of your life, such as your health, accommodation etc. We can only help you if you tell us about it.

Participation

You are expected to be positively involved in college life, from actively participating in every teaching session to getting involved in social activities at BPC, such as sports and trips.

Commitment to your studies

You are expected to work hard and achieve excellent grades. This includes attending ALL classes and assessments and completing ALL course work and assignments to meet the deadline to the best of your ability as per Brunel University of London Senate Regulation 4.

Responsibility for your own studies

Studying in higher education, you are expected to take responsibility for your own self–directed and independent study. This includes making sure you read the BPC Student Handbook, ensuring you understand and follow the policies and regulations of the college.

Commutable distance

You are expected to live within a reasonable distance from the campus to help support your studies. It is important to remember that your course is full time, and you are required by your visa to demonstrate that you are a genuine student. Absences from class due to commuting distance will not be approved to remain compliant with UKVI and University requirements.

Policies and regulations

Introduction

From day one you are both a Brunel University of London student and BPC student. This means that there are policies and regulations that you must know from both the University and BPC. Please ensure that you read this section carefully. Some of the policies and regulations will have electronic links to the full regulation which you must read in full.

Assessment

Brunel University of London Senate Regulation 4
Each student shall be assessed in accordance with the published schedule given in the approved Programme specification and associated module or assessment block outlines Brunel University of London Learning and Teaching Committee publishes guidance on generic grade descriptors.

The full Senate Regulation 4 covers examinations, assessment, re–assessment, marking and student feedback. Please read in full on the Brunel University of London website: https://www.brunel.ac.uk/about/administration/governance-and-university-committees/senate-regulations

Examinations

BPC students follow the University policy on examinations: Policies and documents | Brunel University of London. The policy is based on the principle of providing a fair and equitable examination experience for all students, meeting academic requirements, and ensuring practicalities are met as effectively and efficiently as possible. It ensures that all staff and candidates are clear as to their responsibilities regarding examinations, and how to work with and access the services provided.

Extenuating circumstances

If you feel that your examination performance may be or has been impaired due to illness, injury or situation, please contact a member of the Academic Services Team, who will be able to advise you and, where appropriate, direct you to documentation to submit extenuating circumstances. Such circumstances need to be reported before, during or within five days of an examination. For further information please see Exceptional circumstances (ECs)

Student feedback

All students will expect consistent feedback on all assessments. Feedback on summative assessments will be provided in two forms; individual written feedback and general feedback delivered in the classroom, focusing on key

themes and common areas for development. Central to BPC and Brunel University of London's approach to students' learning and teaching is the provision of high–quality feedback that supports students to evaluate their academic performance, engage in dialogue with academic staff and plan future learning.

Student academic appeals and complaints

The University has various procedures that you will need to follow depending upon the nature of the appeal or complaint. Please read in full on the University website: Academic Appeals | Brunel University of London / Complaints | Brunel University of London. In the first instance, in the event of a complaint or appeal, please contact a member of the Academic Services Team, who will direct you to the relevant process

Access and equity

Equal opportunity, anti–discrimination and sexual harassment
BPC is committed to the principles of equal opportunity, anti-discrimination and providing an environment free from harassment, including sexual harassment for all its staff and students. Students who believe they have been discriminated against in any way or have suffered some form of sexual harassment should report the matter to the Director of Education Operations immediately. The matter will be investigated and appropriate action taken to overcome the issues raised

Data Protection Act

BPC is bound by the Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR). This Act regulates the way organisations can collect, use, keep and disclose personal information. It gives individuals the right to know what information an organisation holds about them and a right to correct any information if it is wrong Within the UK, the Information Commissioner is responsible for overseeing the Data Protection Act and protecting your personal information Further information is available at:
Global Privacy Notice - Brunel University of London Pathway College BPC keeps the following personal information on each student:

- Personal details (such as name, sex, address, date of birth, country of residence, allergies and illnesses)
- Academic qualifications
- Programme selections, letter of offer and student acceptance of offer
- Academic statements
- Passport and visa details
- IELTS and TOEFL scores (if applicable)
- Employment history (if applicable)
- Enrolment details
- Attendance records and any medical certificates/approved absence forms given
- Parent or guardian details
- Financial details relating to BPC

Anti – Harassment Policies and Procedures

Anti-Harassment Policies and Procedures | Brunel University of London
Brunel University values inclusiveness and is dedicated to the principles of equality and diversity. As a result, the University is committed to an inclusive working, studying and living environment that is free from discrimination, intimidation and in which dignity and respect are paramount.

