Welcome!

Dear Student

I am delighted to welcome you to Newcastle University. I hope that your time here will be both successful and enjoyable. The University has an excellent academic reputation and offers good graduate employability prospects. National awards as well as student surveys confirm the overall quality and value of a degree course at Newcastle.

During your studies here, you will learn that your degree is much more than the elements of your programme. There are many different facilities and diverse support services on campus that you can use to enhance your degree and your time here – everything from an award-winning library to a business incubator, as well as outstanding sports facilities, clubs and societies. Please take full advantage of these resources and opportunities.

We suggest you keep this booklet as a reference of useful information. If you lose your copy, you can get a replacement from student services or you can view it on the web pages at [www.ncl.ac.uk/students/progress/student-resources/](http://www.ncl.ac.uk/students/progress/student-resources/). You should also refer to your Programme Handbook. Postgraduate research students should also refer to the Handbook for Research Students.

Please read the Student Charter at the beginning of the booklet and you will learn what you can expect from the University and, in turn, what this University expects of you as a proactive and self-reliant learner. Being absolutely sure what is expected of you and knowing what the University is committed to providing for you will enhance your opportunities for success.

Remember to use your personal tutor to discuss any problems you may have, whether academic or personal, which may affect your academic progress. These staff can address your concerns themselves or can put you in touch with University or other professional services.

With very best wishes for your University career.

Professor Chris Day
Vice- Chancellor and President
September 2017
Newcastle University Student Charter -
Rights and Responsibilities

Our vision is of Newcastle as a civic university with a global reputation for academic excellence with the purpose of advancing knowledge, educating for life and transforming society.

Profound challenges confront societies in the UK and throughout the world, and addressing those challenges has brought an enhanced sense of purpose and focus to our work.

This commitment to ‘Excellence with a Purpose’ is reflected in our key aims which are:

- to perform world leading research within and across disciplinary boundaries
- to deliver teaching and facilitate learning of the highest quality
- to engage with society at the global and regional level to generate beneficial impact and transform lives.

Students are key partners in achieving these aims because University success depends upon student success. To encourage student success, the following summary of commitments has been agreed by the University community and signed off by the Vice-Chancellor and the President of the Students’ Union. This Student Charter has been developed after review and consultation with key staff and Students’ Union representatives. The document is reviewed annually. Important sections to the Student Charter are the Supplementary Statements of Student Academic Rights and Responsibilities and behavioural expectations along with information on relevant key policies and procedures.

The University requires students to conduct themselves in a reasonable and proper manner at all times, both on and off campus. These values are essential to the functioning of an academic community and the University will take appropriate action where a proven breach of its policies/regulations relating to student conduct has occurred.

This Student Charter recognises that, whilst the majority of Newcastle University students are based on campus in Newcastle, increasing numbers of our students are based at our Newcastle London campus, one of our overseas campuses or are studying at a distance or through e-learning arrangements. The principles in the Charter apply to all students, regardless of their course or mode of study or location. However, there may be particular provisions or different arrangements at our offshore campuses and for students studying at a distance or through e-learning. Nevertheless, students and staff are expected to follow the spirit of the Charter and, where applicable, similar or equivalent services will be made available.

Newcastle University undertakes to:

- require its employees to demonstrate high standards of professional conduct
- treat students as full members of the University community
- require its employees to treat students professionally and with respect
- promote equal opportunity for all students
- work in partnership with students to shape their University experience.
Newcastle University undertakes to provide:
- high standards of teaching, support, advice and guidance
- access to activities that will develop graduate and research skills and enhance personal development and employability
- access to professional support services for advice on health and wellbeing, accommodation, finance and careers
- access to excellent library and IT facilities
- support for student election of representatives and participation in academic and programme development.

Newcastle University undertakes to provide students with the following information:
- published programme costs, payment options and deadlines, and an estimate of necessary additional costs
- a programme handbook which outlines any professional requirements, contact hours, attendance expectations, mode of course delivery, assessment criteria, examination arrangements and regulations, academic guidance and support, and appeals and complaints procedures
- clear deadlines and timeframes for feedback on submitted work
- appropriate periods of notice for planned changes to the timetable and curriculum.

Students undertake to:
- demonstrate high standards of personal conduct and respect in their interactions with the University and the local community
- treat staff and their fellow students respectfully
- attend orientation, induction sessions and meetings with tutors/University support staff
- familiarise themselves with information provided by the University and follow recognised procedures
- be punctual, attend all timetabled sessions and participate fully in classes and group learning activities
- take responsibility to manage their learning and ensure that they regularly spend sufficient time in private study
- obtain agreement from their academic unit, where possible in advance, for essential absences
- submit assessed work by stated deadlines, collect marked work and learn from feedback
- participate in opportunities to develop and improve provision, such as supporting student representatives and completing feedback forms
- respect the physical environment within and beyond the University.
The Students’ Union undertakes to:

■ promote high standards of student personal conduct
■ support student engagement with the local community
■ support all students to ensure they receive equal treatment and are aware of their rights and responsibilities
■ support student representation in a wide range of contexts to ensure that students contribute to the development and improvement of provision
■ work in partnership with the University to ensure that student views inform the development and improvement of provision, and the wider student experience
■ assist students with academic and welfare problems
■ represent the interests of all Newcastle University students at local and national level
■ encourage students’ personal and professional development by provision of a range of information and media, sports clubs, societies and activities.

Date last reviewed: July 2017

Professor Chris Day, Vice-Chancellor

For further information please contact:

Head of the Student Progress Service: head.studentprogress@ncl.ac.uk

Student Union Welfare and Equality Officer: welfare.union@ncl.ac.uk
Registration at Newcastle University entails acceptance of the University’s standard terms and conditions. These are as follows:

‘I hereby promise to conform to the discipline of the University and to all statutes, regulations and rules (www.ncl.ac.uk/students/progress/Regulations/) in force for the time being in so far as they concern me’.

AND

‘I have read the University’s statement on the Use of Students’ Personal Information (http://www.ncl.ac.uk/data.protection/students/notice.htm) and understand how my personal data will be used, as outlined in the statement’.

AND

‘I acknowledge that as a student of Newcastle University I must:

■ Promptly advise the University of my Home and Term Time Addresses and telephone numbers, including prompt notice of any changes.

■ Promptly advise the University of any changes in my personal circumstances that affect my ability to study.

■ Promptly notify the University if I am away from study for more than 3 consecutive days.

■ Promptly report to the School if requested to do so.

■ Not engage in any activity that may be a criminal or civil offence in the UK.

■ Promptly pay any monies due to the University.

■ Regularly check my University email account.’

INTERNATIONAL STUDENTS STUDYING IN NEWCASTLE ONLY

‘I acknowledge that as an international student of Newcastle University I must:

■ Promptly present my passport and/or other visa related documents for checking when requested by the University.

■ Not exceed my legal entitlement to work in the UK.

■ Seek advice from Newcastle University if I need to renew my student visa.

■ Keep Newcastle University updated if I renew my visa or if my visa application is rejected or refused.’

‘I acknowledge that Newcastle University, under the terms of its licence from the UK Home Office, may be obliged to report to the UK Home Office any of the following circumstances:

■ If I do not fully complete my registration requirements.

■ If I transfer my programme.

■ If I stop attending my programme without good reason.

■ If I stop attending my programme and do not keep my School/Institute informed.

■ If I withdraw from my programme.

■ If I take a leave of absence from my Programme.
If my application to the University is discovered to be materially incorrect.

If any identity documents that I present to the University are fraudulent or out of date.

If I am discovered to be in breach of any other terms of my student visa.

If I change my study location to be outside of Newcastle.’

‘I acknowledge that as a consequence of reporting some of the items noted above, Newcastle University may also be required to terminate my registration.’

‘I acknowledge that it is my responsibility to maintain appropriate immigration permission to remain in the UK for the purposes of study. If I fail to maintain appropriate immigration permission, I understand that my registration at Newcastle University may be terminated.’

‘I acknowledge that Newcastle University has the right to contact the UK Home Office to resolve any queries on my immigration status.’

You should note that all University Regulations are available at www.ncl.ac.uk/students/progress/Regulations/

Your attention is particularly drawn to the University General Regulations, programme specific regulations and the Student Charter.
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Before You Arrive</strong></td>
<td></td>
</tr>
<tr>
<td>Newcastle University, the City and Travel</td>
<td>10</td>
</tr>
<tr>
<td>Accommodation</td>
<td>11</td>
</tr>
<tr>
<td>Notify us of a Disability</td>
<td>12</td>
</tr>
<tr>
<td>Visa and Entry Clearance</td>
<td>14</td>
</tr>
<tr>
<td><strong>Register for Your Studies</strong></td>
<td>18</td>
</tr>
<tr>
<td>Provisional Registration</td>
<td>20</td>
</tr>
<tr>
<td>Types of information collected</td>
<td>22</td>
</tr>
<tr>
<td>Do you want to vote in local or national elections?</td>
<td>22</td>
</tr>
<tr>
<td>Registration Problems</td>
<td>23</td>
</tr>
<tr>
<td>Payment of Fees and Funding</td>
<td>23</td>
</tr>
<tr>
<td>Arriving/Registering Late</td>
<td>31</td>
</tr>
<tr>
<td><strong>On Your Arrival</strong></td>
<td>32</td>
</tr>
<tr>
<td>Local Banks</td>
<td>33</td>
</tr>
<tr>
<td>Completing your registration</td>
<td>34</td>
</tr>
<tr>
<td>Register with a Doctor</td>
<td>35</td>
</tr>
<tr>
<td>Council Tax</td>
<td>35</td>
</tr>
<tr>
<td>English Language Assessment</td>
<td>35</td>
</tr>
<tr>
<td>Register with the Police</td>
<td>36</td>
</tr>
<tr>
<td>Welcome and Induction Programmes</td>
<td>36</td>
</tr>
<tr>
<td><strong>Support through Your Studies</strong></td>
<td>40</td>
</tr>
<tr>
<td>Student Services</td>
<td>41</td>
</tr>
<tr>
<td>Your Health, Safety and Security</td>
<td>56</td>
</tr>
<tr>
<td>If Things go Wrong</td>
<td>59</td>
</tr>
<tr>
<td>Good Academic Conduct</td>
<td>60</td>
</tr>
<tr>
<td><strong>At the End of Your Studies</strong></td>
<td>66</td>
</tr>
<tr>
<td>Congregations Ceremony</td>
<td>67</td>
</tr>
<tr>
<td>Further Study</td>
<td>67</td>
</tr>
<tr>
<td>Alumni Association</td>
<td>67</td>
</tr>
<tr>
<td>Graduate Access to Careers Service</td>
<td>68</td>
</tr>
<tr>
<td>Notify us of a Disability (Form)</td>
<td>70</td>
</tr>
<tr>
<td><strong>Contact Details</strong></td>
<td>71</td>
</tr>
<tr>
<td><strong>Important Dates</strong></td>
<td>75</td>
</tr>
</tbody>
</table>
Before You Arrive
Newcastle University, the City and Travel

The University

Newcastle University is situated in Newcastle city centre so it is easy to experience everything Newcastle has to offer. Further information about the University campus is available on the following website: www.ncl.ac.uk/about/campus/newcastle/

Maps of the campus and the city are available at: www.ncl.ac.uk/about/visit/maps. These may be useful to you in the first few weeks as you familiarise yourself with the many buildings on campus. You will soon know the way to your School/Institute office, the library, your nearest PC cluster and other facilities which will play a large part in your studies. Virtual tours of the campus and the city are also available: http://www.ncl.ac.uk/tour/

The City

Newcastle is a cosmopolitan city with many cultural, shopping and entertainment facilities. There are many websites dedicated to Newcastle and the surrounding area which can provide help with information for those new to the City. Some useful websites are:

- www.getintonewcastle.co.uk/ – information and events in Newcastle
- www.newcastle.gov.uk – Newcastle City Council
- www.newcastlegateshead.com/ – official Tourist Information

The Region

The following sites provide information on venues around the city and region so can prove a valuable source of information and inspiration:

- www.visitnortheastengland.com – for information about the entire North-East region
- www.visitnorthumberland.com – for events and days out in Northumberland

Living in the Community

For many of you this will be the first time you have lived independently in the community. The University has put together the following webpage with advice on how to enjoy your independence whilst at the same time getting along with your neighbours: www.ncl.ac.uk/students/progress/student-resources/community

Travelling to and around Newcastle

Newcastle has excellent transport links with major UK and international cities and we can provide some useful information to help you plan your journey at www.ncl.ac.uk/about/visit/travel/. The University is located next to Haymarket Metro station.

If you are arriving by plane, please note that you can take a taxi from the airport to your accommodation. This should cost around £15–£18. Alternatively you can take the Metro to the city centre. This will cost around £4.
For International and EU students we offer an Airport ‘Meet and Greet’ Service from Newcastle Airport during International and EU Welcome week. Full details are available at www.ncl.ac.uk/pre-arrival/international/airport/

If you are arriving by train taxis are available immediately outside Newcastle Central Station. Alternatively, there is a Metro station in Central Station or it is a 10-15 minute walk to the campus.

The main transport methods for getting around the city are the Metro or by bus, both run frequently throughout the day and are a convenient way of travelling. Information about local travel is available on the following website along with timetables and information about ticket pricing: www.nexus.org.uk

Accommodation and NUStudent Homes

We recommend that you arrange your accommodation in advance of your arrival in Newcastle. Our Accommodation Service, based within Student Services, King’s Gate, can help you with this. Our Teams provide accommodation to prospective students, assistance to current students, advice on private-sector accommodation and advice and guidance on any accommodation related issue.

