



**SCHOOL OF ARCHITECTURE, PLANNING AND  
LANDSCAPE**

**HANDBOOK**

**Erasmus Exchange  
Study Abroad**



**Academic Year 2018 – 2019**

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## Addresses and Telephone Numbers



Head of School	Prof Adam Sharr Ground Floor, Architecture Building Tel 0191 208 6810 Email <a href="mailto:Adam.Sharr@ncl.ac.uk">Adam.Sharr@ncl.ac.uk</a>
Planning Erasmus/Study Abroad Coordinator	Dr Sebastian Weise Room 5.70, Daysh Building Tel: 0191 208 7175 Email: <a href="mailto:Sebastian.Weise@ncl.ac.uk">Sebastian.Weise@ncl.ac.uk</a>
Architecture Erasmus/Study Abroad Coordinator	Dr Carlos Calderon Architecture Building Tel: 0191 208 6025 Email: <a href="mailto:carlos.calderon@ncl.ac.uk">carlos.calderon@ncl.ac.uk</a>
Senior Tutor	Dr Raymond Abdulai Room 5.70, Daysh Building Tel: 0191 208 82581 Email: <a href="mailto:Raymond.Abdulai@ncl.ac.uk">Raymond.Abdulai@ncl.ac.uk</a>
Deputy School Manager	Lucy Morgan Daysh Building Tel: 0191 208 6804 Email <a href="mailto:lucy.morgan@ncl.ac.uk">lucy.morgan@ncl.ac.uk</a>

(Full details of all School staff are available on the APL website <http://www.ncl.ac.uk/apl/>)

## Introduction & Welcome

Welcome to the School of Architecture, Planning and Landscape at Newcastle University, one of the largest and most dynamic schools of its kind in Europe. The mission of the School is to develop an innovative, multidisciplinary approach to researching and teaching in all aspects of architecture, planning, urban design and landscape architecture.

In particular, the School is recognised internationally for its strengths in many of the areas of study of significant relevance to many countries. The School is also well respected by the architecture, planning, landscape and urban design professions, making our students highly sought after by employers in the UK and elsewhere. We have a team of international and UK academic staff with working knowledge and experience of many countries around the world. We also have ongoing research collaboration with several universities.

### Study, life and friends at Newcastle University

With a well-established and dedicated support and advice service, Newcastle University has everything you need for a successful and enjoyable student experience; more information can be found at: [www.ncl.ac.uk/international](http://www.ncl.ac.uk/international). It is home to a diverse and cosmopolitan community. The School itself has approx. 350 international students from over 60 countries worldwide; we have significant experience in teaching and supporting international students and understanding their diverse needs.

The University campus is a beautiful, safe and friendly environment for students to meet people from around the world and a great place to make friends. We offer a broad range of comfortable and affordable accommodation, most of it very close to the city and campus.

Newcastle is a compact, affordable, safe place to live and has gained a reputation as one of the UK's, favourite student cities. The University is located right in the vibrant city centre, home to world-class cultural venues including the BALTIC Centre for Contemporary Art, the Sage Gateshead music centre, the University-led Great North Museum and the Metro Radio Arena.

The City has an international airport with regular flights to Europe and USA and there are frequent trains to London. It is located close to the beautiful Northumberland coast and countryside; you can reach the beach in less than 30 minutes!

We want you to get the best from your period of study at Newcastle, so if you're at all unsure about anything please do ask.

Prof Adam Sharr

**You may find the following links of use during your time at Newcastle:**

International Students - <http://www.ncl.ac.uk/international/>

Student Progress - <http://www.ncl.ac.uk/students/progress/>

Student Wellbeing - <http://www.ncl.ac.uk/students/wellbeing/>

**The Student Charter**

Newcastle University and the School aim to provide a high standard of teaching and a rich academic environment in which to learn and study. To this end, you will find that much of a staff member's time, particularly during term-time, is devoted to all the aspects of teaching. You should, however, be aware of the other academic activities – both research and outside engagement – that staff members undertake and which make calls upon their time. The Student Charter

<http://www.ncl.ac.uk/pre-arrival/regulations/#studentcharter> clarifies exactly what you can expect from the University during your time on campus. In summary, you can expect the University and School to:

- Provide a modern curriculum and high standards of teaching
- Provide relevant information about the degree programme and individual modules
- Provide opportunities for you to develop graduate and research skills
- Provide access to an excellent library and IT facilities
- Work with you to listen to student feedback and shape the University experience
- Publish clear information on programme costs, payment options and any additional costs
- Provide clear deadlines for assignments and timeframes in which you will receive feedback
- Notify you in advance of any planned changes in the curriculum and timetable
- Provide academic and personal support, through the personal tutoring system and professional support services
- Ensure that all assessments are relevant and well-matched to each stage of your study.

As a University student, you must take responsibility for your own approach to studying and learning. The emphasis in class time will be on providing information and ideas, but you are expected to make the best use of the information that is presented to you. This requires regular attendance at all sessions in your timetable and submission of all assignments by the due dates. It also requires considerable study outside formal contact hours. In particular, the Student Charter clarifies exactly what is expected of all students.

In summary, you are expected to:

- Attend and participate in all timetabled activities
- Familiarise yourself with all information provided by the University and follow recognised procedures
- Take responsibility for your own learning and devote the necessary time in private study to understand and learn the material
- Submit all work on time and collect your feedback when it is returned
- Seek help if you are encountering any difficulties and tell your personal tutor of any health or personal problems that could affect your work
- Work with your student representatives to ensure that you make staff aware of any problems or things working well in the School
- Complete feedback forms such as module evaluation forms and surveys to help the School

- and University improve
- Maintain the highest levels of behaviour and consideration toward other students and staff

## General Information

### 2017-18 Semester and Term Dates

Autumn Term	Monday 24 September 2018	Friday 14 December 2018
Spring Term	Monday 7 January 2019	Friday 29 March 2019
Summer Term	Monday 29 April 2019	Friday 14 June 2019
Semester 1	Monday 24 September 2018	Friday 25 January 2019
Semester 2	Monday 28 January 2019	Friday 14 June 2019

The academic year is organised into three terms. Major holidays (Christmas and Easter) occur between terms. The academic year is ALSO organised into two semesters. Semester 1 includes 1 week of induction and registration, 12 teaching weeks, and 2 examination weeks; Semester 2 includes 12 teaching weeks and 3 examination weeks.