The University takes any issue of harassment, victimisation and discrimination seriously and would not tolerate, from any member of staff, student or third party, language(s) or behaviour(s) that are deemed to be offensive or / and discriminatory against its members of staff or students

BPC uses the information for:

Correspondence with applicants and students; assessing applications to study at BPC; meeting student visa compliance requirements, meeting student visa compliance requirements with the Home Office, checking payment of Programme fees; and compiling the Academic Record of each individual student for progression purposes.

BPC has appropriate security systems in place to protect all the information it holds against misuse, unauthorised d access, disclosure or modification.

You may access your file at an appropriate time by appointment. To view a file, you must complete the Request to View Student File form available on the BPC StudentPortal **axis.navitas.com**. You will be notified in writing of the day, date and time that has been allocated to view the file and can be shown both the manual and electronic file.

If, after viewing the file, you are not satisfied with the information contained or consider some information to be inaccurate, you should write to **studentservices@pathway.brunel.ac.uk** outlining your concern and asking for corrections to be made. You may ask to view your file again to ensure the changes have been made.

All students are also bound by Brunel University of London Data Protection policies: www.brunel.ac.uk/about/administration/information-access/data-protection.

Student Welfare

Student Wellbeing support is provided by the University's dedicated Student Welfare team, who support students with mental health concerns, disabilities and specific learning differences.

Students can raise wellbeing concerns with either BPC staff or directly with the University Student Welfare team based in the Student Hub. BPC is here to support students and works in partnership with the University Student Welfare team to ensure students are guided to the appropriate services needed.

Students are encouraged to inform BPC at the application stage if they anticipate needing additional support during their studies, as early disclosure helps appropriate support arrangements to be put in place for the start of studies.

Students can contact BPC Student Services or The Student Hub for a wide range of support services, to help you through your student journey from registration to graduation. The Student Hub has three teams that support students:

- Student Hub Advisors
- Immigration Team
- Student Support and Welfare Team

For more information about Student Welfare and how to access support, visit https://www.brunel.ac.uk/life/supporting-you

Under 18s

It is important that individuals under the age of 18 and their parents/guardians understand that the College and University community and campus is predominantly an adult environment. The College and University cannot take on the rights and responsibilities of parents/guardians in relation to under 18s, and we do not act in loco parentis in relation to students who are under the age of 18, even when they are provided with our accommodation.

Under 18s Policy - Brunel University of London of Pathway College

Welfare, Disability and Specific Learning Differences

Student Wellbeing has a dedicated team to support students with mental health concerns, disabilities and specific learning differences.

It is important to inform BPC at application stage if you need any additional support during your studies, if you fail to do so it could impact on getting the best support in place for you for when you start your studies. Contact BPC Student Services if you have any questions regarding support. BPC work with the Student Wellbeing team to ensure every student has the support they need to succeed.

To request an appointment with a Disability or Dyslexia Adviser or if you have a query, please contact the Student Welfare Team studentsupport@brunel.ac.uk

Student services, facilities and general information

Medical centre

It is important to register with a GP upon your arrival to the UK Please follow the below link to find your local GP service: Register with a GP surgery - NHS. The Brunel University of London Medical Centre Register with us as a New Patient - Brunel Medical Centre is on campus and is an open general practice. Opening hours 08:00 – 18:30.

