<table>
<thead>
<tr>
<th>Page</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>Welcome</td>
</tr>
<tr>
<td>5.</td>
<td>School Staff</td>
</tr>
<tr>
<td>6.</td>
<td>Programme Commitments</td>
</tr>
<tr>
<td></td>
<td>Dates – Semester and Examinations</td>
</tr>
<tr>
<td>7.</td>
<td>Induction</td>
</tr>
<tr>
<td></td>
<td>Academic Content and Structure of Degree Programmes</td>
</tr>
<tr>
<td></td>
<td>Aims and Outcomes</td>
</tr>
<tr>
<td></td>
<td>Degree Programme Structure</td>
</tr>
<tr>
<td>8.</td>
<td>Accreditation</td>
</tr>
<tr>
<td></td>
<td>Regulations</td>
</tr>
<tr>
<td></td>
<td>Skills</td>
</tr>
<tr>
<td></td>
<td>Teaching and Learning</td>
</tr>
<tr>
<td></td>
<td>Assessment</td>
</tr>
<tr>
<td>9.</td>
<td>Module Outlines and Module Selection</td>
</tr>
<tr>
<td></td>
<td>Module Self-Selection</td>
</tr>
<tr>
<td></td>
<td>Student Feedback and Representation</td>
</tr>
<tr>
<td>10.</td>
<td>Attendance and Assessment</td>
</tr>
<tr>
<td>11.</td>
<td>Absence from the University through sickness</td>
</tr>
<tr>
<td></td>
<td>Submission of Assessed Work</td>
</tr>
<tr>
<td></td>
<td>Late Submission of Assessed work</td>
</tr>
<tr>
<td></td>
<td>Examinations</td>
</tr>
<tr>
<td></td>
<td>Information for candidates with special requirements in examinations</td>
</tr>
<tr>
<td>12.</td>
<td>Feedback on Examinations</td>
</tr>
<tr>
<td></td>
<td>Assessment</td>
</tr>
<tr>
<td></td>
<td>External Examining</td>
</tr>
<tr>
<td></td>
<td>Reassessment</td>
</tr>
<tr>
<td>13.</td>
<td>Student Conduct and Discipline</td>
</tr>
<tr>
<td></td>
<td>Assessment Irregularities</td>
</tr>
<tr>
<td>14.</td>
<td>Good Academic Conduct</td>
</tr>
<tr>
<td></td>
<td>Student Disciplinary Procedure</td>
</tr>
<tr>
<td></td>
<td>Student Complaints and Appeals</td>
</tr>
<tr>
<td></td>
<td>If things go wrong</td>
</tr>
<tr>
<td>15.</td>
<td>Tutoring System</td>
</tr>
<tr>
<td></td>
<td>Student Charter</td>
</tr>
<tr>
<td></td>
<td>Appropriate use of email</td>
</tr>
<tr>
<td></td>
<td>Library</td>
</tr>
<tr>
<td>16.</td>
<td>Computing</td>
</tr>
<tr>
<td></td>
<td>Careers</td>
</tr>
<tr>
<td>18 - 23</td>
<td>Student Services:</td>
</tr>
<tr>
<td>--------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>18 - 23</td>
<td>• Academic Information</td>
</tr>
<tr>
<td></td>
<td>• Accommodation</td>
</tr>
<tr>
<td></td>
<td>• Career and Work</td>
</tr>
<tr>
<td></td>
<td>• Finance</td>
</tr>
<tr>
<td></td>
<td>• Financial Support</td>
</tr>
<tr>
<td></td>
<td>• Counselling and Mental Health Support</td>
</tr>
<tr>
<td></td>
<td>• Disability/Dyslexia Support</td>
</tr>
<tr>
<td></td>
<td>• Exchanges/Study Abroad Information</td>
</tr>
<tr>
<td></td>
<td>• Visa Support</td>
</tr>
<tr>
<td></td>
<td>• Self Service Portal (S3P)</td>
</tr>
<tr>
<td></td>
<td>• Timetable</td>
</tr>
<tr>
<td></td>
<td>• University English Language Assessment (UELA)</td>
</tr>
<tr>
<td></td>
<td>• In-sessional English</td>
</tr>
<tr>
<td></td>
<td>• Non credit-bearing modules</td>
</tr>
<tr>
<td></td>
<td>• Equal Opportunities</td>
</tr>
<tr>
<td></td>
<td>• Dignity at Work and Study</td>
</tr>
<tr>
<td></td>
<td>• Health and Safety</td>
</tr>
<tr>
<td></td>
<td>• Additional Costs</td>
</tr>
<tr>
<td></td>
<td>• Extra Curricular Activities</td>
</tr>
<tr>
<td></td>
<td>• School Publications</td>
</tr>
<tr>
<td></td>
<td>• Degree Programme Information</td>
</tr>
<tr>
<td></td>
<td>• Other University Policies and Procedures relating to students</td>
</tr>
<tr>
<td></td>
<td>• Useful Contacts</td>
</tr>
</tbody>
</table>

24. Appendix 1 – Assessment Criteria/Marking Criteria
26. Appendix 2 – The School of Marine Science and Technology Health and Safety Guide
29. Appendix 3 – Protect Personal Information Warning: for New Students
30. Appendix 4 – Useful University Contacts
36. Appendix 5 – Singapore Campus Additional Information
38. Appendix 6 – Introduction for Singapore Students to the Library Facilities at Newcastle University
Welcome

Newcastle University was established in 1834 and has a city centre campus in Newcastle upon Tyne in the North East of England. Newcastle is one of the UK’s top twenty research institutions, and is a member of the prestigious Russell Group.

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

The School is also proud to be involved in delivering the Undergraduate Marine Technology degree programmes in collaboration with the Singapore Institute of Technology (SIT).

This Degree Programme Handbook provides essential information that will enable you to get the most from your course. It contains details of the structure and methods of assessment of the course, together with other important information. You should familiarise yourself with the contents of the Handbook during the first few weeks of the taught programme as you will frequently need to refer to it for information regarding course content, expectations for assessment, deadlines, etc. This degree programme handbook contains information related to the academic year 2014-2015. Changes to the handbook may occur for subsequent years. For future reference you are advised to always read the handbook for the respective academic year.

If you are unsure about anything you can speak to your Tutor, or to the Degree Programme Director, or for details regarding a specific module the Module Leader.

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

Professor Andrew Willmott  
Head of School,  
School of Marine Science and Technology

Professor Bob Dow  
Deputy Head of School,  
School of Marine Science and Technology
School Staff

For a full list of Academic, Technical support and Clerical support staff please go to the School of Marine Science and Technology website; http://www.ncl.ac.uk/marine/staff/
And have a look at our Facebook page; https://www.facebook.com/#!/newcastlemarine?fref=ts

The Undergraduate School Office for Newcastle Campus is situated in room 1.63, 1st Floor, Armstrong Building and is contactable via telephone on 0191 208 6718 or via e-mail mast.ugtech@ncl.ac.uk.

The Undergraduate School Office for Singapore Campus is situated at 537 Clementi Road, #06-01, and is contactable via telephone on +65 6908 6002 or via e-mail to mast.nuis@ncl.ac.uk.

Undergraduate Degree Programme Director:
All Programmes Dr Rose Norman Armstrong Building rose.norman@ncl.ac.uk

Undergraduate Degree Programme Stream Leaders:
Marine Engineering Dr Kayvan Pazouki Armstrong Building kayvan.pazouki@ncl.ac.uk
Offshore Engineering Prof. Longbin Tao Armstrong Building longbin.tao@ncl.ac.uk
Small Craft Technology Prof. Richard Birmingham Armstrong Building r.w.birmingham@ncl.ac.uk
Naval Architecture Dr Michael Woodward Armstrong Building michael.woodward@ncl.ac.uk

Singapore Campus, Director of Operations:
All Programmes Dr Ana Mesbahi ana.mesbahi@ncl.ac.uk
Programme Commitments

<table>
<thead>
<tr>
<th>Student Timetables.</th>
<th>Please refer to: <a href="http://www.ncl.ac.uk/timetable/StudentTimetableGuide.pdf">http://www.ncl.ac.uk/timetable/StudentTimetableGuide.pdf</a> for how to understand your individual timetable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average number of contact hours for the programme.</td>
<td>Please refer to Module Outline Form, page 9 <a href="http://www.ncl.ac.uk/module-catalogue">http://www.ncl.ac.uk/module-catalogue</a></td>
</tr>
<tr>
<td>Mode of Delivery.</td>
<td>Please refer to Module Outline Form, page 9 <a href="http://www.ncl.ac.uk/module-catalogue">http://www.ncl.ac.uk/module-catalogue</a></td>
</tr>
<tr>
<td>Normal notice periods for changes to the timetable, including rescheduled classes.</td>
<td>The School will contact students as soon as possible if any changes are made to the programme.</td>
</tr>
<tr>
<td>Normal notice periods for changes to the curriculum of assessment.</td>
<td>The School will contact students as soon as possible if any changes are made to the assessment.</td>
</tr>
<tr>
<td>Normal deadline for feedback on examinations.</td>
<td>Please refer to Feedback on Examinations, page 12</td>
</tr>
<tr>
<td>Professional Accreditation.</td>
<td>Please refer to Professional Accreditation, page 8</td>
</tr>
<tr>
<td>Assessment methods and criteria.</td>
<td>Please refer to Module Outline Form, page 9 <a href="http://www.ncl.ac.uk/module-catalogue">http://www.ncl.ac.uk/module-catalogue</a></td>
</tr>
<tr>
<td>Academic guidance and support.</td>
<td>Please contact your tutor for further guidance.</td>
</tr>
</tbody>
</table>

