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Welcome to Geography within the School of Geography, Politics and Sociology (GPS) for the start of your degree. We hope it will be a happy and worthwhile time for you, and that you get the most out of what the University, the School and your specific degree programme have to offer.

This booklet provides some key information that you will find useful during your first days and weeks at Newcastle University. The first week of term, starting Monday 25th September, will be an ‘Induction Week’ in which you will be introduced to your degree programme and other aspects of university life. The timetable for induction week is listed below and it is essential that you attend all the activities organised.

You should register online with the University before arriving at Newcastle. During the first Induction meeting on Tuesday 26th September you will receive a USB memory stick containing a number of important documents, including the Geography Undergraduate Handbook. Full details of your degree programme and degree regulations, contact details and information about wider University services can be found in the Handbook. The USB stick also contains electronic copies and links to a number of forms, which will come in handy during the next three years. Ensure that you safely store all the contents of the USB stick on your computer or laptop before you use it for other purposes.

You need to complete the student medical form during induction week. This is an online form, which can be linked to via your USB stick. We need to collect this information to help us to ensure your safety on fieldwork and other off-campus activities and the information is only shared with fieldtrip module leaders.

On the topic of fieldtrips, this year we have a one-day Induction Fieldtrip to the Beamish open air Museum in the week of 9th October. This will give you the opportunity to meet other students and staff in an informal atmosphere, and to start developing your geographical fieldwork skills. We will be working outside so please also make sure you have a waterproof jacket and trousers, sensible shoes (preferably hiking boots or trainers), and a small rucksack.

The rest of this booklet contains some starting points to help you with choosing optional modules and to get you to your first lectures.

We hope that you have a successful and enjoyable year.

Dr Alison J. Williams

Degree Programme Director
BA Hons (L701) and BSc Hons (F800) Geography, and BSc Hons (FH82) Physical Geography
## Induction Week Timetable

### Tuesday 26th September 2017

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00am-</td>
<td><strong>Welcome to Geography:</strong></td>
<td></td>
<td><strong>Prof Anoop Nayak</strong> (Head of Geog) <strong>Dr Alison Williams</strong> (DPD)</td>
</tr>
<tr>
<td>12:00pm</td>
<td>• Outline of the degree programme</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Introduce Stage 1 teaching staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Geography mentor scheme</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Library Presentation (11am)</strong></td>
<td>CLT.1.02</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Sports Centre (11.20am)</strong></td>
<td></td>
<td><strong>Karen Crinnion / Emily Dott</strong> (Geography Liaison Librarian)</td>
</tr>
<tr>
<td></td>
<td><strong>Student Union Presentation (11.40am)</strong></td>
<td></td>
<td><strong>tbc</strong> (Sports Centre) <strong>Rowan South</strong> (Education Officer (SU))</td>
</tr>
<tr>
<td>12:00pm-</td>
<td><strong>Campus tours</strong></td>
<td>Geography mentors will take you around campus to lecture theatres, the GPS office and other key locations</td>
<td>Geography mentors</td>
</tr>
<tr>
<td>1:00pm</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Wednesday 27th September 2017

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00am-</td>
<td><strong>Supporting your studies:</strong></td>
<td></td>
<td><strong>Dr Alison Williams</strong> (DPD) <strong>Dr Kate Manzo</strong> (Senior Tutor)</td>
</tr>
<tr>
<td>11:00am</td>
<td>• Senior and personal tutor system,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Student wellbeing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-2pm</td>
<td><strong>Module choice and student representation:</strong></td>
<td></td>
<td><strong>George Watkins</strong> (Representation &amp; Democracy Co-ordinator (SU))</td>
</tr>
<tr>
<td></td>
<td>• Academic Student Rep</td>
<td></td>
<td><strong>Michelle Wright</strong> (NUIT) <strong>Liam McCullion</strong> (GeogSoc President)</td>
</tr>
<tr>
<td></td>
<td>• IT introduction</td>
<td>Herschel Building</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• GeogSoc</td>
<td>Curtis Auditorium</td>
<td></td>
</tr>
</tbody>
</table>
### Thursday 28th September 2017

