Newcastle University

SCHOOL OF ARCHITECTURE, PLANNING AND LANDSCAPE

MA/DIPLOMA IN URBAN DESIGN

DEGREE PROGRAMME HANDBOOK

2018-2019

SEMESTER DATES

SEMESTER 1: Monday 24 September 2018 - Friday 25 January 2019

SEMESTER 2: Monday 28 January 2019 - Friday 14 June 2019

TERM DATES

Autumn: Monday 24 September 2018 - Friday 14 December 2018

Spring: Monday 7 January 2019 - Friday 29 March 2019

Summer: Monday 29 April 2019 - Friday 14 June 2019

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FOREWORD

First let me begin by welcoming you to Newcastle and to the Urban Design postgraduate programme.

I am *Georgia Giannopoulou*, **Degree Programme Director** for the MA in Urban Design, and responsible for the **pastoral care** of all of the students in the MA as well as the **day-to-day running** of the course. My details can be found on the next page. I hope your study with us will be rewarding and enjoyable to you.

The MA/Diploma in Urban Design is a postgraduate taught programme offered by the School of Architecture, Planning and Landscape. The programme brings together cross-disciplinary expertise and the aim is to strike a balance between methods and approaches in environmental design and the social sciences in the creation of the built environment.

It is this approach which gives the course a distinctive character among urban design programmes in the UK. The course encourages an interdisciplinary atmosphere, with students able to interact with others on related programmes. The programme is enhanced by links to urban design practices and public sector agencies in the region and students will benefit from professional inputs and engagement with practitioners and stakeholders at various stages in the course.

Studio

As with all Masters programmes, the key to its success is the interest and motivation of its students. We hope that you will follow in the footsteps of the previous student groups and take full advantage of this opportunity to improve your knowledge of the subject matter and develop new skills and abilities. Students will also find that their classmates come from a variety of backgrounds and cultures. This is a real strength to be embraced and to that end, good interaction within the group is strongly encouraged; a strong **'studio'** atmosphere where you learn and obtain feedback from each other is highly beneficial to the whole group. To that end, you are sharing a studio with other Postgraduate Degree students on the ground level of **Building Science**, just across from Claremont Tower. The building itself is the home of all of our postgraduate design programmes and therefore it has a friendly, "buzzing" and creative atmosphere.

This handbook / other rescources

Degree programmes within all the Faculties of the University are organised within a modular structure and it is important that students understand this system and the implications of it for them. Each student receives a copy of this Degree Programme Handbook which is intended to inform you about the programme which you have just joined.

A number of other informative publications have been produced by the University which you will be given in induction week and are encouraged to read and consult as appropriate. If you have any problems in understanding the degree or diploma programme please do ask us.

There is also a wealth of information about individual modules on the Blackboard web-based learning environment http://bb.ncl.ac.uk; as soon as you are registered you should check with the Blackboard site to ensure the list of modules you find there are correct. This is important for both full-time and part-time students.

ADDRESSES AND TELEPHONE NUMBERS

Degree Programme Director MA in Urban Design
Georgia Giannopoulou
Daysh Building Room 5.67 (Faculty Office)
0191 208 6006
georgia.giannopoulou@ncl.ac.uk

Please note, as we are currently in open plan / shared office space, students cannot drop in to see a member of staff. If you require a meeting with your personal tutor you are required to make an appoitnment via email.

Head of School
Prof. Adam Sharr
Ground Floor, Architecture Building
0191 208 6810
adam.sharr@ncl.ac.uk

Director of Architecture
Prof. Graham Farmer
Second Floor, Architecture Building
Tel: 0191 208 5623
E-mail: graham.farmer@newcastle.ac.uk

You will also undertake a range of modules offered by other members of the school and external tutors, their contact details can be found in the appropriate module outline on the Blackboard site.

In the event of an emergency, please contact the course director. If you are unable to find them please contact the Postgraduate Taught Secretary.

Learning and Teaching Assistant
Nicola Rutherford
General Office, The Quadrangle, Architecture Building
nicola.rutherford@ncl.ac.uk
0191 208 6509

For all day to day enquiries, unless otherwise specified please use the reception office on the ground floor of the Architecture Building.

I hope you have an enjoyable, productive year and that everything runs smoothly, however, please don't hesitate to seek help if and when you feel you need it!

