

**University of Bedfordshire, Buckinghamshire Campus, Oxford House, Oxford Road, Aylesbury, Buckinghamshire, HP21 8SZ**

## **Site Information**

The campus is located at Oxford House, Oxford Road, Aylesbury, Buckinghamshire HP21 8SZ.

This guide has been compiled to provide information to students visiting and studying at the Buckinghamshire Campus.



### ***Access to the Campus***

The entrance to the site is via Fowler Road off Oxford Road. Entrance to the campus is via the main reception based at the front of the building. When entering the building the security guard will ask to see your University Student ID, once produced you will enter the University campus via an access door on the right hand side. If you are a visitor to the site then you are required to sign the visitors book before entry.

### ***The Site***

The campus is located on the ground floor of an executive building covering 4 floors. As we are not the only residents on site it is important that we are mindful of the other occupants and maintain our professional integrity at all times.

### ***Teaching Accommodation***

The campus has the following accommodation:

- Learning Resources
- IT Suite
- 9 classrooms
- Social space for self directed learning or group learning activities
- Individual learning pods
- Open areas for small group work
- Clinical skills facilities

## ***Layout of the Building***

The layout of the building is available at reception, which is situated just inside the access door to the campus, from the main reception.

## ***Opening Times***

The campus is open from 8.00 until 6.00 pm weekdays.

## ***Student Access***

As a student you are required to wear your student pass at all times when in the building. An additional access card will be issued to you, if you are using the site regularly. The card should be placed behind your student ID card and is used to access all student areas within the site, via a swipe card system. If you lose your card you will have to replace it at a cost of £10.00. The administrative staffs on site will ask you to sign for your card and return it to them at the end of your course. Non return of the card will incur a cost of £10.00.

## ***IT Facilities***

The campus is wireless networked so you are able to use your laptop if it has a wireless option and your registration with the University is current. A small number of laptops are available for short term loan via the Learning Resources Department. Within the IT suite you have access to printers and photocopying.

## ***Administrative Staff***

Administrative staff are based on campus and can be accessed via main reception. Their working hours range between 08.00 to 17.00 hours. Assignments can be submitted at reception. You can contact staff on site by telephoning 01296 734300.

## ***Learning Resources***

The reception desk is co-staffed by LRC staff who are happy to help you find materials for your assignments, using the software provided and trouble shooting any queries you may have.

## ***Academic Staff***

Academic staff are based in an open planned office at the rear of the building. If you wish to access a member of staff, this can be arranged via the reception or in advance via their personal telephone numbers or email. There is a small meeting room just adjacent to the staff office where staff and students are able to meet in private.

## ***Restaurant Facilities***

The site has its own restaurant facilities located on the side of the building, the entrance to which is located at the side of the building. The restaurant is open from 08.00 hours. It is a money-less facility and you need to purchase a food card from the restaurant. These initially cost £6.00 and you can top them up from vending machines situated within the restaurant.

The restaurant offers a range of hot and cold food at very competitive prices. All hot food and drinks must be consumed in the restaurant and cannot be brought back into the University campus. Please note that you are not able to eat your own lunch in the restaurant.

If you wish to bring your own food there is a designated student common room where you are able to eat your lunch. Hot food is not allowed in this area. As students you are responsible for making sure that this area is kept clean and tidy and you should remove all food and litter from this area after use. Recycling bins are available for paper and cans. The site has a no glass bottle policy and these should not be brought onto the campus.

Please note that the site is designated a chewing gum free site, so please dispose of your gum responsibly before entering the site.

## ***Car Parking***

Where possible we recommend students travel to the site by public transport. For those who travel to the site by car there are 40 parking spaces available on site at a cost of £2 per day. The parking spaces are on a first-come-first served basis and cannot be reserved. Numbered parking tickets are purchased from the security team at the rear of the building (by Café Link). You are required to sign for the ticket, stating who is car sharing with you and adding your registration number. The ticket must be clearly displayed on the dashboard of your vehicle. At the end of your visit the ticket must be returned to the security officer and you must sign to state you have returned it. Any tickets not returned at the end of the day will result in a parking fine and loss of access to the site for 6 months.

