

USEFUL WEB ADDRESSES FOR FURTHER INFORMATION AND ADVICE

Chemistry web site

<http://www.ncl.ac.uk/nsci>

University regulations

<http://www.ncl.ac.uk/regulations/docs/2009.html>

http://www.ncl.ac.uk/chemistry/teaching/chemistry_handbook/0809/general_information.pdf

Tutors and General Information

http://www.ncl.ac.uk/chemistry/teaching/chemistry_handbook/0809/general_information.pdf

Every student is assigned to a tutor who is a member of the academic staff. The requirements to inform the tutor of changes in circumstances and to attend for interviews with the tutor are set out in regulations J45 and F20 of the Undergraduate Progress Regulations, the full regulations can be found at

<http://www.ncl.ac.uk/students/progress/student-resources/regulations/>

General Provisions Governing Attendance and Progress

<http://www.ncl.ac.uk/students/progress/student-resources/regulations/>

Absence from the University/Sick Notes for Students

http://www.ncl.ac.uk/chemistry/teaching/chemistry_handbook/0809/general_information.pdf

The University's procedure and associated "Self-Certification of Illness" form is available on the University's website at:

<http://www.ncl.ac.uk/student-progress/sickness.htm>

Safety

http://www.ncl.ac.uk/chemistry/teaching/chemistry_handbook/0809/general_information.pdf

<http://www.ncl.ac.uk/chemistry/about/safety/>

<http://safety.ncl.ac.uk/>

Smoking

http://www.ncl.ac.uk/chemistry/teaching/chemistry_handbook/0809/general_information.pdf

Smoking is prohibited in all parts of all University buildings other than in rooms or areas which are designated as smoking areas. The University's detailed No Smoking Policy statement is available from the Registrar or at <http://www.ncl.ac.uk/student-progress/NosmoPolicy.doc>

Assessment Irregularities

The University's procedure in full can be found at:

http://www.ncl.ac.uk/students/progress/assets/documents/Assess_Irreg_Supp_Guidance.pdf

Equal Opportunities

The University has a clearly defined equal opportunities policy. Copies of the policy are available from the Human Resources Section, the Student Progress Office and on the University's web site at:

<http://www.ncl.ac.uk/hr/policy/equalitydiversity>

The Equality and Diversity website can be found at: <http://www.ncl.ac.uk/diversity>

Dignity at Work and Study

The University has a Dignity at Work and Study Code of Practice. The purpose of this Code of Practice is to promote a working and learning environment and culture in which harassment or bullying are known to be unacceptable and aims to ensure that if harassment or bullying does occur adequate procedures are readily available to deal with the problem with support and sensitivity so as to prevent it recurring. The Code of Practice covers both staff and students and provides information on sources of advice and support. The full Code of Practice can be found at:
<http://www.ncl.ac.uk/hr/diversity/info/dignity/>

Other University Policies and Procedures Relating to Students

- **Disciplinary Procedures**
<http://www.ncl.ac.uk/pre-arrival/regulations/documents/DisciplinaryProc.pdf>
- **Disability Statement**
<http://www.ncl.ac.uk/diversity/info/disability/index.html>
- **Race Equality Policy**
http://www.ncl.ac.uk/diversity/info/race/documents/20080501_diversity-policy-race-equality_jb.pdf
- **Reporting and Recording of Racist Incidents**
http://www.ncl.ac.uk/diversity/info/race/documents/20080501_diversity-policy-race-equality-incidents_jb.pdf
- **Complaints Procedure**
<http://www.ncl.ac.uk/students/progress/student-resources/regulations/complaints.htm>
- **Academic Appeals**
<http://www.ncl.ac.uk/students/progress/student-resources/regulations/appeals.htm>
- **Interest Disclosure ('Whistleblowing')**
<http://www.ncl.ac.uk/hr/policy/conduct/>
- **Withdrawing from the University**
<http://www.ncl.ac.uk/student-progress/changeirc/documents/withdrawalproc.doc>
Student Change of Circumstance:
<http://www.ncl.ac.uk/student-progress/changeirc>
Withdrawal Questionnaire
<http://www.ncl.ac.uk/students/progress/assets/documents/Withdrawalques.doc>

Student Loan Company Cut Off Date

In order for the Student Loan Company to pay any assessed contribution and/or loan towards tuition fees, you must be in attendance on the 1st December 2009. If you withdraw prior to this date the Student Loans Company will cancel any agreed contribution and/or loan.