Detailed information on our products and services is available at: www.ncl.ac.uk/accommodation

Newcastle University has signed up to the Universities UK Code of Practice for the Management of Student Housing. The code complies with the requirements of the Housing Act 2004 and relates to the management of building, building standards and services you receive. Further information is available at www.uukcode.info/

University Accommodation

If you have not yet found anywhere to live you should contact the Accommodation Service. If no University room is available we can offer assistance in finding alternative accommodation. We also provide professional advice on a range of accommodation issues.

If you have been offered a room in University accommodation, you will receive an online Contract and a link to the Terms & Conditions which cover everything you need to know about your new home. Part of the online contract is completion of an online E-Welcome Induction which will help you to make the most of your stay in our accommodation by taking you through essential information to ensure you and your fellow residents are safe, secure and comfortable. For specific contact
Before you arrive

If you are unhappy with your room allocation before you arrive, you can register for a room swap on our Facebook page, further details are available at www.ncl.ac.uk/accommodation/current/swaps. It is your responsibility to identify a possible student to swap for your room. If after the start of term, you want to move to an alternative room, transfer request forms will be available at http://www.ncl.ac.uk/accommodation/current-students/room-changes/transfer/#transfers

NUstudenthomes

NUstudenthomes is the private sector team within the Accommodation Service. We assist new students who are not entitled to, or do not require, University accommodation. We also help returning students who move out of University accommodation. We offer information and advice on all aspects of the private sector, including advertising available properties, all of which are directly managed by the NUstudenthomes team.

NUstudenthomes manage a range of competitively priced two-to-six bedroom properties in popular student areas of the city, including Albion House and Barker House, purpose built developments offering studio and en suite accommodation. Staff can arrange accompanied viewings to these properties making the initial property search much easier. Details of properties are available online at www.ncl.ac.uk/accommodation/private/search with properties being advertised from December and throughout the academic year. As well as fully vacant properties, single rooms in properties sharing with other students are also advertised. No administration fees are charged and water rates and personal belongings insurance are included in rents.

If you have been offered a room in Managed Partnership Accommodation, you will have a longer contract and different contractual terms and it is important that you familiarise yourself with them.

NUstudenthomes

NUstudenthomes is the private sector team within the Accommodation Service. We assist new students who are not entitled to, or do not require, University accommodation. We also help returning students who move out of University accommodation. We offer information and advice on all aspects of the private sector, including advertising available properties, all of which are directly managed by the NUstudenthomes team.

NUstudenthomes manage a range of competitively priced two-to-six bedroom properties in popular student areas of the city, including Albion House and Barker House, purpose built developments offering studio and en suite accommodation. Staff can arrange accompanied viewings to these properties making the initial property search much easier. Details of properties are available online at www.ncl.ac.uk/accommodation/private/search with properties being advertised from December and throughout the academic year. As well as fully vacant properties, single rooms in properties sharing with other students are also advertised. No administration fees are charged and water rates and personal belongings insurance are included in rents.

If you have been offered a room in Managed Partnership Accommodation, you will have a longer contract and different contractual terms and it is important that you familiarise yourself with them.

NUstudenthomes

NUstudenthomes is the private sector team within the Accommodation Service. We assist new students who are not entitled to, or do not require, University accommodation. We also help returning students who move out of University accommodation. We offer information and advice on all aspects of the private sector, including advertising available properties, all of which are directly managed by the NUstudenthomes team.

NUstudenthomes manage a range of competitively priced two-to-six bedroom properties in popular student areas of the city, including Albion House and Barker House, purpose built developments offering studio and en suite accommodation. Staff can arrange accompanied viewings to these properties making the initial property search much easier. Details of properties are available online at www.ncl.ac.uk/accommodation/private/search with properties being advertised from December and throughout the academic year. As well as fully vacant properties, single rooms in properties sharing with other students are also advertised. No administration fees are charged and water rates and personal belongings insurance are included in rents.
Living in the Community and Noise Complaints

The University provides guidance to all students living in the local community [www.ncl.ac.uk/students/progress/student-resources/community/] including developing relationships with neighbours, being respectful to others and the environment.

While the majority of students are considerate towards their neighbours, the University does sometimes receive complaints from other residents and Police reports of witnessed noise. See the Noise Nuisance Protocol [www.ncl.ac.uk/students/progress/Regulations/SPS/NNP.htm] which explains how this type of misconduct is dealt with under the Student Disciplinary Procedures [http://www.ncl.ac.uk/students/progress/Regulations/SPS/disciplinary]

Notify us of a Disability

If you have not already done so you should inform the University of any disabilities that you have as soon as possible. You can do this using the confidential questionnaire on page 70. You can cut the questionnaire out and return it to the Student Wellbeing Service by post or email (details below) or you can hand it in to Student Services, King’s Gate.

Registration Support for Students with Disabilities or Additional Requirements

If you have a disability and/or additional requirements and you would like some assistance during the registration process, please contact Disability Support (Tel: +44 (0) 191 208 3333/ Online Form: www.ncl.ac.uk/enquiries) or Student Progress Service (Tel: +44(0) 191 208 3423/Email: student-registration@ncl.ac.uk) prior to registration. Alternative arrangements will then be organised. If you require any assistance during the Arrival, Welcome and Registration period, you should go to the Registration Helpdesk in the Hadrian Building.

Visa and Entry Clearance

Immigration regulations require that most non-EEA students apply for entry clearance permission to enter the UK before departure. If you are a national of the European Economic Area or Switzerland you do not require a visa or immigration permission to enter and remain in the UK whilst you are studying.

The main immigration route for students is called Tier 4 General. To make an application for Tier 4 General entry clearance you will need to apply in time to gain entry for the start of your course and any induction programmes.
If you are coming to the UK to study for less than six months, or as an English Language student for a maximum of 11 months, then you may want to consider applying for entry clearance under the Short Term Study route.

If you are coming to the UK on a Tier 4 or Short Term Study visa for a programme of more than 6 months, you will be required to collect your Biometric Residence Permit card (BRP) from a local Post Office. You should take note of the collection instructions in the decision letter you receive when your visa is granted. Please bring your decision letter with you when you travel to the UK.

**Travelling to the UK to study**

We advise you to carry any documents which confirm that you are able to meet the immigration requirements for students in your hand luggage. For example, you should carry:

- Your passport
- Your decision letter given to you when your visa was granted (if applicable)
- Your offer letter or CAS statement from Newcastle University
- Details of any accommodation that you have arranged
- Details of any sponsorship or financial evidence confirming that you have funding in place for your tuition fees and living costs

The Newcastle University Visa Team offers guidance to prospective students through its web pages to help begin the process of applying for leave to enter the UK. See the Pre-Arrival, Visa and Entry Clearance section for further information if this applies to you.

The Team are happy to respond to queries from all students who are experiencing difficulty with the application process. Contact details are available on the Visa Team webpage [http://www.ncl.ac.uk/students/progress/visa/AccessingVisaSupport/index.htm](http://www.ncl.ac.uk/students/progress/visa/AccessingVisaSupport/index.htm)
Further links and Useful Information

Immigration guidance for Newcastle University students

You can also refer to information on the university website at www.ncl.ac.uk/students/progress/visa/

UK Council for International Student Affairs (UKCISA)

UKCISA provide news, frequently asked questions, immigration help sheets and guidance on the application process: www.ukcisa.org.uk/

Official immigration guidance

Please see Tier 4 General policy guidance which is available from the Home Office website: https://www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student
Registering for your studies
Every student joining Newcastle University is required to register at the start of their programme of study. Registration confirms that you are a Newcastle University student. This section describes the arrangements for NEW STUDENTS registering with us. Any new student who has accepted an unconditional offer should provisionally register BEFORE they arrive.

All new students are normally expected to arrive in Newcastle in time for Welcome Week which begins on 25th September as this includes your School/Institute induction programme and Freshers’ week. The main Arrival, Welcome and Registration period is Tuesday 19th September 2017 until Wednesday 27th September and you can complete your registration at any point during this period. Opening times are available at http://www.ncl.ac.uk/pre-arrival/arrival/complete/venues/. International and EU students are invited to take part in the International and EU Welcome events which begin on Tuesday 19th September.

Once you have settled into your accommodation if you have not already registered using the Student Self Service portal (S3P) you should complete your registration as soon as possible. The ‘Registering for Your Studies’ section of this booklet on page 20 will tell you how to register on S3P. To complete your registration you will need to print the Registration document as detailed below, have your ID/Visa checked and your Smartcard issued.

During the Arrival, Welcome and Registration period all registration related activities are gathered where possible in one venue, which is normally the Hadrian Building. Further details about how to complete your registration and services available during Arrival, Welcome and Registration are available in the ‘On Your Arrival’ section of this booklet on page 32.

Please note that the dates quoted above are based on our standard term dates. However, there are some programmes, for example, PGCE programmes, which have different start dates. Please check the information you receive directly from your School/Institute for the specific arrangements for your programme.
Provisional Registration

The following steps take you through the online registration process using S3P. Short videos about the registration process can be viewed online at www.ncl.ac.uk/itservice/pre-arrival. Detailed step by step help, including screenshots, is available at http://www.ncl.ac.uk/students/progress/student-resources/s3p/

1. Accessing the Newcastle University computing system

You should receive a letter or e-mail from us giving instructions about how to access the University computing system. This is sent to new postgraduate students from 1st August onwards and to new undergraduates from 24th August onwards. Follow the instructions in the letter/email to login to the system and access your new Newcastle University e-mail account. Your Newcastle University email address will be used by University staff to contact you throughout your studies and it is essential that you check your email account regularly.

If you have not received a letter/e-mail with these instructions by the end of August please contact – student-registration@ncl.ac.uk

Please note that if you have been studying at Newcastle University during the 2016/2017 academic year and are due to start a new programme in September 2017, you should use your existing login/password for the University computing system.

2. Login to the Student Self Service Portal (S3P)

When you access your Newcastle e-mail account for the first time you should find an e-mail containing login instructions for S3P. S3P is the system that allows you to register for your programme of study, keep your details up-to-date and produce standard University documents. The first time you log in to S3P you will be asked to change your password. As you will need to use S3P throughout your studies it is important that you remember this password (confirmation of the password you have chosen will be sent to your University e-mail address).

Please note that if you already have an existing S3P login/password, this will still be valid.

The Student Self Service Portal (S3P) is available at: https://s3p.ncl.ac.uk/login/index.aspx
If you have not received your S3P password, please contact: student-registration@ncl.ac.uk.

If you have problems logging into S3P, first try using the ‘Having trouble logging in?’ link at the bottom of the login screen to reset your password. If you are still having problems, contact our IT Service Desk: it.servicedesk@ncl.ac.uk tel: +44 (0) 191 208 5999.

3. Accept the University’s terms and conditions

Once you have logged into S3P you will be asked to accept the University’s terms and conditions. This takes the form of the Student Declaration which you read on page 7. You cannot proceed with your registration if you do not accept the terms and conditions. It is essential that you read these terms and conditions before agreeing to them. There are links on the screen to the relevant University documents mentioned in the Student Declaration.

4. Check the Registration Status Screen

Once you have accepted the terms and conditions, you will be directed to the Registration Status screen. This screen lists the tasks you need to complete in order to register.

5. Confirm your details

You will need to check that the information on the Student Data screens is correct and complete any blank fields. Some fields are mandatory and you will not be able to continue until you have completed them. You must also confirm that the programme on the ‘Programme Details’ screen matches the programme stated in your offer letter. If anything is incorrect you can send us an enquiry via S3P and unless the problem is with your programme, you do not have to wait until you receive a response to complete your registration.

6. Pay your Tuition Fees

Some students may need to pay their tuition fees before they can complete their registration. If this applies to you it will be shown on the ‘Registration Status’ screen by a red cross alongside the ‘Financial Details’ status. You can pay your fees in S3P using a credit or debit card. If you are unable to pay your fees online you can pay in person during the Arrival, Welcome and Registration period.

Further information about paying your fees is available in the Payment of Tuition Fees and Funding section of this booklet on page 23. If you have any queries about your tuition fees
please contact the Tuition Fees Team – www.ncl.ac.uk/enquiries or use the ‘Enquire’ button on the Financial Details screen to send a message directly to our Finance staff.

7. Press the ‘Register’ button and print your ‘Registration document’

Once you have completed all of the online registration tasks you should have green ticks against all of the items listed on the ‘Registration Status’ screen. You are now provisionally registered.

YOU MUST NOW PRINT YOUR ‘REGISTRATION DOCUMENT’ as you will need it when you arrive in Newcastle to confirm your identity, immigration status and collect your University Smartcard. You can log in to S3P at any time to reprint this document by going to the ‘Documents’ screen.

Types of information collected at registration

One of the purposes of Registration is to enable the University to collect and/or check certain types of information. The University needs to hold information to enable students to be contacted, both locally during term time, and also at home out of term time. All universities are required by the government to supply information to the Higher Education Funding Council for England (HEFCE) for the purpose of conducting student satisfaction surveys and to the Higher Education Statistics Agency (HESA), for statistical purposes. It is this last category of information that requires the University to seek, for example, information about disability and ethnicity, which you are entitled to refuse to supply if you wish.

All information collected and retained by the University is treated as confidential and is handled in accordance with the Data Protection Acts 1984 and 1998 at all times. Further information is available at: www.ncl.ac.uk/data.protection/students/notice.htm

Do you want to vote in local or national elections?

If you wish to vote while you are a resident in Newcastle your details will be securely transferred to Newcastle City Council who will check your eligibility to vote, and if you are eligible, you will receive an invitation to register. For further information please see www.ncl.ac.uk/students/progress/Regulations/SPS/Registeringtovote.htm.
**Registration Problems**

Please note that your first point of contact regarding registration queries should always be your School/Institute. Contact details for each School/Institute are available at the back of this booklet. Alternatively, you can send a message to your School/Institute via the ‘Enquire’ button on the S3P ‘Programme Details’ screen.