Very best wishes

Georgia Giannopoulou
September 2018

1. INTRODUCTION

The Degree Programme Handbook outlines the general aims for the degree and diploma programme and lists the modules of the programme

The Degree Programme Handbook should be read in conjunction with the Newcastle University General Regulations http://www.ncl.ac.uk/regulations/docs/. These describe the University-wide framework of regulations relating to issues of assessment and progress. Part of the purpose of the Degree Programme Handbook is to provide detailed specification for a particular degree programme of a number of items identified in the General Regulations.

In addition to the General Regulations, there are specific Regulations for each degree and diploma programme approved by the University. These specific regulations consist primarily of a list of the modules which constitute that degree programme.

The rules, organisation and content of the MA and Diploma in Urban Design are, therefore, set out in the following sequence of documents:

- *University General Regulations and Examination Conventions* provide the 'legal' framework of regulations within which all programmes operate.
  https://www.ncl.ac.uk/regulations/programme/2018-2019/sapl.php
  *Please pay particular attention to Student Charter for responsibilities and code of conduct

- *Degree and Diploma Regulations* provide a formally-approved list of modules and forms of assessment for the specific programme
  http://www.ncl.ac.uk/regulations/programme/2017-2018/documents/40043359programmeregulationsv4.pdf

- The ***Degree (and Diploma) Programme Handbook*** plus the module guide provides a more detailed description of the modules, covering content and assessment forms and timetable, together with a context describing the aims and structure of the programme, and rules on such issues as late submission of work.

- The ***Programme Specifications*** for the MA in Urban Design programme
  https://www.ncl.ac.uk/regulations/programme/2018-2019/sapl.php

- *The **PGT Common Handbook** provides more additional information not in this Programme handbook. This will be provided to you at the start of term but can also be accessed via http://www.ncl.ac.uk/apl/students/handbooks/

- ***Module Briefs***, provided by the individual Module Leaders, giving further detail on the timing and nature of lectures and other learning activities, assessment questions/topics and detailed submission times/dates and reading lists.

Please note that changes to the Programme structure and module description, which can be made to improve the quality of the Programme, may take some time to be consistently reflected in all the above documentation. In such cases, please consult the module leader and/or the programme director for the updated version of the documentation.

2. AIMS OF THE DEGREE PROGRAMME

The overall aim of the programme is to develop students' knowledge, understanding and skills in the field of Urban Design in order that they may contribute towards an improvement in the quality of the built environment.

In particular, programme objectives are:

(a) to develop understanding and the ability to evaluate change in physical, economic and social environments.

(b) to improve understanding of the nature and processes of urban development and design.

(c) to develop skills for promoting and implementing sensitive change in the built environment.

3. SUMMARY OF PROGRAMME COMITTMENTS

The University's Student Charter is available on the internet at http://www.ncl.ac.uk/pre-arrival/regulations/#studentcharter. It is also provided to all students as part of the Student Guide. In the Student Charter, the University undertakes to provide you with access to 'high standards of teaching, support, advice and guidance'.

The Student Charter requires that students are provided with a 'programme handbook which details any professional requirements, contact hours, mode of course delivery, assessment criteria, examination arrangements and regulations, academic guidance and support, and appeals and complaints procedures'. The purpose of this summary is to help you locate further details about this key information in your handbooks (please note that information will be found within this handbook and the Postgraduate Common Handbook).

Your handbook also contains a range of other valuable information, so you should read it thoroughly and retain a copy for future reference.

Your attention is also drawn to the Student Charter Supplementary Statement of Student Rights and Responsibilities. Further information on this can be found at http://www.ncl.ac.uk/pre-arrival/regulations/#studentcharter.

Average number of contact hours across the programme	See 4. PROGRAMME STRUCTURE (DIPLOMA/MA)
Mode of delivery	See 4. PROGRAMME STRUCTURE (DIPLOMA/MA)
Normal notice period for changes to the timetable, including rescheduled classes	See 7.5 ASSESSMENT
Normal notice period for changes to the curriculum or assessment	See 7.5 ASSESSMENT
Normal deadline for feedback on submitted coursework	See 7.5 ASSESSMENT 20 working days of the submission date, including non-term/semester periods but excluding closure periods and Bank Holidays.
Normal deadline for feedback on examinations	See 7.5 ASSESSMENT

Professional Accreditation:	The Urban Design MA is accredited by the Royal Town Planning Institute (RTPI) as a specialist qualification
Assessment methods and criteria:	Essay, coursework, seminar, poster presentation, design crit/reviews, report, design thesis and others. These vary by module and should be checked via Blackboard or the module catalogue: http://www.ncl.ac.uk/module-catalogue/
Academic guidance and support:	Georgia Giannopoulou as Degree Programme Director, module leaders on the various modules georgia.giannopoulou@ncl.ac.uk

4. PROGRAMME STRUCTURE (DIPLOMA/MA)

(a) The programme is available for study in full-time and part-time modes

(b) The period of study for full-time mode shall be one year starting in September. The period of study for part-time mode shall normally be two years starting in September.