All students are eligible for the National Health Service (NHS) Although there are no charges for seeing an NHS doctor or GP, it is very important that you first register as a patient Students are eligible to register with the Brunel University of London Health Centre if they live on campus or in some of the surrounding areas. The contact telephone number is **+44 (0)1895 379361.**

Accommodation

Guaranteed accommodation for International and EU fee status studentsWe are pleased to advise that international and EU fee status students are guaranteed campus accommodation for the duration of their studies (subject to application terms and conditions). Students must still apply for a room by the stated deadlines (subject to the usual contract start and end dates). Please note that all students must be clear of outstanding accommodation related fees and not have a University or Residential Ban to be eligible for accommodation.

Accommodation is provided on campus in the Brunel Halls of Residence in the form of a single study bedroom, usually with en-suite facilities. All Halls of Residence are self-catering, although meals can be bought on campus at the Student Union or The Junction. There are also many restaurants and supermarkets in the Uxbridge town centre.

Return of accommodation deposit

Requests for the return of accommodation deposits have differing deadlines dependent on the session. For further information, please refer to the Brunel Accommodation regulations Accommodation | Brunel University of London. For emergency out of hours please contact Brunel University of London on **+44 (0) 1895 255786.**


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Brunel University of London - Off campus accommodation

The University Accommodation Team can also help to arrange off campus accommodation Properties to let are advertised and you will find details of the Head Lease scheme here as well as a 'rooms to let board' Further information can be found on this link to their web page: Accommodation | Brunel University of London.

IT facilities Welcome to IT Support

IT Support Desk is located on the ground floor in the Bannerman Centre, open Monday - Friday 09.00 – 17.00

Contact **itservicedesk@brunel.ac.uk** 24/7 or
call **01895 265888** Monday - Friday 09.00 – 17.00

Enrolled BPC students are issued with a computer account, which allows access to both the BPC computer laboratories as well as all Brunel computer laboratories. All laboratories will be closed for University holidays. Computer Centre | Brunel University of London

All students must abide by the Brunel University of London acceptable Computer User Policy. For further information on the policy go to Policies and documents | Brunel University of London

Fire action

- Operate the nearest fire alarm call point
- Leave the building by the nearest available exit
- Do not use a lift
- Dial 999 for the Fire Brigade (9-999 from an internal extension)
- Report to the person in charge at the assembly point
- Do not re-enter the building until authorised to do so
- Additional instructions for Halls of Residence are posted on the inside of the bedroom door

Insurance

BPC strongly recommends that all students have insurance for their studies in the UK. BPC has its own insurance Navinsure available for students to purchase. Further information can be found in your BPC offer letter or alternatively, you can contact BPC admissions team and they will be able to assist you.

Library

All BPC students have access to and borrowing rights with the Brunel University of London Library. The University library is an academic library containing a large stock of books and journals for your studies It also has some videos, DVDs, CDs and audio cassettes, many of which can be borrowed.

E-Library

As well as the many physical resources, books, journals and DVDs, etc, available in the library, we also provide access to a wealth of electronic resources. These include databases, journals and ebooks. Access to these resources has been brought by the library through subscription and is limited to current staff and students. Access is dependent on authentication based on you Brunel network ID and password. Hours of opening can be found on the Brunel website.

Students must use their Student ID Card to borrow books. For further information on the Brunel University of London Library go to the Brunel University of London website: Library | Brunel University of London

Student discount cards

Students can access a range of discounts; examples include NUS Extra card, which provides discounts with many national and online retailers. Student Discounts - NUS UK. Other student discount platforms may also be available.

Parking on campus

Students or visitors who bring cars onto campus must abide by the University speed and parking restrictions Any breach of the rules will be subject to sanctions including clamping. For information on parking restrictions go to the following link on the Brunel website: Park on campus

Public transport

BPC is served by regular bus and London underground train services; Transport for London provides a free online journey planning service at www.tfl.gov.uk and includes up to date travel information bulletins. Citymapper is a useful navigation tool and can be downloaded as an app to mobile devices: www.citymapper.com/london.