In addition, during the Arrival, Registration and Welcome period you can speak to Student Progress Service staff who will be available in the registration venue. Alternatively you can contact the Student Progress Service (Tel: +44 (0) 191 208 3423 or Email: student-registration@ncl.ac.uk) for assistance.

If you encounter any technical problems accessing or using University systems, including the Student Self Service Portal (S3P) please contact our IT Service Desk (Tel: + 44 (0) 191 208 5999 or Email: it.servicedesk@ncl.ac.uk)

**Payment of Tuition Fees & Funding**

Before you are able to complete your registration you will need to have made adequate financial arrangements to cover the cost of all tuition fees and maintenance expenses for the whole of the period you will be spending at the University. If you experience any difficulty with paying your fees, you should contact the Finance Office’s Tuition Fees Team as soon as possible by completing the online form available at: [www.ncl.ac.uk/enquiries](http://www.ncl.ac.uk/enquiries)

**UK and EU Undergraduate/PGCE Fee Payments and Fee Loan**

For the academic year 2017/18, the standard tuition fee set by the University for all new UK/EU Undergraduate/PGCE students will be £9,250.

The Government’s arrangements for student financial support means that no eligible undergraduate students are required to pay their tuition fees whilst they are a student. Instead, you may choose to defer the payment of all or part of your fees until after you have graduated and are earning a salary of at least £21,000 per year in the UK (or equivalent salary level elsewhere in the EU, as defined in Government regulations).

In order to defer payment of fees (in full or in part), you must take out a Fee Loan through Student Finance England (or equivalent assessment authority). The Fee Loan is in addition to any loan which you may arrange for living costs (see below). The Student Loans Company (SLC) will then pay your tuition
fees directly to the University and you will pay back the Fee Loan to the SLC after graduation, once earning the minimum specified salary.

All UK and EU undergraduates are eligible to defer their fee payment in this way. For all students who have chosen to pay all or part of their tuition fee directly to the University, tuition fee invoices will be sent out no later than mid-November 2017. Please note that your invoice will be posted to your home address. If you have chosen to pay by direct debit, an advance notice will be issued prior to collection of the first instalment. You will have the option of paying in three instalments:

- **27th November 2017**: 34% of your annual tuition fee
- **31st January 2018**: 33% of your annual tuition fee
- **30th April 2018**: 33% of your annual tuition fee

If you do not have a full or partial tuition fee loan, you will be entitled to a 2% early payment discount on the fees payable by yourself if you choose to pay in full on or before the 29th November 2017.

For further details about tuition fee loans see the following websites:

England and the European Union: [https://www.gov.uk/apply-online-for-student-finance](https://www.gov.uk/apply-online-for-student-finance)

Northern Ireland: [www.studentfinanceni.co.uk](http://www.studentfinanceni.co.uk)

Scotland: [www.saas.gov.uk](http://www.saas.gov.uk)

Wales: [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk)

All UK students and those from within the European Union can apply for funding through these websites.

Please note: It is only possible to defer your fee payment if you apply for a tuition fee loan.

**Liability for Tuition Fee Contributions if you withdraw**

If you decide that you wish to withdraw from your programme of study at Newcastle University, the amount of tuition fees you will be liable to pay will depend on the term in which you withdraw or suspend. The amount Newcastle University charges is in line with Government guidelines:

- If you withdraw or suspend during term 1 you will be charged 25% of the total academic year’s fee.
- If you withdraw or suspend during term 2 you will be charged 50% of the total academic year’s fee.
If you withdraw or suspend during term 3 you will be charged 100% of the total academic year’s fee.

**Maintenance Loan for Living Costs (UK Students Only)**

A maintenance loan is available through Student Finance England (or equivalent assessment authority) to help with living costs during your time at University. The amount you are eligible to receive depends on where you live and if you choose to provide information about your household income. All eligible students can receive a percentage of the maintenance loan regardless of the level of their household income but the remainder of the maintenance loan is income assessed.

Further information about how much you could be eligible to receive is available at:

Northern Ireland: [www.studentfinanceni.co.uk](http://www.studentfinanceni.co.uk)
Scotland: [http://www.saas.gov.uk](http://www.saas.gov.uk)
Wales: [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk)

**Receiving your student finance**

Once you have been assessed by your assessment authority they will send you an entitlement notification detailing the funding you are eligible to receive. You must sign and return a declaration form to receive your student finance.

You must be fully registered on your course to receive your student finance. You will be sent an email by the University about how to do this. Further information about Registration is available in the Registration Section on page 34 of this booklet.

You will usually receive your student finance in three termly instalments at the start of each term. Your first instalment of loan should be paid in to your bank account within three working days after your course start date.

If your student finance application has been approved, you have returned your declaration form and have fully registered but you have not received your payment after three working days, you can visit the Finance Helpdesk in The Hadrian Building during the Arrival, Welcome and Registration period. After the 27th September, enquiries about late payments should be made to the Tuition Fees Team, Student Services, King’s Gate (Tel: +44 (0) 191 208 5520 or Email: tuition-fees@ncl.ac.uk).

You should check that your assessment authority has up to date details so you receive your loan on time. This includes bank details, university details and
course information. You can change these details by logging into your online student finance account before your course start date. If these details need to be changed after your course start date please contact the University at www.ncl.ac.uk/enquiries

**UK, EU Bursaries and Scholarships**

A range of bursaries and scholarships of differing values are offered to UK and EU undergraduate students. Your year of entry determines the bursary or scholarship scheme you are eligible to be considered for. You must have applied to Student Finance England (or equivalent assessment authority) to be considered for any of our bursaries or scholarships. Further information is available at:

**UK students:** [www.ncl.ac.uk/students/wellbeing/finance/funding/ukstudents/bursaries/index](http://www.ncl.ac.uk/students/wellbeing/finance/funding/ukstudents/bursaries/index)

**EU students:** [www.ncl.ac.uk/students/wellbeing/finance/funding/eustudents/scholarships/index](http://www.ncl.ac.uk/students/wellbeing/finance/funding/eustudents/scholarships/index)

**Research Scholarships and Expeditions**

Undergraduate students are eligible to apply for Research Scholarships for summer research projects undertaken for a period of 6 - 8 weeks of the summer vacation during any middle year of study. Projects are supervised by academic staff and expand student expertise and experience while providing a taste of work in a research environment. A number of independent student undergraduate (and occasionally) research expeditions to a wide variety of international locations are also supported annually. Further information is available at:

[www.ncl.ac.uk/students/wellbeing/finance/funding/ukstudents/vacation](http://www.ncl.ac.uk/students/wellbeing/finance/funding/ukstudents/vacation)

[www.ncl.ac.uk/students/wellbeing/finance/funding/ukstudents/expeditions](http://www.ncl.ac.uk/students/wellbeing/finance/funding/ukstudents/expeditions)

**Postgraduate Loans**

Students from England and non-UK EU students undertaking a stand-alone taught or research master’s course may be eligible to apply for a loan of up to £10,280 during their course. The postgraduate loan is intended to contribute towards the cost of both your tuition fees and living costs but is unlikely to cover all of your costs in full. Applications should be made to Student Finance England from late May/early June: [https://www.gov.uk/postgraduate-loan/overview](https://www.gov.uk/postgraduate-loan/overview)

Further information regarding the loan including eligibility criteria and the application process can be found at: [www.ncl.ac.uk/postgraduate/funding/sources/ukeustudents/mastersloan.html](http://www.ncl.ac.uk/postgraduate/funding/sources/ukeustudents/mastersloan.html)
For students who wish to use their loan to fund their tuition fees, providing the University is able to see you have been awarded a loan or that an application is being considered for a loan, the first payment to complete registration will be deferred until we are able to confirm your registration to the SLC upon which your loan will be released and your first payment will become immediately due.

Home (UK/EU) and Channel Island postgraduate taught students (self-funding)

Though full payment is not due upfront, if you choose to pay your fees in full by the end of the Arrival, Welcome and Registration period you will be entitled to a 2% discount on the fees payable by yourself.

Students studying on an eligible postgraduate taught course can now pay their annual tuition fees in six instalments.

Eligibility Criteria

You are eligible to pay by six instalments if you:

- Have accepted an offer to study an eligible postgraduate taught course
- Are starting your course in September 2017
- Are paying the UK/EU tuition fees
- Have a UK bank account.

Your taught postgraduate course could be one of the following:

- Postgraduate certificate (PGCert)
- Postgraduate diploma (PGDip)
- A Master’s course (eg MA, MSc)

Please check the list of eligible and non-eligible courses [www.ncl.ac.uk/postgraduate/funding/sources/allstudents/instalments.html](http://www.ncl.ac.uk/postgraduate/funding/sources/allstudents/instalments.html)

If you do not take advantage of the 2% discount you will need to provide a letter from your sponsoring body certifying who will pay the fees on your behalf or you will need to make a payment of 20% of your annual tuition fee at or before registration (for students wishing to use their PG Loan to fund their tuition fees please see ‘Postgraduate Loans’ section). The remaining balance is payable in five instalments by Direct Debit only, on the following dates:

- 2nd December 2017: 16% of your annual tuition fee
- 2nd February 2018: 16% of your annual tuition fee
- 2nd March 2018: 16% of your annual tuition fee
- 2nd May 2018: 16% of your annual tuition fee
- 2nd June 2018: 16% of your annual tuition fee
Direct Debit forms must be completed by 13th November 2017.

**Non-eligible students**

If you are not eligible to pay in 6 instalments and do not take advantage of the 2% discount you will need to either:

- Pay your fees in two equal instalments, the first instalment being when you complete your registration and the second no later than the 31st January 2018, or
- Provide a letter from your sponsoring body certifying who will pay the fees on your behalf
- Registering for Your Studies

**International Undergraduate and Postgraduate students AND UK and EU postgraduate research students**

Two instalments are offered. If you are a student in this category and are wholly self-supporting you will be permitted to pay the first instalment when you complete your registration (for Home/EU students wishing to use their PG Loan to fund their tuition fees please see ‘Postgraduate Loans’ section), and the second no later than the 31st January 2018.

However, if you wish, you may choose to pay your fees in full by the end of the Arrival, Welcome and Registration period and you will be entitled to a 2% discount on the fees payable by yourself.

Alternatively you should provide a letter from your sponsoring body certifying who will pay the fees on your behalf.

**Payment Methods**

Card payments can be made online at: [https://payments.ncl.ac.uk](https://payments.ncl.ac.uk) and via the Financial Details screen on S3P (Registration step 6 on page 21 of this booklet). If you have any problems or have a query about your fees you can arrange to pay by credit/debit card, cheque, travellers’ cheques and direct debit at the Finance Helpdesk in the Hadrian Building during the Arrival, Welcome and Registration period. Outside of this period you can go to Student Services, King’s Gate. For security reasons you should not bring cash to pay your fees.

**EU/International students**

If it is more convenient, you may pay your tuition fees by electronic transfer before you come to Newcastle.

GlobalPay for Students platform, powered by Western Union Business Solutions, allows students, parents or sponsors to pay their university fees by bank transfer in an easy and secure
way. This platform also allows students different payment methods such as GeoSwift, Alipay, UnionPay, and CITIC Bank. This is an intuitive and user friendly method allowing students to pay their university fees in Chinese Yuan.

This is a simple and low cost method of paying your tuition fees in your local currency. This helps to eliminate problems caused by fluctuating exchange rates and expensive or unforeseen bank charges.

Using this service ensures that Newcastle University receives 100% of your payment and your enrolment will be processed quickly.

Western Union Business Solutions guarantees you an exchange rate for 72 hours to give you time to make the payment via your own personal online or telephone banking, or at your local bank. You will be sent an email confirmation as soon as your payment is received.

To pay your fees via Western Union Business Solutions please go to the web page below and follow the link: http://www.ncl.ac.uk/pre-arrival/arrival/complete/tuition-fees/

or

https://student.globalpay.wu.com/geo-buyer/newcastle

The process is very simple. After choosing your country and the amount you want to pay, you will be presented with a choice of multiple payment options to select the most convenient to you. You will then need to fill in your student details followed by the payer details. Once completed, you will receive your payment instructions and can make your payment. You can track your payment status through every step.

If you have any questions regarding this service or your payment you can contact Western Union’s dedicated student support helpline on +44 (0)1733 871871 or email education@westernunion.com

For sponsored students - If your tuition fees are to be paid by a sponsor or funding body you will need to provide official letters of sponsorship/funding as evidence that your fees will be paid and present these during the Arrival, Welcome and Registration period. You must inform your sponsor that the University requires Tuition Fees to be paid within 30 days from the date of the invoice. Letters from family members and friends cannot be accepted as sponsorship/funding letters for fees purposes.

**Liability for Tuition Fee Contributions if you withdraw**

If you decide that you wish to withdraw
from your programme of study at Newcastle University, the amount of tuition fees you will be liable to pay will depend on the numbers of weeks you have been registered as a proportion of 30 weeks in the normal undergraduate academic year and 41 weeks for postgraduate programmes.