(c) The programme comprises modules to a credit value of 120 for diploma; 180 for MA

(d) All candidates shall take the following compulsory modules:

Code	Descriptive title	Total Credits	Credits Sem 1	Credits Sem 2	Credits Sem 3	Type
ARC8115	Design Studio	40	40			Core
ARC8065	Cities and Culture	20		20		
ARC8069	Housing Alternatives	40		40		Core
TCP8052	Urban Design Seminars	10	10			
TCP8090	Principles and Practice of Urban Design (MAUD)*	10	10			

Candidates taking the MA in Urban Design (4004) wishing to obtain RTPI accreditation (specialist qualification) will be required to take, and pass, TCP8902 'The Reflexive Practitioner' in place of TCP8090 'Principles and Practice of Urban Design' (which, however, they are advised to observe for their learning).

Urban Design in the UK is multidisciplinary and as such does not carry a specific accreditation, nor one is expected/required in practice. The Urban Design Group http://www.udg.org.uk/ is the membership organisation for Urban Designers in the UK, promoting high quality urban design. Based on the content and learning outcomes of the course, The MA in Urban Design is partially accredited as a Specialist course by the RTPI. Any students who has achieved a Spatial accreditation from a prior course, would be eligible to obtain full RTPI accreditation after studying MAUD under the condition that they have completed the mandatory TCP8902 Reflexive Practitioner Module which would be undertaken in Semester 1 and replacing TCP8090 Principles and Practice in Urban Design (we recommend students who chose this route, attend TCP8090 anyway without bearing the credits as the content is very valuable to their course).

Students who have not or are not aiming to in the future complete another partially (Spatial) accredited by the RTPI course, are not required to attend TCP8902 Reflexive Practitioner and

cannot claim full RTPI accreditation after the course. This accreditation is not of particular relevance to the discipline of Urban Design as it refers to planning practice.

(e)   Masters students must take the following modules:

Code	Descriptive title	Total Credits	Credits Sem 1	Credits Sem 2	Credits Sem 3	Type
ARC8117	Design Thesis or Dissertation	60		0	60	

Year 1 (Part-time)

Candidates shall take the following compulsory modules:

Code	Descriptive title	Total Credits	Credits Sem 1	Credits Sem 2	Credits Sem 3	Type
ARC8069	Housing Alternatives	40		40		Core
TCP8052	Urban Design Seminars	10	10			
TCP8090	Principles and Practice of Urban Design*	10	10			

Year 2 (Part-time)

Candidates shall take the following compulsory modules:

Code	Descriptive title	Total Credits	Credits Sem 1	Credits Sem 2	Credits Sem 3	Type
ARC8115	Design Studio	40	40			Core
ARC8065	Cities and Culture	20		20		

With prior approval from the DPD, it will be possible for part-time students to take the compulsory modules in a different order, as long as all compulsory modules are still studied.

Candidates taking the MA in Urban Design (4004) wishing to obtain RTPI accreditation (specialist qualification) will be required to take, and pass, TCP8902 'The Reflexive Practitioner' in place of TCP8090 'Principles and Practice of Urban Design' (which, however, they are advised to observe for their learning).

Masters students must take the following modules:

Code	Descriptive title	Total Credits	Credits Sem 1	Credits Sem 2	Credits Sem 3	Type
ARC8117	Design Thesis or Dissertation	60		0	60	

5. TRANSFER FROM DIPLOMA (3359) TO MA (4004)

With DPD approval, students who achieve a semester 1 average of over 60% on the Diploma (3359) will be allowed to transfer to the MA Urban Design (4004) at the beginning of Semester 2.