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00am – 11:00am</td>
<td><strong>Stage 1 Module Fair</strong>&lt;br&gt;Optional session for those wishing to take a language or other module outside of Geography</td>
<td>Herschel Building, Learning Lab (HERB.1.)</td>
<td><strong>Selected staff</strong></td>
</tr>
<tr>
<td>11:00am – 12:00pm</td>
<td><strong>CENTRAL UNIVERSITY INDUCTION EVENT</strong></td>
<td><strong>KING’S HALL</strong></td>
<td><strong>Tutorial staff</strong> - Geog Mentors to collect students from central induction event</td>
</tr>
<tr>
<td>12:00pm – 1:00pm</td>
<td>Tutor meeting</td>
<td>Rooms to be listed in Daysh foyer</td>
<td><strong>Tutors and other Geography staff</strong></td>
</tr>
<tr>
<td>1:00pm – 2:00pm</td>
<td>Induction welcome lunch</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Essential Contacts

GENERAL ENQUIRIES
GPS General Office, 5th floor Claremont Tower
Open: Mon-Fri 8.45am-4pm
Phone: 0191 208 6359
Email: Geographyadmin@ncl.ac.uk
Registration, submission of coursework, general enquiries about your degree.

DEGREE PROGRAMME DIRECTOR (DPD) BA and BSc Geography & BSc Physical Geography
Dr Alison Williams
Room: 3.67, Daysh Building 3rd Floor
Email: alison.williams1@ncl.ac.uk
Phone: 0191 208 8489
For programme specific enquiries, late module change, suspension, transfers.

SENIOR TUTOR
Dr Kate Manzo
Room: 3.69 Daysh Building 3rd Floor
Email: kate.manzo@ncl.ac.uk
Phone: 0191 208 6454
For personal problems if you cannot see your tutor, non-attendance, PECs.

YOUR PERSONAL TUTOR
Make a note of your tutor’s name and contact details when you meet them for the first time.
Name:
Room:
Email:
Phone:
For academic guidance and pastoral advice (further details are in your Degree Programme Handbook).
Module Leaders will be able to help with module-specific queries.

Your Personal Tutor and Mentoring

At the start of Induction Week, you will be assigned a Personal Tutor. This is a member of academic staff who will oversee your studies and offer you help, advice, and pastoral support during your time at the University. You will have your first meeting with your tutor at 12noon on Thursday 28th September.

To help you settle in to university life and to successfully adopt the study skills required as an undergraduate, all new students will also be assigned a Geography Student Mentor. You will receive a welcoming email from your Student Mentor in the next couple of weeks (though please understand that your Mentor is a returning second or third year student who has volunteered their time to help you and they may be returning from summer-time employment). Your Mentor will arrange an initial group meeting when you can discuss life as a student in Newcastle in an informal setting.
Getting Started

FINDING YOUR MODULES

In induction week you will receive your Degree Programme Handbook, list of modules, and a guide to reading your timetable. You will also register for your modules. Make sure that you keep a note of the module titles and module codes so you can find the relevant timetable information and teaching locations. The presentations during induction week and the meeting with your personal tutor will help you construct and understand your timetable, and you will go on a campus tour on 26th September to help familiarise you with the rooms where your lectures will be held.

All modules begin with an introductory lecture in the first week of teaching. You will have been told how and where to find the time and location of this lecture during induction week. In this lecture you will receive the module guide, which contains all necessary information about that particular module, including outline of teaching sessions, their times and locations, readings, and assessment details. A number of first year modules have seminars or practical classes. These typically start in the second or third week of term and during the introductory lecture you will also find out which seminar groups you have been allocated.