**International Scholarships**

A number of partial and full scholarships, of differing values, are offered to both undergraduate and postgraduate international students from all countries outside the EU. All international undergraduate students will be automatically considered for a partial scholarship. All international postgraduate students who are offered a place to study at Newcastle University at the Newcastle Campus are eligible to apply for at least one of our University Scholarships. All University Scholarships are awarded on the basis of academic merit, so you must possess (or expect to receive) excellent results. Further information is available at: [http://www.ncl.ac.uk/students/wellbeing/finance/funding/nonukstudents/index.htm](http://www.ncl.ac.uk/students/wellbeing/finance/funding/nonukstudents/index.htm)

**US Federal Aid**

Newcastle University is approved by the US Department of Education to participate in the William D Ford Federal Direct Loan program, enabling eligible American students to access financial support at undergraduate and postgraduate level. Eligible students can borrow educational loans to assist with the cost of tuition fees and living expenses. Further information is available at: [www.ncl.ac.uk/students/wellbeing/finance/funding/nonukstudents/usloans](http://www.ncl.ac.uk/students/wellbeing/finance/funding/nonukstudents/usloans)

**Canadian Student Loans**

Newcastle University is a recognised institution for the purpose of certifying Canadian Student Loan applications. Canadian students may be eligible for support through the federal programme, called the Canada Student Loans Program or Provincial and territorial programmes. Further information is available at: [www.ncl.ac.uk/students/wellbeing/finance/funding/nonukstudents/usloans/CanadianStudentLoans](http://www.ncl.ac.uk/students/wellbeing/finance/funding/nonukstudents/usloans/CanadianStudentLoans)
Arriving/Registering Late

All students are expected to register before the end of the Arrival, Welcome and Registration period – unless otherwise advised in writing by your School/Institute. In some circumstances, postgraduate research students may register at other times of the year, but the Induction processes for most programmes begins on Monday 25th September 2017 and, if you do not register on time, your studies may suffer.

If you do not expect to be able to register by Friday 29th September you should notify your School/Institute, in writing, as soon as possible. Students on taught programmes who want to register later than Friday 29th September will need special permission from their Degree Programme Director. If this is not granted, you may have to defer your studies until the next academic year.

Contact details for each School/Institute are available at the back of this booklet from page 71.
On Your Arrival
Local Banks

All students will need a UK bank account to receive and make payments. Some banks allow you to open a bank account in the UK whilst you are in your home country. You should consult individual bank websites to see which products best meet your banking needs or visit the British Banking Association website which provides advice about bank accounts in the UK: www.bba.org.uk.

The following are the main UK banks:

- Barclays  www.barclays.com
- Halifax  www.halifax.co.uk
- HSBC  www.hsbc.co.uk
- Lloyds  www.lloydsbank.com
- NatWest  www.natwest.com
- RBS  www.rbs.co.uk
- Santander  www.santander.co.uk
- TSB  www.tsb.co.uk

The following is a checklist of what is usually required to open a UK bank account, however, requirements can vary from bank to bank:

1. Passport, OR current valid European Union National ID card, which should contain a photograph of you and your signature.

2. Your offer letter or letter of introduction from Newcastle University* confirming you are in full time Higher Education and showing your home address overseas.

   Please note, if the letter does not feature your overseas address, you must also bring one of the following, making sure that it states your name and overseas address in English:

   - original credit card or bank statement (no older than 3 months)
   - national ID card

3. Confirmation of your UK address (your accommodation contract)

* During the Arrival, Welcome and Registration period the University you can request a bank introduction letter from the registration venue. Outside of this period you will need to go to Student Services, King’s Gate.

Pay your tuition fees

(International and self-financing postgraduate students only)

If you have not already paid your fees online, you will need to visit our Finance Office to pay in person. During the Arrival, Welcome and Registration period the Finance Office will be located in the registration venue. Outside of this period you will need to go to Student Services, King’s Gate. Further information about paying your fees is available in Registering for your Studies on page 18 of this booklet.

Please ensure that you bring your University offer letter with you as Finance Office staff will need this to locate your record on our system.
Complete your registration by Confirming your Identity, Immigration Status and Collect your University Smartcard

All students are issued with a University Smartcard. You will need this to access the University Libraries, Sports Centre and other University facilities. Further information is available at: www.ncl.ac.uk/itservice/smartcards

You must collect your card as soon as possible after you arrive in Newcastle as you are only provisionally registered until you do so. If you are due to receive a student loan, this will only be paid once we have confirmed your attendance to the Student Loan Company. We will do this as soon as you have been issued with a Smartcard.

Smartcards for new students are issued as part of the main Arrival, Welcome and Registration period. Outside of this period UK/EU students can collect their card from Robinson or Walton libraries. International students will need to go to Student Services, King’s Gate.

To get your Smartcard you must have registered online via the Student Self Service Portal (S3P) and have the following documents with you when you get to the issuing stations:

- Your registration document print out from the S3P system
- Photographic proof of identity if you are a UK/EU student
- Passport and visa if you are an international student (some International students will be required to collect a biometric residence permit form a local post office when they arrive. Please refer to your visa decision letter for further information and see details on our website at www.ncl.ac.uk/students/progress/visa/BRP/BRP.htm)

You cannot be issued with a Smartcard unless you have the above items with you. Your Smartcard will be your University identification during your studies and we will take a digital photograph (you do not need to bring any photographs with you). Your Smartcard will show your photograph, full name and card expiry date. Once you have your Smartcard you will need to keep it for the duration of your studies as you will need it to access buildings, rooms and facilities on campus as well as record your attendance. If you lose your Smartcard you will be charged £10 for a replacement card.
International students should note that due to Home Office visa regulations as part of the annual ID checking process we will be taking a scanned copy of your passport and visa which will be saved on your electronic student record.

Register with a Doctor
You should register with a local doctor as soon as possible when you arrive in Newcastle. During University registration/Freshers’ week, staff will be on hand to help with this process.

Details of Event
Dates: 19th to 27th of September 2017, inclusive
Times: 9am to 5pm
Venue: Ford Room, Hadrian Building

If you are unable to attend this event you can find details of how to register with a doctor and a dentist at www.ncl.ac.uk/students/wellbeing/medical/

Council Tax
Most students are entitled to some form of exemption or discount, but this depends on individual circumstances. If you are exempt from paying Council Tax you will need to submit a Student Exemption application form to your local council as well as a Student Certificate providing details about your course.

If you are living within the Newcastle City Council area you can complete an online exemption/discount form at: http://newcastleccas.firmstep.com/popup.aspx/RenderForm/?F.Name=ZxaoSGrp2Kn

Contact Newcastle City Council - Tel:+44 (0) 191 278 7878 or online enquiry form: http://newcastleccas.firmstep.com/default.aspx/RenderForm/?F.Name=U316c3FCBLW

More information on Council Tax is available at: www.ncl.ac.uk/students/wellbeing/finance/advice/counciltax.htm

Sit the English Language Assessment
Under University Regulations all new students whose native language is not English must sit the University English Language Assessment (UELA). If this applies to you, it will be shown on the ‘Registration Status’ screen on S3P when you register (Registering for your Studies, registration step 4 on page 21).

Information about exemptions, locations, dates and times of the assessments are available at www.ncl.ac.uk/students/insessional/uela

You do not have to pass the UELA, the assessment helps the University support
you with additional English Language classes, if required, during your studies. Further information is available in the ‘Support through your studies’, English Language Support section on page 44 of this booklet. Full details of the classes are available at www.ncl.ac.uk/students/insessional/english/

Register with the Police

Many international students MUST register with the Overseas Visitors section of the Police soon after they arrive in the UK. Please read the decision letter that you received when you were granted your visa or look at your visa in your passport to see if this applies to you. If you are required to register with the Police you will be able to get help and support in making the arrangements once you arrive. This information will be available during the International and EU Welcome event and from the Visa Team at Newcastle University. www.ncl.ac.uk/students/progress/visa/police.htm

Welcome and Induction Programmes

Your School/Institute welcome and induction

All students will have specific welcome and induction sessions organised for them by their School/Institute. Details will be sent separately by your School/ Institute, or will be explained when you arrive. School/Institute and Faculty induction information will also be available at: www.ncl.ac.uk/pre-arrival/welcome/. Contact details for each School/Institute, Research Student Support Team (Faculty of Humanities and Social Sciences and Faculty of Science, Agriculture and Engineering) and the Faculty of Medical Sciences Graduate School are available at the back of this booklet.

First Year Induction: “Respect”

The University prides itself in showing respect for others. These sessions are compulsory for all new undergraduate students to attend. Your school will have them scheduled as part of the Welcome week. You should note that the session will include reference to sensitive issues such as sexual violence including imagery that some people may find distressing. We expect all students to attend unless you have a compelling reason to be excused.

Postgraduate Research Inductions

Postgraduate Research students will have additional Faculty level welcome and induction sessions. Full details will be sent to you closer to the time and key dates are listed opposite.
Humanities & Social Sciences: 28th September 2017, Doctoral Training Suite, Daysh Building

Science Agriculture & Engineering: 10th October 2017, Lindisfarne Room, Hadrian Building

Medical Sciences: Monday 2nd October 2017, 10.00-11.00 MED L2.8, followed by Research Student Reception 16.00-18.00 David Shaw Lecture Theatre

In addition to these sessions Medical Sciences also have a more practical-focused induction workshop called ‘Managing your PhD/MD/MPhil’ which is mandatory for students starting their degree programmes. There are two opportunities to attend this session:

Managing your PhD/MD/MPhil: Tuesday 3rd October 2017, 13.00-15.00 RIDB2.1.63

Managing your PhD/MD/MPhil: Tuesday 10th October 2017, 14.00-16.00 RIDB2.1.63

The first of these (3rd October) is the most appropriate for students who are new to Newcastle but if they miss it they can attend on 10th October instead.

International & EU Welcome

All new international and EU students are invited to take part in the University’s International and EU Welcome which starts on 19th September. This event consists of:

- A free airport pick-up service (19th –21st September)
- Welcome Desk at Newcastle Airport (18th – 22nd September)
- Free information sessions (20th – 22nd September)
- Social Programme called ‘Early Arrivals’ during International Welcome
- An optional social programme for ALL students called ‘Freshers’ Week’ (24th September). Tickets for this are available from the Students’ Union Reception, in advance via the NUSU website or by contacting freshers.week@ncl.ac.uk).

Further events will be added so check our website (www.ncl.ac.uk/pre-arrival/international/welcome/) regularly for the latest information. Further information about the International and EU Welcome is also provided in the International Students’ Handbook. If you want to know more about the International and EU Welcome, please email welcome2017@ncl.ac.uk
Your personal academic timetable

Once you have completed registration, you can view your personal and programme timetables at www.ncl.ac.uk/timetable and on the University App www.ncl.ac.uk/itservice/mobile/personaltimetables. If your programme has optional modules, they will show on your timetable 24 hours after registering them with your School.

A guide on how to understand your timetable and find your teaching rooms can be found at www.ncl.ac.uk/timetable/StudentTimetableGuide.pdf

Teaching timetables do sometimes change so you should check regularly for updates.

Freshers’ Week

Freshers’ Week is the main programme of social activities during The Arrival, Welcome and Registration period, and is run by the Student Union, some social events may also be offered by your School/Institute or Halls of Residence.

The Freshers’ Week programme is designed to introduce you to the University and all that the City of Newcastle has to offer; it helps you to make friends with other new students and adapt to your new surroundings. The events commence on Sunday 24th September and run until Friday 29th September 2017. Participation in Freshers’ Week is optional and to take part you will need to purchase a wristband. We also have separate events on during the first 3 weeks of term for Postgraduate students.

If you choose to attend Freshers’ Week you should ensure that you attend all of the compulsory induction events ran by your School/Institute. All daytime activities are offered a number of times and there are always activities later in the day to allow all students to attend lectures and still access the activities they wish to get involved in.

For further details about Freshers’ Week and to purchase your wristband visit www.nusu.co.uk/freshers
Support through your studies
The majority of Student Services referred to in this section can be found in King’s Gate, a dedicated Student Services building in the heart of the campus. The main Student Services entrance is Level 2 opposite the Students’ Union Building. There is also an entrance on Level 1 from Barras Bridge.

Your first point of contact for the majority of Student Service enquiries is the Interaction Team (iTeam). They will be able to answer many of your questions directly and will signpost you to colleagues within specialist teams if needed. Further information including opening times can be found at www.ncl.ac.uk/studentservices

Some examples of how the iTeam can help are;

- Appointments with specialist teams (pre-booked and drop-in)
- Change of circumstances such as:
  - Leave of absences
  - Withdrawal from studies
- Student registration (outside September’s main Welcome and Registration period)
- Issuing new and replacement smartcards
- Advice on self-service portal and document production

Some of the specialist teams located in King’s Gate:

- Accommodation (University owned and managed as well as private sector) – page 12
- Careers – page 45
- Financial Support – page 47
- Student Wellbeing – page 48
- Visa Support – page 50

As well as Student Services, King’s Gate, there are other services situated on Campus.

- Academic Support – page 41
- Library Services
- Maths Aid
- Writing Development Centre
- Language Resource Centre
- English Language Support
- Chaplaincy – page 50
- Sport Centre – further details on page 51
- Newcastle University IT Service – further details on page 53
- Student Union – further details on page 54

**Academic Support**

**Library Services**

The University Library Service provides access to a wide range of resources, services and study spaces as well as professional expertise to help you to be successful in your studies and research.

The Philip Robinson Library is open 24 hours a day during term-time and the Marjorie Robinson Library Rooms, Walton and Law libraries are open until late. The libraries offer over 1 million books, subscribe to over 26,000 journals and provide access to more
than 6 million ebooks. Library Search (libsearch.ncl.ac.uk) can be used to locate books, journal articles and a lot more information using a single search. Online subject guides have been published to bring together all the key resources for your subject together with a variety of guides on topics such as referencing. These are available at: http://libguides.ncl.ac.uk/

Library Staff are available at information points and service desks to help you to find the information you need. They also offer workshops and one to one consultancies to help you improve your information skills. Alternatively you can use our online Library Help service 24/7 (http://libhelp.ncl.ac.uk/) to access support no matter where you are.

Our libraries have a range of study and research spaces including group and individual study rooms. They collectively house over 775 computers. Wifi is also available so you can use your own devices.

