



Newcastle
University

**School of Marine Science and
Technology**

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

**Undergraduate Marine Science
Programme Handbook
2011 – 2012**

Welcome

The School of Marine Science and Technology at Newcastle University is one of the world's premier institutions for the provision of marine educational programmes. We are pleased that you have chosen to develop your knowledge and expertise by embarking on one of our programmes, and we will do all that we can to ensure that the time you spend in Newcastle fully meets your expectations, and is enjoyable, rewarding, and provides an experience that you long remember.

This Degree Programme Handbook provides essential information that will enable you to get the most from your course. It contains details of the structure and methods of assessment of the course, together with much other important information. You should familiarise yourself with the contents of the Handbook during the first few weeks of your degree programme as you will frequently need to refer to it for information regarding course content, expectations for assessment, deadlines, etc. If you are unsure about anything you can speak to your Tutor, or to the Degree Programme Director, or for details regarding a specific module the Module Leader.

I welcome you to Newcastle University and, together with my colleagues, look forward to helping you to achieve success in your studies.

Professor Richard Birmingham
Head of the School of Marine Science and Technology

SCHOOL OF MARINE SCIENCE & TECHNOLOGY

Newcastle University

UNDERGRADUATE COURSE HANDBOOK

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1. INTRODUCTION

This Degree Programme Handbook provides essential details of the structure and methods of assessment of your course, as well as a host of other important information. Synopses of the teaching are provided online via the Module Outline catalogue. You should bring this Handbook with you to Induction Week sessions and the first few weeks of the taught programme until you are familiar with its contents. You will frequently need to refer to it for information on the course content, expectations for assessment, important deadlines, etc. Please also bring it with you to refer to during the introductory lecture for each module. If you are unsure about anything, please see the Module Leader for the course in the first instance.

2. SAgE FACULTY ADMINISTRATION

Administrative Offices – 2nd Floor, Devonshire Building

For a full list of Faculty Staff please go to the Newcastle University website and use the following link;

<http://www.ncl.ac.uk/sage/contact/facultyteam/>

3. SCHOOL STAFF

For a full list of Academic, Technical support and Clerical support staff please go to the School of Marine Science and Technology website;

<http://www.ncl.ac.uk/marine/> and click the link for 'staff'.

The Undergraduate School Office for Marine Science is situated on the 4th floor of the Ridley Building 2 and the contact number is 0191 222 8912.

4. THE ACADEMIC YEAR

Undergraduate degree courses are three years in duration and adhere to the University Terms and Semesters structure, shown below.

The Term dates for 2011-2012 are:

Autumn:	Monday 26 September 2011	-	Friday 16 December 2011
Spring:	Monday 9 January 2012	-	Friday 16 March 2012
Summer:	Monday 16 April 2012	-	Friday 15 June 2012

The Semester dates for 2011-2012 are:

Semester	From	To
Semester 1	Mon 26 th Sept 2011	Fri 27 th Jan 2011
Semester 2	Mon 30 th Jan 2012	Fri 15 th June 2012

Examination Dates are available at:

<http://www.ncl.ac.uk/examinations/Examination%20Dates.html>

Examination dates for 2011/12 are:

Semester 1: Mon 16th Jan 2012 – Fri 27th Jan 2012 (including Sat 21st Jan)

Semester 2: Mon 21st May 2012 – Fri 8th June 2012 (including Sat 26th May and Sat 2nd June)

Re-sits: Mon 20th August 2012 – Fri 31st Sept 2012 (including Sat 25th August)

Students on taught modular programmes must make themselves available for examination at all times during each of the above periods. You should bear these dates in mind therefore, when making arrangements for travelling between home and university, vacation employment and holidays. All University examinations are held on campus.

Induction Week

The first week of the academic year (26th September – 30th October 2011) is allocated for induction procedures. You should:

- (i) See your personal tutor.
- (ii) Register through your S3P portal.
- (iii) School based Induction - introductory talks by: Degree Programme Directors, IT department, Central Library and Careers department.

5. COURSES OFFERED BY THE SCHOOL

For all Undergraduate courses offered by Newcastle University please use this link:

<http://www.ncl.ac.uk/marine/undergrad/degrees/>

Degree Programme Regulations for each of the Undergraduate Courses are available from:

<http://www.ncl.ac.uk/regulations/programme/2010-2011/mast.php>

6. COMMON AIMS AND OBJECTIVES OF COURSES IN THE SCHOOL

Our Programmes have the following underlying aims:

- To provide a curriculum that attracts local and international students to the School of Marine Science and Technology at Newcastle University, is relevant to the industrial sector, accessible to the local workforce and forges relationships between students and the industry.
- To equip students, having diverse backgrounds, with a sound theoretical grasp of the subject alongside an awareness of its practical applications.
- To enable students to realise their potential by exploiting the School's exceptional research base to inform teaching and lecturing activities.
- To encourage students to develop awareness and responsible attitudes towards the needs of society and the environment in the application of their knowledge, including a regard for safety appropriate to their profession.
- To instil in students an awareness of their professional responsibilities and the need for their own continuing professional development.
- To equip students with appropriate transferable practical skills in computing and information technology, data collection and analysis, problem formulation and solving and communication skills, both oral and written.

- To engender an environment within which course participants benefit from each other's expertise and enjoy their learning experience.
- To contribute to the working environment within the School, such that students enjoy the University learning experience and wish to maintain contact with the School in their future activities, professionally as well as socially.

7. SKILLS

Students should by the end of the course have developed some valuable transferrable skills. The courses offered by MAST aim to encourage students to build on their existing general skills such as team work, problem solving, presentation and communication, and develop their technical proficiency in certain aspects such as IT and laboratory skills, essay writing, journalistic styles and academic referencing.

The programmes offered by the School largely conform to the Graduate Skills Framework, available at http://www.ncl.ac.uk/aqss/qsh/strategy_documents/GradSkillsFramework.pdf

8. TEACHING AND ASSESSMENT

Lectures are the most common and are considered to be the most effective means of presenting the material in the various modules. The lecture notes taken by students are supplemented by handouts, including copies of overhead transparencies used. Where appropriate, a lecture may include the use of video, slides, items of equipment or overhead projection from a computer screen. The majority of modules also include formal tutorial, coursework or seminar periods. All members of staff operate an 'open-door' policy and encourage students to seek further individual assistance from them as needs arise.

Students on the courses come from various academic backgrounds and cultures. The methods of teaching in this School are not always the same as those to which students are accustomed.

The diverse teaching methods, aims and objectives of the School's degree programmes are reflected in the variety of assessment methods used. We wish to assess a great variety of different skills and to provide you with suitable feedback on your performance.

Assessment methods may include but may not be limited to:

- Articles and coursework
- Laboratory work and reports
- Oral presentations
- Formal examinations
- Research project/dissertation proposal, write-up, lab book and literature review

Assessment of student performance on the formally taught part of the course is made by the Board of Examiners with guidance from the External Examiner, who acts as an independent assessor of the course. Before proceeding to the next stage or to a final degree classification, a student must satisfy the examiners in the assessment specified for each taught module.

9. MODULE SELECTION

Undergraduate students will select modules for the following Stage through an online process in mid-April 2011 through the Student Self Service Portal;

Further guidance on how to use the S3P module self-registration can be found at:

<http://www.ncl.ac.uk/students/progress/student-resources/s3p/>

Undergraduate students normally take 120 credits worth of modules each academic year.