Further information: To see details of modules with regard to their content, assessment and name of module leader, you can also check the online module catalogue: http://www.ncl.ac.uk/module-catalogue/. Note, that Stage 1 modules all start with three letters and then a 1 (e.g. GEO1, POL1). For contact details of staff, such as the Module Leader of your current or future modules, see: http://www.ncl.ac.uk/gps/staff. You can check the timetable online at http://www.ncl.ac.uk/timetable/.

Once your choices have been registered, you can use the Virtual Learning Environment, Blackboard (https://blackboard.ncl.ac.uk/), to access the resources for individual modules. Staff use Blackboard for different purposes but you will find there information about content, teaching sessions, assessment and readings. Blackboard also has a community page for Undergraduate Studies in Geography, where you can find the same documents contained on your USB stick together with other useful information about Study at Newcastle. Access Reading Lists Online (https://rlo.ncl.ac.uk/) to find the reading list for your module. This site links directly to the library catalogue, so you can locate required and recommended texts without difficulty. Ensure you check these resources during Induction Week, so you know your way around them when teaching begins.

Accessing information
You can access most of these resources quite easily through the student homepage: https://my.ncl.ac.uk/students/ and you can see your registration and edit your own contact details through the student portal S3P. Start to familiarise yourself with these webpages.

KEY ITEMS NOT TO LOSE

- The Degree Programme Handbook on USB/Blackboard: familiarise yourself with it and keep for reference for all three years.
- This booklet
- Your module choices and timetable
- Module guides and other information received in the first lecture of each module

KEY LOCATIONS TO FIND IN INDUCTION WEEK (campus tours during Induction Week will take you to these places)

- GPS Office in Claremont Tower
- Geography staff are based in levels -1 to 3 in the Daysh Building and level 4 of Claremont Bridge
- The Robinson Library
- Kings Gate Building where Student Services are located (Disability Services, Student Wellbeing, Finance etc.)
STUDYING AT NEWCASTLE UNIVERSITY

In each year of your degree programme you take 120 credits of modules. Almost all modules in Geography are worth 20 credits so for first and second years you will take six modules. In Stage One of the BA and BSc Geography degree programmes (L701 and F800) four of your six modules are compulsory and you will be registered for these automatically. During Induction Week you must choose an additional two modules. These will usually be modules in Geography but it is possible to take 20 credits (normally as one module) outside of Geography (e.g. in Sociology, Politics, Business or a Language). Details of the compulsory and some of the additional modules you can choose from are given below, and further guidance and advice on choosing your modules will be given during the Induction sessions and at your first tutorial.

If you are studying the BSc in Physical Geography (FH82) Programme you will do 8 modules in your first year, including three 10-credit modules on GIS, GPS and remote sensing taught by staff in the Geomatics section of the School of Engineering. These modules all starts CEG1.

Most of your modules will consist of a series of lectures and interlinked seminars or workshops. Contact hours can vary a from week to week, but expect to attend 1-2 hrs of teaching per module per week. Most First Year modules in Geography run for the whole year, which means you are likely to spend 8-12 hrs in timetabled teaching sessions each week. The remainder of your working time needs to be spent preparing for teaching sessions, studying for assignments, seeing teaching staff for advice or feedback, and in independent study. Independent study means doing the required and recommended readings for each module to allow you to get to grips with the concepts and theoretical arguments it engages with and the material it draws on. Each hour of teaching requires approximately three hours of independent study.

It is very important that you attend lectures, seminars and workshops. If you do not attend you may miss vital information but, most of all, you will miss a lot of content, practice (of arguing, of using ‘academic’ language, of working with concepts) and opportunities to raise questions and receive feedback. You would then have to spend additional time and effort catching up with the course content, and, more importantly, with the knowledge and understand to do well in assignments.

Reading lists will be given out at the introductory lecture for each module and the module leader will highlight particular texts they recommend you get. There will be an opportunity to purchase some second-hand books at greatly discounted prices from previous years’ students from GeogSoc.