The Philip Robinson Library also houses the Special Collections (www.ncl.ac.uk/library/specialcollections) which are made up of rare and historic books, manuscripts, maps and illustrations.

If you have any questions or need any help ask a member of Library staff – we are here to support you through your course. For further information on Library services see www.ncl.ac.uk/library

Maths Aid

Maths Aid is a drop-in service offering help with mathematics and statistics problems to undergraduate and taught postgraduate students who are not in the School of Maths, Statistics and Physics. For more information please visit us at www.ncl.ac.uk/ask/numeracy-maths-statistics/

Language Resource Centre

Located in the beautiful Old Library Building, the award-winning Language Resource Centre offers a wide selection of self-study language-learning materials in over 100 languages. Membership is free to Newcastle University students and staff.

University members have full access to language-learning resources including grammar and language study books, audio-visual materials and interactive language-learning software. Students can also access IPTV online, a world TV & film video streaming service with over 3000 titles available in a wide range of languages and subjects.

Students can download uTalk, a language-learning app with over 130 languages online. Free to download with a current Newcastle University student or
staff login, uTalk helps language learners develop their foreign language skills with fun, interactive memory exercises.

Free language conversation groups are available each semester at beginner, intermediate and advanced levels. This free resource is an excellent opportunity for students to further their speaking skills & confidence.

Additional language support is also available including one-to-one language advisory sessions and UWLP language surgeries. Support sessions are free and offer students the chance to focus their study goals and receive further language-learning guidance.

Full IT access is available in the centre with PCs, tablets, printers and photocopiers. Students can also book private study spaces for independent or group study.

To register for Language Resource Centre membership or to find out more, please visit the Language Resource Centre website: www.ncl.ac.uk/language-resource-centre/

---

**Writing Development Centre**

**Location:** Level 2, Robinson Library  
**Website:** [http://www.ncl.ac.uk/students/wdc/](http://www.ncl.ac.uk/students/wdc/)  
**E-mail:** wdc@newcastle.ac.uk  
**Twitter:** @NCL_WDC

The Writing Development Centre’s role is to help you become a confident and successful independent learner. Our team of tutors offers advice and guidance in academic skills including:

- Understanding assignment questions and marking criteria
- Critical thinking, critiquing and reviewing literature
- Planning and structuring writing (incl. paragraphing)
- Academic writing style (incl fundamentals of grammar)
- Avoiding plagiarism
- Managing time, work and writing (incl. writers block and procrastination)
- Exams and Revision (excluding take-home exam papers, except in general terms)
- Presentations and posters

We work closely with colleagues in other services such as the Library, Student Wellbeing and INTO who can also help you to develop your academic skills.
Our approach is developmental – we don’t ‘check’, proofread or correct work for you, but we do help you identify and develop effective strategies which will suit your subject and your own study preferences, and help upgrade your academic performance. We work with students at all levels from Undergraduate to Postgraduate and across all subjects. We can only offer advice on work submitted for assessment as part of a degree programme at Newcastle University.

We offer one to one tutorials based in the Writing Development Centre which focus in depth on a specific issue you want to work on. Tutorials with us are centred around your individual academic development and are non-judgmental, supportive and strictly confidential. Appointments should be made online via our website. We also run a range of other activities throughout the academic year on core academic skills topics, and are invited by Schools and Faculties to run subject-specific sessions as part of degree courses. We also maintain a range of online resources on academic skills and writing.

To make an appointment, book a workshop or find out about our opening hours, please see our website http://www.ncl.ac.uk/students/wdc/

**Academic Skills Kit (ASK)**

The Academic Skills Kit is an online resource which brings together the range of academic skills development provision across Newcastle University into a one-stop website with all you need for study success. The site offers information on the various services which provide academic skills development from information literacy, revision strategies and academic writing to time management and maths and statistics as well as specialist support, for example, for international students or those with Specific Learning Difficulties. It also hosts a range of self-access online resources with advice and tips on various aspects of study.

To find out more please see our website www.ncl.ac.uk/ask

**English Language Support**

On arrival at Newcastle University, non-native speakers of English are required to take the University English Language Assessment (UELA). The purpose of this assessment is to advise new students on whether they would benefit from attending In-Sessional English Support classes. These classes aim to help non-native speakers of English to express their subject knowledge accurately and clearly, therefore helping them to achieve their potential on their chosen Degree Programme. Each week, up to
12.5 hours of free support is available. This consists of Writing Workshops, Listening & Speaking Lessons, Interactive Lectures and one-to-one Writing Tutorials. Further information is available at www.ncl.ac.uk/students/insessional. Alternatively the In-Sessional team can be contacted at insessional@ncl.ac.uk for any specific questions.

**Careers and Work**

Newcastle University’s award-winning Careers Service can help you make the most of your unique skills and experiences. Whether you plan on embarking on a graduate career, going on to further research 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 graduate.

www.ncl.ac.uk/careers

**Advice**

Our Information Officers and Careers Advisers are here to offer one-to-one advice, guidance and the information you need to explore your existing plans or generate new ideas. No appointment is required.

**Information**

There’s lots of information and useful resources on our website and in the Careers Service which will give you an idea of the opportunities out there. Our team of advisers can help you make the most of this information.

**Developing potential business ideas**

If you have a business idea and want to take it further, then visit the Careers Service for a chat with one of our business start-up advisers. You can also make use of the Start-up Space – our creative thinking space where you’ll find other students and graduates working on their business ideas. Lots of activities take place across both semesters to help you develop a business idea and take it to the next level, including start-up workshops and monthly networking events. We can help you to connect with influential business advisers and investors across the Region and take your business idea to the next level.

www.ncl.ac.uk/careers/riseup

**Skills and experience to add to your degree**

Develop your skills and gain practical experience by taking part in extracurricular activities or undertaking work experience. Look out for the ncl+ logo around campus – it highlights a range of activities that will all add to your degree. You can gain recognition for your extracurricular activities through the Pride of Newcastle University Awards or by taking part in the ncl+ Award.

www.ncl.ac.uk/nclplus
You’ll find paid work experience opportunities and internships on our website and staff can help you find more specific roles. www.ncl.ac.uk/careers/develop/workExperience

Graduate with the skills employers are looking for
The Career Development Module gives you the opportunity to gain credit towards your degree by completing one of our work-related modules - you can help out in a local school, the community or the University, or use your part-time job to build up a bank of skills that employers are looking for. www.ncl.ac.uk/careers/develop/cdm

We also offer NCL2100: Exploring Enterprise, Entrepreneurship and Employability, a module which will enhance your employability by developing your personal enterprise and entrepreneurial skills, through working creatively on solutions to real-life challenges. http://www.ncl.ac.uk/careers/modules/enterprise/

Meeting employers
Networking with employers may sound scary, but it can give you a head start when it comes to landing a job or developing your business idea. The Careers Service can help you make contacts, e.g.

- through ‘Graduate Connections’, an online database of over 600 graduates now employed in a wide range of jobs and professions. You can read their profiles or contact them directly for information, advice and insight about the work they do and how to follow in their footsteps: www.ncl.ac.uk/careers/jobs/makingcontacts/graduateConnections.php
- by talking directly to employers at events we organise, which range from large-scale recruitment fairs to smaller workshops and sector specific insights. Networking events run throughout the year. For dates, times and details see our website: www.ncl.ac.uk/careers/events

Part-time and temporary jobs
We advertise part-time, temporary and vacation jobs that can fit around your studies. As well as earning some extra cash, you’ll also gain a valuable addition to your CV. For more information, visit our website and register with our online jobs database, Vacancies Online. We also run JobsOC, an on-campus recruitment agency offering casual jobs across the University.

Graduate vacancies
Regional, national and international based employers regularly host presentations and attend recruitment fairs on campus. This is your chance
to meet them face-to-face and find out more about their placement opportunities and graduate jobs. Check our website for the latest events and graduate vacancies www.ncl.ac.uk/careers/vacsonline

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.

Financial Help
The Student Financial Support Team is part of the Student Wellbeing Service and administers various funding schemes to assist students as well as providing information, advice and guidance about student finance related matters. More information is available at: www.ncl.ac.uk/students/wellbeing/finance

Student Finance Advisers
Advice, information and guidance are available about a range of student finance related issues such as sources of funding, money management and budgeting. More information is available at: www.ncl.ac.uk/students/wellbeing/finance/advice

The advisers offer one-to-one appointments: www.ncl.ac.uk/students/wellbeing/finance/appointments.htm as well as running weekly drop-in sessions: www.ncl.ac.uk/students/wellbeing/finance/dropin.htm

Financial Hardship
Student Financial Support Fund (UK only)
Registered UK students who are experiencing unexpected financial difficulties or who have a low income may be eligible to apply to the Student Financial Support Fund. This funding is made available by the University on a discretionary basis to assist students who are struggling to cover their living costs. All applicants must have accessed all other sources of funding available to them before applying for assistance. Successful applicants may receive either a non-repayable award or a repayable loan depending upon circumstances. An application form can be obtained from the Student Services Helpdesk located on level 2 of King’s Gate, our website or the Student Advice Centre. More detailed information about the fund can be found at: www.ncl.ac.uk/students/wellbeing/finance/funding/ukstudents/hardship/
Financial Assistance Fund (non-UK EU and International students only)

Registered international and non-UK EU students who are experiencing unexpected financial difficulties may be eligible to apply to the Financial Assistance Fund (FAF). FAF is made available by the University on a discretionary basis to assist students who are struggling to cover their basic living costs. Applicants must be able to demonstrate that they started their course with adequate funding in place to cover all of their costs (including family and dependants) for the duration of the course. FAF cannot be used to replace significant shortfalls in funding or to assist with the payment of tuition fees. Successful applicants may receive either a non-repayable award or a repayable loan depending upon circumstances. An application form can be obtained from the Student Services Helpdesk located on level 2 of King’s Gate, our website or the Student Advice Centre. More information is available at: www.ncl.ac.uk/students/wellbeing/finance/funding/nonukstudents/hardship/

Emergency Loans

Short-term, interest free, emergency loans are available on a discretionary basis to assist students experiencing delays in their funding or suffering immediate financial crises. Usually only a small sum will be loaned to cover very basic costs. More information is available at: www.ncl.ac.uk/students/wellbeing/finance/funding/ukstudents/emergencyloan.htm

Student Wellbeing Service

Starting university for the first time, moving to a different city or country and meeting new people can be a daunting prospect, no matter what type of student you are. The Student Wellbeing Service is here to provide information, advice, guidance and support for a wide range of student issues. This support has been designed to enable you to maximise your potential and have the best experience you can whilst at University. This service is without charge and available to all students. Further information is available at: www.ncl.ac.uk/students/wellbeing

Counselling

We provide a confidential, safe place in which to explore emotional difficulties which may be having a negative impact on your day-to-day functioning and getting in the way of your academic experience and studies. During a short assessment appointment, we will discuss the range of support we offer and which option might best suit your particular needs; this could include signposting to self-help resources or to specialist services, attending one of our groups or having individual sessions with a therapist.
Talking to a therapist can help with a variety of problems from the past or present (e.g. loss, depression, eating distress, anxiety and relationship difficulties). Therapists do not give advice but the therapeutic process can enable an increased understanding of yourself and the choices you have. We provide time-focused counselling, offering up to six individual sessions.

You can request an assessment appointment by phoning 0191 208 3333, by completing an enquiry form at my.ncl.ac.uk/students/contact or in person at the helpdesk on level 2 of King’s Gate.

If you have a long-term mental health condition, supported by medical evidence, you may also have access to reasonable adjustments and support to help you engage in your studies, see Disability Support below.

**Disability Support**

If you have a disability or a long-term medical or mental health condition we would encourage you to contact the Student Wellbeing Service as soon as possible to discuss your support requirements. You can do this by completing and returning the form on page 70 of this booklet. It is very helpful to let the appropriate staff know of any circumstances which may affect your studies and life at University.

**Specific Learning Difficulties**

If you have a specific learning difficulty, such as dyslexia or dyspraxia, an Autism Spectrum Disorder/Asperger’s syndrome or AD(H)D, you should contact the Specialist Learning Team as soon as possible and provide us with a copy of your documentation which contains information about your diagnosis. If you do not have a current report we can help you to arrange an assessment. We can also discuss any support that you may require e.g. additional time in examinations and study skills and mentoring support.

**Disabled Students’ Allowances (DSA)**

Funding is available from the Disabled Students’ Allowances for UK disabled students who, because of their disability, incur extra costs. You can apply for Disabled Students’ Allowances through Student Finance England (or the equivalent body if you live in Scotland, Wales or Northern Ireland).

Advice on Disabled Students’ Allowances is available from our Student Wellbeing Service Advisers. Further details are available at: www.gov.uk/disabled-students-allowances-dsas
The Hardware Loans Scheme

The Hardware Loans Scheme aims to provide assistive equipment to visitors, staff and students with a disability or health condition. Equipment includes high visibility screens, large key keyboards, portable hearing loops, and back supports. Some equipment is restricted and you may require a referral from a Disability Adviser. Further information is available at: http://www.ncl.ac.uk/itservice/hardware-loans

Visa Support

The Visa Team offers free and impartial information and advice for students from outside the EEA on a range of immigration enquiries. The team provides assistance with Tier 4, PBS dependent visa renewals, issues relating to student visa categories, Schengen visas, police registration and work during and after your studies.

New students can meet the Visa Team at the special immigration induction sessions during International Welcome Week and throughout September. Students with visa questions throughout the year are welcome to use the Visa Team’s drop-in service in Student Services, King’s Gate. If you need to renew your Tier 4 visa you can attend one of the regular visa workshops to find out what you need to do next.