### University Timetables

You should use the student timetables website ([www.ncl.ac.uk/timetable](http://www.ncl.ac.uk/timetable)) to access your timetable as well as information on how to read it, find your way around campus, locate teaching rooms and buildings, and link your timetable to your smartphone. There is also a guide for students on understanding the timetable here: [www.ncl.ac.uk/timetable/StudentTimetableGuide.pdf](http://www.ncl.ac.uk/timetable/StudentTimetableGuide.pdf).

Some sessions, such as design tutorials, will not appear on the timetable. If you are studying a design based course then you will be provided with details of your tutorial times direct from the module leader.

Please note that the timetable is subject to change during the semester – especially at the beginning of each semester – so please check the website regularly.

### Attendance

The University wants to make sure that you succeed on your course. For this reason, the University has introduced attendance monitoring of some timetabled sessions to ensure the welfare of our students and support your academic progress. It is important that all students adhere to the terms of the Student Charter and attend all timetabled sessions in a punctual manner. The University also has a legal obligation to monitor the attendance of international students and to report to the UK Border Agency any student who is not attending.

If you are unable to attend for any reason, you should notify your personal tutor and promptly submit a notice of absence form along with any necessary evidence. You can do this through S3P. International students should also seek approval for vacations or plans to leave the UK, as this may have implications for your visa.

A significant number of absences means that you are not making 'satisfactory progress', and action may be taken under the University General Regulations that could result in termination of your programme of study (your exchange/study abroad programme may also have specific attendance requirements which must be adhered to). You should also remember that in borderline cases, Boards of Examiners are more likely to favour candidates who demonstrate commitment by a good record in attendance and timely assignment submission.

See <http://www.ncl.ac.uk/students/progress/Regulations/SPS/Attendance/> for more information on University attendance requirements.

### **Student Self Service Portal (S3P)**

The Student Self Service Portal (S3P) allows you to register on your programme of study and keep your personal details up to date. You can produce standard documents to confirm your status (e.g., for council tax purposes) and report an absence to the School. Use this system as your first point of call if you want to:

- Register on your programme of study
- Keep details (addresses, etc.) up to date
- Pay fees (if applicable)
- View and print documentation to confirm your student status
- Report an absence to the School

Further detail is available here: <http://www.ncl.ac.uk/students/progress/student-resources/s3p/>

You can log in here: <https://s3p.ncl.ac.uk/login/index.aspx>

Remember that S3P does not use your campus log-in details. You will need your campus username and a DIFFERENT password.

At the end of the year you will be able to print an academic transcript from the system to show your home institution.

## **Module Information**

### **Modules and Module Choice**

A module is an element within a programme of study. The size of the module (relative to the programme as a whole) is measured with reference to your learning time. The normal full taught academic year is 120 credits. The University would suggest 60 credits per semester but exceptions to this can be agreed on a case-by-case basis (you may have requirements under your exchange agreement which need to be met). Your total study time is expected to total 100 hours for each 10-credit module. 10 Newcastle University credits are worth 5 ECTS credits.

The coordinator for your specific exchange can discuss which modules are available to you if these have not already been selected as part of your application process. You can look up information on each module in the Module Catalogue (<http://www.ncl.ac.uk/module-catalogue/>). This module page will provide key information, including the number of credits, the types of assessment, the types of teaching activities, and the number of contact hours. It also explains how many hours you are expected to spend in independent study, including lecture follow-up, completing coursework, doing background reading, and revising for your exams. The module outline will also explain the aims and learning outcomes of the module and provide you with an overview of the syllabus. If you find a module which you are interested in, which hasn't been suggested by the exchange coordinator, then please contact the module leader to enquire as to whether or not you can take it (copy in the relevant exchange coordinator). Explain your background and which exchange programme you are undertaking to enable the module leader to make a decision.

Students complete module selection in Induction Week (or at the beginning of Semester 2 for those joining the School for the latter part of the year). There is some scope to change modules during the

first week of teaching. If you feel that this applies to you, please contact the appropriate exchange coordinator to discuss the re-selection process.

### **Teaching and Contact Hours**

You will experience a variety of types of teaching during your time at University, each of which has different learning objectives and each of which will contribute to your learning experience in different ways. The University has definitions of the key types of teaching (<http://www.ncl.ac.uk/quilt/assets/documents/res-contacthours-mofs.pdf>), but the amount and types of contact time vary quite a bit between modules.

## **Student Support**

### **Personal Tutor**

During your time at Newcastle you will be assigned a Personal Tutor, most likely the appropriate coordinator for the exchange/study abroad programme you are attending Newcastle. The personal tutor is there to help with any issues you may have, from personal problems that could be affecting your studies, to giving advice when selecting modules, to just being available for a chat.

It is possible to change your personal tutor if you're unhappy for any reason (e.g., if you have a male personal tutor and would feel more comfortable with a female one). You don't have to give any reasons for changing your tutor. Your School will be able to explain the procedures for changing your tutor.

### **Senior Tutor**

The Senior Tutor acts as a coordinator between the School and central University services. He/she also acts as a second point of contact if your personal tutor is absent from the University and may provide support for you and your tutor if any complicated issues arise. The Senior Tutor focuses on supporting students who may have personal circumstances that are affecting their overall performance, rather than specific academic issues.

### **Student Wellbeing Manager**

Caroline Armstrong [Caroline.armstrong1@ncl.ac.uk](mailto:Caroline.armstrong1@ncl.ac.uk) 0191 2086804 (Semester 1) Kelly Weightman [Kelly.weightman@ncl.ac.uk](mailto:Kelly.weightman@ncl.ac.uk) 0191 208 8818 (Semester 2)

As well as the support your Tutor can give, students can meet with Kelly or Caroline for advice and guidance. You should contact Kelly or Caroline if you want to talk to someone in confidence, or you want some advice on the support available. Kelly or Caroline can seek approval for PEC adjustments and can also point you in the right direction for further support you may need from the Wellbeing Service at King's Gate, such as counselling sessions, group therapy, learning or disability support.