6. ACCELERATED ROUTE (5365) FOR MARCH STUDENTS

(a)   Candidates who have taken the following modules as part of their MArch (5843F) studies:

Code	Descriptive title	Total Credits	Credits Sem 1	Credits Sem 2	Credits Sem 3	Type
ARC8065	Cities and Culture	20		20		Core
TCP8052	Urban Design Seminars (at Stage 6)	10	10			Core
TCP8090	Principles and Practice of Urban Design (at Stage 6)	10	10			Core

(b)   Such candidates shall take the following compulsory modules as part of the MA:

Code	Descriptive title	Total Credits	Credits Sem 1	Credits Sem 2	Credits Sem 3	Type
ARC8115	Design Studio	40	40			Core
ARC8069	Housing Alternatives	40		40		Core
ARC8117	Design Thesis	60			60	

(c)   Students who have completed the MArch (5843F) will be granted admission to the MA Urban Design on consideration of previous modules studied as part of the MArch; and may be granted up to 40 credits worth of Credit Transfer if MA Urban Design compulsory modules have been previously studied, and passed, as part of the MArch.

(d)   Students admitted to MA Urban Design from the MArch as above, will have their final classification for this award calculated using all 180 credits of MA Urban Design modules studied. As such, the grades achieved in the Urban Design modules studied as part of the MArch, whose credits are transferred to the MA Urban Design.

Exemptions from the University's Qualifications and Credit Framework and the University Regulations

An exemption from the University Regulations has been agreed which specifies that the design module (ARC8069) must be passed at first attempt for students to be eligible to procced to their design dissertation. Students not eligible to proceed to the dissertation can still resit ARC8069 and obtain a postgraduate diploma. Also, the Blog part of ARC8069 (10%) is seen as a stand alone item and there is a requirement that this is passed separately in order for the student to be allowed to pass the module ARC8069, or the mark will not be aggregated. However, there is a 1-resit opportunity for the Blog part of the module.

Newcastle University graduate applicants who achieve a **2:1 honours** in the **BA Architecture and Urban Planning (K190)** degree, will **automatically be issued an offer** without requiring a portfolio. Gradutes who have achieved 2:2 will be required to submit a portfolio and undergo an interview process as part of their admission procedure.

7.   MAIN ELEMENTS OF THE PROGRAMME

7.1   LECTURES/SEMINARS/WORKSHOPS

Modules involving the teaching of knowledge, concepts and skills in relation to specific subjects normally take the form of lectures and a wide variety of other learning activities. These include seminar discussions, workshops (short practical exercises designed to develop a particular skill) as well as student-centred learning through library studies etc.

Most modules on the Urban Design programme are assessed entirely in the form of coursework. Certain modules however, may be assessed by a combination of written examination and coursework, or a presentation and coursework each comprising varied percentages of the overall mark as explained in the briefs for each module.

Some modules, or parts of modules, will be taught to large student groups, encompassing both postgraduates and senior undergraduates. Some modules, or parts of modules, are also taught with mixed groups of students from different disciplines. This is deliberately to foster the interdisciplinary nature of the course. This is not only a way of producing teaching efficiencies but also an integral part of a modularised academic community. Through specialist reading and coursework requirements Urban Design students will be able to gain the specialised information that they may require. Working with other dissimilar students also offers the opportunity to obtain a different perspective on a particular issue.

With regards to assessment the School has a policy to return marks within 20 working days. You will be advised, usually by e-mail, when you work is ready to collect. In most cases marks and feedback (where applicable, excluding oral feedback in crits) will be returned via Blackboard where work also needs to be uploaded for assessment. You need to familiarise yourselves with the VLE (Virtual Learning Environment) and with this process. 5.2

7.2   PROJECT WORK

The urban design projects are the main vehicles for the development of design understanding and skills. They are designed to relate the theories, methods, and techniques to the practice of urban design. Students will be required to work individually and in groups.

Projects are normally based in the North East of England which offers a wide range of environments from the historic cities to industrial and post-industrial urban areas.

Projects are structured in a series of marked interim presentations and a final with weekly tutorials in between.

Where appropriate, projects will be organised in collaboration with the local public and private sector agencies in the region. This gives realism and relevance to the projects and give students a better introduction to urban design practice. Most design modules also encompass an element of theory to contextualise and underpin the design work. This may be in the form of short lectures or readings presented and discussed in class.

7.3 CITIES AND CULTURE/FIELD TRIP (ARC8065)

The European context also offers a setting for projects. During the second semester there is a field trip arranged, often involving other postgraduate groups in the School. This annual study visit to a European city provides a basis for comparative studies of urban design.

The focus of the project is around ecological design and regeneration. This is supported by the extensive European network of the School. Location for this project is a European city, changing every 2-3 years and the duration is approximately one week.

Further details about this will be provided in due course.

Please note the current cost of the study visit is approximately **£500 assuming shared accommodation in youth hostels or shared houses and modest living expenses.** This **excludes VISA costs** where they apply and you need to take this under consideration.