Dates

2014-2015 Semester and Term Time Dates are:

<table>
<thead>
<tr>
<th>Autumn</th>
<th>Monday 22 September 2014</th>
<th>Friday 12 December 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>Monday 5 January 2015</td>
<td>Friday 13 March 2015</td>
</tr>
<tr>
<td>Summer</td>
<td>Monday 13 April 2015</td>
<td>Friday 12 June 2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Monday 22 September 2014</th>
<th>Friday 23 January 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 2</td>
<td>Monday 26 January 2015</td>
<td>Friday 23 June 2015</td>
</tr>
</tbody>
</table>

Examination Dates are available at: [http://www.ncl.ac.uk/students/progress/exams/exams/ExaminationDates.htm](http://www.ncl.ac.uk/students/progress/exams/exams/ExaminationDates.htm)

Examination dates for 2014-2015 are:

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Monday 12 January 2015 to Friday 23 January 2015 (including Saturday 17 January)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 2</td>
<td>Monday 18 May 2015 to Friday 5 June 2015 (including Saturday 23 May and Saturday 30 May)</td>
</tr>
<tr>
<td>Resits</td>
<td>Monday 17 August 2015 to Friday 28 August 2015 (including Saturday 22 August)</td>
</tr>
</tbody>
</table>

Students must make themselves available for examination at all times during each of the above periods. You should bear these dates in mind therefore, when making arrangements for travelling between home and university, vacation, employment and holidays.
Induction

The first week of the academic year (Monday 22 September – Friday 26 September 2014) is allocated for induction procedures. You should:

i. See your personal tutor (you will receive a personal tutor once you are fully registered);

ii. School based Induction – Please refer to:

   http://www.ncl.ac.uk/marine/currentstudents/induction_timetables.htm
   http://www.ncl.ac.uk/pre-arrival/

Academic Content and Structure of Degree Programmes

Degree Programme Specifications can be found at: http://www.ncl.ac.uk/regulations/specs

Aims and Outcomes:

The School of Marine Science and Technology aims and intended learning outcomes for all Undergraduate Degree Programmes are:

• To provide a curriculum that attracts local and international students to the School of Marine Science and Technology at Newcastle University, is relevant to the industrial sector, accessible to the local workforce and forges relationships between students and the industry.

• To equip students, having diverse backgrounds, with a sound theoretical grasp of the subject alongside an awareness of its practical applications.

• To enable students to realise their potential by exploiting the School’s exceptional research base to inform teaching and lecturing activities.

• To encourage students to develop awareness and responsible attitudes towards the needs of society and the environment in the application of their knowledge, including a regard for safety appropriate to their profession.

• To instil in students an awareness of their professional responsibilities and the need for their own continuing professional development.

• To equip students with appropriate transferable practical skills in computing and information technology, data collection and analysis, problem formulation and solving and communication skills, both oral and written.

• To engender an environment within which course participants benefit from each other’s expertise and enjoy their learning experience.

• To contribute to the working environment within the School, such that students enjoy the University learning experience and wish to maintain contact with the School in their future activities, professionally as well as socially.

Degree Programme Structure:

Lectures are the most common and are considered to be the most effective means of presenting the material in the various modules. The lecture notes taken by students may be supplemented by hand-outs, including copies (in either hard or soft copy format as appropriate) of presentations used. Where appropriate, a lecture may include the use of video, slides, items of equipment or overhead projection from a computer screen. The majority of modules also include formal tutorial sessions, coursework or seminar periods.

Students are not permitted to record (in any format) lectures, tutorials, lab sessions, etc. without prior permission.

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

The diverse teaching methods, aims and objectives of the School’s degree programmes are reflected in the variety of assessment methods used. We wish to assess a great variety of different skills and to provide you with suitable feedback on your performance.
Accreditation:
All of our degree programmes are accredited by the Royal Institution of Naval Architects and the Institute of Marine Engineering, Science and Technology, on behalf of the Engineering Council.

This means that our graduates are automatically recognised as satisfying the educational requirements leading to: Incorporated Engineer (IEng) status for BEng graduates and Chartered Engineer (CEng) status for MEng graduates. This gives an additional benchmark of quality to your degree, making you more attractive to graduate employers. It can also open the door to higher-level jobs, many of which require Charted Engineer Status.

For further information visit:
www.rina.org.uk
www.imarest.org.uk

Regulations:
University Regulations are available at: http://www.ncl.ac.uk/regulations/docs/

Degree Programme Regulations are available at:

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


Teaching and Learning:
As noted above, lectures are the most common mode of delivery. Some modules may also include: tutorials, seminars, laboratories, and fieldtrips. Many modules provide course materials on the online Blackboard virtual learning environment (VLE). Students are expected to attend all scheduled teaching sessions and study all materials provided. You will learn through a mixture of independent study and group work. Module Outline Forms (MOFs), discussed below, outline the key content and expected learning outcomes for each module.

Assessment:
Assessment methods may include but may not be limited to:

- Articles and coursework
- Laboratory work and reports
- Oral presentations
- Formal examinations
- Research project/dissertation proposal, write-up, lab book and literature review – Please note an electronic and hard copy of your Research Project/Dissertation may be displayed in the School of Marine Science and Technology library.

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

For further information on modules available on your programme please visit the module catalogue, available at: http://www.ncl.ac.uk/module-catalogue

Reading lists are available at: https://rlo.ncl.ac.uk/index.php/modules/

Student Self Service Portal:

Further guidance for students on how to use the S3P module self-registration can be found at: http://www.ncl.ac.uk/students/progress/student-resources/s3p/

Student Feedback and Representation:

The Student Staff Liaison Committee (SSLC)

http://www.ncl.ac.uk/quilt/assets/documents/qsh-staffstudentcttee-tor.pdf

Constitution:

1. A student chairperson.
2. A student secretary.
3. A named staff facilitator appointed by the Head of School.
4. Elected student representatives, as appropriate, to cover all programmes and as many stages as is practical. Student representatives should make up the majority of the committee.
5. Members of academic staff, as appropriate, to cover all. Staff members to be appointed by the Head of School.
6. Representatives from the Library Service, ISS and the Careers Service to be invited as appropriate.

Terms of Reference:

1. To meet at least up to four times per academic year.*
2. To consider any business relating to the student learning experience** including matters raised by student representatives and matters on which the academic unit wishes to seek student views including:
   • teaching, learning and assessment (including feedback on assessed work)
   • student support and guidance (academic and pastoral)
   • career development (graduate skills & employability)
   • teaching and learning resources (e.g. IT, teaching space/estates)
   • the development of new programmes and review of existing modules and programmes (e.g. Internal Subject Review)
   • accreditation by professional, statutory and regulatory bodies
   • issues arising from student surveys and other feedback mechanisms
   • any matters referred to the SSLC by the relevant Board of Studies
3. To consider any other matter referred by the Faculty Student Representatives, Union Society Education Officer, Head of School, Deans of Undergraduate and Postgraduate Studies and PVC Teaching and Learning.
4. To receive, for information, relevant external examiner reports and Board of Studies’ responses.
5. To identify and disseminate examples of good practice relating to the student learning experience.
6. To report to the relevant Boards of Studies, and other appropriate School committees, via the Chair
7. To report to the relevant Faculty Student Forum via the Chair.
8. To submit an annual report of business to relevant Boards of Studies and other appropriate School committees.

* For students following flexible, part-time, distance learning, collaborative or overseas programmes, consideration should be given to the ways in which those students can have access to mechanisms for providing feedback, for example, through virtual SSCs or web forum.

**The committee must not discuss personal matters relating to individual students or members of staff.
Your module leaders will ask you to complete an anonymous evaluation questionnaire toward the end of each module, in order to see which aspects have worked well and which should be looked at for the future. This is very important for staff to see what improvements could be made and all feedback is highly valued.

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

**Attendance and Assessment**

**Attendance:**
University’s requirements for students to attend their programme “as part of your commitment to your studies you are expected to be on campus or at your placement whenever required by your programme, and actively participate in all sessions specified for your programme”.

The Student Charter [http://www.ncl.ac.uk/pre-arrival/regulations/charter](http://www.ncl.ac.uk/pre-arrival/regulations/charter) is an important statement of what students can expect from the University and student obligations to the University. There are 2 important appendices to the Charter:

- Supplementary Statement of Student Rights and Responsibilities for Students on Taught Programmes
- Supplementary Statement of Student Rights and Responsibilities for Students on Research Programmes

The Student Survival Guide [http://www.ncl.ac.uk/students/progress/student-resources/](http://www.ncl.ac.uk/students/progress/student-resources/) gives you information and help on every aspect of student life while you are at University.