Chaplaincy

The Chaplaincy Team is part of the Student Wellbeing Service and is formed of Chaplains who represent their various faith communities and traditions. Chaplains are committed to supporting tolerance, diversity and respect, welcoming people of all faiths and those with no religious faith. They offer confidential support to all students and staff, aiming to help them discover appropriate spiritual responses to life concerns, as well as aiding their personal growth while at Newcastle. They seek to foster individual care, good relations, commitment and worship.

Your university years can be a period of great change in your life. Faith and spirituality may form an important part of these changes. Whether you are looking to explore your understanding of spirituality, or to deepen your commitment to your particular faith, or to use the wisdom of religion to help you grow as a person, the Chaplains are happy and able to help you.

Contact details: ncl.ac.uk/students/chaplaincy/chaplains/

Our events and activities: ncl.ac.uk/students/chaplaincy

Local places of worship: ncl.ac.uk/students/chaplaincy/places
Sport and Physical Wellbeing

Newcastle University has a reputation as one of the top universities for sport in the country. The Centre for Physical Recreation and Sport and the Athletic Union (AU) provide excellent facilities and an extensive programme of competitive and recreational sporting activities for students of all abilities, whether you wish to take up a sport for the first time or are participating for fun, fitness or serious competition.

Sports Clubs

All students at the University are eligible to become members of the Athletic Union and are able to join any of its 60+ student run sports clubs. These range from traditional sports such as hockey, rugby and football, to more adventurous activities such as mountain biking, parachuting and sub-aqua. If we do not have a sport for you, you have the opportunity to set up your own club.

www.nusu.co.uk/getinvolved/sports

Performance Sport and Sports Scholarships

University representative teams compete under the banner of ‘Team Newcastle’ in the British Universities & Colleges Sport (BUCS) programme where we excel in basketball, fencing, football, lacrosse, rowing, rugby union, squash and water polo. Our student clubs also compete in regional and local leagues. For high-performing athletes we offer a significant number of sports scholarships and a range of professional support aimed at ensuring that our athletes fulfil both their academic and sporting potential.

www.ncl.ac/nclsport/performance
www.ncl.ac/nclsport/performance/scholarships

Health & Fitness and Recreational Activities

Want to keep fit, have fun and try new sports? We run over 1,500 exercise classes / year with highly qualified tutors who provide a range of classes. These include; high energy classes to improve fitness; mind and body classes to reduce stress and Dance classes to improve co-ordination and flexibility. The ‘Give it a Go’ programme, run by NUSU, is a no experience required sports taster programme of up to 20 sports / term where no previous experience and no commitment are required to take part.

www.ncl.ac.uk/nclsport/campus/exercise
www.nusu.co.uk/getinvolved/giveitago

Inclusive Newcastle provides a wide range of sporting services to remove the barriers you may face to participate in sport and physical activity. If you need a bit of extra support, assistance
or reassurance to get involved talk to us – we will listen and work to get you involved.

www.nusu.co.uk/getinvolved/sports/inclusive

**Semi Competitive Sport**

If you want to play sport in a fun but competitive environment, there are lots of opportunities at Newcastle to join a team and play in regular fixtures with your friends. Intra Mural Sport welcomes over 3,200 students of all sporting abilities to take part in a programme of annual league and cup fixtures in a range of sports including; football (11, 7 and 5 a-side), rugby union (15, 10 and 7 a-side), netball, basketball, futsal, mixed hockey and indoor cricket.

www.ncl.ac.uk/nclsport/campus/intra-mural

**Sports Facilities**

Indoor sports are catered for at the University Sports Centre which houses a 125-station health and fitness suite, a strength & conditioning room, a dance studio, a main sports hall and two multifunctional rooms. Outdoor sports facilities are available at Cochrane Park, Heaton and Longbenton providing facilities for archery, cricket, football, lacrosse, netball, rifle shooting, rugby (union and league), tennis and ultimate frisbee. At Longbenton, the main venue for all our major team sports, there are two floodlit all-weather pitches providing facilities for hockey and football.

Newburn Water Sports Centre hosts our Canoe and Boat clubs with the river Tyne providing the ideal training resource for these sports.

Track and field facilities are available at Gateshead International Stadium while ice hockey takes place at Whitley Bay Ice Rink. Swimming and other water sports, such as canoe polo, water polo and sub-aqua take place in pools throughout the city. Other outdoor activities, such as sailing, walking, mountaineering and climbing are all well catered for in the nearby countryside and along the North East coast. For full details on sport at Newcastle University visit:-

www.ncl.ac.uk/nclsport/

www.nusu.co.uk/au
Newcastle University IT Services

From getting connected to WiFi and finding a PC on campus to accessing course resources online, NUIT looks after the University IT services which help to support your learning, teaching, and research. Further information is available at www.ncl.ac.uk/itservice

Get Started with IT

Every student receives a username and password which give you access to the main campus IT Services, including WiFi. Your username and password are usually sent in an email before you arrive at University, so remember to keep the details safe and bring them with you. You’ll also have a personal Newcastle University email account which is used for all official University emails. Details on how to access your account or get your email on your mobile are available at www.ncl.ac.uk/itservice/email

You’re given file storage space known as your Home Folder or Documents; it’s a secure place to keep your coursework. You can access your files from any campus PC, or from your own device at filr.ncl.ac.uk (there’s also a free ‘Novell Filr’ app). You can also access files and some University software through your web browser at ras.ncl.ac.uk

Using Your Own Computer

WiFi is widely available across campus; simply select the newcastle-university network and enter your University username and password to connect. Most Halls have WiFi or Internet points; details on how to connect are available at www.ncl.ac.uk/itservice/connect. We run a free mobile and laptop connection clinic to help you get online, which also offers general IT advice; visit the Old Library cluster, Monday to Friday between 09:00 - 16:00.

Computer Cluster Rooms

There are computer cluster rooms across campus with 3000+ networked PCs, a number are open 24 hours a day, 7 days a week. All feature a wide range of software and some have extra specialist software, like CAD programs. For information see www.ncl.ac.uk/itservice/clusters

Printing and Photocopying

All cluster rooms have black and white A4 printers; larger rooms also have colour and A3 printers. Photocopying is available in the University Libraries. You can print to cluster room printers straight from your own laptop, tablet or mobile at nuprint.ncl.ac.uk. All students are given a free allocation of print and copy credit at the start of each academic year. You can buy more credits online at printing.ncl.ac.uk or buy a cash voucher from the Philip Robinson Library main counter.
University Mobile Apps

Download the ‘Newcastle University’ app from your app store to view your timetable, find the nearest available PCs, check your print credit, access library services and check out the latest news and events. You’ll also find links to other useful apps to help with your studies.

IT Support

You can log and track requests for help and support online at nuservice.ncl.ac.uk or contact the IT Service Desk on + 44 (0) 191 208 5999. Staffed IT support can be found in the Old Library, Philip Robinson Library and Marjorie Robinson Library Rooms. For information and opening hours see www.ncl.ac.uk/itservice/support

It’s important to be aware of the rules of use for the University’s IT facilities; learn more at www.ncl.ac.uk/itservice/rules

Students’ Union

Newcastle University Students’ Union (NUSU) is known by all of our students as the place where you really can Live, Work, and Play. We’re the social side, the welfare side and overall general fun side of your time at University. NUSU has a range of services and opportunities aimed at making your student experience the best it possibly can be. There are so many ways in which you can get involved including: our extensive sports clubs and societies; Course and School/Institute representation; activities through Give It A Go, campaigns, student led conferences and the CampusSports programmes; The Courier student newspaper, lots of gigs and club nights in the SU Bar and Venue; and a variety of volunteering opportunities in the community and local schools, to allow you to develop the practical skills employers are looking for.

Further information is available on the website www.nusu.co.uk

Your Student Representatives

NUSU is led by six Sabbatical Officers and supported by nine Part Time Officers (PTOs). Officers lead on a range of issues and campaigns and represent every sector of the student community at the highest levels in the University. All students are eligible to run and be elected for roles each year; it’s a great way to make a change at higher levels and fully represent the student body.

NUSU also coordinate and train all the course and school representatives who are here to ensure your studies at Newcastle are fully supported and your ideas and feedback is taken into account.

You can see a list of your current representatives and access more information at www.nusu.co.uk/representation
Your Opportunities
At NUSU we really want to encourage our students to get involved with as many activities and as many opportunities as possible. Our aim is to have a positive impact on your experience and the communities in which you live. And that’s why we offer so much to our students be it club nights, campaigns, events, fundraising and even providing employment opportunities.

You can get involved in so many ways including: our Athletic Union (AU) which offers a whole range of sporting opportunities and supports over 60 different sports clubs; over 200 different societies from Baking to Comedy; Volunteering in community and charitable projects, The Courier Newspaper, Newcastle Student Radio (NSR) and Newcastle University TV (NUTV) which offer opportunities to develop skills in media and writing. We even have bursaries available to some eligible students to help you get involved with our clubs and societies.

Our opportunities don’t end there either. We need volunteers to help run our epic Freshers’ Week, Raising and Giving (RAG) Week, become Course and Hall Reps and sit on our Students’ Union Council. To find out more about how you can get involved with NUSU head to www.nusu.co.uk or pop in to speak to one of our Sabbatical Officers.

Membership of Newcastle University’s Students’ Union (NUSU) is free. Under the terms of the Education Act 1994 you have the right to opt out of membership of the Students’ Union if you so wish. Students who wish to opt out should notify the General Office in writing. Non-members of the Students’ Union retain the right to make use of all of the Union’s facilities and services but are not permitted to vote in elections or at student meetings or to stand for election as a Student Union Officer; they may not become office-bearers in student societies or Athletic Union clubs. Please see the Students’ Union Code of Practice for further details www.ncl.ac.uk/students/progress/assets/documents/USCodeofPractice.pdf and the Code of Practice issued by the University relating to freedom of speech http://www.ncl.ac.uk/media/wwwnclacuk/conferences/files/code-of-practice-for-freedom-of-speech.pdf

Student Advice Centre (SAC)
At some point during your studies, you may need or want to seek independent advice or assistance. The Student Advice Centre is a free, confidential and professional service of the Students’ Union. Our friendly staff can offer specialist advice, representation and assistance on a range of issues, including finance, housing, academic, consumer and personal matters, as well
as many others. The SAC also work with other specialist services, such as the Police for safety advice and drop in sessions and free massage clinic. The SAC’s service is independent of the University, and strictly confidential and you can contact us at https://www.nusu.co.uk/support/sac/

Nightline is a confidential, non-judgmental telephone service for students who need some information, advice or just a chat. It runs from 8.00pm to 8.00am on 0191 261 2905.

The number is printed on back of each student Smartcard.

Your Health, Safety and Security

Security related incidents involving University students are extremely infrequent and even those might sometimes be avoided through exercise of greater care and personal vigilance. Steps are outlined on the University Security web page: www.ncl.ac.uk/estates/services/security/personalsafety

It is important as a student that all crime related incidents occurring on campus are reported to University Security Staff who are on duty 24/7. Only in this way can we respond and maintain your personal safety and the security of personal property. Security staff can be contacted on + 44 (0)191 208 6817 or email security.control@ncl.ac.uk

University Liaison Police Officer

We are fortunate to have a dedicated Northumbria Police Officer who is based on Campus during most business hours and is here to look after the welfare & safety of Students, Staff and the Campus infrastructure. PC 2538 Mo Khan is there to help you with all manner of issues and problems. He has two drop in sessions each week, on a Tuesday in the Student Advice Centre in the Student’s Union Building and on a Thursday at Student Services in King’s Gate. Both sessions are 12 – 2pm; come along and say hello. Mo can also be contacted via the Security Control Centre on ext. 6817, or send an email to mo.khan@ncl.ac.uk or by telephoning the Northumbria Police switchboard on 101.

Medical and Emergency Information

Be aware of your own health and safety and the wellbeing of your friends and fellow students. If you suspect flu, a hangover or even meningitis – please ‘look out for your friend’. Getting medical help early can save a life.

Remember the following emergency numbers and put them into your mobile phone:
Universal Emergency Number for Fire, Police and Ambulance – 999 (can be dialled free from a call box or mobile)

University Security Team – + 44 (0) 191 208 6817

Northumbria Police – 101 (for non-emergencies or general information)

It is essential that you register with a local NHS doctor. During the Arrival, Welcome and Registration period you can do this at our ‘Register with a Doctor’ event in the Hadrian Building. Alternatively there are many NHS doctor practices in Newcastle and further information is available from the NHS at: www.nhs.uk/Service-Search

**NHS Walk-In Centres**

Walk-in centres in Newcastle offer non appointment access to treatment of minor illnesses, injuries and ailments. The service sees residents of Newcastle and North Tyneside and also patients who are not registered with a GP, or who are in the area temporarily. There are a number of walk-in centres across the region and details of local walk-in centres is available at: www.newcastle-hospitals.org.uk/services/accident-emergency.aspx

**Accident and Emergency Departments**

Accident and emergency departments are for urgent life threatening illnesses. The closest Accident and Emergency Department to the University can be found in the Royal Victoria Infirmary. Further information is available at http://www.newcastle-hospitals.org.uk/services/NHCH_walk-in-centres.aspx

There are also A&E departments in North Tyneside General Hospital and South Tyneside General Hospital and other hospitals in the region.