### **Student Advice Centre**

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.). They may even take on your case for you, even to the 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.). More information is available from the SAC website: [www.nusu.co.uk/sac](http://www.nusu.co.uk/sac)

The Student Advice Centre cannot provide immigration advice to International students. If you have immigration questions, you should contact the Visa and Immigration Service (VIS) at King's Gate for advice.

The Student Advice Centre is situated on the ground floor of the Students' Union Building. Opening times vary throughout the year, so you could check the weekly schedule before dropping by: <http://www.ncl.ac.uk/undergraduate/life/support/studadv/>

During term-time, you may drop in for a brief session with one of the advisers, but for complex or serious problems (requiring more than 20 minutes to discuss), you should make an appointment.

Telephone 0191 239 3979; or e-mail: [student-advice-centre@ncl.ac.uk](mailto:student-advice-centre@ncl.ac.uk)

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.

### **Student Services (King's Gate)**

King's Gate building provides access to many services you may need, all in one single location.

Current opening hours for King's Gate are as follows:

- Monday and Tuesday – 9 a.m. to 5 p.m.
- Wednesday – 10 a.m. to 5 p.m.
- Thursday and Friday – 9 a.m. to 5 p.m.

When you arrive at King's Gate, you should go first to the Interaction Team (I-Team) on Level 2. They are your first point of contact for any questions about Academic Support, Accommodation, Fees/Funding/Finance, Health/Wellbeing, Exchange/Study Abroad, and Visa Support. All of these types of support are explained below.

Both drop-in and pre-booked appointments are available. More information is available here: <https://my.ncl.ac.uk/students/kingsgate> (you will need to cut and paste this URL into your browser)

There are a number of services available, many of which are explained by the Student Wellbeing site (<http://www.ncl.ac.uk/students/wellbeing/>). Contact information is also available on this site. The key services are explained below.

#### Academic Information:

- Advising of change of circumstances – including taking a leave of absence or transferring programmes (please discuss this with your exchange coordinator before approaching Student Services)
- 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

#### Finance

- Making payments for any appropriate 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/Specialist Learning Support

- Advice, information and guidance available on a range of support e.g. Disabled Students' Allowance and examination arrangements

#### Exchanges/Study Abroad Information

- 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

## **What to do if things go wrong**

If you are ill at any point while at University, you should inform your personal tutor as soon as possible. If you are absent you should submit a Student Notice of Absence (SNOA) form via S3P. If you are absent for more than seven working days, you must obtain a medical certificate from your doctor and attach it to the SNOA when submitting.

The Student Notice of Absence form should also be used for absences other than sickness – i.e. when you need to be away from the University for personal reasons.

If you believe that your absence has affected your academic performance in an assessment (coursework or exam) or prevented you from attending a required session, you should inform your personal tutor. You should also fill in a Personal Extenuating Circumstances (PEC) form to explain how your illness has affected your studies. If you are reluctant for any details to be known, even to your tutor, because they are sensitive, then you can provide a confidential letter and information in a sealed envelope for the Chair of the School PEC committee.

More information about sickness and absence procedure is available here:  
<http://www.ncl.ac.uk/students/progress/Regulations/SPS/Attendance/sickness.htm>.

### **PEC – Personal Extenuating Circumstances**

The most important thing you can do is to tell your School about the problems you are having. To do this you must complete a PEC form which is available on S3P

The PEC form enables the School's PEC Committee to consider the case and, if possible, make an adjustment. Possible adjustments will vary depending on the time of year, but could include:

- an extension to the hand-in date for a piece of work;
- an exemption for a minor item of course work;
- a deferral of the assessment to the next normal occasion;
- an opportunity to re-sit as of the first occasion

- an extraordinary examination – i.e. setting an examination at an unusual time;
- recommending discretion at the Board of Examiners – e.g. allowing you to pass a failing module by discretion.

**Even if personal extenuating circumstances are taken into account, they cannot result in marks being changed.**

**It is your responsibility to report any significant personal or extenuating circumstances that, in your opinion, had a substantial impact on your performance in your studies or in your assessments / examinations.**

**PEC Forms must be submitted via S3P as close as possible to the time that the problem arose.**

You **MUST include any EVIDENCE** with your form. It is your responsibility to provide evidence. Provide all evidence of the problems and the period of impact – e.g. Doctor's notes, a statement of support etc. It is recognised that this is not always possible, but you need to be aware that your request is more likely to be approved if evidence is available.

Please refer to the Student Guide to PEC obtainable from Kelly Weightman for further details about the PEC process and how to complete a PEC form.

### **Complaints and Appeals**

The Student Complaints Procedure is the University's formal complaints procedure under the Student Charter. It is intended to allow students to make a complaint about a service, a member of staff or another student within the University. The procedure applies to all formal complaints, including those related to harassment or racial equality. You can seek advice on the complaints procedure from Student Progress Service:

<http://www.ncl.ac.uk/students/progress/Regulations/SPS/complaints.htm>.

A complaint can be made on nearly any aspect of your academic studies, but you should be prepared to provide evidence to support any allegation. Please note: a complaint cannot be used to seek to overturn the academic decision of examiners. In all cases you should consider trying to resolve your complaint informally with the individual concerned. Usually, before a formal complaint is accepted, you should have tried to resolve the issue informally.

The Student Academic Appeals Procedure is for appeals against the decisions of the Boards of Examiners (except those related to assessment irregularities), Personal Extenuating Circumstance (PEC) Committees, and sanctions imposed under Unsatisfactory Progress procedures. More information is available here:

<http://www.ncl.ac.uk/students/progress/Regulations/SPS/appeals.htm>.

There are only three possible grounds for appeal:

- You were adversely affected by illness or other relevant factors, of which you were previously unaware, or which for a good cause you were unable to disclose to the examiners in advance.
- Procedural irregularity on the part of the examiners.
- Bias or prejudice on the part of an examiner or examiners.