The dissertation or research project is included in these credits where relevant. More detailed information on the core and optional modules involved in each programme is available by using the online Module Catalogue.
<http://www.ncl.ac.uk/internal/module-catalogue/mofs.php/2011>

You can find the reading lists for each of your modules via the below link
<https://reading.ncl.ac.uk/rl/searchlist>

10. STUDENT FEEDBACK

The University encourages students to be actively involved in reviewing existing procedures and helping to improve processes for our mutual future benefit.

The Staff Student Learning Committee (SSLC) is the main forum for students to express their views and liaise with staff. Student representation is actively encouraged by the School. There is also the opportunity to take part in our Board of Studies meetings.

Your module leaders will ask you to complete an anonymous evaluation questionnaire toward the end of each module, in order to see which aspects have worked well and which should be looked at for the future. This is very important for staff to see what improvements could be made and all feedback is highly valued.

The You Said, We Did website provides evidence of how the University listens to and acts on suggestions to improve the student experience. You can access this using the link below.
<http://www.ncl.ac.uk/students/yousaidwedid/>

11. ATTENDANCE

The University requires all students to attend all parts of their degree programme. "As part of your commitment to your studies you are expected to "be on campus or at your placement whenever required by your programme, and actively participate in all sessions specified for your programme" (Student Charter).

Please see the section below for the correct absence procedures.

It is particularly important that all international students attend their classes or notify the School of any absence. This is because the University must report international students who stop attending their classes to the UK Border Agency. Absence from classes could therefore affect a student's visa.

12. ABSENCE

All students should inform their tutor as soon as possible in the event that they become ill. The Student Sickness Procedure is available through the following link <http://www.ncl.ac.uk/students/progress/student-resources/regulations/sickness.htm>

If an illness, or other mitigating circumstances, severely affect a student's performance and they wish the Board of Examiners to take this into account when considering their progress and academic performance, the appropriate form must be completed and their personal tutor (as well as any other appropriate staff in the School) should be made aware of the circumstances.

13. SUBMITTED WORK

All work must be submitted to the School Office before the deadline given and a receipt obtained. No responsibility can be taken for work that has no proof of submission. Work should be marked and returned to students within a 4 week turnaround time. All staff endeavour to ensure a prompt return of work to students for feedback purposes.

14. LATE SUBMISSION OF ASSESSED WORK

All deadlines for assessed work must be strictly adhered to. Students are liable to lose part or the whole of their marks for work that is submitted past the deadline, as per the University's Late Submission of Work policy, which can be accessed here: <http://www.ncl.ac.uk/quilt/assets/documents/qsh-assmt-latesub-pol.pdf>

If you have strong grounds for an extension, this can be requested by filling in a PEC form and submitting it to the School Office in plenty of time.

15. EXAMINATIONS

The online Examination timetable will be available from the below link: <http://www.ncl.ac.uk/examinations/index.html> and students will be sent an e-mail when the timetable for each examination period is finalised.

Past papers can be accessed through <http://www.ncl.ac.uk/exam.papers/> and students are recommended to use these as sample questions for revision purposes.

The rules of examinations must be strictly adhered to. These are available at: <http://www.ncl.ac.uk/examinations/RULES.htm>

Information for candidates with special requirements in Examinations:

Newcastle University is committed to ensuring that disabled students are assessed appropriately and on equal terms with other students. We endeavour to meet with the QAA Code of Practice for Disabled Students regarding examinations (precept 13):

'Assessment and examination policies, practices and procedures should provide disabled students with the same opportunity as their peers to demonstrate the achievement of learning outcomes.'

Therefore, the Examinations and Academic Events section, in consultation with Disability Support, aim to provide a fair and flexible examination system for disabled students.

If you have a disability or a specific learning difficulty, you may or may not have special requirements with regard to your university written examinations.

On submission of relevant medical documentation you may be allowed extra time for your written examinations, and / or alternative practical arrangements. If you think that this may apply in your case, and you have not done so already, you should contact Student Wellbeing as soon as possible to discuss any special requirements. Specialist staff in Student Wellbeing will assess your need(s) and consider any medical documentation, for example, an Educational Psychologist's Report (required in the case of dyslexia) or a Medical Certificate.

Should Student Wellbeing conclude that you are entitled to special arrangements, they will inform the Examination and Academic Events office accordingly. You will then receive an email from this office confirming the arrangements for the Semester One and Semester Two examination periods.

Further detail is available at:

<http://www.ncl.ac.uk/examinations/Candidates%20with%20Special%20Requirements.html>

16. REASSESSMENT

Module leaders will review with you the form that re-assessment will take for any failed module that you need to retake.

Please see Section M of the University's Examination Conventions below for more information on Reassessment.

<http://www.ncl.ac.uk/regulations/docs/UGExamConv0910.pdf>

17. STUDENT CONDUCT AND DISCIPLINE

Standards of Personal Conduct

The Student Standards of Personal Conduct can be accessed here:

http://www.ncl.ac.uk/students/progress/assets/documents/NUNI_StudentSurvivalGuide09-10Final.pdf and an extract is provided below.

"You are expected to:

- Behave in a responsible manner whether on campus, in University accommodation or in the community and observe the rules for using University facilities
- Treat others – fellow students, members of staff, neighbours and other people in the community - with courtesy, fairness and respect regardless of their personal circumstances, race, ethnic origin, age, gender, marital or parental status, sexual orientation, religion and belief, disability, political belief or trade union membership. This applies to all communication methods including personal contact, e-mail, written communication and social community websites.
- To behave in a manner which respects the privacy of students and staff
- Treat buildings and facilities – on campus, at your accommodation and in the community - with care and respect

You can expect:

- The University to respect the needs of its diverse community of students and staff
- To be treated courteously and with fairness, dignity and respect regardless of race, ethnic origin, age, gender, marital or parental status, sexual orientation, religion and belief, disability, political belief or trade union membership and activities. (The University's diversity policies can be seen at www.ncl.ac.uk/diversity/)
- The University to endeavour to provide a safe and secure environment free from fear, intimidation and harassment

- That serious breaches of conduct will result in disciplinary procedures against a student, or group of students, and penalties as set out in the Student Disciplinary Procedures at www.ncl.ac.uk/students/progress”

18. ASSESSMENT IRREGULARITIES

The University is committed to ensuring fairness in assessment and has established a procedure for dealing with assessment irregularities. For the purposes of this procedure, an assessment irregularity involves the use of improper means by a candidate in the assessment process.

This includes, but is not limited to, the following:

- Copying from or conferring with other candidates or using unauthorised material or equipment in an examination room.
- Impersonating or allowing another to impersonate a candidate.
- Introducing examination scripts into the examination process otherwise than in the course of an examination.
- Permitting another student to copy work
- The falsification (by inclusion or suppression) of research results.
- Plagiarism. This is defined as the unacknowledged use of another person’s ideas, words or work either verbatim or in substance without specific acknowledgement.
- Using work submitted for another assignment

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

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

Good Academic Conduct

The following site is designed to give information on what is meant by good academic conduct, including information on the use of Turnitin, the electronic submission software.

<http://www.ncl.ac.uk/right-cite/>. It also contains information on Plagiarism, defined below.

Plagiarism

Plagiarism is the unacknowledged use of another person’s ideas, words or works. The work submitted by a candidate, if not his or her own, must make clear acknowledgement of the work of others by means, for example, of bibliographic notes or the use of quotation marks or in accordance with guidance provided by the tutor or supervisor concerned.

Plagiarism means more than a candidate copying work of others and presenting it as his/her own in dissertations, projects, essays or other submitted work. It also includes reproducing an author’s written material from memory in the examination room in verbatim or near verbatim form without written acknowledgement. In short, students must not pass off the written words of others as their own either inside or outside the examination room.