Each student is issued with a copy of the guide during registration and should keep it as a handy reference. It is full of detail on areas such as academic progress, examinations and assessments, computing facilities, accommodation, financial help and student wellbeing.

Students who attend all of their classes tend to do better in their assessments. Students who don’t attend classes may be deemed to be making unsatisfactory progress and withdrawn. Students must therefore keep their school informed of any absence.

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

**Absence from the University through sickness**
Students should inform their tutors of any illness as soon as possible, whatever the effects of the illness on their studies.

Guide students to the Student Sickness Procedure which is available from: [http://www.ncl.ac.uk/students/progress/Regulations/SPS/Attendance/sickness.htm](http://www.ncl.ac.uk/students/progress/Regulations/SPS/Attendance/sickness.htm)

Where students want a Board of Examiners to take mitigating circumstances (illness; personal problems) into account in determining classification and progress decisions, they must complete the appropriate form: [http://www.ncl.ac.uk/students/progress/student-resources/help/](http://www.ncl.ac.uk/students/progress/student-resources/help/)

and make sure that their personal tutor or other appropriate staff in the relevant school are aware of the issue.
Submission of Assessed Work:
For Newcastle Campus all work must be submitted to the School Office in the Armstrong Building by 12 noon on the hand in deadline date with a covering NESS Header Sheet, which can be downloaded from the NESS system. No responsibility can be taken for work that has no proof of submission.

Similarly for the Singapore Campus all work must be submitted in the Project Room by 12 noon on the hand in deadline date with a covering NESS Header Sheet, which can be downloaded from the NESS system. No responsibility can be taken for work that has no proof of submission.

NESS:
NESS can be accessed via the student S3P Portal https://s3p.ncl.ac.uk/Login/Index.aspx.

Work should be marked and returned to students within a 4 working week turnaround time. All staff endeavour to ensure a prompt return of work to students for feedback purposes.

You will receive an email from the school office to inform you to come and collect your coursework once it is ready, please ensure this is collected as soon as possible.

Late Submission of Assessed work:
Academic units must record any summative assessment submitted after the published deadline as late (unless an extension has been granted or alternative procedures have been set and announced for that particular assessment). Work submitted within 7 calendar days of the assessment deadline will, for the assignment in question, be given a maximum of 40% for undergraduate programmes; work submitted after 7 calendar days will be given a mark of zero.

If you think that you may have strong grounds for an extension, this can be requested by filling in the below form http://www.ncl.ac.uk/students/progress/student-resources/help/

Please submit in detail to the School Office along with supporting evidence.
Examinations:
Examination timetable and past examination papers can be found at:
http://www.ncl.ac.uk/students/progress/exams/exams/

Rules of examinations are available at http://www.ncl.ac.uk/students/progress/exams/exams/examrules.htm

Information for candidates with special requirements in Examinations:
The University aims to provide a fair and flexible examination system for disabled students. Further information is available at: http://www.ncl.ac.uk/students/wellbeing/disability-support/

On submission of relevant medical documentation you may be allowed extra time for your written examinations, and/or alternative practical arrangements. If you think that this may apply in your case, and you have not done so already, you should contact Student Wellbeing as soon as possible to discuss any special requirements. Should Student Wellbeing conclude that you are entitled to special arrangements, they will inform the Examination and Academic Events office accordingly. You will then receive an email from this office confirming the arrangements for the Semester One and Semester Two examination periods.
Further detail are available at: http://www.ncl.ac.uk/students/progress/exams/exams/

Feedback on Examinations:
Feedback will be provided to students for all assessments, summative and formative, including written and practical examinations. Feedback and provisional marks on examinations must be returned to students at the start of the next academic term/semester. As a minimum, generic feedback must be issued to cohorts within this deadline; individual feedback may be returned with final marks after Boards of Examiners have met.

Assessment:
Assessment details are provided in each module outline form. Please refer to the module catalogue http://www.ncl.ac.uk/module-catalogue/ for further details.

Assessment Criteria/Marking Criteria for the University is outlined in appendix 1.

Calculators:
Please note that during exams, you must use a University approved calculator, the list can be found at:
http://www.ncl.ac.uk/students/progress/exams/exams/CalculatorPolicy.htm
It is your responsibility to take your calculator to your school office for checking and labelling prior to the examination period.

External Examiners:
The External Examiners for the Undergraduate Marine Technology Programmes are:

Dr John Tan - http://www.northumbria.ac.uk/sd/academic/ee/staff/john_tan2
Dr Dominic Hudson - http://www.southampton.ac.uk/engineering/about/staff/dominic.page

It is inappropriate for students to make direct contact with External Examiner; in particular regarding their individual performance in assessments, students should speak to their Tutor or Degree Programme Director for further guidance.

The role of the external examiner is to help ensure the quality of the education it provides and the maintenance of the standards of its awards, the University places significant reliance on its external examiners by:

- Requiring them to provide independent and impartial advice, as well as informative comment on the University’s standards and on student achievement in relation to those standards;
- Drawing upon their professional advice and expertise and giving full and serious consideration to their reports.
For further information please refer to http://www.ncl.ac.uk/students/progress/exams/exams/ExternalExamining.htm

External Examiners may ask to meet students prior to an examination board. Such meetings are an opportunity for External Examiners to evaluate the student experience and to provide general feedback on the degree programme. They are not part of the assessment process on undergraduate programmes.

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

Please see Section M of the University’s Examination Conventions below for more information on Reassessment. http://www.ncl.ac.uk/regulations/docs/

Student Conduct and Discipline:

Standards of Personal Conduct
http://www.ncl.ac.uk/students/progress/student-resources/guide/index.htm an extract of which is provided below:-

“You are expected to:

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

You can expect:

- The University to respect the needs of its diverse community of students and staff
- To be treated courteously and with fairness, dignity and respect regardless of race, ethnic origin, age, gender, marital or parental status, sexual orientation, religion and belief, disability, political belief or trade union membership and activities. (The University’s diversity policies can be seen at www.ncl.ac.uk/diversity/)
- The University to endeavour to provide a safe and secure environment free from fear, intimidation and harassment
- That serious breaches of conduct will result in disciplinary procedures against a student, or group of students, and penalties as set out in the Student Disciplinary Procedures at www.ncl.ac.uk/students/progress/student-resources/regulations/disciplinary.htm.”

Fitness to Practice Procedure:
http://www.ncl.ac.uk/students/progress/student-resources/regulations/fitness.htm
Assessment Irregularities

The University is committed to ensuring fairness in assessment and has established a procedure for dealing with assessment irregularities. For the purposes of this procedure, an assessment irregularity involves the use of improper means by a candidate in the assessment process. This includes, but is not limited to, the following:

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

The University’s procedure in full can be found at:
http://www.ncl.ac.uk/students/progress/Regulations/Assessment/

Good Academic Conduct

The following site is designed to give information on what is meant by good academic conduct, including information on the use of Turnitin, the electronic submission software http://www.ncl.ac.uk/right-cite/.

Style and referencing information guide available at: http://libguides.ncl.ac.uk/referencing

What Newcastle expects of students:

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

You can expect:

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

Student Disciplinary Procedure:

The University promotes good personal conduct in all students, in order to secure the proper working of the University in the broadest sense. The Student Disciplinary Procedure will apply to any student who is alleged to have breached the University’s code of conduct. Provide a link to the procedure:
http://www.ncl.ac.uk/students/progress/student-resources/regulations/disciplinary.htm

University Student Complaints Procedure
http://www.ncl.ac.uk/students/progress/student-resources/regulations/complaints.htm

University Student Academic Appeals Procedure
http://www.ncl.ac.uk/students/progress/student-resources/regulations/appeals.htm
If things go wrong:
Sometimes things happen that are beyond our control – illness, personal problems etc. If things start to affect your course, you need to let someone know. There are people and processes to help you.

Use your personal tutor as the starting point – they will be able to advise you about the various University procedures and signpost you to other sources of support. It can be confusing, as there are a few different procedures, but they depend on your particular circumstances. Some things can be dealt with by your degree programme director or school. Others will be referred to a central point within the University.

The most important thing you can do is to tell your school about the problems you are having. To do this, complete a PEC form. PEC stands for Personal and Extenuating Circumstances. This one form will be a way of telling the School about the problems and requesting a number of different types of adjustment - such as extensions, exemptions, deferrals, board of examiner discretion.

Current guidance is available at: www.ncl.ac.uk/students/progress/student-resources/help/.

PERSONAL EXTENUATING CIRCUMSTANCES (PEC) FORM DEADLINE

PEC forms are welcomed throughout the year and will be submitted to the next available PEC committee.

Please submit a copy of the form (with supporting evidence) to the school office no later than:

**Semester 1** – 23 January 2015

**Semester 2** – 5 June 2015

**Semester 3** – 5 September 2015

Please note that PEC applications relating to exam periods will only be considered if submitted by the above deadlines, and should **NOT** be submitted after the release of marks.

If you fail modules:
To pass the year you may need to take a resit, which usually takes place in August.