Note: An appeal relates to the decision of the examiners and should not be used to raise general complaints about tuition or support over the length of your degree programme.

Impartial advice on both the complaints and appeals procedures may be sought from the Student Progress Service. Assistance with submitting a formal complaint or an appeal may be sought from the appropriate officer of the Students' Union, from the Student Advice Centre, or from a Personal

Tutor.

## **Assessment and Feedback**

University policy states that all submission deadlines must be published by the end of the second teaching week each semester. You should take note of these deadlines at the beginning of each semester and make sure you carefully plan when you will complete each assignment.

Across the University, Schools and module leaders ask students to submit their coursework in a variety of ways (i.e., through Blackboard, NESS, or in hard copy). Before submitting, make sure that you know exactly how to submit and if you need to submit multiple copies – this is especially important if you are taking modules in different Schools!

More information about University policies on coursework submission and the return of feedback is available here: <http://www.ncl.ac.uk/quilt/assets/documents/qsh-assmt-assessedwork-policy.pdf>.

### **Submission of Work**

Coursework and design project work must be submitted by the specified deadline. You will usually be asked to submit both a hard copy and an electronic copy of work – the deadline applies to both of these submissions, being late with one will result in that the entire assessment being classed as late (see below).

Unless otherwise indicated coursework should be handed in at the Reception Office by the deadline on the designated day (unless other instructions are provided in the assessment brief). You may be requested to submit two hard copies of coursework – one to return to you with feedback and one to be retained by the School. For design project work critical dates and further details are given in individual Project Descriptions/Briefs regarding submission requirements (pin-up times etc).

Where the coursework or design project work forms part of the assessment for a module, failure to submit will result in a mark of zero being recorded for that piece of work (please see below on late submissions). This will partly determine the aggregate mark for a module and whether the module is passed or failed.

If you have a valid reason for being unable to submit a piece of work by the specified time and date you must complete a PEC form, outlining the reason for late submission, which should be submitted via S3P. The form should be accompanied, as appropriate, by medical or other evidence; for example: medical certificate, police incident number, letter from Hall Warden. You will be advised in writing if any extension is provided.

### **Turnitin and Plagiarism**

You will be requested to submit certain coursework assessments to Turnitin. Turnitin checks work submitted to it against a database of web pages, academic articles and books, and other students' papers (from Newcastle and other universities) and highlights any matches between your work and those other sources. Matching text does not necessarily mean that you have plagiarised, since you may have correctly referenced text from other source.

When you submit your assignments, you will be told whether you need to submit them directly to Turnitin. There are some file restrictions and file size restrictions, and you will be given guidance on what you can and cannot submit. You should always ask your module leader if you have any questions about a specific assignment.

The University takes plagiarism and academic conduct very seriously, and you are expected to know how to reference other sources correctly.

### **Late Submission of Assessed Work**

The University has a set policy for late submissions, so you should be careful to submit all assessments well in advance of the deadline. If work is submitted within 7 calendar days of the deadline, it will be capped at the pass mark (40% for undergraduate programmes and 50% for postgraduate programmes). If you submit a piece of work more than 7 days after the deadline, it will receive a mark of zero.

There are two circumstances in which late work will always receive a zero: if your piece of work is marked on a non-discriminatory marking scale (i.e. pass/fail or merit/pass/fail), or if you are submitting work for a re-sit assessment.

There may be pieces of coursework for which no late work is allowed. You will receive prior notification in these instances.

If you have a valid reason for submitting your work late (e.g. illness), you should submit a PEC form; there is more information on this form earlier in the handbook. Computer failures and transportation problems are not considered a legitimate excuse for late submission (unless NUIT has confirmed a University-wide computer failure).

### **Examinations**

University exam period dates are published several years in advance (<http://www.ncl.ac.uk/students/progress/exams/exams/ExaminationDates.htm>). For 2018/19, Semester 1 exams will fall between 14 January and 25 January; Semester 2 exams fall between 20 May and 4 June. Re-sit exams will take place from 19 August to 30 August. You are expected to be in attendance at the University during these times (depending on the length of your exchange).

The University publishes a provisional exam timetable about 2 months in advance, so that you can check there are no clashes between your modules. A final exam timetable is published about one month before the exam period. It is your responsibility to check the timetable. You must also read and understand the Rules for University Examinations, which explain how you are expected to behave during exams: <http://www.ncl.ac.uk/students/progress/exams/exams/examrules.htm>.

The University has a calculator policy for examinations. Beginning in 2015/16, new students can only use three models of calculator (Casio FX-83GTPLUS, Casio FX-85GTPLUS, or Casio FX-115MS – or any discontinued models of the same calculator). Current students who have already purchased a calculator and have an 'approved' sticker may continue to use it.

If you have a disability or specific learning difficulty, you may require special arrangements for your exams. On submission of relevant medical documentation, for example, you may be allowed extra time and/or an alternative venue. If you think that this may apply to you, you should contact Student Wellbeing as soon as possible to discuss any special requirements (<http://www.ncl.ac.uk/students/wellbeing/disability-support/support/examinations.htm>).

### **Feedback on Assignment**

You will receive feedback on all of your coursework and exams. University policy states that feedback on coursework must be returned within 20 working days (Monday-Friday, not including Bank Holidays or University closure days). Exam feedback must be returned 20 working days from the end of the exam period; if this date falls during summer holidays, then it must be received at the

start of the next semester/term. If feedback is going to be returned late for any reason, you will be informed in advance and told when you should expect to receive your feedback.

You will receive feedback in a variety of ways: written on your work, given verbally in lectures or tutorials, or provided on Blackboard or NESS. Feedback may come from lecturers, from your student peers, or from yourself. Learning to give yourself feedback is an important skill that you will continue to use after University. You are expected to use your feedback by looking at your work, the criteria for the work, and the feedback comments and thinking about how you can improve in future assessments.