Also note that **the responsibility of travel and accommodation arrangements for the field trip lies with YOU and not the University**. Most year groups make joint arrangements which makes savings and obviously the earlier the bookings the more likely you will be to find more affordable flights.

If you need a visa for any field trip please apply EARLY (as early as you find out about the destination) as these can take many weeks to be issued. This is particularly important for international students, as this is a compulsory module and non-attendance due to failure to obtain a visa may have significant implications on achieving your qualification. You are all advised to apply for your visas well in advance. Students required to go on a field trip in Schengen countries need to make sure that at the time of their trip they have another 12 months on their UK visa and at least 6 months on their passport.

The University visa office can be contacted via the following e-mail visa@ncl.ac.uk and further information can be found on their web page http://www.ncl.ac.uk/students/progress/visa/

If you need specific help with your VISA please contact Tracey Aston at Student Progress Office at : tracey.aston@ncl.ac.uk

7.4 DESIGN THESIS

The Masters students are required to undertake a Design Thesis as part of their Masters-Level qualification. Part of the Design Thesis is a theoretical piece of work identifying a key urban design issue/research question of your interest and conducting a moderate literature review to gain an understanding of key issues and debates around this theme, before focusing and applying understanding on a particular and suitable site of your choice. This work happens in Semester 2 (value 1.0 module) during which time data collection and analysis around the site must also be carried out. The design element of the Dissertation or Design Thesis is completed between May and the beginning of August and is also a discernible module of 5.0 credit value.

Detailed guidance on the design thesis will be provided during the year. Students must recognise the need to submit their completed work by the submission date set annually. In the case where a submitted thesis does not pass the final examination, a period of remedial work (usually 1-month) may be set. This counts as a resit and candidates have **one** opportunity to resit their thesis. Should they fail, they will walk away with a Diploma in Urban Design (if all other modules have been successfully completed).

7.5   ASSESSMENT AND FEEDBACK

All modules in the course are assessed through project or written work. Many modules have several points of summative and formative assessment and the final mark may be an aggregate of these interim assessments. Details on assessment (type of assessment, marking criteria and deadlines) are given in the brief of every module in the first weeks of term.

Assessment deadlines are very serious. At times assessment dates may be amended by the module leader should circumstances require it. Any extensions to individual students will be granted will be subject producing a PEC form http://www.ncl.ac.uk/students/progress/student-resources/help/ and having the support of the module leader, the Degree Programme Director and the PEC committee.

Work submitted within 7 calendar days of the assessment deadline will, for the assignment in question, be given a maximum of 50% for postgraduate programmes; work submitted after 7 calendar days will be given a mark of 0.

Attention: If you miss an oral assessment (design crit) without a PEC form, you will be marked 0 for this submission as this environment cannot be replicated at a later date.

All feedback and provisional marks on any summative assessment will be returned to students within 20 working days of the submission date, including within non-term/semester periods. We ensure that feedback is received by students early enough to influence the next assessment task.

8.   **EXTERNAL EXAMINING**

The current External Examiner for this programme is **Lindsay Smales (Senior Lecturer in Urban Design & Community Planning), Leeds Beckett University**.

In order 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 more information please visit the university's policy for external examiners http://www.ncl.ac.uk/quilt/assets/documents/qsh-extexam-policy.pdf

9.   **STUDENT COMMENTS, FEEDBACK AND GRIEVANCES**

Students are encouraged to make comment about any aspect of their programme or their life in the School, or seek remedies for specific grievance. There are a number of platforms for engaging with tutors and management to discuss issues and bring forward suggestions, including representation in committees and online surveys but also informal ways such as approaching your tutor/Degree Programme Director. Further information on this can be found in the PG Common Handbook. http://www.ncl.ac.uk/apl/students/handbooks/

10.   THE BLOG www.nclurbandesign.org

Students from the MA in Urban Design of the past 8 years have started an online reflective journal with a richness of urban design resources which they have left behind to you as a legacy. This communication tool can be invaluable to you for exchanging information on course and learning related material but also other topics around your study such as events, life, travel etc. You will all be authors to this Blog for this year and as a cohort you have the freedom to develop and personalise the Blog, which is as much a tool for you to exchange ideas and interests, as much a window for prospective students to have a glimpse into the real life in the MA in Urban Design and a legacy for the future. The Blog will also allow you to build a pprofessional identity for yourself onlune and improve your networking and job prospects as well as help build an alumni network of Newcastle University Urban Design Students. The blog is an integral and marked element of the course. It has been unanimously recognised by previous students as valuable and enjoyable as well as seen as a best practice innovative tool in teaching design. You will find out more about the Blog in the course of time.
In the meantime have a browse www.nclurbandesign.org

11.   READING LIST

Classic texts

The following is a reading list of classic texts in urban design which have either influenced contemporary thinking, or are where different theories have been brought together in an important way. Students should familiarise themselves with ALL these texts as soon as possible.