If you are thinking about withdrawing, please contact tuition-fees@ncl.ac.uk or 0191 222 5520 for guidance regarding how it will affect your tuition fees.

Further details of many of these can also be found on the Student Progress Section's website at:

<http://www.ncl.ac.uk/student-progress/>

Or the University's Student Wellbeing Services website at:

<http://www.ncl.ac.uk/wellbeing-service/>

USEFUL CONTACTS

The web site <http://www.ncl.ac.uk/subjects/services/support.html> provides a useful gateway to many of the student services.

- **Accommodation Office**
19–20 Windsor Terrace
Telephone: 0191 222 6360
Fax: 0191 222 6313
Email: accommodation-enquiries@ncl.ac.uk
Website: <http://www.ncl.ac.uk/accommodation>
- **Careers Service**
2nd Floor, Armstrong Building
(Careers will move to Kings–Gate on 12 October 2009)
Telephone: 0191 222 7748
Fax: 0191 222 7780
Email: careers@ncl.ac.uk
Website: <http://www.careers.ncl.ac.uk>
- **Chaplaincy**
3/4 Claremont Terrace
Telephone: 0191 222 6341
Email: chaplaincy@ncl.ac.uk
Website: <http://www.ncl.ac.uk/chaplaincy>
- **Childcare**
Student Welfare Service
6 Kensington Terrace
Telephone: 0191 222 3599
Email: childcare@ncl.ac.uk
Child Safety Equipment
Email: uncle.union@ncl.ac.uk
Website: <http://www.ncl.ac.uk/undergraduate/support/childcare.htm>
- **Counselling, Mental Health Support and Groupwork**
1/2 Claremont Terrace
Telephone: 0191 222 7699
Email: life.matters@ncl.ac.uk
Website: <http://www.ncl.ac.uk/life-matters>
- **Disability Support Service / Dyslexia Support**
1–2 Claremont Terrace
Monday – Friday 9.00 – 17.00
Or
Room 203, Robinson Library
Monday – Friday 12.00 – 14.00
Telephone: 0191 222 7623/7699
Fax: 0191 222 5539
Textphone: 0191 222 5545
Email: disability.support@ncl.ac.uk
Website: <http://www.ncl.ac.uk/disability-support/>

- **Financial Assistance**
 Student Financial Support and Welfare Administration
 6 Kensington Terrace
 Telephone: 0191 222 6152
 Email: student.fin-supp@ncl.ac.uk
 Website: <http://www.ncl.ac.uk/financial-support/>
- **Finance Office** (Fees payments etc.)
 3 Park Terrace
 Telephone: 0191 222 6000
 Fax: 0191 222 5653
 Email: cash@ncl.ac.uk
 Website: <http://www.ncl.ac.uk/internal/finance>
- **Faculty of Humanities and Social Sciences Graduate School**
 7th Floor Daysh Building (access via 5th Floor Claremont Tower)
 Telephone: 0191 222 5503
 Fax: 0191 222 7001
 Email: hss.gradschool@ncl.ac.uk
 Website: <http://www.ncl.ac.uk/hss/postgrad/>
- **Faculty of Medical Sciences Graduate School**
 The Medical School
 Telephone: 0191 222 7002
 Fax: 0191 222 6521
 Email: medpg-enquiries@ncl.ac.uk
 Website: <http://www.ncl.ac.uk/fms/postgrad>
- **Faculty of Science, Agriculture and Engineering Graduate School**
 Ground Floor Agriculture Building
 Telephone: 0191 222 8713
 Fax: 0191 222 8509
 Email: sage.gradschool@ncl.ac.uk
 Website: <http://www.ncl.ac.uk/sage/postgrad>
- **International Office**
 10 Kensington Terrace
 Telephone: 0191 222 5594
 Fax: 0191 222 8685
 Email: international.office@ncl.ac.uk
 Website: <http://www.ncl.ac.uk/international> and
<http://www.ncl.ac.uk/undergraduate/international/support/>
- **INTO Newcastle University**
 Level 4, Old Library Building
 Telephone: 0191 222 7535
 Fax: 0191 222 5239
 Email: into@ncl.ac.uk
 Website: <http://into.uk.com/newcastle/>
- **Information Systems & Services**
 Claremont Tower
 Telephone: 0191 222 5999
 Email: helpline@ncl.ac.uk
 Website: <http://www.ncl.ac.uk/iss/>