KEY LOCATIONS TO FIND IN WEEK ONE OF TEACHING

• The lecture theatres for your modules; keep a campus map with you.
• The office of your personal tutor.

KEY POINTERS FOR YOUR FIRST YEAR

• Go to the first lecture to receive module information, and attend all following teaching sessions well prepared.
• Keep on top of your timetable: take careful note of locations and times of your lectures and seminars.
• Plan ahead for assignments: note deadlines in your diary and plan how to work towards these.
• Check your ‘@ncl’ email account daily: this is how you will be notified about changes or problems with your progress or registration.
• See below for when difficulties arise.
• Read, read, read!
The Programme in More Detail

Stage One provides a foundation in the discipline of Human and Physical Geography. The emphasis at this stage is on enabling you to develop your study skills and your ability to describe and discuss the dynamics of cultures, societies and economies, physical landscapes and the environment. The options are slightly different for Single Honours Geography and Single Honours Physical Geography students and are set out below.

BA or BSc Geography (L701 or F800)

During the first year all BA (L701) and BSc (F800) Geography students must take the following compulsory modules:

<table>
<thead>
<tr>
<th>Code</th>
<th>Descriptive title</th>
<th>Total Credits</th>
<th>Credits Sem 1</th>
<th>Credits Sem 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEO1010</td>
<td>Interconnected World</td>
<td>20</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>GEO1018</td>
<td>Geographical Analysis</td>
<td>20</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>GEO1020</td>
<td>Introduction to Physical Geography</td>
<td>20</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>GEO1096</td>
<td>Geographical Study Skills</td>
<td>20</td>
<td>10</td>
<td>10</td>
</tr>
</tbody>
</table>

You must also take at least one of the following modules:

<table>
<thead>
<tr>
<th>Code</th>
<th>Descriptive title</th>
<th>Total Credits</th>
<th>Credits Sem 1</th>
<th>Credits Sem 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEO1005</td>
<td>Environmental Issues</td>
<td>20</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>GEO1015</td>
<td>Human Geography of the UK</td>
<td>20</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>GEO1019</td>
<td>Physical Geography Field Course</td>
<td>20</td>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>

BA or BSc Geography - Choosing Your Additional Modules

We try to make our programme as flexible as possible to give you the opportunity to tailor your modules to match your interests. To this end we offer several modules in Geography that you can choose from and also allow you to take up to 20 credits worth of modules outside of Geography. There are potentially a large number of different options and if you are not sure what to do we offer the following advice:

1. If you would like to study mostly Physical Geography modules you should choose GEO1005 (Environmental Issues) and GEO1019 (Physical Geography Field Course).
2. If you want to study mostly Human Geography but also learn about the major environmental issues affecting the planet and its people you should take GEO1015 (Human Geography of the UK) and GEO1005 (Environmental Issues) for your optional modules.
3. If you want to study mostly Human Geography but want to do a module outside of Geography (for example, in Politics, Sociology, Business, or a Language) then you should take GEO1015 (Human Geography of the UK) and an additional Stage 1 module outside of Geography. Information on modules outside of Geography will be available at the HASS Module Fair, 10am-11am, Thursday 28th September (see induction timetable). Examples of some of the most popular non-geography modules are given below. You are by no means limited to this list but your non-Geography module must start with three letters and a 1 (e.g. ECO1)

<table>
<thead>
<tr>
<th>Code</th>
<th>Descriptive title</th>
<th>Total Credits</th>
<th>Credits Sem 1</th>
<th>Credits Sem 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>POL1032</td>
<td>Introduction to International Politics</td>
<td>20</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>SOC1027</td>
<td>Comparing Cultures</td>
<td>20</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>SPA1065</td>
<td>Level A Spanish</td>
<td>20</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>SPA1071</td>
<td>Level B Spanish General Language</td>
<td>20</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>CEG1702</td>
<td>Geographic Information Systems I</td>
<td>10</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>CEG1706</td>
<td>Principles of Remote Sensing</td>
<td>10</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Other modules in GPS or other Schools</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Don’t worry if you are unsure about your additional modules or think you may have made the wrong choice – you have up to the end of the second teaching week to choose another option. Also, the choices you make at first year will not affect the options available to you at stage 2. For example, if you choose option 1 above and do more Physical Geography in first year, you will not be prevented from choosing any human geography modules in second year (although you may have to do some additional reading).