Although you are permitted (and indeed encouraged) to discuss your work with your colleagues, you should on no account copy the work of another, nor should you allow another student access to your assessed coursework.

Please see the below link for information on referencing styles and tips

http://www.ncl.ac.uk/library/teaching/stan/?child_id=9

What Newcastle expects of students:

- Maintain high standards of academic conduct
- Show a commitment to academic honesty in your work

- Be familiar with and apply the guidance provided by your School on proper referencing and good academic practice, and in particular the avoidance of plagiarism
- Ensure that any work you submit is your own work and that you acknowledge any use you make on the work of others.

You can expect:

- To receive a briefing on what the University means by 'good academic practice' and 'referencing'
- To be told where to find guidance materials
- That the University may use plagiarism detection software

Student Disciplinary Procedure

An outline of the Student Disciplinary Procedure is available from:

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

19. STUDENT COMPLAINTS AND APPEALS

The University's Student Progress service has lots of information on what you can do if you are unhappy or need help with certain aspects of your university life.

University Student Complaints Procedure

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

University Student Academic Appeals Procedure

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

If things go wrong...

Sometimes things happen that are beyond our control – illness, personal problems etc. If things start to affect your course, you need to let someone know. There are processes and people to help you.

Use your personal tutor as the starting point – they will be able to advise you about the various University procedures. It can be confusing, as there are a few different forms, but they depend on what you need to happen. Some things can be dealt with by your degree programme director or school. Others will be referred to a central point within the University.

There are certain things that are within the DPDs powers to grant – however these are not concessions as they are covered by University regulations or policy.

Examples of DPD powers are short deadline extensions, amendment to module choices, transfers to other programmes, leaves of absence.

Further information can be found and sought from your school.

Failed Modules: <http://www.ncl.ac.uk/students/progress/student-resources/help/failure.htm>

If you fail some modules, you will need to wait for the Board of Examiners to decide what they think should happen.

To pass the year you will often need to take a resit, which usually takes place in the August. Occasionally you will be able to go into the next year and 'carry' a failed module (no more than 20 credits of non-core).

Sometimes, you may need to take some time out to pass an essential (core) module before you can go forward to the next stage of your programme. You may be able to do this as an external candidate – i.e. just do the assessments next year at the next normal occasion and not attend classes - there are no fees for this.

Sometimes you may have to attend the classes as well as complete all assessments - in this case you would be registered as a repeat student and will have to pay fees – this would require permission from your Degree Programme Director as you do not have this as of right.

Every student is different so you will need to get some advice from your School after the Board of Examiners.

20. OTHER RELEVANT INFORMATION

Tutoring Arrangements

Each student will be assigned a Personal Tutor. You should meet with your tutor during Induction Week and at regular intervals throughout your progression through University. Your tutor is there to provide guidance and should be your first point of contact if you do have any problems relating to your academic work or degree programme.

Please see the below document for more details on the University's personal tutoring system: http://www.ncl.ac.uk/aqss/qsh/personal_tutoring/Personal_Tutoring.pdf

Student Charter

Students can expect certain levels of service throughout their time at University by all members of staff. Students have the obligation to conduct themselves in an appropriate manner at all times and to remember that they are ambassadors for the University during their time here.

The Student Charter is available here

<http://www.ncl.ac.uk/pre-arrival/regulations/documents/charter.pdf>

The International Student Handbook provides extra information for International students and is available here <http://www.ncl.ac.uk/international/assets/documents/ISH2009.pdf>

Use of e-mail

E-mail is a convenient way of communicating important messages. It is useful, for example, if you need to explain an impending absence; to convey relevant personal information affecting your studies (e.g. illness); or to confirm an appointment for a planned meeting. However, please bear in mind that you are not the only person who will be contacting your tutor or module leader and, although they are available and willing to help you, they, like you, have a lot of demands on their time.

Before sending an e-mail, please consider whether you could find out what you need to know from somewhere else. For example, if this Degree Programme Handbook does not provide the answer, your School office should be able to answer general queries about such matters as timetabling, deadlines for submission of coursework or examinations.

Please remember that e-mail is an alternative means of communication to writing a letter or telephoning and the way your e-mail is written should reflect this. The use of clear and appropriate language is more likely to result in you receiving the information that you need.

Student Services

A range of Student Services are available in our new King's Gate building. These include:

Academic Information

- Advising of change of circumstances – including taking a leave of absence or transferring programmes
- Obtaining documentation such as Transcripts of Study and Council Tax Exemption Certificates
- Accommodation

Gaining advice and information on a range of accommodation issues including transfers and re-lets

- Managing rent accounts and obtaining associated debt advice
- Career and Work
Information and advice on term-time jobs, work experience, graduate jobs and further study
Developing business ideas and getting them off the ground
- Finance
Making payments for all Tuition Fee and Accommodation charges
Financial Support
Advice and information about sources of funding and managing finances, including short-term emergency loans
- Counselling & Mental Health Support
Confidential support and help available
Disability/Dyslexia Support
Advice, information and guidance available on things such as Disabled Students' Allowance and examination arrangements
- Exchanges/Study Abroad Information
Advice and guidance to students who wish to participate in the Erasmus Programme or the Non EU Exchange Programme and guidance to incoming Exchange and Study Abroad students.
- Visa Support
A range of assistance from student visa renewal to advice on the immigration implications of changes of study plans

Who can use these student services?

The services are open to all students:

- Prior to coming to Newcastle University – to find information on our courses and what accommodation, financial and other support is available
- Whilst at University – when you need information, support and guidance
- After graduation - to access careers and business start-up support
- Also offer advice and signposting to other University stadd/services

Opening hours

Normal opening hours are:

Monday 9.00am – 5.00pm

Tuesday 9.00am – 5.00pm

Wednesday 10.00am – 5.00pm

Thursday 9.00am – 5.00pm

Friday 9.00am – 5.00pm

Student Services are located in the King's Gate building on the main city centre campus. The main Student Services entrance to Level 2 is next to Northern Stage and opposite the Union Society building. There is also an entrance on Level 1 (where Careers are based) from Barras Bridge.

<https://my.ncl.ac.uk/students/documents/kingsgateleaflet.PDF>

Student Self Service Portal (S3P)

You will have a unique log-in for the S3P system, which is a valuable resource where you can

- Register on your programme of study
- Keep details such as addresses up to date
- Pay fees
- Print documents to confirm student status such as for council tax purposes.

- Confirm module choices for the next academic year.

Further detail is available at: <http://www.ncl.ac.uk/students/progress/student-resources/s3p/>

Timetable

You can access your timetable via <http://www.ncl.ac.uk/timetable/Welcome/Studentwelcome.php>

Help on how to understand your timetable is available here

http://www.ncl.ac.uk/timetable/help/Understanding_your_timetable.pdf

English Language Provision

All new Newcastle University students whose native language is not English are required to take a free University English Language Assessment (UELA). Some students may be exempted from the UELA; further information can be found in the University's English Language Policy

http://www.ncl.ac.uk/aqss/qsh/recruitment_and_admissions/English%20Lang%20Policy.pdf

The UELA forms part of the language support and advisory service the University provides for all our non-native speaker students. It helps the University to:

- Identify any weaknesses in English language Skills and provide advice about classes
- Ensure that English language support is provided to students from the beginning of the semester
- Advise students who wish to attend in-session classes on the most appropriate level of study.