**NHS Dentist**

We advise you to register with a dental practice. There are many NHS dental practices in Newcastle and further information is available from the NHS at: www.nhs.uk/Service-Search

For dental emergencies, visit the Newcastle Dental Hospital on Richardson Road (behind the Royal Victoria Infirmary). The emergency clinic opens at 9am, Mondays to Fridays (except bank holidays). The main reception opens at 8am to receive patients; patients will be seen on a first come, first served basis. Contact the Dental Hospital by telephone: + 44 (0) 191 282 4664 or visit their website: www.newcastle-hospitals.org.uk/hospitals/dental-hospital.aspx
**Immunisation**

Please note that in accordance with recommendations by the Department of Heath all new students are strongly advised to check their vaccination status before arrival at University, normally done through your doctor. Students should all be up-to-date with vaccination against tetanus, polio, diphtheria and especially meningitis ACWY (see below), as well as measles, mumps and rubella (MMR). Two doses of measles, mumps and rubella vaccine (MMR) provide the best protection against these diseases which are currently circulating in the UK.

**Immunisation Against Meningitis (Meningococcal ACWY)**

Public Health advice is that students of any age, going into higher education for the first time should seek immunisation against Meningococcal disease (meningitis) before starting University. This group is at a slightly higher risk than the rest of the population, possibly because of being away from home for the first time and because of the level of mixing and contact taking place.

You are advised to contact your doctor as soon as possible to arrange to be vaccinated, bearing in mind that it takes two weeks for the vaccine to become effective. This includes home and international students and also any members of their families up to the age of 25 who will be accompanying them if they have not previously received the vaccine. Any international student whose doctor refuses to vaccinate on the grounds that meningitis is not a problem in their country should stress that meningitis does occur in England and that vaccination is very important. If it is not possible before you arrive, it is recommended that you seek immunisation as soon as you start the new term.

**Smoke-free Campus**

Newcastle University operates a no smoking policy which covers all buildings and open spaces on campus. For further information please see: [www.ncl.ac.uk/students/progress/Regulations/SPS/nosmoking.htm](http://www.ncl.ac.uk/students/progress/Regulations/SPS/nosmoking.htm)

**Alcohol**

An active social life is an important part of the student experience and for many this may involve drinking alcohol. Newcastle University encourages all students to think carefully about alcohol consumption to ensure that you are not damaging your health or risking your personal safety.

For further details about the University’s policies on alcohol together with the
advice and support that is available to students in this area please see:
www.ncl.ac.uk/students/progress/student-resources/community/alcoholawareness.htm

**Emergency Taxis**
The Newcastle University Students’ Union and Student Wellbeing Service have collaborated to provide Newcastle University students with an emergency taxi service. If you are stranded with no money to get home but have your student card with you, you can use the service by calling 0191 298 5050 and quoting reference NEW02. You can pick up wallet sized reference cards from Student Services, King’s Gate. Further information is available at: www.ncl.ac.uk/students/wellbeing/about/EmergencyTaxiScheme.htm

**If Things Go Wrong**
Most students encounter few, if any, problems during their period of study at the University but sometimes things can go wrong. There are processes in place to help you – see the sections below. You are urged to seek advice as soon as a problem occurs. You should speak to your Tutor in the first instance.

**Personal Extenuating Circumstances (PEC)**
The most important thing you can do is to tell your School/Institute about the problems you are having that affect your studies and/or assessments. You do this initially by talking to your Personal Tutor. The Personal and Extenuating Circumstances (PEC) form, which is available online via the S3P portal is a way informing your School/Institute about any significant and unavoidable problems you may be experiencing and requesting a number of different types of adjustments – such as extensions, exemptions, deferrals, board of examiner discretion.

The online PEC form with relevant evidence should be submitted to your School/Institute Office via the S3P portal as soon as possible so that the appropriate adjustment or referral to other services can be considered. The PEC Procedure and submission guidance are available at http://www.ncl.ac.uk/students/progress/student-resources/help/

**Student Complaints & Resolution Procedure**
The Student Charter sets out the standards of service you can expect to receive from the University. If you are dissatisfied with the service received from a member of staff or from a University School/Institute or Service, you should follow Level 1 of the Student Complaints & Resolution Procedure
You can view the full Student Charter at [www.ncl.ac.uk/pre-arrival/regulations/#studentcharter](http://www.ncl.ac.uk/pre-arrival/regulations/#studentcharter) or pick up a hardcopy from Student Services, King’s Gate. If you remain dissatisfied following a Level 1 investigation, you should proceed to Level 2 of the Student Complaints & Resolution Procedure by completing the formal complaint form and submitting this with a detailed statement and any supporting evidence to casework@ncl.ac.uk. You should not use this procedure to complain about the behaviour of another student. Allegations of student misconduct should be sent to casework@ncl.ac.uk where they may be investigated under the Student Disciplinary Procedures [www.ncl.ac.uk/students/progress/Regulations/SPS/disciplinary.htm](http://www.ncl.ac.uk/students/progress/Regulations/SPS/disciplinary.htm). You should follow Level 1 of the procedure in the first instance by submitting your query to your School/Institute for response. If you believe you still have a case for appeal following this review, you should complete the academic appeals form and submit this with your statement and supporting evidence to casework@ncl.ac.uk

### Good Academic Conduct

At Newcastle University we value high standards of academic conduct from our staff and students. Conduct is an important part of maintaining and developing our reputation. Good academic conduct reflects the values which underpin academic life, such as honesty, integrity, a shared community of ideas and respect for others’ work.

### Academic Appeals & Queries Procedure

You can request a review of Board of Examiners decisions (degree classification, final module results, stage or other progression decisions etc), decisions about Personal Extenuating Circumstances (PEC), Unsatisfactory Progress sanctions, Degree Programme Director’s Decisions via a DPD Request Form (requests for exemptions, interruption of studies, etc) and Attendance Monitoring termination of studies by using the Academic Appeals & Queries Procedure. The full procedure, academic appeal form and supplementary guidance for students is available at [www.ncl.ac.uk/students/progress/Regulations/SPS/appeals.htm](http://www.ncl.ac.uk/students/progress/Regulations/SPS/appeals.htm). You should follow Level 1 of the procedure in the first instance by submitting your query to your School/Institute for response. If you believe you still have a case for appeal following this review, you should complete the academic appeals form and submit this with your statement and supporting evidence to casework@ncl.ac.uk

### Attendance

As part of your commitment to your studies you are (except for absence with good cause) expected to attend all elements of your programme of study, including lectures, seminars, tutorials, practicals, laboratory work, language
classes, performances, fieldwork and examinations. Research shows that students who attend their classes tend to be more successful in their studies.

You may be withdrawn from your programme if you do not demonstrate satisfactory attendance and progress. It is therefore important that you keep your School/Institute informed of any absence. The University’s policy on attendance is available at: www.ncl.ac.uk/students/progress/Regulations/SPS/Attendance/

It is particularly important that all international students attend their classes or notify their School/Institute of any absence. The University’s Attendance Monitoring Policy requires that all international students maintain an overall attendance of 80% to ensure they meet the requirements of their visa. The University must report to the Home Office any international students who do not meet the minimum attendance level. If you are absent from classes this could lead to the termination of your visa. Schools/Institutes may keep class lists or registers or ask students to confirm their attendance in other ways. Please also refer to the Programme Handbook for the approach in your subject area, and make sure you understand the attendance policy in your School/Institute.

**Tier 4 students**

If you are an international student and currently hold a Tier 4 visa, you need to be aware that you must comply with certain requirements for immigration purposes. This includes the following:

- Ensure that your Tier 4 visa is valid for Newcastle University. Your visa should show the Newcastle sponsor licence number CKTK52NU;
- Ensure that you register for your programme of study on time;
- Maintain your registration on a full-time programme at all times;
- Attend your programme in full, ensuring that you comply with the attendance monitoring requirement for your programme;
- Inform your school or supervisor by following the student’s notification of absence procedure if you are unable to attend your classes;
- Register with the police, if required; and
- Ensure that you do not exceed the permitted number of working hours per week during term-time (for Tier 4 students: 20 hours per week for students studying at degree level or above/10 hours per week for students studying below degree level). Students working on a thesis or dissertation remain under the 20 hour per week restriction.

Tier 4 students must not be self-employed.
As a Tier 4 student, you must ensure that you seek visa advice from the Visa Team if you intend to change your programme of study.

For further details, please visit: www.ncl.ac.uk/students/progress/visa/

Examinations

Please note that it is YOUR responsibility to make yourself available for examinations at ALL times during ALL THREE examination periods. You must therefore take note of the examination dates and especially when making arrangements for vacation, employment and any overseas travel as the University cannot accept individual requests with regards to the timing of examinations. All University examinations are held in Newcastle, although some international students may be able to arrange off campus resit examinations in British Council offices within their home country. Examination dates for this year are on the back of this booklet.

For further information about examinations including how to enter, timetables, venues and what to take, please visit: www.ncl.ac.uk/students/progress/exams/exams/

Examination Rules

In relation to University examinations, candidates are expected to follow the Exam Rules and Guidance. Candidates who fail to follow the rules will be subject to the University’s Assessment Irregularity Procedures which can result in the issuing of academic penalties. To view the rules in full, please visit: www.ncl.ac.uk/students/progress/exams/exams/examrules

In particular, you should note that:

- Mobile phones, mobile devices and smart watches must be fully switched off (not just set to ‘silent’ mode) and placed in the area for personal belongings. They are not permitted to be in your possession during an exam even if they are switched off.

The following also represent some (not all) of the actions that would represent a breach of the rules:

- Writing notes/formulae on the exam paper or exam stationery before the examination has been started
- Viewing the exam questions prior to the start of the exam
- Communicating with other candidates whilst in an exam venue
- Refusing to comply with the instructions of the invigilators
- Removing or introducing any exam stationery from/into an exam venue
- Being in possession of any materials/devices that are not specifically authorised for the exam
You are strongly advised to spend a few minutes reading the Exam Rules and Guidance prior to any examinations to help ensure that you are fully aware of what is expected and required of you in the exam venues.

**Calculators**

Please note that ONLY the following 3 models of calculator are permitted in examinations:

- Casio FX-83GTPLUS
- Casio FX-85GTPLUS
- Casio FX-115MS

(Plus any discontinued versions of the same models of calculators. For clarity, this means any calculator model that begins with ‘Casio FX-83’, ‘Casio FX-85’ or ‘Casio FX-115.’)

It is your responsibility to ensure that you have a permitted model of calculator (if required for examinations). These are readily available to purchase from many different outlets including the Student Union Shop on campus.

**Assessment Irregularities**

The University will assess your work and at the end of your studies award you a degree on the basis of your achievements. It is only fair to other students that this work is your own and properly acknowledges the work of others. Everyone’s marks and awards are threatened by poor academic conduct.

We will investigate any reported assessment irregularities under the Assessment Irregularities Procedure [www.ncl.ac.uk/students/progress/Regulations/SPS/assessment.htm](http://www.ncl.ac.uk/students/progress/Regulations/SPS/assessment.htm). The most common assessment irregularities are Plagiarism and Collusion, defined below together with other examples of academic misconduct.

Further information about Good Academic Conduct is available at [www.ncl.ac.uk/right-cite/conduct/](http://www.ncl.ac.uk/right-cite/conduct/)

**Plagiarism**

Plagiarism is defined as the use of others’ work without correct acknowledgement. Good academic work is expected to draw on other sources but these must be acknowledged appropriately using the correct referencing conventions. This enables others to see where the ideas you use have come from, which actually lends added authority to your work. It also allows readers to follow up these sources directly. It involves being honest about what is your work and what is the work of others. Students who plagiarise are gaining an unfair advantage over their honest colleagues.
Collusion
Collusion is defined as the submission by two or more students of the same or similar pieces of work, which are presented as the individuals’ own solely authored work. Apart from formal group work, any work you submit is expected to be entirely your own. Submitting work that is not entirely your own is considered to be dishonest. It is also dishonest to help another student gain credit for work that is not their own. Copying without the author’s permission is not deemed to be collusion, however, taking another student’s work without permission is theft and constitutes academic misconduct.

Proof Reading
As the work you submit should be your own work, there are limits to the extent to which you should use a proof reader. A proof reader may point out typographical, spelling or grammatical errors but cannot correct them.

Auto (Self) Plagiarism
This applies when work (or similar) has already been submitted for an assessment at Newcastle or elsewhere. This may be considered to be an attempt to gain double credit for the same piece of work and is unfair and dishonest. This should not apply to draft copies of research work; if you are unsure, please speak to a member of staff for clarity before submitting your work.

Procuring or Attempting to Procure Assessed Work Created by Another Person
Students are expected to produce their own work and therefore any submission of work by another person constitutes improper means. An attempt to procure such work shall be treated as an attempt to use improper means and may be considered as dishonesty.

Disciplinary Procedures
The Student Disciplinary Procedures seeks to ensure that student disciplinary matters are dealt with fairly and promptly at the appropriate level by those with clear authority from the University. Students who are found to be involved in an act of misconduct will be sanctioned in accordance with University rules and regulations; this can include a mandatory fine, written warnings, suspensions and expulsions. The Student Disciplinary Procedures provide full information including examples of misconduct and associated fines.

www.ncl.ac.uk/students/progress/Regulations/SPS/disciplinary.htm
Withdrawing from University

If you have doubts about continuing with your studies you are advised to discuss the matter with your personal tutor or supervisor as soon as possible. The University Careers Service can also provide information and support during this decision making process. If you receive funding for your studies (e.g. from Student Loans Company) we recommend you seek advice from our Student Financial Support Team regarding the financial impact of your decision. If you have paid tuition fees you should contact Student Services to find out whether any refund is due or how much you may owe to the University. Further information is available on page 24 of this booklet.

