PART THREE

Personal Matters

The following sections are related to you as individuals and refer to a range of aspects of your life here, from advice about studying and making progress to advice on protecting yourself and your property.

International students will find a wide range of information tailored to their needs whilst living and studying here.

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Sources of Advice and Assistance for Postgraduate Research Students

Your main supervisor should be the first person you turn to for help and advice on a personal basis, for example if you are encountering any difficulties in your study or in things which affect your study. Most difficulties can be easily resolved through your supervisor, though he or she may sometimes suggest that you contact one of the services described in Part Two of this Handbook for specialised information or support.

It is recognised that occasionally a research student may not feel able to approach a supervisor about a particular matter. If you are in such a position, you should discuss the matter with your head of school. If for some reason you do not feel able to discuss the difficulties with your supervisor or head of school, there are several sources of advice within the University including school (e.g. school postgraduate tutor), faculty (e.g. dean of postgraduate studies or graduate school administrator) and University services (e.g. the Student Counselling Service, the Student Progress Service and the Union Society’s Student Advice Centre, all described in Part Two of this Handbook). Details about school and faculty support mechanisms are provided in Section Two and Section Three of this Handbook.

Each faculty has a postgraduate tutor who has considerable experience of postgraduate matters and who can offer impartial and confidential advice. The postgraduate tutor is independent of the structures within the faculty that deal with the academic progress of research students and can be consulted in confidence at any stage of your research.

The postgraduate tutors are:

- **Faculty of Science, Agriculture and Engineering**
  Dr Nick Walker

- **Faculty of Humanities and Social Sciences**
  Professor Robin Humphrey
  Dr Laura Leonardo

- **Faculty of Medical Sciences**
  Dr Alison Tyson-Capper

If you wish to make an appointment to see a postgraduate tutor, you should telephone the relevant graduate school administrator (details in Part One). If the advice you require is gender sensitive, please contact the relevant postgraduate tutor from any of those listed above. Alternatively, contact the Student Progress Service (details in Part One). See also the faculty or school handbook for more sources of help and advice.
Study Skills

University study requires each individual student to take significant responsibility for organizing their own work. Information and advice about study skills are available from a number of sources around the University. Some of these may prove helpful to you:

- In particular, you should attend what is offered on your faculty research training programme (see the relevant Faculty webpage) as this has been compiled to provide generic skills expected of researchers in your field of study;
- The Robinson Library has a Study Skills section on Level 4. The section includes books about improving your skills. More information and links to useful websites on Study Skills can be found on ‘Stan: Study Skills at Newcastle’ web pages at http://www.ncl.ac.uk/library/teaching/stan/
- The Education Unit within the Union Society offers advice and occasional training sessions aimed at specific groups of students;
- Specialist Learning Advisers in the Student Wellbeing Service (based in King’s Gate) can assist students with dyslexia and related difficulties;
- The Language Centre (see Part Two) offers support with writing skills;
- Finally, Part Five of this Handbook offers comprehensive *Guidelines for Research Students* which include a range of suggestions for study.

Crime Prevention and Personal Safety

Newcastle upon Tyne is renowned as a safe city to live in, and has one of the lowest rates in Britain of students experiencing crime. It’s easy to become frightened of crime when you read the newspapers and hear stories from other students, but these often paint a worse picture than is true. However, as in any city, you must take care to keep yourself and your possessions safe. Newcastle University does have a dedicated Police Officer attached to the University for anyone who wants to talk with the police, they can be contacted through security on 6817 (0191 208 6817).

The following are a few tips on staying safe.

**Keeping yourself safe:**

- Try not to walk around alone late in the evening or when it is very dark. If you are going to be out alone, stick to well-lit, busy streets and consider carrying a personal alarm (these are available from the
Welfare Officer in the Union Society). Let somebody know where you are going and what time you expect to be back;

- Use expensive electrical equipment discretely. Try not to draw attention to your laptop, mobile phone, ipod.
- If you are going to be working in the University late, make sure that you let one of your colleagues know. As there are no longer porters working in buildings, you should also advise the University Security on extension 6817 (0191 208 6817 from a mobile/payphone). You'll need to let them know when you leave too.

**Keeping your home and possessions safe:**

- Lock all doors and windows every time you leave the house. Make sure that everyone you live with has their own set of keys and locks up too;
- Don't leave computers, stereos or anything expensive near windows so that they can be seen from the street;
- If you have a burglar alarm fitted on your house, use it!
- If you live in University halls or flats, don't allow people you don't recognise to follow you into the building, even if they say they are visiting a friend. If they are genuine, their friends will let them into the building;
- If you are going to be away from your property for a while, try to avoid it looking empty. Use timer switches on lights (these are available from the Union Society) and let your landlord know that you'll be away so he/she can check on the property.