- **Language Centre**
Level 4, Old Library Building
Telephone: 0191 222 7535
Fax: 0191 222 5239
Email: into@ncl.ac.uk
Website: <http://www.ncl.ac.uk/langcen/>
- **The Library**
Liaison Librarians
Robinson Library
Telephone: 0191 222 7713
Email: library@ncl.ac.uk
lib-readerservices@ncl.ac.uk
lib-law@ncl.ac.uk
lib-walton-rs@ncl.ac.uk
Website: <http://www.ncl.ac.uk/library>

Liaison Librarians:

- **Humanities and Social Sciences**
Linda Kelly, e-mail: Linda.Kelly@ncl.ac.uk, ext 7667
Schools of Education, Communication and Language Sciences and Law

Pete Maggs, e-mail: Pete.Maggs@ncl.ac.uk, ext. 7665
Schools of Architecture, Planning and Landscape, Geography, Politics and Sociology and the Newcastle University Business School

Jessica Plane, e-mail: Jessica.Plane@ncl.ac.uk, ext. 7656
Schools of Arts and Cultures, English Literature, Language and Linguistics, Historical Studies and Modern Languages
- **Science, Agriculture and Engineering**
Maira Bent, e-mail: Maira.Bent@ncl.ac.uk, ext. 7641
Schools of Agriculture, Food and Rural Development, Biology, Computing Science, Marine Science and Technology and Chemistry

Jenny Campbell, e-mail: Jenny.Campbell@ncl.ac.uk, ext. 7640
Schools of Chemical Engineering and Advanced Materials, Mathematics and Statistics and Mechanical and Systems Engineering

Cliff Spencer, e-mail: C.Spencer@ncl.ac.uk, ext. 3425
Schools of Civil Engineering and Geosciences and Electrical, Electronic and Computer Engineering
- **Medicine, Dentistry and Biosciences**
Walton Library, Medical School
Erika Gavillet, e-mail: Erika.Gavillet@ncl.ac.uk, ext 7792
- **Special Collections and Archives**
Dr Melanie Wood, e-mail: Melanie.Wood@ncl.ac.uk, ext 7671
- **Nightline**
Telephone: 0191 261 2905
Email: nightline@ncl.ac.uk
Website: <http://www.societies.ncl.ac.uk/nightline/>

- **Student Advice Centre**
Union Building
King's Walk
Telephone: 0191 239 3979
Email: sac.reception@ncl.ac.uk
Website: <http://www.unionsociety.co.uk/sac>
- **Student Progress Section (Registrar's Office)**
Registrar's Reception
6 Kensington Terrace
Telephone: 0191 222 6587
Email: student.progress@ncl.ac.uk
Website: <http://www.ncl.ac.uk/student-progress/>
- **Students' Union Reception**
Union Building
King's Walk
Telephone: 0191 239 3900
Email: unionsociety@ncl.ac.uk
Website: <http://www.unionsociety.co.uk/>
- **Support for Mature Students**
6 Kensington Terrace
Telephone: 0191 222 7699
Email: life.matters@ncl.ac.uk
Website: <http://www.ncl.ac.uk/postgraduate/support/mature.htm>