The UELA consists of a:

- Listening assessment (five parts, 40 minutes)
- Writing assessment (one question, 40 minutes)

The UELA is administered and marked by INTO Newcastle University. Further information is available at:

<http://www.ncl.ac.uk/students/insessional/ucla/>

In-session English

The INTO Newcastle In-session Team can provide information on:

- The University English Language Assessment (UELA)
- Free academic English language classes for Newcastle students whose first language is not English
- The English language entry requirements for Newcastle University
- Open Sessions which any non-native speakers can attend without registering
- English for Specific Academic Purposes (ESAP) classes for postgraduate students on certain degree programmes

The In-Sessional English language programme provides up to 12 hours per week of free academic English language and study skills classes for students at Newcastle University whose first language is not English. These classes are provided by INTO Newcastle University. The programme gives specific help in academic English and can be useful for students who have a good level of English but little experience of using English in an academic environment.

Further information is available at:

<http://www.ncl.ac.uk/students/insessional/>

Equal Opportunities

The University has a clearly defined equal opportunities policy. Copies of the policy are available from Human Resources, the Student Progress Service and on the University's web site at <http://www.ncl.ac.uk/hr/policy/equalitydiversity/>

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 and 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/documents/20070112_policy-dignity-work-study_jb.pdf

Health and Safety

The University operates a strict No-Smoking policy. Smoking is not permitted in any University premises or grounds at any time.

Details of the University's *Smoke-Free Policy* can be viewed at

<http://www.ncl.ac.uk/hr/policy/conduct/smoke-free/>

The University, through its risk assessments, aims to ensure that this is a safe place for students to study and undertake research. Students and others must comply with the University's arrangements for safety and occupational health which are set out in the *University Safety Policy* (<http://www.safety.ncl.ac.uk/universitypolicy.aspx>) and the School Safety Policy (available via the School's website). It is especially important that the University fire safety rules are complied with as these are in place in order to protect lives. There are additional specific policy supplements and guidance available on the University Safety Office website at

www.safety.ncl.ac.uk/Home.aspx and the Occupational Health Service website at

www.ncl.ac.uk/occupationalhealth/

Assistance can be obtained from the School Safety Officer, Dr Guenther Uher, on all safety and occupational health issues and, if necessary, from the University Safety Office. Failure to comply with the *University Safety Policy* is a disciplinary matter. For some high hazard work, students may be expressly required by law to undertake training which is provided by the University Safety Office.

Additional Costs

You will be advised about any field trips relating to your course at the beginning of each Semester by the relevant module leader.

Overseas trips to undertake research projects, etc, are optional elements of most courses offered by the School. Costs for these can usually be reimbursed within reason; students should seek advice from the appropriate Module Leader or their Personal Tutor before planning any trips related to their work.

Other University Policies and Procedures Relating to Students

Many of these can be found via the Student Progress website at

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

Disability Equality Scheme

http://www.ncl.ac.uk/diversity/info/disability/documents/20061212_disability-equality-scheme_pg.pdf

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


Public Interest Disclosure ('Whistleblowing')

http://www.ncl.ac.uk/hr/policy/conduct/documents/20030701_policy-conduct-public-interest-disclosure-whistleblowing_rjcb.pdf

Withdrawing from the University <http://www.ncl.ac.uk/student-progress/changeirc/documents/withdrawalproc.doc>

Change in student circumstance (e.g. suspension of studies)

<http://www.ncl.ac.uk/students/progress/records/circumstances.htm>

PEC Form	 Newcastle University
Student notice of Personal Extenuating Circumstances To be completed by Undergraduate or Taught Postgraduate Students <i>Students who believe that their performance in or ability to complete assessments is being significantly affected by personal extenuating circumstances should advise the examiners by completing this form, so that the appropriate adjustments can be made. Forms must be submitted to the School Office as soon as a problem arises. The PEC procedure and advice on completing the form is available at www.ncl.ac.uk/students/progress/student-resources/help/ - YOU SHOULD READ THE GUIDANCE.</i>	

STUDENT DETAILS:		
Name of Student:	University email address: _____@ncl.ac.uk	
Name of Personal Tutor:	Student Number:	
Programme:	Stage:	Full Time <input type="checkbox"/>
		Part Time <input type="checkbox"/>
Is this form being submitted to update, supplement or provide new evidence for a previously submitted PEC form?		Yes <input type="checkbox"/> No <input type="checkbox"/>

MODULE / ASSESSMENT DETAILS:			
Module Code (e.g. COM1001):	Aspect Affected (e.g. Essay, Exam, Attendance):	Module Leader:	Dates of exam/ submission etc:

HOW ARE YOUR STUDIES AND ASSESSMENTS BEING AFFECTED? (tick all that apply)	
<i>Because of the circumstances described below, I am:</i>	
Unable to submit my work on time;	<input type="checkbox"/>
Unable to submit my work, despite being given an extension;	<input type="checkbox"/>
Unable to participate in group work;	<input type="checkbox"/>
Unable to attend University for more than five days;	<input type="checkbox"/>
Unable to attend my exam(s) or other assessed session(s);	<input type="checkbox"/>
Unable to write comfortably in examination conditions;	<input type="checkbox"/>
Unable to prepare effectively for my examinations;	<input type="checkbox"/>
Able to work, but feel my performance has been affected;	<input type="checkbox"/>
Affected in the following way, not listed above: <i>Details:</i>	<input type="checkbox"/>
<i>Continue on separate sheet if necessary</i>	

PROPOSED ADJUSTMENT: (Please tick one– but note the PEC Committee makes the final decision about the most appropriate form of adjustment)

Extension	<input type="checkbox"/>	Deferral of assessment attempt to next normal occasion of assessment	<input type="checkbox"/>
Repeat Stage or Semester as first attempt	<input type="checkbox"/>	Be considered for Board of Examiners discretion (this will normally only occur if a more practical adjustment cannot be given)	<input type="checkbox"/>
Other adjustment (please detail)			<input type="checkbox"/>

FURTHER DETAILS:

Provide details of the adjustment requested e.g. the assessment concerned, the original deadline or date of assessment, the length of an extension requested. Please indicate where you have previously been granted an extension or adjustment. If applying for multiple modules or assessment, provide detail of the adjustment requested for each:

Details:

Continue on separate sheet if necessary

DETAILS OF PERSONAL EXTENUATING CIRCUMSTANCES: (please tick)

Medical <input type="checkbox"/>	Personal <input type="checkbox"/>	Other <input type="checkbox"/>
----------------------------------	-----------------------------------	--------------------------------

Period affected: From.....(Date) To.....(Date)

Please provide as full an explanation of the personal extenuating circumstances as possible. Please be specific about the problem, be precise about how your studies and/or assessment have been affected and explain any delays in submitting this PEC form.