**Bicycle owners:**

If you own a bike, make sure you have the frame number written down, in case of theft. When parking your bike always lock both the frame and a wheel to a bike rack, preferably the front one. Use a rack that is well lit and in a public place (there are plenty around campus). Use a D-lock or heavy cable lock with a key. U-shaped tubular bicycle racks are far more secure than ‘butterfly’ racks. Lock your bike as low down on the frame as you can. Remove anything detachable and carry it with you (eg lights, the seat etc.). Consider joining the University’s Bicycle Users Group (BUG), whose web pages can be seen at [http://www.societies.ncl.ac.uk/bug/](http://www.societies.ncl.ac.uk/bug/)

BUG members can find you a bicycle ‘buddy’, advise on safe cycling routes around town, tell you where to purchase a second-hand bike and can offer other useful tips.

**For more information on staying safe:**

The personal safety DVD is available on the University Security website at [http://wwwstage.ncl.ac.uk/estates/services/security](http://wwwstage.ncl.ac.uk/estates/services/security)

To Lets Ville is a website set up by the City Council, Northumbria Police and the University especially to advise students living in the city. [http://www.knowurstuff.co.uk](http://www.knowurstuff.co.uk)

**If you would like to report a crime,** you can contact the University Security on 6817 (0191 208 6817) or the Northumbria Police on 101. In an emergency use 0191 208 6666 for the University Security or 999 for Northumbria Police.

If you have experienced a racially motivated crime or harassment, you can also contact ARCH (agencies against racial crime and harassment) on 0191 277
7833. You can contact ARCH anonymously – you will not be made to report the crime to the police. ARCH can also arrange support for you if you wish.

Please note: you DO NOT have to be the victim of a crime to report it to the police.

If you are concerned about crime and would like to speak to someone in more detail, please contact the Student Wellbeing Service by calling 0191 208 3333 or by emailing student.wellbeing@ncl.ac.uk.

If you have been affected by a crime, either directly or indirectly, please contact our Student Counselling Service on 0191 208 3333. The counsellors are available Monday – Friday during working hours.

You can also contact Nightline, the student listening service, on 0191 261 2905 – this service is available from 8 pm to 8 am every night of term time.

The University has a dedicated police liaison officer who is available and operates out of the Security Control/Information Centre at Barass Building on Main Campus. Security is resident there and is available 24/7/365.

Visa Support
Visa support is provided within the Student Progress Service in King’s Gate. The Visa Team is authorised to provide free, impartial and confidential immigration information and advice for International students on a wide range of visa and immigration enquiries. The types of visa and immigration advice available from this service include:

- Tier 4 applications within the UK
- Tier 4 and Short Term Study entry clearance procedures
- Issues relating to dependant visas
- Police registration requirements
- Working during and after studies
- Travelling within the Schengen space

For further details see: http://www.ncl.ac.uk/students/progress/visa

As immigration policy can change regularly, you should check the latest official immigration guidance for students on the following Government websites.

For immigration guidance on making an immigration application refer to the Home Office web guidance for students: http://www.gov.uk/government/organisations/uk-visas-and-immigration

The UK Council for International Student Affairs (UKCISA) provides regular news bulletins and reliable immigration guidance at http://www.ukcisa.org.uk
Postgraduate Teaching and Demonstrating

General Policy

Payments for Postgraduate Teaching and Demonstrating (PGD) duties are governed by the need for such teaching and the availability of funds in the relevant budget for that purpose. Normally only full-time registered postgraduate students are eligible for these duties. Part-time postgraduate students are only used for teaching and demonstrating where full-time students are not available. Payments to other persons not normally eligible are subject to Faculty or Executive Board approval.

Students should make themselves familiar with the University’s Policy on Postgraduate Who Teach – see Part Five of this handbook.

Procedures

The Academic/Service Unit will advise the student when they are added to the register and will give a copy of the Statement of Arrangements to the PGD which confirms that they have been added to the register and outlines the terms and conditions.

Academic/Service Units must inform the student of the specific duties to be undertaken for each assignment, including the total hours they will be expected to work, taking full account of realistic time for preparation and for marking, where required. Note that preparation time is included in the higher rate of pay.

Full-time postgraduate students may undertake paid duties in the University provided their supervisors are consulted about the time devoted to such duties and that they do not contravene the terms of their studentships. Students from outside the European Economic Area (EEA) can only be appointed to the register for up to 12 months; their appointment can be renewed annually thereafter, requiring a fresh document check. Non-EEA students should also note that they may not work more than 20 hours per week, in total, during term-time. Non-compliance may jeopardize their right to study and work in the UK.

Rates of Pay

The rates of pay for PGD duties, along with further information, can be found on the HR website at http://www.ncl.ac.uk/hr/recruitment/demonstrators.php.

The rates of pay are reviewed on an annual basis and approved by the Chair of Staff Committee.