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

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

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

**Other Relevant Information**

**Tutoring System:**
Each student will be assigned a Personal Tutor. Within a week of starting this programme you will be advised of the name of your personal tutor. You should meet with your tutor during Induction Week and at regular intervals throughout your progression through University.

Your tutor is there to provide guidance and should be your first point of contact if you do have any problems relating to your academic work or degree programme.

Please see the below document for more details on the University’s personal tutoring system: http://www.ncl.ac.uk/quilt/assets/documents/qsh-personaltutoring-fwk.pdf
**Student Charter:**
Students can expect key elements of service during their studies. Students are expected to conduct themselves in an appropriate manner.

Refer to the Student Charter [http://www.ncl.ac.uk/students/progress/student-resources/guide/](http://www.ncl.ac.uk/students/progress/student-resources/guide/)

Please refer to the International Student Handbook: [http://www.ncl.ac.uk/international/about/download.htm](http://www.ncl.ac.uk/international/about/download.htm)

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

Before sending an email, please consider whether you could find out what you need to know from somewhere else. For example, if this Degree Programme Handbook does not provide the answer, your School office should be able to answer general queries about such matters as timetabling, deadlines for submission of coursework or examinations. Please remember that e-mail is an alternative means of communication to writing a letter or telephoning and the way your e-mail is written should reflect this. The use of clear and appropriate language is more likely to result in you receiving the information that you need.

Please refer to appendix 2 for further information on protecting personal information.

Students **MUST** use their University email address, **NOT** personal accounts when communicating with the University. The University will use your student email address for **ALL** communications with you.

**Library:**
The Robinson Library is the main campus library and has resources. [http://www.ncl.ac.uk/library/](http://www.ncl.ac.uk/library/)

Over 100,000 additional eBooks have been made available through the library catalogue and the Robinson Library is piloting a new eBook library reader loan service [http://www.ncl.ac.uk/library/resources/ebooks/](http://www.ncl.ac.uk/library/resources/ebooks/)

The School of Marine Science and Technology library is based in the Armstrong Building and has resources for Marine Technology based programmes.

Students based at the Singapore Campus will also be able to use the library at Ngee Ann Polytechnic. The Ngee Ann Polytechnic Library occupies a central location on campus, spread over four floors of the Administration Building. It houses the Lifestyle Library on the entrance floor and the Academic Library on all other floors. The Academic Collection supports teaching, learning and research while the Lifestyle Collection focuses on personal, social and recreational needs.

Most of the Library’s resources are of recent origin and comprise a total of 224,000 volumes of books, 1,060 print periodical titles, 11,000 e-journal titles, 25,500 titles of audio-visual materials, 2,500 software titles and 26 electronic database subscriptions and 290 e-book titles. A wide range of electronic resources is also available through NPNet and the Library Home Page. The Library’s On-line Public Access Catalogue (OPAC) is accessible through the NPNet and the Internet.
The Library has a seating capacity of 1,416 students. Facilities include large reading areas, discussion rooms, study carrels, photocopying and printing rooms, instructional rooms, media viewing rooms and an e-resource room for database access. The Lifestyle Library has a wide range of resources to cover interdisciplinary programmes, including SCV broadcasts, multimedia facilities (audio and video stations) and an internet café. The Library also provides both wired and wireless access for notebook computers.

Further information can be found on the library’s homepages [http://www.np.edu.sg/library/](http://www.np.edu.sg/library/)

**Computing:**

Information Systems and Services (ISS) provides the University’s IT infrastructure (networks, servers, etc.), and provides most of the computer services used by staff and students (systems, software, and computers for students). ISS is also the central resource for expertise in systems management in various fields. If you have any difficulties please contact the help desk [http://www.ncl.ac.uk/itservice/support/itservicedesk/contactus/](http://www.ncl.ac.uk/itservice/support/itservicedesk/contactus/)

PC cluster usage and availability service is available at: [http://m.ncl.ac.uk/iss/clusfree/](http://m.ncl.ac.uk/iss/clusfree/)


**Careers:**

The Careers Service – where opportunities begin

Email: [careers@ncl.ac.uk](mailto:careers@ncl.ac.uk)
Web: [www.ncl.ac.uk/careers](http://www.ncl.ac.uk/careers)

Location: 1st Floor, King’s Gate Building and open 9am-5pm Monday – Friday (except on Wednesday: 10am-5pm)

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

**Advice**

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

**Information**

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

**Developing potential business ideas**

If you wish to generate or develop a business idea, you can have access to a team of business start-up advisers, creative thinking space and office facilities within the Hatchery, and lots more. There are also a range of activities on offer to develop your enterprise and entrepreneurial skills, including the Business Enterprise Module and Newcastle University’s annual business planning competition, Enterprise Challenge. For more details or to book an appointment with an adviser, ask at the Careers Service.
Getting experience and credit towards your degree
Gaining skills and experience in addition to your degree gives you a real edge at the end of your course, so it’s worth thinking about ideas early. Details of many work experience opportunities are on our website and staff can help you find more specific openings. You may be able to gain credit towards your degree and work experience by completing the Career Development Module; Help out in a local school, the community or the University, get involved in starting your own business, or use your part-time job to build up a bank of skills that you can put on your CV.

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

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

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

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

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

Making applications
We run workshops throughout the year which cover all aspects of applying for jobs, from writing your CV to participating in assessment centres. You can also get personal advice and feedback on your CV, job and further study application forms, covering letters, interviews and business-related applications, on any weekday without an appointment. [www.ncl.ac.uk/careers](http://www.ncl.ac.uk/careers)

Student Services:

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

Accommodation
- Gaining advice and information on a range of accommodation issues including transfers and re-lets
- Managing rent accounts and obtaining associated debt advice

Career and Work
- Information and advice on term-time jobs, work experience, graduate jobs and further study
- Developing business ideas and getting them off the ground
Finance
- Making payments for all Tuition Fee and Accommodation charges

Financial Support
- Advice and information about sources of funding and managing finances, including short-term emergency loans

Counselling & Mental Health Support
- Confidential support and help available

Disability/Dyslexia Support
- Advice, information and guidance available on things such as Disabled Students’ Allowance and examination arrangements

Exchanges/Study Abroad Information
- Advice and guidance to students who wish to participate in the Erasmus Programme or the Non EU Exchange Programme and guidance to incoming Exchange and Study Abroad students.

Visa Support
- A range of assistance from student visa renewal to advice on the immigration implications of changes of study plans

Who can use these student services?
The services are open to all students:
Prior to coming to Newcastle University – to find information on our courses and what accommodation, financial and other support is available:
- Whilst at University – when you need information, support and guidance
- After graduation - to access careers and business start-up support
- Also offer advice and signposting to other University staff/services

Opening hours
Normal opening hours are:
Monday 9.00am – 5.00pm
Tuesday 9.00am – 5.00pm
Wednesday 10.00am – 5.00pm
Thursday 9.00am – 5.00pm
Friday 9.00am – 5.00pm

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

https://my.ncl.ac.uk/students/documents/kingsgateleaflet.PDF
**Student Self Service Portal (S3P)**

Students should be made aware of the S3P system which enables them to:

- Register on their programme of study
- Keep details such as addresses up to date
- Payment of fees
- The production of document to confirm student status such as for council tax purposes.
- Confirm module choices for the next academic year

Further detail is available at: [http://www.ncl.ac.uk/students/progress/student-resources/s3p/](http://www.ncl.ac.uk/students/progress/student-resources/s3p/)

**Timetable:**

We will try not to make changes to your timetable after teaching starts. However change can sometimes be unavoidable. If this does happen:

We will always try and provide you with at least 1 weeks’ notice of planned change, including any rescheduled classes.

If unexpected situations arise, such as staff sickness, we will give you as much notice as we can and will always try and contact you at least an hour before the class was due to start.

Students can access their University timetable online from the following: [http://www.ncl.ac.uk/timetable/](http://www.ncl.ac.uk/timetable/)

Please refer to: [http://www.ncl.ac.uk/timetable/StudentTimetableGuide.pdf](http://www.ncl.ac.uk/timetable/StudentTimetableGuide.pdf) for how to understand your individual timetable.

**English Language Provision:**

**University English Language Assessment (UEL A)**

All new Newcastle Campus students whose native language is not English are required to take a free University English Language Assessment (UEL A). Some students may be exempted from the UELA; further information can be found in the University’s English Language Policy: [http://www.ncl.ac.uk/quilt/assets/documents/qsh-englishlang-pol.pdf](http://www.ncl.ac.uk/quilt/assets/documents/qsh-englishlang-pol.pdf)

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

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

The UELA consists of a:

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

The UELA is administered and marked by INTO Newcastle University

Further information is available at: [http://www.ncl.ac.uk/students/insessional/uela/](http://www.ncl.ac.uk/students/insessional/uela/)
In-sessional English

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

- Information about the University English Language Assessment (UELA) 
  [http://www.ncl.ac.uk/students/insessional/uela/](http://www.ncl.ac.uk/students/insessional/uela/)
- Free academic English language classes for Newcastle students whose first language is not English 
  [http://www.ncl.ac.uk/students/insessional/english/](http://www.ncl.ac.uk/students/insessional/english/)
- Information about the English language entry requirements for Newcastle University 
  [http://www.ncl.ac.uk/students/insessional/standards/](http://www.ncl.ac.uk/students/insessional/standards/)
- Open Sessions which any non-native speakers can attend without registering 
  [http://www.ncl.ac.uk/students/insessional/english/open/](http://www.ncl.ac.uk/students/insessional/english/open/)
- English for Specific Academic Purposes (ESAP) classes for students on certain degree programmes 
  [http://www.ncl.ac.uk/students/insessional/english/esap/](http://www.ncl.ac.uk/students/insessional/english/esap/)

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

The In-Sessional programme consists of six parts:

Please refer to [http://www.ncl.ac.uk/students/insessional/english/](http://www.ncl.ac.uk/students/insessional/english/) for information on credit bearing and non-credit bearing courses/sessions.