**BSC PHYSICAL GEOGRAPHY (FH82)**

If you are studying BSc Physical Geography (FH82) there are no optional modules in the first year and your programme will consist of the following compulsory modules:

<table>
<thead>
<tr>
<th>Code</th>
<th>Descriptive title</th>
<th>Total Credits</th>
<th>Credits Sem 1</th>
<th>Credits Sem 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEG1702</td>
<td>Geographic Information Systems I</td>
<td>10</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>CEG1705</td>
<td>An Introduction to GNSS and its Applications</td>
<td>10</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>CEG1706</td>
<td>Principles of Remote Sensing</td>
<td>10</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>GEO1005</td>
<td>Environmental Issues</td>
<td>20</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>GEO1019</td>
<td>Physical Geography Field Course</td>
<td>20</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>GEO1020</td>
<td>Introduction to Physical Geography</td>
<td>20</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>GEO1096</td>
<td>Geographical Study Skills</td>
<td>20</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>GEO1103</td>
<td>Quantitative Geographical Analysis</td>
<td>10</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

**AFTER THE FIRST YEAR (ALL STUDENTS)…**

Stage Two: At this stage, the emphasis is on deepening your ability to undertake scholarly work and your understanding of the key concepts and theoretical approaches. You will have more choice with regard to module choices but will continue to attend compulsory modules on methods, theory and research training. You will also take part in an overseas residential fieldtrip during the Easter vacation of Stage 2. You will register for stage two modules in the second semester of your first year.

In Stage Three, you have the opportunity to consolidate the disciplinary expertise and subject-specific skills you have been developing at Stages 1 and 2. You will again have the opportunity to choose from a range of optional modules to deepen your knowledge in special fields or to broaden your understanding of Geography.

In the second semester of stage 2 or the first semester of stage 3 you also have the opportunity to study abroad at another European or Canadian/American University. Information on the schemes will be available in November each year, for study abroad in the following academic year, so ensure you attend the relevant sessions. Most importantly, during Stage 3 you will work on your dissertation. Your dissertation will be a piece of independent research and writing that you will conduct under the guidance of a supervisor. You will begin planning for this major piece of work during Stage 2. The dissertation allows you to practice geography for yourself. It is a challenging but also highly rewarding experience that sets you up very well for your degree result and the world of work.

For full details of the regulations for your degree, please see the full-sized handbook, your USB stick, Blackboard or this website [http://www.ncl.ac.uk/regulations/docs](http://www.ncl.ac.uk/regulations/docs).
Assessment

You must pass all of your Stage 1 modules in order to move into Stage 2, i.e. the second year of your degree. Moreover, Stage One lays important foundations in knowledge for you to succeed at Stages Two and Three. Each module will have its own set of assessments; it may have two larger assessments or even four smaller ones. Each module also sets its own deadlines – overseen by the Geography Exams Officer- which makes it important that you carefully plan your work. Very often assessments will take the form of coursework, like essays, reports or short commentaries. Some modules are assessed through formal exams, which will be scheduled during the ‘assessment period’ at the end of each semester. Most modules are assessed by a combination of exams and coursework.

For all your written work it is important that you reference correctly (use GEO1096 to learn this!) and conform to the Geography referencing guide. See your USB stick for details. Each piece of coursework will also specify a word limit that you must adhere to (see Blackboard). Carefully read assessment details to ensure you are doing what is asked of you before submitting.