Feedback on exams may be given in the form of general feedback to the entire cohort. This feedback may include, for example, information on what made good answers and poor answers on the exam, statistical information to show you how you are doing compared to the rest of the cohort, and/or feedback on exam strategies. You do have the right to request individual feedback, and students who are re-sitting exams should contact module leaders for feedback at least four weeks before the re-sit exam.

### **Marking and Moderation**

You should have absolute confidence that the marks you receive are fair and consistent across markers. All assessments that are worth a significant part of your final mark are reviewed in advance so that the instructions are clear and the questions are reasonable for a student at your level.

Depending on the assignment, your work may also be moderated. This means that a second marker will look at the mark and feedback given by the first marker and ensure that it is fair and accurate. Several different processes for moderation may be used the School, including sampling (looking at a sample of pieces of work across grade boundaries) and second marking (where a second marker looks at every piece of work).

All marks that are returned to you are provisional and subject to review and potential moderation prior to the final Board of Examiners meeting. Each taught programme of study (undergraduate and postgraduate) has a Board of Examiners (BoE) which is responsible for decisions about the outcomes of assessment of students on the programme. The BoE has a substantial degree of discretion, which may, in certain circumstances deem individual students to have passed particular modules in which they have obtained a fail mark. This can be due to medical or special personal circumstances and this is one of the reasons why it is important to submit PECs.

The University has a policy on Moderation processes, available here:  
<http://www.ncl.ac.uk/quilt/assets/documents/qsh-assmt-modscal-pol.pdf>

### **Assessment Irregularities and Disciplinary Procedures**

As part of the Student Charter, you have agreed to follow University procedures and to maintain the highest standards of behaviour. The University is committed to ensuring that assessments are fair for all students, and it has established a procedure for dealing with situations in which one student uses improper means to 'get ahead' on an assessment. These situations are called assessment irregularities, and they may include (but are 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, defined as the unacknowledged use of another person's ideas, words or work either verbatim or in substance without specific acknowledgement. It is also possible to plagiarise yourself if you submit the same work for multiple assignments or do not acknowledge ideas or words that you have submitted previously.

The University's assessment irregularity procedure in full can be found here:  
<http://www.ncl.ac.uk/students/progress/Regulations/SPS/assessment.htm>

More generally, at Newcastle we value high standards of academic conduct. Conduct is an important part of maintaining and developing our reputation. Good academic conduct reflects the values which underpin academic life, such as honesty, integrity, a shared community of ideas and respect for others' work. The Right-Cite for Good Academic Conduct (<http://www.ncl.ac.uk/right-cite/>) provides a detailed account of the issues governing academic conduct and gives you access to a range of resources. There is also information on appropriate style and referencing guides here:  
<http://libguides.ncl.ac.uk/referencing>

You can expect to receive a briefing on academic conduct and the referencing guidelines that you are expected to follow. You are in turn expected to do the following:

- 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
- Avoid plagiarism

The Student Disciplinary Procedure will apply to any student who is alleged to have breached the University's code of conduct. More information is available here:  
<http://www.ncl.ac.uk/students/progress/Regulations/SPS/disciplinary.htm>. This procedure applies to any student who breaches academic codes of conduct as well as non-academic situations (disruption, anti-social behaviour, theft and fraud, violent behaviour, criminal offences, etc.)

## **Student Representation and Feedback**

The University values your opinion very highly – we want to know when things are going well and when you think things can be fixed. We have a number of ways of trying to get student feedback, including module evaluations and student participation on committees. It's important that you take these questionnaires and opportunities seriously and give your honest opinion. It is also important that you provide specific evidence of what's going right or not so well – it helps us when we know more specifically what is going on – and that you are respectful in the types of comments that you provide.

There is more information about student opinion – and some information about actions that have been taken by the University as a result of your opinions – on the 'You Said We Did' website. The University explanation of how it works in partnership with students is available in the Policy on Student Representation: <http://www.ncl.ac.uk/quilt/assets/documents/qsh-studentrep-pol.pdf>

### **Module and Stage Evaluations**

At the end of each semester, you will be asked to complete an evaluation for each module you take. These evaluations are used to find out about your experiences, assess the positive features of a module, and identify anything that could be improved in the future. You will be asked questions

about the structure and content of the module as well as about the lecturers and/or tutors involved. Module evaluations will be tailored by the School so that they are appropriate for the specific module.

Depending on your exchange period, you may also be asked to complete an evaluation for the programme stage that you have just completed. This evaluation is a bit different, as it will ask you questions about aspects of your experience other than specific modules: Library and electronic resources, assessment and feedback across the programme, personal tutoring, student representation, etc.

It's important in these evaluations that you are specific about what is positive and/or negative, that you are realistic, and that you focus on the issue, not the person (don't say anything offensive about a person involved on the module or programme). It also helps if you suggest solutions – we will take these seriously!

You will receive a link to the module and stage evaluations through email, and you can then complete the survey online and anonymously. You will find links to your evaluations in the 'My EvaSys' panel in Blackboard (on the My Institution page) – these links only appear when there is an evaluation open and ready for you to complete it.

### **Student Representation on Committees**

Student Representatives play a big part in representing the views of students within the University. Each programme and stage will have specific representatives – you will be able to pass comments and queries to them to take to the appropriate Student Staff Committee. If you would like details of the appropriate Rep for your discipline of study, please contact reception for further information.

## **Learning Resources and Support**

### **University Library**

The University Library Service provides access to a wide range of resources, services and study spaces as well as professional expertise to help you to be successful in your studies and research. The Robinson Library is open 24 hours a day during term-time, and the Walton and Law libraries are open until late.

The libraries house over 1 million books, subscribe to over 26,000 journals and provide access to more than 6 million ebooks. Library Search ([libsearch.ncl.ac.uk](http://libsearch.ncl.ac.uk)) can be used to locate books, ebooks, journal articles and a lot more information using a single search. High demand items can be found in the Student Text Collection (STC) and are bookable online. The Robinson Library also houses the Special Collections ([www.ncl.ac.uk/library/specialcollections](http://www.ncl.ac.uk/library/specialcollections)), which are made up of rare and historic books, manuscripts, maps and illustrations.