Equal Opportunities:
The University has a clearly defined equal opportunities policy (the ‘Single Equality Scheme’). Copies are available from Human Resources, the Student Progress Service and on the University’s web site at: [http://www.ncl.ac.uk/diversity](http://www.ncl.ac.uk/diversity)

Dignity at Work and Study:
The University has a Dignity at Work and Study Code of Practice. The purpose of this Code of Practice is to promote a working and learning environment and culture in which harassment and bullying are known to be unacceptable and aims to ensure that if harassment or bullying does occur adequate procedures are readily available to deal with the problem with support and sensitivity so as to prevent it recurring.

The Code of Practice covers both staff and students and provides information on sources of advice and support.

The full Code of Practice can be found at: [http://www.ncl.ac.uk/students/progress/student-resources/regulations/dignity.htm](http://www.ncl.ac.uk/students/progress/student-resources/regulations/dignity.htm)

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

Details of the University’s Smoke-Free Policy are available: [http://www.ncl.ac.uk/estates/ourcampus/healthylifestyle/](http://www.ncl.ac.uk/estates/ourcampus/healthylifestyle/)

The University, through its risk assessments, aims to ensure that this is a safe place for students to study and undertake research. Students and others must comply with the University’s arrangements for safety and occupational health which are set out in the University Safety Policy ([http://www.safety.ncl.ac.uk/universitypolicy.aspx](http://www.safety.ncl.ac.uk/universitypolicy.aspx)) and the respective school safety policies. It is especially important that the University fire safety rules are complied with as these are in place in order to protect lives. There are additional specific policy supplements and guidance available on the University Safety Office website at [http://www.safety.ncl.ac.uk](http://www.safety.ncl.ac.uk) and the Occupational Health Service website at [www.ncl.ac.uk/occupationalhealth/](http://www.ncl.ac.uk/occupationalhealth/)
 Assistance can be obtained from the School Safety Officer on all safety and occupational health issues and, if necessary, from the University Safety Office. Failure to comply with the University Safety Policy is a disciplinary matter. For some high hazard work, students may be expressly required by law to undertake training which is provided by the University Safety Office. For further information on The School of Marine Science and Technology Safety Guide please refer to appendix 2.

Newcastle Campus, School Safety Officer: Professor Grant Burgess  
Email: grant.burgess@ncl.ac.uk  
Telephone: 0191 208 6717

Singapore Campus, School Safety Representative: Dr Ivan Tam  
Email: ivan.tam@ncl.ac.uk  
Telephone: +65 6463 1345

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

Extra Curricular Activities:  
Information on student life please visit [http://www.ncl.ac.uk/marine/currentstudents/studentlife.htm](http://www.ncl.ac.uk/marine/currentstudents/studentlife.htm)

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

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

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

You are encouraged to become a member of the Wet Society and to fully participate in all aspects of School life, check their website:  
[http://www.societies.ncl.ac.uk/wetsoc/](http://www.societies.ncl.ac.uk/wetsoc/)  
Feel free to also check out their Facebook page:  
[https://www.facebook.com/#!/groups/2216236414/?fref=ts](https://www.facebook.com/#!/groups/2216236414/?fref=ts)

Degree Programme Information:
Please refer to the programme regulations for specific programme information
http://www.ncl.ac.uk/regulations/programme/2014-2015/mast.php Undergraduate (Stage 1 – 3) pass mark for any module is 40%. Stage 4 students taking the MEng programme, the pass mark is 50%. For students based in Singapore only Stage 2 and 3 are relevant:

- Stage 1 modules are common across all programmes;
- Stage 2 modules are common across all programmes; However in Singapore - Stage 2 most modules are common across all programmes
- Stage 3 modules are programme specific ;
- Stage 4 (Students who continue onto the MEng programme) modules are programme specific.

Other University Policies and Procedures Relating to Students:
Further details of many of these can also be found on the Student Progress Service’s web site at: http://www.ncl.ac.uk/student-progress/ or the Student Service’s portal at: http://www.ncl.ac.uk/students/progress/student-resources/regulations/

Disability Equality Scheme:
http://www.ncl.ac.uk/students/wellbeing/disability-support/legislation.htm

Race Equality Policy:
http://www.ncl.ac.uk/diversity/publications/single-equality-scheme.php

Reporting and Recording of Racist Incidents:
http://www.ncl.ac.uk/diversity/publications/single-equality-scheme.php

Public Interest Disclosure (‘Whistleblowing’): http://www.ncl.ac.uk/hr/policy/conduct/documents/20030701_policy-conduct-public-interest-disclosure-whistleblowing_rjcb.pdf

Withdrawing from the University:
http://www.ncl.ac.uk/students/progress/assets/documents/WithdrawalProcedure.pdf

Change in student circumstance (e.g. suspension of studies)
http://www.ncl.ac.uk/students/progress/student-resources/change/

Useful Contacts:
Please refer to the Student Survival Guide http://www.ncl.ac.uk/students/progress/student-resources/guide/ which provides a useful gateway to many of these student services.

Specific attention should also be drawn to the University’s various complaints, harassment, appeals, irregularities and disciplinary procedures outlined in the Student Survival Guide and available on the web via:
http://www.ncl.ac.uk/students/progress/student-resources/guide/index.htm.

Please refer to appendix 3 for further information.
## MARKING CRITERIA FOR LEVEL 4, 5, 6 AND 7 MODULES

<table>
<thead>
<tr>
<th>Mark Range</th>
<th>Degree Programme Equivalent</th>
<th>Descriptive Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>70% - 100%</td>
<td></td>
<td>A performance in this range is distinguished by both breadth and depth of knowledge about the subject material, showing comprehensive awareness, and detailed understanding, interpretation and evaluation. There will be substantial evidence of critical analysis and the ability to apply knowledge to unseen situations. Material will be presented within a clear logical/systematic framework throughout and will demonstrate reading beyond the course material and the ability to employ critical reflection. Assignments such as an individual project report will be well-structured and well-referenced. The deciles within this class may be categorised as Professional Standard (90% - 100%)</td>
</tr>
<tr>
<td>Undergraduate: First Class</td>
<td></td>
<td>It should be rare for a mark to be awarded within this range, but it should certainly be achievable for an individual component of assessment (e.g. a piece of coursework, or an examination question). It should be awarded for work demonstrating outstanding and comprehensive understanding, with critical analysis and evaluation. In an examination situation the student will have presented a complete answer in a fully cogent manner, with no substantive errors or omissions. In individual project work there will be material which may be publishable.</td>
</tr>
<tr>
<td>Postgraduate: Distinction</td>
<td></td>
<td>Exceptional: significantly above normal student expectations (80% - 89%)</td>
</tr>
<tr>
<td>60% - 69%</td>
<td></td>
<td>Evidenced by clear indications of comprehensive/detailed understanding and creative thought, and although there will be no substantive errors or omissions, the presentation or arguments will fall short of perfection. Excellent (70% - 79%)</td>
</tr>
<tr>
<td>Undergraduate: Second Class, First Division</td>
<td></td>
<td>Evidenced by a comprehensive understanding, well-structured arguments and insight.</td>
</tr>
<tr>
<td>Postgraduate: Merit</td>
<td></td>
<td>A performance in this range is one that demonstrates a sound/thorough understanding of material beyond that presented in the course, with breadth of knowledge but lacking in some depth, or vice versa. Critical analysis and the ability to apply knowledge to unfamiliar situations will be present, and work submitted will be relevant to the module/topic aims and objectives but not give a full treatment, relying to some extent on course material and likely to contain a few errors or omissions. Individual project work will be well presented and structured but with some limitations as to insight and critical evaluation.</td>
</tr>
<tr>
<td>Grade Range</td>
<td>Undergraduate</td>
<td>Postgraduate</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------</td>
<td>--------------</td>
</tr>
<tr>
<td>50% - 59%</td>
<td>Second Class, Second Division</td>
<td>Pass</td>
</tr>
<tr>
<td></td>
<td>A performance in this range is one that relies substantially on course material only and demonstrates breadth of knowledge but lacking depth. Critical analysis will be limited and there will also be only limited evidence of being able to apply knowledge to unfamiliar situations. Work presented will be relevant to the module/topic aims and objectives but rely largely on course material and contain some errors of understanding and of fact. An individual project will demonstrate competence but with only limited evidence of flair.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>40% - 49%</td>
<td>Compensatable Fail</td>
</tr>
<tr>
<td></td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A performance in this range is evidenced by an understanding of material that lacks depth. There may be omission of some relevant material and/or partial use of irrelevant material. It is likely to contain errors of understanding and fact. An individual project at Levels below 7 will be adequately structured and presented but unbalanced/ with some components poorly constructed, e.g. inadequate/poor referencing. For individual projects at Level 7 a mark in this range suggests that the situation is potentially recoverable with some rewriting but little or no additional development.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0% - 39%</td>
<td>Fail</td>
</tr>
<tr>
<td></td>
<td>Compensatable Fail (35%-39%)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fail (0%-34%)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A performance in this range is evidenced by a weak attempt that demonstrates lack of overall knowledge of the subject area, and inability to develop a cogent argument in any aspect. Much of the material presented will be sketchy and/or irrelevant. In an individual project the student will have failed to apply themselves to the task in hand and/or presented a superficial view of it.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A performance in this range may be further classified as</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Borderline (compensatable) fail (Levels 4, 5 and 6)/Poor (Level 7): limited understanding (35% - 39%)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>There will be many factual errors and omissions. A mark in this range may be awarded where there is evidence that the intended learning outcomes have partially been achieved but the evidence has been poorly presented, and/or there are some omissions in that evidence. For individual projects at Levels below 7 a mark in this range suggests that the situation is potentially recoverable with some rewriting but little or no additional development.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fail: inadequate understanding (25% - 34%)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Evidenced by some material of relevance, but generally the approach is shallow and there is a lack of understanding of the basic requirements of the subject area. There are likely to be significant factual errors and omissions. An individual project is likely to be difficult to read and contain serious errors in understanding.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clear fail: little or no attempt (0% - 24%)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Evidenced by very little material presented to support evidence of having addressed the topic. What material there is is likely to be incomplete and/or confused. An individual project is likely to have very little that is relevant.</td>
<td></td>
</tr>
</tbody>
</table>
Appendix 2