A common scale of marks is used for all University examinations. In Stage One the marks indicate the quality of the work, so you know how well you are doing and what skills you need to continue developing. In Stages Two and Three the marks are grouped into classes which reflect the level of attainment in terms of ‘honours’ (see table 1).

<table>
<thead>
<tr>
<th>MARK</th>
<th>Non-honours modules</th>
<th>Honours modules</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Stage 1 only</td>
<td>Stage 2 and 3</td>
</tr>
<tr>
<td>Less than 40</td>
<td>Failing</td>
<td>Fail</td>
</tr>
<tr>
<td>40-49</td>
<td>Poor</td>
<td>Third Class</td>
</tr>
<tr>
<td>50-59</td>
<td>Satisfactory</td>
<td>Second Class, Lower Division [2-2]</td>
</tr>
<tr>
<td>60-69</td>
<td>Good</td>
<td>Second Class, Upper Division [2-1]</td>
</tr>
<tr>
<td>70+</td>
<td>Excellent</td>
<td>First Class</td>
</tr>
</tbody>
</table>

Deadlines together with assessment details will be distributed for each module early in teaching period. You must submit your work on time otherwise you will lose marks and may fail.

Your work will be marked and returned to you within twenty working days of the submission deadline (excluding periods of University closure). You will receive written feedback on coursework and have the opportunity to gain one-on-one feedback on coursework and exams from teaching staff. Generic feedback will also be provided to the cohort on each module, usually via Blackboard. You should make use of feedback to help you improve for following assignments.

In Stages Two and Three assignments will vary somewhat more and all marks will count towards your final degree. Whilst you will still write essays and sit exams, you are likely to also encounter case-studies, practical reports and portfolios. Your largest and independent piece of work will be the dissertation in Stage 3, which is 10,000 words long, and details your own research project.

For full details of examination conventions (the rules concerning the awarding of degrees, etc) please see [http://www.ncl.ac.uk/regulations/docs/2017/](http://www.ncl.ac.uk/regulations/docs/2017/). Full details of assignments, deadlines, progression, and passing and failing modules are available in your Degree Programme Handbook (which can be found on your USB stick and on Blackboard).
What if there are problems?

If you are ill or unable to attend university for other reasons, you must inform your personal tutor as soon as possible (by email). You can request extensions for coursework due to illness or other extenuating circumstances by completing a PEC form (PEC: Personal Extenuating Circumstances). The PEC form must be completed and submitted online via the student portal S3P. It must be submitted no more than 2 weeks before the assessment deadline and requires submission of evidence such as a doctor’s note. See your Degree Programme Handbook (USB/Blackboard) for further details.

If you suffer from a chronic condition that may interfere with your work (dyslexia, mental health problems, Krohn’s disease, etc.) you need to register with the Student Disability Support (via Student Wellbeing) so that this problem is on record, and also complete a pec form, for PEC Committee to keep on record. This will make the process of requesting extensions or other adjustments to assignments easier. For some conditions (dyslexia) you will also be able to access support through the university once you have been registered and assessed. Please make contact with Student Wellbeing quickly as there may be waiting list for appointments!

If your well-being takes a turn for the worse during your studies here, the Student Wellbeing Service offers a range of services that aim to help you get back on track. Make sure that you speak to your personal tutor or the Geography Senior Tutor and access Student Wellbeing in Kings Gate. If these services are not available just when they are needed, your tutor or the Senior Tutor will be able to point you in the direction of other services, groups or places that can help with your problems.

Beyond extensions a number of other adjustments can be made through the PEC process should you have experienced difficulties that interfered with attendance and/or academic work. Further details are in your Degree Programme Handbook (USB/Blackboard), but in all cases ensure you speak with someone early on, so we can help you as you go along.