Alexander C et al *A New theory of Urban Design*, Oxford University Press, New York.
Bacon, E (1975) *Design of Cities*, Thames and Hudson, London
Barnett, J (1982) *An Introduction to Urban Design*, MIT Press, Cambridge MA
Bentley, I et al (1985) *Responsive Environments a manual for designers*,
        Architectural Press, London
Cullen G (1971) *The Concise Townscape*, Butterworth Architecture, London
Jacobs J (1961) *Death and Life of Great American Cities*, Vintage Books,
        New York.
Krier, R *Urban Space*, Academy Ed, London
Lynch, K *The Image of the City*, MIT Press, Cambridge MA
Mumford, L (1975*) The City in History*, Penguin, Harmondsworth.
Rowe, C & Koetter, K (1978*) Collage City*, MIT Press Cambridge MA

Readers

A good way of introducing yourself to a range of theories on urban design is through a 'reader' – there are currently two which are recommended.

Larice, A & MacDonald, E (2007) *The Urban Design Reader*, Routledge, London
Carmona, M & Tiesdell, S (2007) *Urban design Reader*, Architectural Press, Oxford.

Contemporary Texts

You should also familiarise yourselves with the following contemporary texts:

Burdett R (2010), *The Endless City: The Urban Age Project by the London School of Economics and Deutsche Bank's Alfred Herrhausen Society,* Phaidon
Madanipour *A* (1996) *Design of Urban Space*, Wiley, Chichester

Moughtin C (1999) *Urban Design Street and Square*, Arch Press, Oxford
Roberts and Greed (2001) *Approaching Urban Design*, Longman Harlow
Tibbalds F (1992) *Making People Friendly Towns*, Longman, London
Dr Clara Creed (editor), Marion Roberts, *Introducing Urban Design: Interventions and Responses*, (1998), Longman
Dr Clara Creed (editor), Marion Roberts, *Approaching Urban Design: The Design Process*,(1998), Longman
David Adams and Steve Tiesdell (2011) *Urban Design in the Real Estate Development Process: Policy Tools and Property Decisions*, , Wiley-Blackwell
Jan Ghel (2010), *Shaping Places: Urban Planning, Design and Development*
Cities for People Island Press
Jan Gehl and Birgitte Svarre (2013) *How to Study Public Life: Methods in Urban Design,* Island Press
Key Websites

http://www.udg.org.uk/

http://www.urbannous.org.uk/

http://www.princes-foundation.org/

http://www.designcouncil.org.uk/our-services/built-environment-cabe

12. FURTHER KEY INFORMATION FOR STUDENTS

For further key information on the following listed items please refer to the PGT Common Handbook which can be found on the school web-site at http://www.ncl.ac.uk/apl/students/handbooks/ or you can obtain a hard copy from your Programme Secretary.

- University Timetables
- Attendance
- Student Self Service Portal (S3P)

Student Support
- Personal Tutoring
- Peer Mentoring
- Other Sources of Support in Your School
- Student Services (King's Gate)
- Student Advice Centre

What to do if things go wrong
- If You Are Ill
- Personal Extenuating Circumstances
- Change of Circumstances (Transfer, Suspend Studies or Withdraw)
- Complaints and Appeals

Assessment and Feedback
- Coursework Submission
- Late Submission of Assessed Work
- Examinations
- Feedback on Assignments
- Marking Criteria
- Marking and Moderation Processes
- How Assessment Affects Your Progress
- Assessment Irregularities and Disciplinary Procedures

Student Representation and Feedback Mechanisms
- Overview
- Module Evaluations
- External Surveys
- Student Representation on Committees

Ensuring the Quality of Your Degree
- Mechanisms for Ensuring the Quality of Your Degree

Resources Tools for Study and Revision
- University Library
- Writing Development Centre
- INTO Newcastle In-Sessional English/Language Support
- Maths-Aid
- Computing Facilities
- Careers Service
- Health and Safety

Additional University Contact Information
- Additional Contact Information