Details:

Continue on separate sheet if necessary

EVIDENCE: (please tick and ensure that the evidence is submitted with your application. Note that applications submitted without any evidence will be unlikely to be successful)		
Medical Note <input type="checkbox"/>	Wellbeing Memo <input type="checkbox"/>	Other <input type="checkbox"/>

Signature (student):	Have you consulted your personal tutor?	
..... Date:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Your personal tutor or other member of staff may be asked to provide further information about your case. If you are not happy for this consultation to take place, please tick here and provide an explanation

Brief guidance notes to students:

- Do not submit PEC forms for minor issues that have not affected your studies.
- Make sure that you are aware of and understand any School rules about PEC (for example, whether there is a deadline, whether it is not possible to seek extensions for certain modules etc.).
- Do not assume that you will be given an extension, deferral or other adjustment. Until you are informed of the PEC Committee decision, you need to continue with your studies as normal.
- Ensure that every section of the PEC form has been completed.
- Ensure that any additional sheets or documents are clearly marked with your name and student number.
- You will be informed of the outcome by email so make sure that you check your University account regularly.
- More detailed advice to students on completing the PEC form is available at www.ncl.ac.uk/students/progress/student-resources/help/

Student Name:	Student Number:	Date Received:
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DECISION

As a member of the PEC Committee, I deem that the following adjustment is an appropriate response to the student's personal extenuating circumstances (please tick) and will ensure that the student is informed of this decision:

1. Immediate action (in line with UG and PGT Exam Convention 15)
 Detail: (e.g. extension, deferral of attempt, minor exemption, repeat Stage)

2. Referral to SPS Examinations Team for temporary examination adjustment
 Detail: (e.g. nature of impairment)

Signature: _____ Date: _____

Signature: _____ Date: _____

3. Retain for consideration at PEC Committee meeting

4. No adjustment approved
 Reasons: (e.g. lack of evidence, circumstances not relevant, PEC is not the most appropriate procedure)

Signature: _____ Date: _____

Signature: _____ Date: _____

OFFICE PROCESSES

Action Taken:	Signature (School Office):	Date:
Student emailed PEC decision <input type="checkbox"/>		
Student Record updated <input type="checkbox"/>		
Copy of decision forwarded to another school or service (see note below. Please specify)..... <input type="checkbox"/>		

Note: For **extensions and exemptions**, the module leader should be informed and Student Progress Service may also need to be informed if there is an impact on the student's registration status. For **repeat Stage/ Semester** the DPD and Student Progress Service must be informed. For **examination deferrals**, Student Progress Service (Examinations) must be informed. In the case of an **extraordinary examination**, arrangements must be agreed with the School that owns the module. There may be other occasions that PEC decisions (but not case details) need to be forwarded to other services. Please refer to the *PEC committee and processes: Guidance for Staff* document available at www.ncl.ac.uk/students/progress/staff-resources/examiners/ or seek advice from Student Progress Service.

**STUDENT SELF-CERTIFICATION OF SICKNESS FOR UP
TO SEVEN DAYS INCLUSIVE**

1. SURNAME Mr./Mrs./Miss./Ms.

FORENAME(S)

STUDENT NO.

SCHOOL

2. FIRST DATE OF SICKNESS:

LAST DATE OF SICKNESS:

3. NATURE OF SICKNESS

Please see Note 3 overleaf

.....

.....

4. EFFECT ON ABILITY TO STUDY

Please describe the effect, if any, of your illness on your ability to study during the period of sickness (continue on a separate sheet if necessary)

.....

.....

5. I certify that the information given in sections 1 – 4 above is correct to the best of my knowledge.

Student's Signature Date

This form should be returned to your tutor or supervisor as soon as you return to your studies.

NEWCASTLE UNIVERSITY

NOTES TO STUDENTS

1. According to the University's General Regulation about 'Absence', a student who is absent from classes for more than three days must inform the tutor through the completion of a self-certification form.
2. If your absence lasts for more than 7 days, you must obtain a medical certificate from your GP and forward it to your tutor as soon as possible.
3. Please state in Section 3 the nature of your illness or describe to the best of your ability the symptoms. If you prefer not to provide this information in this section of the form, you may provide it in a sealed envelope addressed to the Chairman of the relevant Concessions Committee or Board of Examiners as appropriate and ask your tutor to forward the envelope to the relevant person.

**N.B. DO NOT DELAY SEEING YOUR DOCTOR IF YOU NEED MEDICAL
ADVICE OR TREATMENT**

SCHOOL OF MARINE SCIENCE AND TECHNOLOGY
ARMSTRONG AND RIDLEY BUILDINGS AND DML
SAFETY

Safety (University General Regulations) are found at
<http://www.safety.ncl.ac.uk/universitypolicy.aspx>

The University's rules and arrangements are set out in the booklet Health and Safety: Statements on Policy, organization and General Safety Arrangements, available on application to the University Safety Officer or from the University website at:
<http://www.safety.ncl.ac.uk/home.aspx>

For example, the Local Rules Governing the Use of Ionizing Radiations and Radioactive Substances is available on application to the Radiation Protection Officer or from the website at: <http://www.safety.ncl.ac.uk/radiationprotection.aspx>. Specialist support, e.g. for diving, is also available <http://www.safety.ncl.ac.uk/diving.aspx>.

The University also has local rules on a number of safety matters, including those relating to hazardous waste, work with micro-organisms and to work with chemicals subject to the COSHH Regulations. These local rules are available on the website or on application to the University Safety Officer. The most common safety forms can be found at <http://www.safety.ncl.ac.uk/forms.aspx>, but it is always best to contact a University Safety Officer for the most up-to-date guidance. All members of staff, students and other persons on University premises are required to comply with safety regulations in force.

The School is committed to providing a safe and healthy working environment. Safety should be a major concern of everyone in the School. To maintain a high standard of safety, it is important that everyone uses common-sense at all times and keeps a look out for hazards. Individuals must take a responsible attitude and anticipate risks to themselves and others. If in doubt consult your supervisor or the School Safety Officer - Dr Guenther Uher [guenther.uher@ncl.ac.uk] in room 4.78 on the 4th floor of Ridley Building 2, tel. +44(0)191 222 6228 (x6228 from inside the university). The school safety policy can be found on the Blackboard sites for MST8005 and MST8009, or at

http://www.ncl.ac.uk/marine/MaSTDDocuments/Mast_SAFETY_Policy2007_version3.doc

Attempts will be made to rectify the problem, however nothing can be done if hazardous conditions exist which go unreported. Your co-operation in this would be appreciated.

EMERGENCY TELEPHONE NUMBERS

CAMPUS SITES:

FIRE 6666 or 9-999 :

POLICE 6666 or 9-999 :

FIRST AID 55-24790 :

GENERAL HOSPITAL 273 8811 :

ELECTRICAL 6355 :

PLUMBING 6354

DOVE MARINE LABORATORY: North Tyneside General Hospital - 259 6660

On discovering a fire shout FIRE! FIRE!

Armstrong & Ridley - Tell someone to ring 6666 or 9-999 to ask for the Fire Brigade and advise the Porter (Armstrong 6704 Ridley 7838).

DML - Press Line 1 or Line 2 for an outside line then dial 999 and ask for the Fire Brigade.

Tackle the fire only if this can be done without risk.

GENERAL

1. **Risk assessments** should be prepared before any procedures or visits are carried out. This will include field work, boat work and travel abroad. Standard risk assessment forms for projects, and those specifically for travel overseas may be downloaded from the School web-site (Teaching Resources). They are also available on Blackboard for relevant modules. Forms are required for completion by all students involved in field work in this country or overseas. Completed Risk Assessment forms should always be included with hand-ins.
2. **COSSH Forms** should be completed if chemicals are to be used. These may be downloaded from the University Safety Office web site. Copies should be lodged with the Safety Officer before work on any project commences. A further copy should be displayed where the work is carried out.
3. **Class practicals** must be supervised by the academic member of staff shown on the timetable, a postgraduate student or employee delegated by the Head of School.
4. **Project work** Students must be given written outlines of their intended project work. Appropriate risk assessments and COSSH forms must be completed
5. **Accidents** must be reported to the Safety Officer. Accidents involving personal injury are entered on the appropriate form. Accident books of forms can be found in the Ridley Building Room 466 and at the DML

6. **Protective clothing** Lab. coats must be worn during practical work. Goggles should be worn whenever there is a risk of explosion, implosion, shattering glass, flying sparks or metal turnings, spattering chemicals etc. and always when liquid nitrogen is being handled. Rubber gloves should be worn when handling corrosives. Safety helmets and ear muffs are provided on board *R.V. Bernicia*.