The School of Marine Science and Technology
Armstrong, Ridley and Dove Marine Laboratory (DML)
Health and Safety Guide

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

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

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

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

The School is committed to providing a safe and healthy working environment. Safety should be a major concern of everyone in the School. To maintain a high standard of safety, it is important that everyone uses common-sense at all times and keeps a look out for hazards. Individuals must take a responsible attitude and anticipate risks to themselves and others. If in doubt consult your supervisor or the School Safety Officer - Dr Guenther Uher [guenther.uher@ncl.ac.uk] in room 478 on the 4th floor of Ridley Building 2, telephone: +44(0)191 208 6228 (x86228 from inside the university).

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

EMERGENCY TELEPHONE NUMBERS

Campus sites:
Fire - 86666 or 9-999
Police - 86666 or 9-999
Ambulance – 86666 or 9-999
Hospital - 273 8811
Electrical - 86355
Plumbing - 86354

Dove Marine Laboratory: 0191 208 3051
North Tyneside General Hospital - 0844 811 8111

On discovering fires shout FIRE! FIRE!

Armstrong & Ridley - Tell someone to ring 6666 or 9-999 to ask for the Fire Brigade and advise Security 6666.

Dove Marine Laboratory - Press Line 1 or Line 2 for an outside line then dial 999 and ask for the Fire Brigade. Tackle the fire only if this can be done without risk.
General

1. **Risk assessments** should be prepared before any procedures or visits are carried out. This will include field work, boat work and travel abroad. Standard risk assessment forms for projects, and those specifically for travel overseas may be downloaded from the School web-site (Teaching Resources). They are also available on Blackboard for relevant modules. Forms are required for completion by all students involved in field work in this country or overseas. Completed Risk Assessment forms should always be included with hand-ins.

2. **COSSH Forms** should be completed if chemicals are to be used. These may be downloaded from the University Safety Office web site. Copies should be lodged with the Safety Officer before work on any project commences. A further copy should be displayed where the work is carried out.

3. **Class practical** must be supervised by the academic member of staff shown on the timetable, a student or employee delegated by the Head of School.

4. **Project work** Students must be given written outlines of their intended project work. Appropriate risk assessments and COSSH forms must be completed.

5. **Accidents** must be reported to the Safety Officer. Accidents involving personal injury are entered on the appropriate form. Accident books of forms can be found in the Ridley Building Room 466 and at the DML.

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

7. **Chemicals in the mouth** must be treated as poisons; spit out and flush copiously with running water. If swallowed rush to Newcastle’s Royal Victoria Infirmary (RVI) Accident & Emergency Dept. or North Tyneside General Hospital Casualty Dept.

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

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

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

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

12. **Safety aboard the Research Vessel.** The vessel was built to Lloyds safety requirements class Brown Workboat Code of Practice (Category 2) and is maintained to this standard. All new research vessel users are given a course of instruction, by the ship’s master, in elementary seamanship, emergency lifesaving drill and fire-fighting. They must also attend a day of safety and survival training at South Shields College before working at sea. Life jackets must be worn by all boat users while they are aboard the research vessel.
13. **Safety in the Aquarium.** The main danger in the aquarium is the use of electrically powered apparatus close to large quantities of seawater, often with a wet floor. It is essential that all such apparatus be checked for wiring and fusing. It is a standing rule that before any electrically powered equipment or apparatus is introduced into the aquarium, it must first be examined by the Technician in Charge.

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

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

   i. Carry with you at all times: your student ID card and keys to the rooms you have access to (Reading Room etc.).

   ii. In an EMERGENCY call the emergency services (fire, police or ambulance) on 6-666 or 9-999. If you see something suspicious, call the University Police on 6345. For water leaks, broken doors or windows, etc., call Estates Services Office on 7171.

16. **Field work** – separate instructions will be issued.  
*A copy of the School Policy Safety Statement is available for consultation in all offices and at Blyth.*
PROTECT PERSONAL INFORMATION WARNING: for NEW Students

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

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

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

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

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

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

**Accommodation and Hospitality Services**
The Accommodation Service provides:
- Student accommodation for prospective students and assistance for current students
- Advice on private accommodation options
- Landlord help and guidance

**Location:** King’s Gate  
**Telephone:** 0191 208 3333  
**Email:** accommodation-enquiries@ncl.ac.uk  
**Website:** [www.ncl.ac.uk/accomm](http://www.ncl.ac.uk/accomm)

**Careers Service**
The Careers Service offers information and advice on:
- Information on occupations and employers
- Advice on working life during and after your degree
- Gaining enterprise, entrepreneurial and employability skills
- Finding placements, internships or work experience
- Marketing your skills and yourself in CVs and job applications
- Finding graduate vacancies and courses

**Location:** King’s Gate  
**Telephone:** 0191 208 7748  
**Email:** careers@ncl.ac.uk  
**Website:** [http://www.ncl.ac.uk/careers/](http://www.ncl.ac.uk/careers/)

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

**Location:** 19/20 Windsor Terrace  
**Telephone:** 0191 208 6341  
**Email:** chaplaincy@ncl.ac.uk  
**Website:** [http://www.ncl.ac.uk/students/chaplaincy/](http://www.ncl.ac.uk/students/chaplaincy/)

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

Contacts for the three Faculty Graduate Schools are:

**Faculty of Humanities and Social Sciences Graduate School**  
**Location:** 7th Floor, Daysh Building (access via 5th Floor, Claremont Tower)  
**Telephone:** 0191 208 5855  
**Email:** hss.gradschool@ncl.ac.uk  
**Website:** [http://www.ncl.ac.uk/hss/postgrad/](http://www.ncl.ac.uk/hss/postgrad/)

**Faculty of Medical Sciences Graduate School**  
**Location:** Ground Floor, The Medical School  
**Telephone:** 0191 208 7002  
**Email:** medpg-enquiries@ncl.ac.uk  
**Website:** [http://www.ncl.ac.uk/fms/postgrad/](http://www.ncl.ac.uk/fms/postgrad/)
Faculty of Science, Agriculture and Engineering Graduate School
Location: Level 2, Kings Gate
Telephone: 0191 208 6086
Email: sage.gradschool@ncl.ac.uk
Website: http://www.ncl.ac.uk/sage/postgrad/

Information and Systems Services (ISS) – The University’s Central Computing Service
ISS provides the University’s IT infrastructure (networks, servers, etc.) and provides most of the computer services used by staff and students (systems, software and computers for students)

Location: Claremont Tower
Telephone: 0191 208 5999
Email: it.servicedesk@ncl.ac.uk
Website: http://www.ncl.ac.uk/itservice/

International Office
The International Office provides information and advice on:
- Newcastle programmes and how to apply
- English language requirements
- The equivalence of overseas qualifications
- Financial matters, such as tuition fees, scholarships and living costs

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

Location: King’s Gate
Telephone: 0191 208 6856
Email: international.office@ncl.ac.uk
Website: http://www.ncl.ac.uk/international/