The Library's Subject Guides (<http://www.ncl.ac.uk/library/subject-support/>) bring together tailored, subject-specific information, resources and databases and are the best place to start your exploration of the Library's resources for your specific discipline.

The libraries are excellent places to study. They have a range of silent and quiet areas plus group and collaborative learning spaces. They collectively house over 560 computers. Wi-Fi is also available so you can use your own devices or borrow one via our Laptop Loan Scheme.

The library's online study space monitor (<http://www.ncl.ac.uk/library/about/study-space->

[availability](#) ) is a good way of checking availability.

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

If you have any questions or need any help ask a member of Library staff or contact via us via LibraryHelp ([libhelp.ncl.ac.uk](http://libhelp.ncl.ac.uk)) – we are here to support you through your course. For further information on Library services see [www.ncl.ac.uk/library](http://www.ncl.ac.uk/library)

### **Computing Facilities**

You are encouraged to use computing facilities for word-processing, data handling and analysis. The use of computers will also be incorporated into the teaching programmes for most modules, and you will often prepare and submit coursework electronically. There are facilities available at School, Faculty and University level, and you can use this link to find available computers on campus: <http://m.ncl.ac.uk/itservice/>

If you have any questions about computing facilities or software, including email and printing, please check the NUIT information available to students: <http://www.ncl.ac.uk/itservice/studentitservices/>.

### **Blackboard**

Blackboard is a Virtual Learning Environment (VLE) or a web-based course delivery and management system which allows tutors to distribute and manage learning materials, evaluate student progress and facilitate student communication and collaboration. Only students registered on a particular module can see the contents of that module. The system is available across the campus and most, but not all, of the modules run by the School are put on the Blackboard system.

Students taking part in the Blackboard system will find that their e-mail address is available to all other students in their group. If a student does not wish this to occur, the student must change the privacy options within the Blackboard system to omit their own email address. Student help sheets on how to do this are available at IT clusters and online at <http://www.bb.ncl.ac.uk>. Remember that if your module group contains members from outside the EU, any postings made may end up being transmitted outside the EU. If students send personal data to a tutor they should indicate if they do not wish this to be passed on to the rest of the module group via the Blackboard system.

If you are unable to see any of your modules on Blackboard please contact the relevant Programme Secretary to check your module registration.

### **English Language Support at Newcastle University**

If English is not your first language and this is the first time you have lived in an English speaking country, you may find that you need further help. All students, who have not studied on an English language course provided by INTO Newcastle University, take a short English language test on arrival. The test identifies if you need any extra study support.

INTO (<http://www.ncl.ac.uk/students/inseasonal/about/into.htm>)

If you do need support, free, in-session English classes are available:

<http://www.ncl.ac.uk/students/inseasonal/>

Classes include:

academic writing, listening and speaking

presentation skills

pronunciation and grammar

We also offer credit-bearing modules in English for Academic Purposes, which you can take as part of your course if your programme permits it.

Becoming fluent in English is a great life skill to develop but sometimes it is nice to use your first language to catch up on the latest news from home.

Our Language Resource Centre (<http://www.ncl.ac.uk/langcen/>) provides newspapers, books and other resources in over 50 languages. The Centre has 24 satellite channels in 17 languages and over 800 foreign language films. You can also help other students learn your home language through the tandem language learning scheme. Take a virtual tour of the Language Resource Centre <http://www.ncl.ac.uk/tour/academic/language-resource-centre/>

The Writing Development Centre also offers tuition, guidance and support for students wishing to improve their writing skills for study purposes <http://www.ncl.ac.uk/students/wdc/>

The Students' Union has a number of societies that bring together students from the same cultures or countries. These societies organise regular social events where you can meet other students and enjoy visits to various tourist attractions in Newcastle and the North East.

### **English Language Materials Online (ELMO)**

In addition to the timetabled courses which are available through the In-Sessional programme, the University also has an on-line resource accessed through:

<https://www.ncl.ac.uk/language-resource-centre/facilities/english-materials/>

ELMO is a website of multimedia, self-study English language activities to help you improve your English for Academic Purposes (EAP). It is free for Newcastle University students and staff. The website and the materials have been designed and written by English language teachers at Newcastle who work to support Newcastle's international students and staff. This innovative learning resource is the only one of its kind in the UK.

ELMO has a combination of general and subject-specific Academic English activities divided into units and activities. You can use it anywhere, anytime, at your own speed for any length of time. All activities give you feedback and scores. You can save these scores to create your own personalised 'Study Record'. It includes video and audio material, so you will need to use a computer with headphones or speakers. You can use your own headphones with computers in on-campus clusters. You can discover ELMO by simply exploring the website. Alternatively, you can download a simple instructions document. When logged in to a campus computer, ELMO will identify you automatically. If you are off-campus, use your University login and password to log on to ELMO. Contact us: [elmo@ncl.ac.uk](mailto:elmo@ncl.ac.uk)

### **Writing Development Centre**

Location: Level 2, Robinson Library  
Website: <http://www.ncl.ac.uk/students/wdc/>  
E-mail: [wdc@newcastle.ac.uk](mailto:wdc@newcastle.ac.uk)  
Twitter: @NCL\_WDC

The Writing Development Centre's role is to help you become a confident and successful independent learner. Our team of tutors specialises in issues around writing for assessment and associated topics including:

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

- Presentations and posters

We work closely with colleagues in other services such as the Library, Student Wellbeing and INTO who can also help you to develop your academic skills.

Our approach is developmental – we don't 'check', proofread or correct work for you, but we do help you identify and develop effective strategies which will suit your subject and your own study preferences and help upgrade your academic performance. We work with students at all levels from Undergraduate to Postgraduate and across all subjects.

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

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

## **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

More information is available from the website: <https://internal.ncl.ac.uk/ask/where-to-go/maths-aid> .

Location: Robinson Library

Telephone: 0191 208 6444

Email: [mathsaid@ncl.ac.uk](mailto:mathsaid@ncl.ac.uk)

Website: [https://internal.ncl.ac.uk/ask/where-to-go/maths-aid /](https://internal.ncl.ac.uk/ask/where-to-go/maths-aid/)

## **Health and Safety**

### **General**

Copies of the complete School Health and Safety Policy are available in Reception or from the School's Safety Officer, Sean Mallen ([sean.mallen@ncl.ac.uk](mailto:sean.mallen@ncl.ac.uk)).