The U1, U3, U3, U4 and U7 buses pass the campus and go to Uxbridge station, Uxbridge station is on the Piccadilly and Metropolitan lines. The U3 which passes the Wilfred Brown end of the campus, goes to Heathrow, via West Drayton. The train from West Drayton to Paddington takes around 25 minutes. If travelling around London it is possible to buy a travel card, which will give you unlimited travel within a particular area on tubes, trains and buses. Travel cards can be bought for one day, weekends, monthly or yearly. Weekend travel cards can only be used on the weekend.

Transport routed and timetables may change. Students are advised to check the Transport for London (TFL) website before traveling.

Recreation facilities

Student Union

BPC Students have full access to the Union of Brunel Students. Further information about the wide range of clubs, societies and student activities available can be found on the Union of Brunel Students website at www.brunelstudents.com

Brunel Sports Park

Brunel has state-of-the-art facilities available to all students, including a fully air-conditioned fitness centre There are also many opportunities for playing sport outside. Take a look at the facilities at brunel.ac.uk/services/sport for student enrichment activities.

The college provides a range of enrichment activities which include trips: theme parks/ shopping trips/historical locations, film club, sporting activities. If you have any activities which you would like to see running at the college, we encourage you to contact the Student Services Team at BPC.

Religious organisations places of worship

The Meeting House is a dedicated space, offering Prayer spaces, quiet room, community and faith advisors.

A Prayer room is located on campus. For information on using this room please see BPC Reception Faith and religion | Brunel University of London

Security and personal safety

Students are advised not to carry large amounts of money or cash with them at any time Important documents (especially passports) should be kept in a secure place at all times All thefts of belongings should be reported promptly to Brunel University of London Safety and Security or BPC Reception Assistance on the matter of campus security is available from the security office in the Wilfred Brown Building on Cleveland Road The telephone numbers for security are 66943 (internal) 01895 255786 (external)

For non-emergency questions you can email us at **security-operations@brunel.ac.uk**.

Do's and Don'ts:

- Do not travel in unfamiliar places on your own
- Do not travel alone late at night
- Only use licensed taxi cabs
- Do not leave valuable items on display
- Do not carry money in back pockets

- Do not let go of your bag in public places; this includes student facilities such as canteens, libraries and changing rooms as well as places in town, such as restaurants and cafés
- Do not send money by post
- Do open a bank account as soon as possible

Student voice

The college really wants to know what you think of your experience at BPC. There will be a number of opportunities – both formally and informally - throughout your time at BPC to provide the college feedback. If you are interested in getting involved with and taking a lead in engagement with the college in improving college services, please contact the Manager of Student Services. We look forward to hearing from you.

Volunteering

Brunel Volunteers

Brunel Volunteers is a student service that places volunteers in a wide variety of volunteering projects ranging from arts and media to health and welfare Volunteers can get some experience while practising their skills and meeting like-minded new people

For more information on how to get involved, please visit www.brunelvolunteers.com

Please note: The information in this handbook is correct at the time of writing. Some details may be subject to change. Students are advised to check the relevant Brunel University of London and Brunel Pathway College webpages for the most up-to-date information.




Brunel
Volunteers

Helpful Websites

www.gov.uk/browse/visasimmigration/student-visas
The United Kingdom Home Office website provides visa and immigratory rules and regulations.

www.ukcisa.org.uk
The UK Council for International Student Affairs (UKCISA) is the UK's national advisory body serving the interests of international Students and those who work with them.

www.britishcouncil.org
Specialises in international educational and cultural opportunities.

www.brunel.ac.uk
Brunel University of London website.

www.tfl.gov.uk
Transport for London – bus/train networks and information; Oyster Card.

www.brunelstudents.com
Union of Brunel Students.

www.nus.org.uk
National Union of Students.

@Brunel.Pathway
BPC Instagram account.

Brunel University of London Pathway College
LinkedIn



Brunel University of London Pathway College

Name: Brunel University of London Pathway College
Address: Russell Building, Kingston Lane, Uxbridge, Greater London, UB8 3PH
Phone: +44 (0) 1895 265 540
Email: info@pathway.brunel.ac.uk

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