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

Location: The INTO Building, Newcastle University
Telephone: 0191 208 7535
Email: into@newcastle.ac.uk
Website: http://intohigher.com/universities/united-kingdom/newcastle-university.aspx/

Library Services

Location: Robinson Library
Telephone: 0191 208 7662

Location: Walton Library
Telephone: 0191 208 7550

Location: Law Library
Telephone: 0191 208 7944
Website: http://www.ncl.ac.uk/library/
Liaison Librarians

**Faculty of Humanities and Social Sciences**
- Linda Kelly, linda.kelly@ncl.ac.uk, 0191 208 7667
  - School of Education, Communication and Language Sciences
  - Law School
    - Susan Millican, susan.millican@ncl.ac.uk, 0191 208 5246
  - School of Architecture, Planning and Landscape
  - Newcastle University Business School
  - School of Geography, Politics and Sociology
    - Lucy Keating, lucy.keating@ncl.ac.uk, 0191 208 7656
  - School of Arts and Cultures
  - School of English Literature, Language and Linguistics
  - School of Historical Studies
  - School of Modern Languages
  - School of Combined Studies

**Faculty of Science, Agriculture and Engineering**
- Moira Bent, moira.bent@ncl.ac.uk, 0191 208 7641
  - School of Agriculture, Food and Rural Development
  - School of Biology
  - School of Chemistry
  - School of Computing Science
  - School of Marine Science and Technology
  - School of Chemical Engineering and Advanced Materials
  - School of Mathematics and Statistics
  - School of Mechanical and Systems Engineering
  - SAgE Faculty programmes
    - Cliff Spencer, c.spencer@ncl.ac.uk, 0191 208 3425
  - School of Civil Engineering and Geosciences
  - School of Electrical, Electronic and Computer Engineering

**Faculty of Medical Sciences**
- Erika Gavillett, Erika.gavillett@ncl.ac.uk, 0191 208 7550

Special Collections and Archives
- Melanie Wood, melaine.wood@ncl.ac.uk, 0191 208 7671

**Maths-Aid**
Maths-Aid is a drop-in centre providing a free and confidential service to all students of Newcastle University on all aspects of mathematics and statistics including:
- Preparation for exams
- Developing problem solving and numerical skills
- Advice on correcting mistakes and overcoming problems in everyday academic work.
- Help in understanding lecture notes
- Advice on graduate numerical skills tests

**Location:** Robinson Library
**Telephone:** 0191 208 6444
**Email:** mathsaid@ncl.ac.uk
**Website:** [http://www.ncl.ac.uk/students/mathsaid/](http://www.ncl.ac.uk/students/mathsaid/)
Open Access Centre
The Open Access Centre provides materials and facilities for the research, learning, teaching and practise of over 50 foreign languages and is available to all students and staff of the University.

Location: Old Library Building
Telephone: 0191 208 7490
Email: open.access@ncl.ac.uk
Website: http://www.ncl.ac.uk/langcen/

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

Telephone: 0191 261 2905 8pm to 8am
Email: nightline@ncl.ac.uk
Website: http://www.nusu.co.uk/content/791263/union_information/

Student Wellbeing

Location: King’s Gate
Telephone: 0191 208 7699
Email: studentwellbeingservice@ncl.ac.uk
Website: http://www.ncl.ac.uk/students/wellbeing/

Student Counselling (Singapore Campus)

Managing your academic commitments and your personal life can be challenging. If you need a helping hand or just to talk to somebody, your first port of call should be either your personal tutor or SIT Student Services (email adm@singaporetech.edu.sg). This would of course be on a confidential basis.

Support for mature students
Please check the following link for helpful information:
http://www.ncl.ac.uk/students/wellbeing/about/mature/

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

Location: King’s Gate

Telephone: 0191 208 3333
Email: http://www.ncl.ac.uk/students/wellbeing/support/
Website: http://www.ncl.ac.uk/students/wellbeing/support/
Disability and Dyslexia Support Team

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

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

Location: Disability Support Team, Student Wellbeing, King’s Gate
Telephone: 0191 208 7699
Textphone: 0191 208 5545
Email: studentwellbeingservice@ncl.ac.uk
Website: http://www.ncl.ac.uk/students/wellbeing/disability-support/

Student Advice Centre
Location: Union Society, King’s Walk
Telephone: 0191 239 3979
Email: student-advice-centre@ncl.ac.uk
Website: www.nusu.co.uk/sac

The Student Advice Centre is situated on the first floor of the Students’ Union Building. The Centre is open 10.00 am to 4.00 pm Monday to Friday however Wednesday is open 12-6pm (during Term time). During vacations it is open 11 - 3 all days except Wednesdays when they are closed (please ring before making any journeys).

Between 12.00 noon and 2.00 pm you may drop in for a brief drop-in session with one of the advisers, but for complex or serious problems you should call in or telephone to make an appointment. Telephone 0191 239 3979; fax 0191 239 3986; or e-mail: student-advice-centre@ncl.ac.uk.

The Student Advice Centre is a service of the Students’ Union staffed by professionals who specialise in student concerns. They can help you by: providing information; listening to any problems; advising on the options open; helping you resolve difficulties; and referring you elsewhere if need be (to a solicitor, counsellor, specialist agency etc), or take on your case for you, even to representation stage. You can browse through a range of information, help yourself to leaflets and obtain forms (benefits, help with NHS charges, Access to learning Funds etc). See website: www.nusu.co.uk/sac

Note that anything you say to any of the staff will be treated in strictest confidence and not disclosed without your consent; also that the Union, including the Student Advice Centre, is independent of the University structure and primarily concerned with its members’ welfare.

International Student Advice
The Student Advice Centre can no longer provide immigration advice to International students.

We suggest that students contact the Visa and Immigration Service (VIS) at King’s Gate for advice.

International Student Advice and Support:
For students based in Singapore additional services are provided by SIT. www.singaporetech.edu.sg
- Careers: careerservices@singaporetech.edu.sg
- Student Life: sld@singaporetech.edu.sg
- Student Support
- Scholarships and Awards
Student Progress Service
The Student Progress Service delivers key progress events for students including registrations, examinations, academic progression, graduation ceremonies and admissions. It also provides services relating to visa renewal, complaints, appeals and disciplinary cases.

Location: King’s Gate
Telephone: 0191 208 3718/3729/3728
Email: student.services@ncl.ac.uk
Website: http://www.ncl.ac.uk/student-progress

Union Society

Location: Union Society, King’s Walk
Telephone: 0191 239 3900
Email: union.society@ncl.ac.uk
Website: http://unionsociety.co.uk/

Writing Development Centre

Location: Level 2, Robinson Library
Website: http://www.ncl.ac.uk/students/wdc/
E-mail: wdc@ncl.ac.uk
Telephone: 0191 208 7659 or 0191 208 5650

The Writing Development Centre offers tuition, guidance and support for students wishing to improve their writing skills for study purposes. Help is available with the following:

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

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

We also offer a one-to-one support service. You can have an individual consultation with an academic writing tutor to discuss any difficulties you may have with writing, seek feedback on your written work, or gain a better understanding of academic writing conventions and the standards expected at University. We recommend that you book a session in advance via our online booking system: http://www.ncl.ac.uk/students/wdc/support/. For more information, see Opening hours below.
International students with English as an additional language please note: You can use the Writing Development Centre one-to-one support service if you meet one of the following conditions:

- You have been exempted from language testing and/or the UELA assessment
- You have attained a mark of 70 or over (level 3) in the UELA writing assessment
- You are a continuing student who has attended one full year of INTO In-Sessional writing classes in the past

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

Opening hours

Semesters 1 and 2
Monday: 1 to 4pm  
Tuesday: 10am to 4pm  
Wednesday: 10am to 4pm  
Thursday: 10am to 4pm  
Friday: 10am to 1pm

Demand for the service is high so we strongly recommend that you book a slot in advance.

A timetable showing free slots will be displayed at the entrance to the Centre. If a slot is free, you may drop in at the appropriate time.

Easter and summer breaks

One-to-one sessions are available by appointment only.

Online resources

You will find a collection of learning resources for academic writing and general writing skills at http://www.ncl.ac.uk/students/wdc/learning/.
Appendix 5

**Singapore Campus, Additional Information**

**Teaching Staff:**

Dr Ana Paula Mesbahi  
Director of Operations  
Telephone: +65 6463 5298  
Email: ana.mesbahi@ncl.ac.uk

Dr Arun Dev  
Senior Lecturer  
Telephone: +65 6463 1823  
Email: a.k.dev@ncl.ac.uk

Dr Ivan Tam  
Senior Lecturer  
Telephone: +65 6463 1345  
Email: ivan.tam@ncl.ac.uk

Dr Cheng Siong Chin  
Senior Lecturer  
Telephone: +65 6463 3644  
Email: cheng.chin@ncl.ac.uk

Dr Xin Wang  
Lecturer  
Telephone: +65 6908 6005  
Email: xin.wang@ncl.ac.uk

Dr Burak Cerik  
Lecturer  
Telephone: +65 6908 6022  
Email: burak.cerik@ncl.ac.uk

**Administrative Team**

Ms Geraldine Lee, Programme Secretary (Singapore)  
Telephone: +65 6908 6001  
Email: mast.nuis@ncl.ac.uk

Ms Suzana Mohamed Asri, Degree Programme Co-ordinator (Singapore)  
Telephone: +65 6908 6002  
Email: mast.nuis@ncl.ac.uk
Summer Immersion Programme

Students will have the opportunity to spend four weeks in Newcastle in the Summer Vacation (July 2015). The purpose of the summer immersion programme is to give students the opportunity to spend time at our Newcastle campus participating in an intensive programme of academic enhancement which aims to complement your studies in Singapore. The programme will include a tour of University facilities, industrial visits, guidance sessions from our award-winning Careers Service, meetings with Student Union representatives, library visits and workshops, research and professional skills sessions, and the opportunity to meet with Newcastle-based academic staff.