The following extracts from the policy are particularly appropriate with regard to day to day activities. All Staff, Students and Visitors have a duty of care both to themselves and to others and in this respect are responsible for their own health and safety and the health and safety of others.

In accordance with University policy smoking is not permitted anywhere on campus.

Fire Procedures

1. You should familiarise yourself with:-
  - (a) Positions of EXITS from the building
  - (b) Positions of FIRE ALARM POINTS
  - (c) Positions of EXTINGUISHERS
  - (d) Positions of ASSEMBLY POINTS.

**The main areas of the Accommodation and their Assembly Points are:-**

Location	Assembly Point
Architecture Building	
Basement (North end)	Back of Old Library
Ground Floor (North end)	Quadrangle
Workshop and Basement (South end)	Back of Old Library
Ground Floor (South end)	Quadrangle
First Floor	Quadrangle
Second Floor	Quadrangle
Building Science	
Ground Floor	Claremont Quad
First Floor and Mezzanine	Claremont Quad
Second Floor	Claremont Quad
Daysh & CLT (AUP Studio)	
Level 4	Claremont Quad

**Floor Wardens and any person in an appropriate situation should:**

2. **On discovering a fire:-**
  - (a) Sound the alarm
  - (b) Call fire service by dialling 6666 or 9-999
  - (c) Follow procedure below
  
3. **On hearing the FIRE ALARM:-**
  - (a) Leave the building quickly but calmly. Do not use the lift
  - (b) Close fire doors behind you
  - (c) Go to assembly point
  - (d) If the alarm is for a fire drill you should take any personal valuables with you when vacating the building

**NB:**

Fire bell tests - for a short duration of 10 to 20 seconds - are carried out every week (usually Monday mornings).

Full evacuation drills are programmed at random times during the term and will take place at least once a year.

All electrical equipment brought into the School must first be tested for safety by the workshop technician. The use of portable electric fires/items with a heating element is not permitted. Hazardous Chemicals such as solvent based glues and resins should only be used with the express permission of the School Safety Officer and following a COSHH risk assessment. The use of glues, solvents and other chemicals can be hazardous to health and should, therefore, only be used in accordance with the manufacturer's instructions particularly in relation to ventilation. Safety Data Sheets should be obtained for all hazardous substances used within the School.

Heavy or awkward items should only be lifted following a risk assessment. Specialist lifting equipment may be required and/or help from the University's portering staff. The School's Safety Officer should be consulted for advice before potentially hazardous lifting jobs are attempted.

Work at height should be carried out using the appropriate equipment (School step ladders). Students should be aware of safe working practice:

- Pre-use check (no broken parts)
- Ensure there is space to fully open
- Use any locking devices
- Ground should be firm and level
- Floors should be clean, not slippery
- Short duration of work (max 20 mins)
- Light work (up to 10 kg)
- Do not work off the top two steps unless you have a safe handhold on the steps.
- Avoid side on working
- Do not overreach – make sure your belt buckle (navel) stays within the stiles and keep both feet on the same rung throughout the task

### **Procedure in the Event of Accidents**

1. If serious, dial 6666 immediately (an emergency telephone is located in the Architecture Building on the Ground Floor, opposite the Head of School's office) and, if possible, alert tutors. Otherwise, treatment should be sought from one of the building First Aiders, Bill Softly and Sean Mallen (Architecture and Building Science), Karen Ritchie (Daysh).

2. All accidents / near misses and their circumstances should be reported to the School office receptionist.

**First aid boxes** - for anybody requiring first aid treatment are located as follows:

#### **Main Architecture Building**

- (i) Basement Workshop
- (ii) Ground Floor, Foyer
- (iii) Ground Floor, General Office
- (iv) First Floor
- (v) Second Floor

#### **Building Science Building**

- (i) Ground Floor

#### **Daysh**

- (i) Level 4 Studio

### **The Workshop**

**The workshop is potentially the most hazardous place in the School and correct working procedures must be observed if accidents are to be avoided.**

The workshop will usually be open to students from Monday to Friday between the hours of 9am and 5pm. **Before use, all students must undertake a workshop induction with the School's Technical Manager.**

**No more than 25 people** are normally allowed to use the workshop at any given time.

No student shall use workshop machinery unless a technician is in the vicinity.

Machinery may only be used by those conversant with its safe operation, having completed a safety induction and with the permission of the technician in charge.

**Students and non-technical staff are not permitted to use the circular saw, router table, or planer.** All other machines may be used following instruction and under the supervision of a technician. The

use of the Polystyrene Cutter generates small quantities of toxic fumes, it is important to ensure there is good ventilation when in use.

Students should wear suitable footwear whilst in the workshop, e.g. not sandals

Long hair and loose items of clothing should be tied back to avoid entanglement when using machinery and power tools.

Personal Protective Equipment including goggles, ear defenders and dust masks must be worn as instructed.

Students will be expected to tidy up benches and machines when they have finished using them, put waste and scrap material in the bins and return all tools to their respective places. Students are reminded that waste materials should not be disposed of in the sink or toilets beside the workshop. Please contact the technician in charge if unsure. Students must at all times conduct themselves in a responsible manner when in the workshop.

### **Safety in Design Studios**

Studio activities of necessity involve the use of large quantities of combustible materials, such as paper, polystyrene, glues, etc., which present particular fire hazards. Precautions must be taken:

- i. To avoid the likelihood of a fire starting.
- ii. To ensure as far as possible that fire or smoke cannot spread.
- iii. To ensure that escape routes are kept clear at all times.

#### **In view of the above, the following safety rules must be observed:**

No articles of furniture or equipment shall impede the full use of escape doors or routes.

Fire doors must **not** be wedged or otherwise held in a permanently open position.

#### **Smoking or the consumption of alcohol is not permitted in studios at any time.**

The use of portable electrical appliances, electrical extensions and/or temporary wiring must be cleared either by the technician or the School Safety Officer.