If you decide to withdraw, you should inform your personal tutor and the Interaction Team, Student Services, who will process your withdrawal and notify (as appropriate) other internal colleagues and the Student Loans Company. You are also required to complete a withdrawal questionnaire at http://www.ncl.ac.uk/students/progress/student-resources/change/

Students on Tier 4 visas should be aware that withdrawing from their studies will impact their immigration status in the UK.
At the End of Your Studies
Congregations

Your Congregation Ceremony is the culmination of all your hard work during your time at Newcastle University. The University holds two sets of ceremonies annually:

- July (Summer ceremonies) for Undergraduate and Postgraduate Degree Congregations and Academic Award Ceremonies for Certificates and Diplomas
- December (Winter ceremonies) for Undergraduate and Postgraduate Degree Congregations and Academic Award Ceremonies for Certificates and Diplomas

Students are contacted by email in the year they are likely to graduate to invite them to a ceremony and are asked to complete an application form. There is no charge for candidates and up to two guests to attend a ceremony and a reception. Further information on the Universities Congregations Ceremonies is available on the Congregations website and gives you a good idea of what to expect as well as checklists for before the day and on the day. You can also watch our congregation ceremonies online. www.ncl.ac.uk/congregations

Further Study

Newcastle University offers a range of Postgraduate, Doctoral and Professional qualifications which may be of interest to you should you wish to further your study before embarking on your chosen career. We offer a range of part-time programmes which you could study alongside work. Don’t forget Newcastle Alumni are often entitled to an Alumni discount on further study. Find out more information about further study with the University at: www.ncl.ac.uk/postgraduate or chat to somebody in your School/Institute.

Alumni Association

You might not be thinking about graduation just yet, but when you do, you’ll become part of a global network of Newcastle University alumni.

Your University is for life and we want to help you make the most of it after you graduate. We continue to support your development and future careers aspirations with a wide range of lifelong services and benefits including:

- Networking opportunities to help you build your contacts.
- Support and guidance from our award-winning Careers Service for up to three years after you graduate.
- Expert guidance, training, resources and opportunities to help recent graduates develop entrepreneurial skills with our Rise Up scheme.
- Regular events ranging from guest talks and receptions to professional networking opportunities - not just in the UK, but all around the world.

Newcastle University has a global network of 190,000 graduates in more than 200 countries and independent states around the world, so wherever you find yourself you can be sure you will never be far from a fellow Newcastle graduate.
To ensure you take advantage of all the benefits of being a Newcastle graduate, please take a moment to make sure your contact details are up-to-date with us at: www.ncl.ac.uk/alumni/intouch.

Connect with alumni on our social media channels:

**Facebook:**
www.facebook.com/nclalumni

**Twitter:**
www.twitter.com/nclalumni

**LinkedIn:**
www.ncl.ac.uk/alumni/linkedin

**Instagram:**
www.instagram.com/nclalumni

---

**Graduate Access to Careers Service**

Graduates can access support and advice from Careers Service for three years after you finish your studies. All you have to do is register with us as a graduate at https://internal.ncl.ac.uk/careers/secure/grads/graduates/register
Notify us of a Disability (Form)

If you need to notify us of a disability, complete this form and return to Student Wellbeing Service, Student Services, King’s Gate, email: student.services@ncl.ac.uk

Confidential – Brief Questionnaire

First Name: ....................................................... Surname: ..................................................

Student Number: ...........................................................................................................

Year of Course: .................................................. Date of Birth: ......................................

Email Address: ..............................................................................................................

Term-time address if you wish to supply this: ................................................................
.....................................................................................................................................
.....................................................................................................................................
.....................................................................................................................................
.....................................................................................................................................
.....................................................................................................................................
.....................................................................................................................................

Post Code: ..........................................

If you have significant personal circumstances, as set out in the ‘Support through Your Studies’ section, Student Wellbeing on page 48, please say briefly what the condition or disability is and the educational or practical needs to which it gives rise:

Condition/disability: .......................................................................................................
.....................................................................................................................................
.....................................................................................................................................
.....................................................................................................................................
.....................................................................................................................................
.....................................................................................................................................
.....................................................................................................................................

Educational/practical need: ..........................................................................................
.....................................................................................................................................
.....................................................................................................................................
.....................................................................................................................................
.....................................................................................................................................
.....................................................................................................................................
.....................................................................................................................................

Any further comments: ...............................................................................................
Contact Details

Research Student Support Team
King’s Gate
Tel: + 44 (0) 191 208 8713
Email: rssteam@ncl.ac.uk

Faculty of Humanities and Social Sciences

School of Architecture, Planning and Landscape
Tel: + 44 (0) 191 208 5831
Email: apl@ncl.ac.uk

School of Arts and Cultures
Tel: + 44 (0) 191 208 5336
Media, Culture, Heritage
E-mail: ugmch@ncl.ac.uk (UG)
E-mail: pgmch@ncl.ac.uk (PG)

Music
E-mail: music@ncl.ac.uk (UG)
E-mail: pgmusic@ncl.ac.uk (PG)

Fine Art
E-mail: fineart@ncl.ac.uk

Combined Honours Centre
Tel + 44 (0) 191 208 7479
Email: combined.honours@ncl.ac.uk

School of Education, Communication and Language Sciences (Education)
Tel: + 44 (0) 191 208 3471
Email: ecls@ncl.ac.uk

School of English Literature, Language and Linguistics
Tel: +44 (0) 191 208 6233
Email: english@ncl.ac.uk

School of Geography, Politics and Sociology
Tel: + 44 (0) 191 208 3923
Email: gps@ncl.ac.uk

School of History, Classics and Archaeology
Tel: + 44 (0) 191 208 7844
Email: historical@ncl.ac.uk

Newcastle Law School
Tel: + 44 (0) 191 208 7624
Email: newcastle.law-school@ncl.ac.uk

School of Modern Languages
Tel + 44 (0) 191 208 7441
Email: sml@ncl.ac.uk

Newcastle University Business School
Undergraduate Stage 1
Tel: + 44 (0) 191 208 1532 (UG)
Email: nubs@ncl.ac.uk

Undergraduate Stages 2/3 and Postgraduate
Tel + 44 (0) 191 208 1532 (UG)
Tel: + 44 (0) 191 208 1580 (PG)
Email: nubs@ncl.ac.uk

Philosophical Studies
Tel + 44 (0) 191 208 7302
Email: philosophy@ncl.ac.uk
Contact Details

Faculty of Medical Sciences
School of Medical Education
Tel: + 44 (0) 191 208 5020
Email: sme@ncl.ac.uk

Medical Student Office
Tel: + 44 (0) 191 208 7005
Email: mbbs.admissions@ncl.ac.uk
E-Learning Programme e-mail: emeded@ncl.ac.uk

Postgraduate Medical Education Programme
Tel: +44 (0) 191 208 7002
Email: meded@ncl.ac.uk

Faculty of Medical Sciences Graduate School
Tel: + 44 (0) 191 208 7002
Emails:
- PGR (Doctoral): medpg-enquiries@ncl.ac.uk
- PGR (MRes): mres-enquiries@ncl.ac.uk
Cancer, Oncology and Palliative Care: oncpall@ncl.ac.uk
Clinical Leadership: pgclinlead@ncl.ac.uk
Clinical Research Attendance: pgclinres@ncl.ac.uk
Clinical Research E-learning: epgclinres@ncl.ac.uk
Clinical Science: pgclinsci@ncl.ac.uk
Clinical and Health Sciences: pgclinhealth@ncl.ac.uk
Genomic Medicine: pggenomic.medicine@ncl.ac.uk
Medical Science: pgmedsci@ncl.ac.uk

Public Health and Health Services Research:
pghealth@ncl.ac.uk
Social Science and Health Research:
pghealth@ncl.ac.uk

School of Biomedical Sciences
Tel: + 44 (0) 191 208 8200
Email: biomed.ugadmin@ncl.ac.uk

Institute for Cell and Molecular Biosciences
Tel: +44 (0) 191 208 3492

Institute of Cellular Medicine
Postgraduate co-ordinator:
Dr Xiao-nong Wang
Tel: +44 (0) 191 208 8792
Email: x.n.wang@ncl.ac.uk
Postgraduate administration:
Ms Karolien Jordens
Tel: +44 (0) 191 208 8988,
Email: karolien.jordens@ncl.ac.uk

Prof Loranne Agius
loranne.agius@ncl.ac.uk
Metabolic Medicine & Fibrosis

Dr Amy Anderson
amy.anderson@ncl.ac.uk
Immunology, Inflammation & Immunotherapy

Dr Michael Drinnan
michael.drinnan@ncl.ac.uk
Stratified Medicine, Biomarkers & Therapeutics

Dr Chris Ward
chris.ward@ncl.ac.uk
Regenerative Medicine & Transplantation
School of Dental Sciences
Tel: +44 (0) 191 208 8347
UG Admissions: 44 (0) 191 228 6239
PG Coordinator (Renata Taylor):
0191 228 8140
Email: dental.admissions@ncl.ac.uk

Institute of Health and Society
Tel: +44 (0) 191 208 7045
Email: ihs@ncl.ac.uk

Institute of Genetic Medicine
Tel: +44 (0) 191 241 8611
Email: trish.milton@ncl.ac.uk

Institute of Neuroscience
Tel: +44 (0) 191 208 8244
Email: ion-postgrad-enq@ncl.ac.uk

NESCI (North East England Stem Cell Institute)
Bioscience Centre, International Centre for Life
Tel: +44 (0) 191 208 3246
Email: office@nesci.ac.uk

Northern Institute for Cancer Research
Postgraduate Coordinator: Professor Steve Clifford
Tel: +44 (0) 191 208 8229
Email: s.c.clifford@ncl.ac.uk
Postgraduate Secretary: Pauline Stephenson
Tel: +44 (0) 191 208 2240
Email: pauline.stephenson@ncl.ac.uk

School of Psychology
Tel: +44 (0) 191 208 6180 (UG)
Tel: +44 (0) 191 208 7925 (PG)
Email (UG):
psychology.ugadmin@ncl.ac.uk
Email (MSc) -
masters.director@ncl.ac.uk
(for MSc in Foundations in Clinical Psychology)
Email (MSc) –
masters.forensic@ncl.ac.uk
(for MSc in Forensic Psychology)
Email (Cert in Low Intensity Psych.Therapies) –
iapt.director@ncl.ac.uk
Email (CBT) –
cbt-dip.director@ncl.ac.uk

Faculty of Science, Agriculture and Engineering
School of Computing
Tel: +44 (0) 191 208 7972
Email: computing@ncl.ac.uk

School of Engineering
Tel: +44 (0) 191 208 87267
Email: engineering@newcastle.ac.uk

School of Mathematics, Statistics and Physics
Tel: + 44 (0) 191 2083944
Email: maths-stats@newcastle.ac.uk

School of Natural and Environmental Sciences
Tel: +44 (0)191 208 6900
Email: nes@newcastle.ac.uk
Other Contacts

Student Services
Academic Support & Information, Accommodation, Fees, Funding & Finance, Health & Wellbeing, Exchange & Study Abroad, and Visa advice can be accessed via:
King’s Gate
Tel + 44 (0) 191 208 3333
www.ncl.ac.uk/enquiries

Careers Service
King’s Gate
Tel + 44 (0) 191 208 7748
www.ncl.ac.uk/enquiries

Chaplaincy
Tel: + 44 (0) 191 208 6341
Email: chaplaincy@ncl.ac.uk

INTO Newcastle University
Tel: + 44 (0) 191 208 7535
Email: insessional@ncl.ac.uk

The Centre for Physical Recreation & Sport
Tel: + 44 (0) 191 208 7225
Email: sport@ncl.ac.uk
Website: http://www.ncl.ac.uk/nclsport/

Newcastle University IT Service
Tel: + 44 (0) 191 208 5999
Email: it.servicedesk@ncl.ac.uk

Students Union
Tel: + 44 (0) 191 239 3900
Email: student.union@ncl.ac.uk

Student Advice Centre
Students Union
Tel: + 44 (0) 191 239 3979
Email: student-advice-centre@ncl.ac.uk
## Important Dates 2017/18

### Arrival, Welcome and Registration Period
- **Tuesday 19 September 2016** to **Wednesday 27 September 2016**

### International Student Welcome
- **Tuesday 19 September 2016** to **Friday 22 September 2017**

### Welcome Week (includes Fresher’s and School/Institute Welcome Week)
- **Sunday 24 September 2017** to **Friday 29 September 2017**

### Terms and Semesters

<table>
<thead>
<tr>
<th>Semester</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Semester 1</strong></td>
<td>Monday 25 September 2017</td>
<td>Friday 26 January 2018</td>
</tr>
<tr>
<td><strong>Semester 2</strong></td>
<td>Monday 29 January 2018</td>
<td>Friday 15 June 2018</td>
</tr>
<tr>
<td><strong>Semester 3</strong></td>
<td>Monday 18 June 2018</td>
<td>Friday 17 August 2018</td>
</tr>
<tr>
<td><strong>Autumn Term</strong></td>
<td>Monday 25 September 2017</td>
<td>Friday 15 December 2017</td>
</tr>
<tr>
<td><strong>Spring Term</strong></td>
<td>Monday 8 January 2018</td>
<td>Friday 16 March 2018</td>
</tr>
<tr>
<td><strong>Summer Term</strong></td>
<td>Monday 16 April 2018</td>
<td>Friday 15 June 2018</td>
</tr>
</tbody>
</table>

### Examination Dates

<table>
<thead>
<tr>
<th>Semester</th>
<th>From</th>
<th>To</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Semester 1</strong></td>
<td>Monday 15 January 2018</td>
<td>Friday 26 January 2018</td>
<td>(including Saturday 20 January)</td>
</tr>
<tr>
<td><strong>Semester 2</strong></td>
<td>Monday 21 May 2018</td>
<td>Friday 8 June 2018</td>
<td>(including Saturday 26 May and Saturday 2 June)</td>
</tr>
<tr>
<td><strong>Resits</strong></td>
<td>Monday 20 August 2018</td>
<td>Friday 31 August 2018</td>
<td>(including Saturday 25 August)</td>
</tr>
</tbody>
</table>