Students will be accommodated in self-catering student flats close to the main Newcastle University campus. There will be an intensive study programme but students will also have plenty of free time to explore Newcastle and the surrounding area. The programme is included in the overall tuition fee but students will need to budget a little extra for travel and accommodation costs.

A briefing on the summer immersion programme will be held in conjunction with SIT during the Spring Term.

Further information on the summer immersion programme can be found at the following link:
http://www.ncl.ac.uk/singapore/students/immersion/index.htm
Appendix 6

Introduction for Singapore Students to the Library Facilities at Newcastle University

Accessing Newcastle University Library’s electronic resources from Singapore

ALWAYS use the RAS to access our e-resources: http://ras.ncl.ac.uk.

ALWAYS USE YOUR Newcastle University username and password (your Newcastle ID)
   It’s the only one you need.

Help and Advice

The NUIS Library Team at Newcastle can help you to use our resources effectively. Just email lib-nuis@ncl.ac.uk with any queries and one of us will reply as quickly as we can.

Who are we?

Moira Bent is the Faculty Liaison Librarian for Marine Science & Technology and Food & Human Nutrition. Moria.bent@ncl.ac.uk
Jenny Campbell is the Faculty Liaison Librarian for Chemical Engineering & Advanced Materials and Mechanical & System’s Engineering. Jenny.campbell@ncl.ac.uk
Julia Robinson is the Faculty Assistant Librarian Julia.robinson@ncl.ac.uk
Yvonne Davidson and Christina Taylor are the Faculty Assistants Yvonne.davidson@ncl.ac.uk
Christina.taylor@ncl.ac.uk

Research Skills

On our information Literacy web pages http://www.ncl.ac.uk/library/teaching/infoskills/ you will find lots of information to help you to develop your information literacy skills. You can learn about developing an effective search strategy, using databases and electronic journals, evaluating the quality of your results, referencing appropriately and much more. There are videos, PowerPoint’s, online tutorials and help sheets. We are developing a special online module in Blackboard and during the year we will be asking for your help in testing it.

Information Resources

Electronic Books

To find a specific book or to find books on a specific topic, use the Library Catalogue:

- http://ras.ncl.ac.uk - Library Resources folder
- Click on Library Catalogue
- Click on Local Collections in the toolbar
- Select E-Books
- Search
To browse a collection of books to see what is available, use our e-book collections pages:

- [http://ras.ncl.ac.uk](http://ras.ncl.ac.uk) – Library Resources folder
- Click on Library Home Page
- Click on eBooks (on the right)
- Browse the list and explore some of the resources. Some good ones to try are:
  - Knovel – engineering and food science
  - Springer - science, engineering, computing
  - CAB EBooks – food science and nutrition
  - Safari – computing science
  - EBL – all subjects

**Journal Articles and Databases**

To find lots of articles on a specific topic, use Databases:

[Note that you may find articles in journals to which we do not subscribe]

- [http://ras.ncl.ac.uk](http://ras.ncl.ac.uk)
- Click on Databases
- In the left hand menu select Resources by Subject
- Select your discipline (Engineering or Agriculture)
- Select your specific subject and Go
- You will see a list of Databases, Electronic Journals and Websites which are particularly relevant for you.
- Trace journal articles using Databases such as:
  - Compendex – engineering
  - CAB Abstracts- food science and nutrition
  - Medline – human nutrition
  - Scopus – all subjects
  - Science Citation Index (web if knowledge – Wok) – all subjects
- If you are asked to login to the databases use your Newcastle ID
- Use the tutorials on the information Literacy web pages to learn how to use the databases.

To find a specific electronic journal reference:

- [http://ras.ncl.ac.uk](http://ras.ncl.ac.uk)
- Click on E-journals
- Click on Find an e-journal
- Type the title of the journal you require in the title search box and click on Go.
- From the results list, click on the red ‘find it’ icon next to the appropriate title and a pop-up box will appear informing you which suppliers give access to this journal
- Click on Go next to the supplier which offers you the appropriate date range

You will be taken to the journal homepage and can navigate to the article you require from there.
To search a collection of electronic journals for a topic:

- [http://ras.ncl.ac.uk](http://ras.ncl.ac.uk)
- Click on E-journals
- Click on Full Text Collections
- Scroll down the list and select a collection (e.g. Science Direct)
- Use the search box to search for your topic

All the results you find will lead you to the full text of the article.

**Finding Academic Information on the WWW**

- Use a subject gateway to help you find high quality websites:
  - *Intute* is the UK HE gateway to quality sites [www.intute.ac.uk](http://www.intute.ac.uk)
  - *Pinakes* [http://www.hw.ac.uk/libWWW/irn/pinakes/pinakes.html](http://www.hw.ac.uk/libWWW/irn/pinakes/pinakes.html) is a gateway to lots of gateways.
- Use the intute Virtual Training Suite to help you improve your internet searching skills [http://www.vts.intute.ac.uk/](http://www.vts.intute.ac.uk/)

**Referencing and Citation**

**Citing Work Which You Use**

It is your responsibility to reference correctly and to give credit for all the information you use when writing:

- ✓ To distinguish your original ideas and thoughts from others
- ✓ To support an argument or point of view
- ✓ To demonstrate breadth of reading
- ✓ To acknowledge the contribution of others
- ✓ To increase citation rates of peers
- ✓ To keep track of information
- ✓ To avoid accusations of plagiarism

There is a lot of useful information available to help you:

- ✓ Right-Cite is the Newcastle University website, which has links to other useful sites [http://www.ncl.ac.uk/right-cite/](http://www.ncl.ac.uk/right-cite/)
- ✓ The JISC Plagiarism Advisory Service has briefing papers, good practice guides and videos [http://www.jiscpas.ac.uk/](http://www.jiscpas.ac.uk/)
- ✓ There is also a hints and tips sheep for good practice [http://www.jiscpas.ac.uk/documents/tipsheetv3/tp11beingAnInformationLiterateResearcher.pdf](http://www.jiscpas.ac.uk/documents/tipsheetv3/tp11beingAnInformationLiterateResearcher.pdf)
Citation Guidelines

ALWAYS acknowledge material which you have obtained from another source. This includes:

- **Direct quotations** – indicate these by using quotation marks (“like this”), by using a different font (like this) or by indenting and blocking the paragraph. Include the page number in the citation for direct quotes. (Bent, 2009, p45)
- **Paraphrases and summaries** of someone else’s idea. (Moira Bent says that…..)
- **Statistics, charts, tables and graphs** – even if you created a graph using material from another source

Material which is regarded as “common knowledge” or “facts” does not need to be cited, but if in doubt, cite! Your own words and ideas do not need to be cited.

Referencing Examples Using the Harvard Style

In your reference list, you must be consistent in the way the references are formatted.

**Books**

- Author, initials. (Date) Title. (Edition.) Place of Publication: Publisher.
  

**Journals**

- Author, initials. (Date) ‘Article title’, Journal Title, Volume number (issue number if available), page numbers.
  

**Websites**

- Author of website (Date created) Title of website. Available at: URL (Accessed: date).
  

**Citations in the Text**

In the text of your document, at the place where you refer to someone’s work, the Harvard style requires you to put the author last name and the date in brackets: (Smith, 2009).

Here is an example:

Research has shown that giving students chocolate helps them to concentrate (Stockdale, 2003). This is a fairly new idea which is gaining in popularity. Bent (2002 p45) also claims that “chocolate reduces stress”. It therefore seems appropriate that universities provide chocolate fountains in all halls of residence. Let’s ignore Jamie Oliver’s advice that we eat more vegetables (Oliver, 2006).
References:


Oliver, J. (2006) Jamie’s Food and Drink Website: vegetables and vegetarian recipes.

Available at http://www.jamieoliver.com/recipes/cats/vegetables_and_vegetar.php

(Accessed: 5.3.06).

EndNote

Use EndNote to manage your references and to ensure correct citation. EndNote is specialised bibliographic management software. There is a lot of useful information on our web pages at http://www.ncl.ac.uk/library/teaching/endnote/.

You can download the Endnote workbook and teach yourself how to use the software.

You can access the EndNote software by going to:

- http://ras.ncl.ac.uk
- Select Library Resources
- Select EndNote

There are other free alternatives to EndNote, such as Mendeley and Zotero, which you can use if you wish, but we don’t offer any support for these packages at present.

MB 14.4.11