The build up of large quantities of scrap materials must be avoided. Waste materials should be cleared and deposited in the receptacles provided before going home each day. Students should be aware that any work, equipment or materials left on the floor overnight may be disposed of by the cleaning staff.

Each studio is equipped with one or more fire extinguishers. Students should ensure that they know the position of these and that neither the extinguishers nor the associated notice areas are obscured or obstructed.

Fire escape routes within studios should be clear of obstructions at all times and if you are using what could be termed as hazardous materials then you must take advice via our Safety Officer on how to proceed. If you injure yourself seek First-Aid advice or go to A&E locally and at some stage record it with reception. Notice boards have Health & Safety and Fire information pertinent to each floor.

Anybody with a disability which prevents negotiation of the stairs when the lift is either out of action or not permitted to be used should always be in the company of at least two other persons when above ground floor level. Ideally these people should have been instructed in the use of the EVAC chair.

Scalpel blades and sharp objects should be disposed of in the yellow sharps bins located in the studios. When full, the lid should be pulled closed and the School Safety Officer should be informed.

### **Late Working (Outside Normal Hours) for Students**

Late working is considered a necessary, albeit occasional, requirement of both undergraduate and postgrad architecture programmes. The School offers 24 hour 7 days a week access to students as well as staff. Staff and students must be aware of the need to ensure that safety guidelines (set out below) are followed in order to minimise the threat to their personal safety.

#### **General rules for Late Working (Architecture Building and Building Science)**

After 6pm and before 8am entry to and exit from the Architecture building must only be via the basement door at the top of Old Library Lane, and entry to and exit from Building Science must be via the Old Library Lane door. These doors are controlled by smartcards.

Due to the potential danger from violent intruders **NO STUDENT IS TO WORK ALONE**. Always have someone else with you, and leave together. Consider ordering a taxi rather than walking home at night. Security make regular checks of the Architecture and Building Science building, students found to be lone working will be reported to School management.

The penalty for being caught lone working after hours is one week's suspension of late working access, a second offence will result in one month's suspension, and a third will result in access being suspended for the remainder of the academic year.

Intruders must not be approached. Security should be contacted immediately. An emergency telephone is located in the Architecture Building on the Ground Floor, opposite the Head of School's office, from where help can be summoned (dial 6666). The service is manned 24 hours a day.

All students working late must ensure that they are conversant with the rules for safety in the studios and know the positions of fire alarms, extinguishers and escape routes (rules are posted outside each studio).

If a member of University Security asks you to leave the Building you must do so without argument. Please carry identification (e.g. smartcard) with you. **Failure to leave when asked could jeopardise late working for everyone.**

When entering the building using your smartcard try to ensure you do not allow anyone that you do not know to follow you in.

Drinking alcohol in studios is banned at all times and students reported as doing so will face disciplinary action.

**PLEASE REMEMBER: LATE WORKING IS A PRIVILEGE, NOT A RIGHT.**

### **Personal Safety Advice**

The steps outlined below, if followed, will increase your awareness of risks and reduce the possibility of threatening situations arising.

It is essential that all threatening, suspicious or crime-related incidents are reported to a member of University staff.

For further advice on personal safety-related matters contact:

**Sean Mallen, School Safety Officer** sean.mallen@ncl.ac.uk, ext 87482

**University Security staff** - ext 86817

**Northumbria Police Crime Prevention Office** - 0191 264 555 ext 82624

### **Safety when Travelling**

Try to let someone know where you are going, when you expect to arrive, and when you have reached your destination safely.

- When walking, avoid short cuts through dimly lit areas such as alleys, waste ground, or parks.
- Walk facing the traffic, so a car cannot pull up behind you unnoticed.
- Walk on the kerb side of the pavement; so that anyone lurking in an alley has further to come to reach you.
- Do not expose expensive looking jewellery to view.
- If you usually walk home after dark, it is worth considering a personal attack screech alarm. These are available from the students' Union, and give off a piercing noise which will attract attention and may frighten off would be attackers. Remember they can only be of help if they can be used quickly, so keep in your coat pocket or hand, not in a handbag.
- Do keep bags close to your body. If someone makes a grab for your bag it is better to let it go rather than risk injury.
- Do keep your keys in your pocket rather than your bag.

- If you are accosted by a car driver in the street, run off in the opposite direction to the way the car is facing.
- When walking along a street, you may feel that someone is following you on foot. Try crossing the road to confirm your suspicions. If you are still being followed then make your way to the nearest place where people are likely to be, for example, a pub, shop, or house with lights on. As soon as you can, telephone the police from a safe place. Do not use a telephone box in the street as an attacker could trap you inside.
- If you are going to be late leaving the University, it is wise to arrange a lift and if possible stay indoors until the vehicle arrives. When you get home ask the driver to wait until you are safely indoors.
- If leaving the students' Union, use the 'Safety Bus' which operates a door-to-door service on a nightly basis, Monday to Saturday.

#### **Buses**

- Time your arrival at the bus stop so that you will not have to wait long.
- Try to avoid bus stops that are poorly lit, or isolated.
- Sit as close as you can to the driver or conductor.
- If you feel vulnerable where you are sitting, change your seat as soon as the opportunity arises.
- Think about where you will get off the bus. Avoid isolated and poorly lit stops - they may mean a shorter walk, but it might be safer to use a longer, more secure route.
- On double-decker buses, sit on the lower deck if you can.

#### **Taxis and Mini-Cabs**

- Know the telephone number of a reputable cab company and carry this with you.
- Consider sharing a taxi with a friend. Not only is it safer but it will be cheaper.
- Always sit in the rear of the cab.
- If you feel uncomfortable about the driver, stop at a busy area and get out.
- Never disclose any personal details about yourself, no matter how genuine the driver might appear.
- Before you get out, have your house keys ready.
- Do not be tempted to accept a cab that stops beside you without a booking, it may not be genuine.
- If female, many taxi companies have lady drivers available if you ask.
- If faced with an attacker, for most people the 'kick and run' theory is probably of more practical use than standing up to the attacker.