7. **Chemicals in the mouth** must be treated as poisons; spit out and flush copiously with running water. If swallowed rush to Newcastle General Hospital Casualty Dept. or North Tyneside General Hospital Casualty Dept

8. **Spillages** must be dealt with immediately. Spillages must be removed with due regard to the hazards. Damaged and stained benches and floors and broken apparatus should be reported to the Laboratory Manager or technician in charge.

9. **Waste disposal** Bins are provided for all hazardous laboratory waste. Small items such as scalpel blades should be disposed of in small yellow sharps bins. Plastic laboratory ware and gloves should be placed in yellow bags and ALL broken glass in large yellow boxes.

10. **First Aid Cabinets** are located in all undergraduate laboratories and throughout the Armstrong and Ridley Buildings at the DML and on board *R.V. Bernicia*

11. **Eating and drinking** are permitted only in offices and the Common Room. Lab coats should not be worn where food is eaten. From January 2007 it is mandatory for the University to have a No Smoking policy on Campus. This means staff, students and visitors are not allowed to smoke either in University buildings, outside buildings, walkways or anywhere on the University Campus.

12. **Safety aboard the Research Vessel.** The vessel was built to Lloyds safety requirements class Brown Workboat Code of Practice (Category 2) and is maintained to this standard. All new research vessel users are given a course of instruction, by the ship's master, in elementary seamanship, emergency lifesaving drill and fire-fighting. They must also attend a day of safety and survival training at South Shields College before working at sea. Life jackets must be worn by all boat users while they are aboard the research vessel.

13. **Safety in the Aquarium.** The main danger in the aquarium is the use of electrically powered apparatus close to large quantities of seawater, often with a wet floor. It is essential that all such apparatus be checked for wiring and fusing. It is a standing rule that before any electrically powered equipment or apparatus is introduced into the aquarium, it must first be examined by the Technician in Charge.

14. **Immunisations.** The University regards a tetanus injection as mandatory for all biologists. Persons who do not choose to have this vaccination must make themselves known to the Safety Officer.

15. **Work outside normal hours** Postgraduate students, including those on taught Master's programmes, are allowed after-hours (outside the normal working day: 0900-1700 Mon-Fri) access to the RIDLEY BUILDING by a smart card entry system for desk-based work that does not pose a significant safety risk. Users must follow all common sense rules of conduct in order for the class to retain these access privileges. It is also required that you:

- i) Carry with you at all times: your student ID card and keys to the rooms you have access to (Reading Room etc.).
- ii) In an EMERGENCY call the emergency services (fire, police or ambulance) on 6-666 or 9-999. If you see something suspicious, call the University Police on 6345. For water leaks, broken doors or windows, etc., call Estates Services Office on 6817.

16. **Field work** – separate instructions will be issued.

A copy of the School Policy Safety Statement is available for consultation in all offices and at Blyth.

SCHOOL OF MARINE SCIENCE AND TECHNOLOGY

RISK ASSESSMENT FORM

(For MST8009 use special form on Blackboard)

(1) School

(2) Project

.....

(3) Persons involved

.....

(4) List whatever can go wrong. Rate it by likelihood and severity

(5) List control measures you intend to adopt for each risk to include reduction of personal exposure.

(6) Emergency arrangements

Signed **Date**

PROTECT PERSONAL INFORMATION WARNING: for NEW Students

The Information Commissioner's Office (ICO) is urging new and returning university students to protect their personal information as the new academic year approaches. By safeguarding their personal information at a time when they are likely to be invited to sign up for new services and societies, students can lower their risk of falling victim to identity theft.

A recent survey conducted by the ICO revealed that young people appear to protect their personal information less well than any other age group. 56% use the same passwords for more than one account. One in five fails to properly destroy bank statements or receipts before throwing them in the bin.

David Smith, Deputy Commissioner at the ICO, said: "Protecting your personal information has never been so important. Almost every day we give out our personal details which can leave us open to identity theft, unwanted marketing and a loss of privacy. Students can be particularly vulnerable around this time of year. It can also be very irritating being pestered by unwanted marketing calls, text messages and junk mail, particularly if it involves unwittingly signing up for a service you are then charged for."

A free guide - the ICO's Personal Information Toolkit – is available to help students protect and manage their personal information. The toolkit includes advice and tips on how to access the information that organisations hold about you, how to correct inaccurate information and how to reduce unwanted marketing calls and texts. The personal information toolkit is available by calling 08453 091091 or at http://www.ico.gov.uk/for_the_public/topic_specific_guides/personal_information_toolkit.aspx

The following tips will also help students protect their personal information:

- Treat your personal data as 'confidential' – don't give it away easily.
- Always be wary of those asking for your personal information. Are they genuine? How will they use it? Will it be passed on to others?
- Sign up with the Telephone Preference Service to prevent unsolicited direct marketing calls.
- Know where your personal documents are (passports, driving licence, birth certificate etc.) and keep them safe.
- If you receive letters, emails, texts messages or telephone calls asking for your information, avoid replying unless you know they are genuine.
- Always read the small print carefully. You must give permission for your details to be passed on to other organisations or used for marketing purposes, and equally, you can refuse.
- Never disclose or write down personal passwords or PIN numbers.
- Destroy your personal documents, (such as bank statements, utility bills, debit or credit card transaction receipts etc.), so that nothing can be obtained by fraudsters showing your name, address or other details .
- Always check your bank / credit card statements for payments you don't recognise.
- Just say no – you have the legal right to ask a particular company to stop contacting you and they have an obligation to mark your telephone number as one they cannot call

Location of Computer Clusters on Campus

<http://www.ncl.ac.uk/iss/teaching/clusters/locations/>

Careers Service

The Careers Service – where opportunities begin

Email: careers@ncl.ac.uk, Web: www.ncl.ac.uk/careers

We have now moved into the new King's Gate Building and are open 9am-5pm Mon-Fri (except on Wed: 10am-5pm)

Whatever your ambitions, values, degree subject or stage, the award winning Careers Service exists to help you make the most of your unique skills and experiences. Whether that is a graduate career, going on to further study or starting your own business, we offer a range of support to help you realise your potential while you are studying and for up to three years after you have graduated.

Advice

Come and see us whether you have no, very few, or very definite ideas regarding your future, or are even having second thoughts about your course. Our one-to-one advice service enables you to weigh up all the options and assess the best ones for you. You can get careers advice without an appointment on any weekday, 10am – 4:30pm (this may vary in vacations).

Information

There's lots of information on different occupations and employers on the Careers Service website and in the Careers Service, which will give you an idea of the opportunities out there. Staff are always available to help you make the most of this information.

Developing potential business ideas

If you wish to generate or develop a business idea, you can have access to a team of business start-up advisers, creative thinking space and office facilities within the Hatchery,

and lots more. There are also a range of activities on offer to develop your enterprise and entrepreneurial skills, including the Business Enterprise Module and Newcastle University's annual business planning competition, Enterprise Challenge. For more details or to book an appointment with an adviser, ask at the Careers Service.

Getting experience and credit towards your degree

Gaining skills and experience in addition to your degree gives you a real edge at the end of your course, so it's worth thinking about ideas early. Details of many work experience opportunities are on our website and staff can help you find more specific openings. You can gain credit towards your degree and work experience by completing the Career Development Module; Help out in a local school, the community or the University, get involved in starting your own business, or use your part-time job to build up a bank of skills that you can put on your CV.

