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](http://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/](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](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](http://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](http://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](http://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

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:


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:

England: https://www.gov.uk/student-finance
Northern Ireland: www.studentfinanceni.co.uk
Scotland: http://www.saas.gov.uk
Wales: 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
EU students: 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
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

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
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.