Our designated parking area is to the rear of the building in the right hand side corner (diagrams are on the reverse of the parking ticket and available from our reception).

Students must not park elsewhere in the grounds, especially not in the visitors bays (unless dropping off items) or in the bays marked BAT at the front of the building, which are owned by the landlord. The security staff have the right to ask you to remove your vehicle from the site, if you do not comply with parking regulations or where a persons actions are not in keeping with behaviour expected of a healthcare professional.

On the rare occasions that the parking spaces have been allocated then remaining students are advised to park in local car parks and not in local residential areas. There are car parks situated within easy walking distance. For example, Friarscroft car park off Friarscroft Way (see attached map).

The following outlines the car parking charges as at time of printing of this information:

Friarscroft:	0 – 24 hours £3.00 after 18.30 hours free
Whitehall Street:	4 – 5 hours £2.50, 5 – 24 hours £4.00
Coopers Yard:	4 – 5 hours £5.00, 5 – 24 hours £8.00

Friarscroft is approximately a 3 – 5 minute walk from the site.

Security staff regularly police the car parks and will take steps to prevent unsolicited access to the site. If you park illegally on site then you will face a fine and exclusion from the site.

## ***Parking in Local Residential Areas***

As parking is available on site it is recommended that you take advantage of this facility if you are unable to use public transport. If you choose not to use the parking facilities you are advised to use the local car parks rather than park in local residential areas. Please note that it is not advisable to park on the bridge at the entrance to Rowland Way (opposite the entrance to the site), or in the small cul-de-sacs of Ditchingham Close or Hartwell End. Obstructing these roads may result in buses and emergency vehicles being unable to access residential areas. The local PC Support Officers regularly patrol these areas and will issue tickets to those who obstruct the bridge, park across drives, or park on the grass.

### ***Walking or Cycling to the Campus***

The campus is approximately a six minute walk from Aylesbury Train Station and a 2 mile walk from Stoke Mandeville Hospital. When walking from Stoke Mandeville you need to travel along Churchill Avenue and enter the site on the corner of Fowler Road and Oxford Road.

### ***Travelling by Bus***

When travelling by bus from Wycombe you need to catch the number 300 bus from the bus station. You can then walk to the site from Aylesbury Bus Station or exit the bus at Stoke Mandeville Hospital and walk to the site via Churchill Avenue. These buses run every 20 minutes during the week and cost £3.00 per day single or £4.00 per day return. Student travel passes are available and can be purchased for 8 or 12 week periods. This reduces the cost to £14.50 per week for 8 weeks or £13.75 for 12 weeks. These can be purchased on-line from the Arriva website at <http://www.arriva.co.uk/> and should be multi-zones. These can also be used in an around Wycombe.

The bus timetable is freely available on-line and copies can be obtained from the campus reception. A map of the route is available at the end of this document.

For those of you who wish to travel from Stoke Mandeville by bus you need to catch the number 9. This travels from the hospital to Oxford Road. This runs every 20 minutes.

When travelling from Milton Keynes you can use the number 100 bus into central Aylesbury.

Additional travel information can be obtained from Buckinghamshire County Councils website at <http://www.buckscc.gov.uk/bcc/content/>

### ***Smoking on Campus***

The University has a no smoking policy on campus as does Oxford House. If you wish to smoke there is a designated area at the front of the building. All smoking must take place in this designated area. Please remember not to put other rubbish in the cigarette bins.

### ***Health and Safety***

All students must abide by the health and safety regulations associated with the building. Each Monday morning at 09.30 am there is a fire alarm test. In the presence of a fire all security doors are deactivated to allow prompt exit from the building to the nearest assembly point.

## Directions to the Buckinghamshire Campus

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