Gaining skills

We run workshops on enterprise, entrepreneurship and employability throughout the year in which you can develop related skills. These skills are vital whatever you decide to do. For details, see our website.

Networking

Networking may sound scary, but it is all about making contacts and can give you a real head start from working out what to do, to getting support and advice for a business idea.

The Careers Service offers a number of opportunities to start making contacts:

- 'Graduate Connections' is an online database of over 600 graduates now employed in a wide range of jobs and professions. You can read profiles or even contact them directly to get first hand information, advice and insight about the work they do and how to get into a profession.
- 'Breaking into...' events feature speakers who are in different roles within a particular sector. They give an overview about what they do and then are available to talk informally to individuals. For dates, times and details see our website.
- Networking events run throughout the year and provide an opportunity to meet with new and established business entrepreneurs. For dates, times and details see our website.

Part-time and temporary jobs

We advertise part-time, temporary and vacation jobs that you can fit around your studies with employers in the Newcastle area. For more information about these opportunities visit our website.

Graduate vacancies

Regional, national and international employers come to the University throughout the year to give presentations and attend recruitment fairs to talk about their organisations, jobs on offer and how to apply successfully. For details of these events and current graduate vacancies see our website.

Making applications

We run workshops throughout the year which cover all aspects of applying for jobs, from writing your CV to participating in assessment centres. You can also get personal advice and feedback on your CV, job and further study application forms, covering letters, interviews and business-related applications, on any weekday without an appointment.

www.ncl.ac.uk/careers

Accommodation and Hospitality Services

The Accommodation Service provides:

- Student accommodation for prospective students and assistance for current students
- Advice on private accommodation options
- Landlord help and guidance

Location: King's Gate

Telephone: 0191 208 3333

Email: accommodation-enquiries@ncl.ac.uk

Website: www.ncl.ac.uk/accommodation

Careers Service

The Careers Service offers information and advice on:

- Information on occupations and employers
- Advice on working life during and after your degree
- Gaining enterprise, entrepreneurial and employability skills
- Finding placements, internships or work experience
- Marketing your skills and yourself in CVs and job applications
- Finding graduate vacancies and postgraduate courses

Location: King's Gate

Telephone: 0191 222 7748

Email: careers@ncl.ac.uk

Website: <http://www.ncl.ac.uk/careers/>

Chaplaincy

The Chaplaincy is a team of chaplains working together, appointed by faith communities, recognised by the University and affiliated to the Student Wellbeing Service. The Chaplaincy is committed to working with students and staff of difference faiths and none and to making the University a place of religious tolerance and respect.

Location: 19/20 Windsor Terrace

Telephone: 0191 222 6341

Email: chaplaincy@ncl.ac.uk

Website: <http://www.ncl.ac.uk/students/chaplaincy/>

Graduate Schools

The Graduate Schools are available to provide information, support and guidance for current postgraduate students.

Contacts for the three Faculty Graduate Schools are:

Faculty of Humanities and Social Sciences Graduate School

Location: 7th Floor, Daysh Building (access via 5th Floor, Claremont Tower)

Telephone: 0191 222 5855
Email: hss.gradschool@ncl.ac.uk
Website: <http://www.ncl.ac.uk/hss/postgrad/>

Faculty of Medical Sciences Graduate School

Location: Ground Floor, The Medical School
Telephone: 0191 222 7002
Email: medpg-enquiries@ncl.ac.uk
Website: <http://www.ncl.ac.uk/fms/postgrad/>

Faculty of Science, Agriculture and Engineering Graduate School

Location: Ground Floor, Agriculture Building
Telephone: 0191 222 8713
Email: sage.gradschool@ncl.ac.uk
Website: <http://www.ncl.ac.uk/sage/postgrad/>

Information and Systems Services (ISS) – The University’s Central Computing Service

ISS provides the University’s IT infrastructure (networks, servers, etc.) and provides most of the computer services used by staff and students (systems, software and computers for students)

Location: Claremont Tower
Telephone: 0191 222 5999
Email: helpline@ncl.ac.uk
Website: <http://www.ncl.ac.uk/iss/>

International Office

The International Office provides information and advice on:

- Newcastle programmes and how to apply
- English language requirements
- The equivalence of overseas qualifications
- Financial matters, such as tuition fees, scholarships and living costs

It also provides an orientation welcome programme and airport collection service.

Location: King’s Gate
Telephone: 0191 222 6856
Email: international.office@ncl.ac.uk
Website: <http://www.ncl.ac.uk/international/>

INTO Newcastle University

The INTO Centre at Newcastle offers a range of programmes providing direct entry to degrees at Newcastle (see also In-Sessional English and UELA)

Location: 6 Kensington Terrace
Telephone: 0191 222 7535
Email: into@newcastle.ac.uk
Website: <http://intohigher.com/universities/united-kingdom/newcastle-university.aspx/>

Library Services

Location: Robinson Library
Telephone: 0191 222 7662

Location: Walton Library
Telephone: 0191 222 7550

Location: Law Library
Telephone: 0191 222 7944

Website: <http://www.ncl.ac.uk/library/>

Liaison Librarians

Faculty of Humanities and Social Sciences

- ❖ Linda Kelly, linda.kelly@ncl.ac.uk, 0191 222 7667
 - o School of Education, Communication and Language Sciences
 - o Law School
- ❖ Susan Millican, susan.millican@ncl.ac.uk, 0191 222 5246
 - o School of Architecture, Planning and Landscape
 - o Newcastle University Business School
 - o School of Geography, Politics and Sociology
- ❖ Lucy Keating, lucy.keating@ncl.ac.uk, 0191 222 7656
 - o School of Arts and Cultures
 - o School of English Literature, Language and Linguistics
 - o School of Historical Studies
 - o School of Modern Languages
 - o Combined Studies

Faculty of Science, Agriculture and Engineering

- ❖ Moira Bent, moira.bent@ncl.ac.uk, 0191 222 7641
 - o School of Agriculture, Food and Rural Development
 - o School of Biology
 - o School of Chemistry
 - o School of Computing Science
 - o School of Marine Science and Technology
- ❖ Jenny Campbell, jenny.campbell@ncl.ac.uk, 0191 222 7640
 - o School of Chemical Engineering and Advanced Materials
 - o School of Mathematics and Statistics
 - o School of Mechanical and Systems Engineering
 - o SAgE Faculty programmes
- ❖ Cliff Spencer, c.spencer@ncl.ac.uk, 0191 222 3425
 - o School of Civil Engineering and Geosciences
 - o School of Electrical, Electronic and Computer Engineering

Faculty of Medical Sciences

- ❖ Erika Gavillett, Erika.gavillett@ncl.ac.uk, 0191 222 7550

Special Collections and Archives

- ❖ Melanie Wood, melaine.wood@ncl.ac.uk, 0191 222 7671

Maths-Aid

Maths-Aid is a drop-in centre providing a free and confidential service to all students of Newcastle University on all aspects of mathematics and statistics including:

- Preparation for exams
- Developing problem solving and numerical skills
- Advice on correcting mistakes and overcoming problems in everyday academic work.
- Help in understanding lecture notes
- Advice on graduate numerical skills tests

Location: Robinson Library

Telephone: 0191 222 6444

Email: mathsaid@ncl.ac.uk

Website: <http://www.ncl.ac.uk/students/mathsaid/>

Open Access Centre

The Open Access Centre provides materials and facilities for the research, learning, teaching and practise of over 50 foreign languages and is available to all students and staff of the University.