**KEY POINTERS FOR WHEN DIFFICULTIES ARISE**
- Make your tutor aware of any difficulties, whether these are long-term/continuous or have just emerged.
- There is a lot that we can do to adjust assignments or deadlines for example, to help you through a bad patch if we know of the problem early enough.
- Familiarise yourself with the PEC forms and guidance on your USB stick.
- In your Degree Programme Handbook and on USB are a list of University services that offer advice and support, have a look there for further guidance.
Student (your) Representation in Geography

Every academic year we recruit course representatives who represent your views at the Student-Staff Committee (SSC) and liaise with the Undergraduate School representative. The regular SSC meetings are attended by all student reps in Geography and Geography staff and are chaired by a Student Chair. A list of the Geography stage reps, and their email addresses, will go up on the SSC notice board on the 1st floor of the Daysh Building. Ensure that you know your reps and keep them updated with any concerns, problems or praise you may have for teaching and learning in the subject area. They may sometimes ask for feedback on specific points by email, please respond to them.

There are regular meetings of the SSC and minutes are taken at each meeting and then circulated for information. Any matters raised are either dealt with immediately, if they are straightforward practical matters, or are reported to the Board of Studies for discussion. A response is then given at the next committee meeting. Dr Simon Tate acts as staff adviser and liaison to the SSC.

If you would like to serve as a student representative, you will be given the opportunity to nominate yourself at the beginning of the year in induction week, or you can contact Dr Simon Tate (simon.tate@ncl.ac.uk). More details on how SSC feeds into the geography teaching structure is contained in your Degree Programme Handbook (USB/Blackboard).

GEOGSOC: YOUR GEOGRAPHY SOCIETY

The Geography Society (GeogSoc as it is more commonly known) is run by students for students via the Student Union. The aim of GeogSoc is to make the undergraduate experience for students within Geography more sociable, fun and enjoyable. GeogSoc organises a number of events from pub crawls to an end of year ball, Geography-related talks and events and day trips.

You are strongly encouraged to join GeogSoc as it is a great way to make friends and be part of Geography at Newcastle. Look out for posters, leaflets and geography members during Induction Week.
Appendix 1

Where to find further information, or indicative content of the degree programme handbook and usb.

YOUR DEGREE PROGRAMME HANDBOOK

General information:
- Summary of programme commitments
- Geography and office staff contact details; Committee structure of geography
- Role of the personal tutor: meetings; illness; email contact; PEC
- Communication: use of email; staff availability in and outside of term-time; Blackboard

Academic content and structure of the degree:
- Content, aims and learning outcomes
- Programme structure: modules; credit value; compulsory, core and optional modules
- Teaching methods: lectures, seminars, independent study; contact hours
- Module outlines, reading lists, assignments and timetable
- Stages of the degree: including the degree regulations
- Erasmus Exchange and Study Abroad
- Assessment and progression: progression in different stages; assessment criteria.
- Student feedback and representation

Attendance and progression:
- Attendance and illness
- Submissions of assessed work: deadlines; extensions; late submission; guidelines for submission
- Marking and moderation procedures: moderation and examining; feedback on assessed work and examinations
- Special requirements in examination, absence
- Passing and failing modules: re-assessment, release of marks
- If things go wrong: failing modules; PEC; changing circumstances
- Student conduct: dignity at work and study; standards of conduct
- Assessment irregularities: plagiarism; other irregularities (copying, collusion); disciplinary procedure
- Good academic conduct; Student complains and appeals

Other relevant information:
- University-wide facilities: Computing; Library; Careers Service; Student Services; Writing Development Centre; English Language Services; Maths Aid Centre.
- Other information: GeogSoc, Union Society, Timetable; help at Open Days; Health and Safety
- Appendix: Glossary of terms (a somewhat larger one than the one here).
USB Key

All of this information will also be available in the geography section of the GPS UG Community pages on Blackboard