Location: Old Library Building

Telephone: 0191 222 7490

Email: open.access@ncl.ac.uk

Website: <http://www.ncl.ac.uk/langcen/>

Nightline

Nightline is the confidential listening and information service run for students by students.

Telephone: 0191 261 2905 8pm to 8am

Email: nightline@ncl.ac.uk

Website: <http://www.unionsociety.co.uk/services/content/?page=143335>

Student Wellbeing

Location: King's Gate

Telephone: 0191 222 7699

Email: studentwellbeingservice@ncl.ac.uk

Website: <http://www.ncl.ac.uk/students/wellbeing/>

Support for mature students

Location: Student Wellbeing, King's Gate

Telephone: 0191 222 7699

Email: studentwellbeingservice@ncl.ac.uk

Website: Undergraduates - <http://www.ncl.ac.uk/undergraduate/support/mature/>
Postgraduates - <http://www.ncl.ac.uk/postgraduate/support/mature.htm>

Fees, Funding and Financial Support Team

The Fees, Funding and Financial Support Team offers a responsive and preventative approach to help students to maximise their University experience, regardless of their financial background or available resources

They are responsible for administering various funding schemes to assist both UK students and international and non-UK EU students, in addition to information and advice to students and prospective students on:

- Discretionary and statutory financial support schemes
- Eligibility criteria and how to apply for funding
- General student finance related topics
- Money management and budgeting

Location: King's Gate

Telephone: 0191 222 5520

Email: tuition-fees@ncl.ac.uk or student.fin-supp@ncl.ac.uk

Website: <http://www.ncl.ac.uk/students/wellbeing/finance/information/fees/>

or <http://www.ncl.ac.uk/students/wellbeing/finance/index.htm>

Counselling and Mental Health Support Team

The Counselling and Mental Health Support Team aim to support all students to get the most from their life at University through supporting and responding to students' emotional needs and general wellbeing. The service has a preventative, as well as responsive role, offering therapeutic intervention, group work, life skills support, consultancy and training.

Location: King's Gate

Telephone: 0191 208 3333

Email: <https://my.ncl.ac.uk/students/contact>

Website: <http://www.ncl.ac.uk/students/wellbeing/support/>

Disability and Dyslexia Support Team

The Disability and Dyslexia Support Team are committed to providing a friendly and accessible service for disabled students so that they may study effectively and make full use of the opportunities at Newcastle University.

Advice, information and guidance is available to disabled applicants and students at all stages of their university career. In addition to liaising with academic schools over students' support requirements and external agencies where appropriate.

Location: Disability Support Team, Student Wellbeing, King's Gate

Telephone: 0191 222 7699

Textphone: 0191 222 5545

Email: studentwellbeingservice@ncl.ac.uk

Website: <http://www.ncl.ac.uk/students/wellbeing/disability-support/>

Student Advice Centre

The Centre offers a professional support service to all Newcastle students and their dependants. The service is friendly, free, impartial and strictly confidential.

Professional advisers can provide advice and information on:

- Finance and employment
- Legal and consumer matters
- Immigration and visa issues
- Academic problems
- Housing
- Healthcare
- Registering with doctors and dentists

Location: Union Society, King's Walk

Telephone: 0191 239 3979

Email: sac.reception@ncl.ac.uk

Website: <http://unionsociety.co.uk/sac>

Student Progress Service

The Student Progress Service delivers key progress events for students including registrations, examinations, academic progression, graduation ceremonies and postgraduate admissions. It also provides services relating to visa renewal, complaints, appeals and disciplinary cases.

Location: King's Gate

Telephone: 0191 222 3718/3729/3728

Email: student.services@ncl.ac.uk

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

Union Society

Location: Union Society, King's Walk

Telephone: 0191 239 3900

Email: union.society@ncl.ac.uk

Website: <http://unionsociety.co.uk/>

Writing Development Centre

The Writing Development Centre aims to promote good writing practice across the disciplines and enable students to develop their academic writing skills in a supportive environment.

The Centre offers tuition, guidance and advice on all aspects of academic writing, including:

- understanding assignment and examination questions
- planning, structuring and revising assignments
- using reading sources without plagiarism
- developing an argument
- writing critically
- using an appropriate authorial voice
- writing different types of assignment (e.g. essays, reports, reviews, reflective pieces)
- writing theses and dissertations
- answering examination questions
- using grammar and punctuation accurately and effectively

- using appropriate vocabulary and style
- learning from feedback on previous assignments

We run a series of **lectures and workshops** throughout the academic year. Some are open to all students, while others have been developed for specific degree programmes or modules. More information about these sessions is available on the Group Teaching pages of our website: <http://www.ncl.ac.uk/students/wdc/group/>.

We also offer a **one-to-one support service**. You can have an individual consultation with an academic writing tutor to discuss any difficulties you may have with writing, seek feedback on your written work or gain a better understanding of academic writing conventions and the standards expected at University. We recommend that you book a session in advance via our online booking system: <http://www.ncl.ac.uk/students/wdc/support/>. A limited drop-in service is also available. For more information, see **Opening hours** below.

International students with English as an additional language please note:

You can use the Writing Development Centre one-to-one support service if you meet **one** of the following conditions:

- You have been exempted from language testing and/or the UELA assessment
- You have attained a mark of 70 or over in the UELA writing assessment
- You are a continuing student who has attended one full year of INTO In-Sessional writing classes in the past

If you are a new international student with a UELA writing score of less than 70, you will be supported by the INTO In-Sessional programme in the first instance.

Opening hours

During the teaching and assessment period in semesters 1 and 2, the Centre is open from 1:00 to 4:30pm Monday to Thursday and from 10:00am to 1:00pm on Friday. Bookable sessions are available from 1:00 to 4:00pm Monday to Thursday and 10:00am to 12 noon on Friday. We also offer a limited drop-in service from 4:00 to 4:30pm Monday to Thursday and 12:00 to 1:00pm on Friday. In addition, if a bookable slot is free, you may drop in at the appropriate time. A timetable showing free slots will be displayed at the entrance to the Centre.

During the Easter and summer breaks, sessions are available by appointment only.

Online resources

You will find a collection of learning resources for academic writing and general writing skills at <http://www.ncl.ac.uk/students/wdc/learning/>.

Location: 2nd floor Robinson Library

Telephone: 0191 222 5650 or 7659

Email: wdc@ncl.ac.uk

Website: <http://www.ncl.ac.uk/students/wdc/>

Marine Science and Technology Student Society

The Society has a long history and has existed in one form or another for over 70 years. Firstly as the Naval Architects Society then with the merging of the Department of Naval Architecture and Shipbuilding and the Department of Marine Engineering in 1989 it was renamed the Marine Technology Society. Following University restructuring in 2002 with the merging of the Department Marine Technology and Department of Marine Science & Coastal Management, it was rebranded and is now known as the Wet-Soc (Wet Society).

Mission Statement:

- To create a focal point for all students within the School with a common interest.
- To promote interaction between both disciplines through joint activities of an academic and social nature.

Activities:

- Encourage student participation in THEIR society.
- Presentation during the Induction Week activities.
- Affiliated to the Union Society, with minimal cost to students (to cover insurance).
- A programme of regular visits to sites and gatherings of interest. Both in house i.e. University or industrial/conference visits.
- Informal inter-disciplinary talks/lectures by lecturers, outside lecturers (or even fellow students!).
- Social functions including the Annual Dinner and 1st Year Welcoming event.
- Promotion and liaison with the RINA/IMarEst and the Young Marine Engineers and Scientists scheme.
- Contact with other Marine related student societies.

You are encouraged to become a member of the Wet Society and to fully participate in all aspects of School life.