1. Induction Timetable
2. All Stage Geography Degree Programme Handbook
3. Geography Induction Booklet
4. GeogSoc Flyer (the student Geography Society)
5. Module Amendment form - available online (explained in handbook)
6. PEC form - available online (explained in handbook)
6a. PEC form guidance
7. Essential Guide to Referencing (read and use throughout all stages of study)
8. Student Wellbeing Brochure
9. Student Advice Centre Presentation
10. HASS Module Fair flyer
11. Campus Map
12. Sport Centre Presentation
13. How to read your timetable
14. Student Fieldtrip Medical Form - online only. Please click on the link to complete the form.
15. NUIIT Presentation
16. Degree Regulations
BRIEF GLOSSARY OF TERMS

Assessment
A generic term for a set of processes that measure the students’ achievement of the intended learning outcomes in terms of knowledge acquired, understanding developed, skills gained and attributes demonstrated. These can take various formats e.g. exams, essays, oral presentations etc.

Module Leader
Several staff members may teach on a module but each module has a module leader who is responsible for the module as a whole. If you encounter a difficulty in a module, you should refer to the module leader in the first instance. If you cannot resolve the difficulty with the Module Leader, you should consult the Degree Programme Director (DPD).

Assessment criteria
Descriptions by which an assessor determines whether a student has demonstrated the achievement of the intended learning outcomes for a particular level of study.

Assessment methods
The different means by which students’ achievement of intended learning outcomes can be assessed (e.g. exams, coursework, etc.). A wide range of methods may be used but they must be appropriate to the intended learning outcomes being assessed.

Common marking scale
The common scale for the return of marks as set out in Undergraduate and Taught Postgraduate Examination Conventions. It defines the range of marks to be given to represent degree classifications to ensure consistency and fairness to students.

Credit
A quantitative measure of learning effort. The size of a module, measured by reference to student learning time so that for every 10 credits a student is expected to spend 100 hours in programmed activities, private study, or assessment. Modules in Geography are usually 20 credits which means that the associated student hours are 200. Credit is normally awarded for the achievement of a set of specified intended learning outcomes.

Degree classification
A means of distinguishing between the differences in achievement by individual students of the intended learning outcomes for a degree programme. Classifications awarded include 1st, 2:1, 2:2, 3rd, pass degree.

Degree Programme Handbook
The programme handbook summarises mode of delivery and assessment, examination arrangements and regulations, course content and curriculum and various policies that pertain to the degree programme. It also contains a range of useful information with regard to available support structures and study resources both with regard to what is available in the subject area and University-wide facilities.

Examination
An assessment task (usually written but sometimes practical or oral) formally scheduled and supervised by the University.

Feedback
The process by which students are informed of the strengths and weaknesses in their academic work to facil-
iterate progressive improvement. This can take the format of feedback sheets, comments on work, one on one meetings with a tutor or module leader or generic module feedback.

**Module**
A discrete component of a programme of study having stated intended learning outcomes, teaching and learning opportunities to achieve those outcomes and assessment tasks to enable students to demonstrate achievement of the outcomes. Modules are allocated credit values and have a defined level.

**PEC**
This is the Personal Extenuating Circumstances form and process, which can cover a range of circumstances. The form allows students to request ‘adjustments’ to their normal assessments in order to accommodate their circumstances. The form is also used to bring difficulties to the attention of the Board of Examiners where these have not already been compensated for otherwise. If experiencing difficulties students should discuss these with their personal tutor, DPD or Senior Tutor in order to decide what kind of intervention seems most applicable.

**Pre-requisite (module)**
A module that is required to be studied (but not necessarily passed) before undertaking a further module that assumes prior knowledge.

**Programme specification**
A comprehensive description of all features of a programme of study, including the intended learning outcomes, the means by which those outcomes are achieved and demonstrated, the curriculum, criteria for admission, student support and regulations for assessment.

**Transcript**
A summary record of a student’s academic achievements on a particular programme of study.
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