Newcastle University

SCHOOL OF ARCHITECTURE, PLANNING AND LANDSCAPE

Postgraduate Common Handbook for Programmes in:

- **Planning and Environment Research (MA)**

- **Urban Planning (MSc)**

- **Landscape Architecture Studies (MA)**

- **Master of Landscape Architecture**

- **MPlan (Stage 4)**

- **Advanced Architectural Design: Architecture and Cities 1 year (MSc)**

- **Architectural Practice & Management (PG Dip)**

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1. Welcome to the School of Architecture, Planning and Landscape

Welcome to the School of Architecture, Planning and Landscape at Newcastle University and to your postgraduate studies.

In the School, we see ourselves as a community of students, scholars and practitioners who are committed to architecture, planning and landscape as diverse and wide-ranging fields of investigation and practice. We understand scholarship in our fields to be a collective endeavour that involves the acquisition and exercise of complex knowledges and skills. These, we believe, are best realised through a dynamic approach to education, which sees it not as the transmission of a set of fixed orthodoxies but as an ongoing process of questioning and inquiry in which staff and students are both participants. Our efforts are always directed toward fostering an academic environment that values this openness, while encouraging the pursuit of knowledge, in all its aspects, at the highest level.

Newcastle is a member of the UK's Russell Group of leading research intensive universities. Staff in the School of Architecture, Planning and Landscape undertake research which is renowned for its globally-important, often interdisciplinary orientation. We combine sophisticated, critical and rigorous scholarship with a commitment to social justice and inclusion. We are proud that our teaching is informed by our research. You will be working with academics who are at the forefront of producing the latest knowledge in our disciplines and you can be reassured that you will leave having engaged with the most up-to-date work in your chosen field of inquiry. If evidence is needed for this, the School was graded 4th out of 45 in the UK for both research intensity and research power as part of the government's most recent Research Excellence Framework (REF) in 2014. This exercise graded 85% of our work as world-leading or internationally excellent. With over 40 staff included we were able to demonstrate our breadth and depth across architecture, planning, landscape, and rural economies.

We aim to help you draw on your experiences and ideas to become the kind of researcher, thinker and practitioner that you want to be. This can be difficult and it requires you to take charge of your learning yourself, to think of the course materials and sessions as the beginning of your learning, not the end. Our teaching is meant as the starting point for your academic development, and you should read widely around what we provide for you. We want you to refine your own attitudes to your learning and to remember that your intellectual development is fundamentally linked to your personal development. We want you to think for yourself, not just recycle what we say. So please ask questions of your teachers, tell us when you don't understand, challenge us back when we challenge you, and help us to help you.

We are proud that the School of Architecture, Planning and Landscape is truly international. Our staff and students, particularly at postgraduate level, come from diverse backgrounds (including over 40 countries at our last count). Indeed, our research and consultancy work addresses many global and local contexts. If you're new to the UK, then I'd like to extend a special welcome to Britain, to the North East of England and to our lively, friendly city.

We are proud of the design of our postgraduate programmes, with their balance of intellectual challenge and personal support for every individual, and we hope you will find your time at Newcastle both enjoyable and rewarding.

Prof Adam Sharr Head of School September 2019

2.   Academic Year Dates 20/21

Induction Week: Monday 28th September 2020

Semester 1:   Monday 28 September 2020 – Friday 29 January 2021

Semester 2:   Monday 1st February 2021– Friday 18 June 2021

Michaelmas: Monday 23 September 2019 – Friday 18 December 2020

Epiphany: Monday 11 January 2021 – Friday 26 March 2021

Easter: Monday 26 April 2021 – Friday 18 June 2021

3.   Staff in the School of Architecture, Planning and Landscape

In the School of Architecture, Planning and Landscape as a whole, there are approximately 70 academic staff and 25 support staff. Full details of School staff can be found on the School of Architecture, Planning and Landscape web-site, http://www.ncl.ac.uk/apl The key contacts for the programmes covered by this handbook are:

		Rm	Ext *	Email
Head of School	Prof Adam Sharr	Ground Floor, Arch	86810	Adam.sharr@ncl.ac.uk
Director of Planning & Urban Design Programmes	Dr Zan Gunn	7th Floor, Henry Daysh Building	88002	zan.gunn@ncl.ac.uk -
Director of Architecture (Design Programmes)	Dr Juliet Odgers	2nd Floor Arch	84497	juliet.odgers@ncl.ac.uk
Director PGT Programmes	Dr Martin Beattie	Top Floor Arch	86032	Martin.Beattie@ncl.ac.uk
MSc Urban Planning	Dr Cat Button	7th Floor, Henry Daysh Building	86807	Cat.button@ncl.ac.uk
MSc Advanced Architectural Design: Architecture and Cities	Dr Martin Beattie	Top Floor Building Science	86032	Martin.Beattie@ncl.ac.uk
MA Planning & Environment Research	Dr Raymond Abdulai	8th Floor, Henry Daysh Building	82581	Raymond.Abdulai@ncl.ac.uk
MA Landscape Architecture Studies	Dr Ian Thompson	5th Floor, Henry Daysh Building	88812	I.h.thompson@ncl.ac.uk
MPlan (Stage 4)	Dr Georgiana Varna	7th Floor, Henry Daysh Building	85647	Georgiana.varna@ncl.ac.uk

Master of Landscape Architecture	Dr Usue Ruiz Arana	5th Floor, Henry Daysh Building	88812	u.ruiz-arana@newcastle.ac.uk
Learning and Teaching Assistants	Nicola Rutherford 5th Floor Henry Daysh Building Nicola.Rutherford@ncl.ac.uk 0191 208 6509 (Design based programmes)		Vicky Young 5th Floor Henry Daysh Building Vicky.young1@ncl.ac.uk 0191 208 6004 (Planning based programmes)	
Reception	General Office, Ground Floor, Architecture Building 0191 208 5831			
School Manager	Jill Mawson Jill.mawson@ncl.ac.uk 0191 2087634			
Deputy School Manager	Lucy Morgan Lucy.Morgan@ncl.ac.uk 0191 2087634			
Student Recruitment and Wellbeing Manager	Ruth Daglish Ruth.daglish@newcastle.ac.uk 0191 208 4881			

*Please note that during remote working these telephone extensions may not be answered

The School is part of the Faculty of Humanities and Social Sciences. A list of faculty staff is available on the website at: https://www.ncl.ac.uk/hss/contact/

If you are wanting to meet up with an academic planning staff, email them at their ncl.ac.uk email address and they will set up an appointment with you, identifying where and when you can meet. If you have a query that is not an academic, or personal tutoring matter then go to Reception in Architecture Building in the first instance.

4.   The Role of This Handbook

This handbook sets out common features of the postgraduate programmes in the School of Architecture, Planning and Landscape. This includes standard policies and procedures in the School e.g. for handing in assessed work. It includes a range of wider University policies and information.   It needs to be read in conjunction with a number of other documents. At the University level there are **University General Regulations and Examination Conventions (http://www.ncl.ac.uk/regulations/docs/)** that provide the framework of regulations in which all programmes operate. At the individual degree or programme level there are:

- Specific regulations for each course setting out, e.g., the modules which make up the programme
- Defined aims and objectives
- A standard module outline giving basic information on each module

Information on specific programmes is set out in the various **Programme Handbooks.**

Students are responsible for making themselves familiar with all the regulations and rules affecting them, all notices placed on public notice boards throughout the University, as well as with all dates appearing in the University Calendar which affect them. In particular they are required to note the times and places at which University examinations are to be held.

Key Definitions:

Module – 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 postgraduate year is 180 credits. Your total study time is expected to total 100 hours for each 10-credit module.

Compulsory modules – modules that you must take to fulfil the requirements of the Degree Programme

Core modules – those modules which you must PASS to be allowed to proceed

Optional modules – those which you choose to take because they suit your interests and career aspirations

Aims – each programme will have a set of aims that explains the overall goals of the programme. These aims will relate to programme structure, student outcomes, placements (where relevant), and accrediting bodies (where relevant). Modules will also have a set of aims that explains the primary objectives of each specific module.

Learning outcomes – each programme will have a set of learning outcomes that specifies the skills and knowledge that students are expected to develop over the course of the programme. Modules will also have specific skills outcomes and knowledge outcomes that specify what you will learn and what skills you will develop on each module.

Degree programme regulations – explain which modules can be taken, programme-specific progression rules (i.e., how to ensure that you advance to the next stage), and programme-specific degree classification rules (i.e., how your final degree classification will be determined). All degree programme regulations are available here: http://www.ncl.ac.uk/regulations/docs/

Degree programme specifications – the specifications for each degree programme contain information on the aims, learning outcomes, teaching and learning methods and assessment strategies specific to each programme. All degree programme specifications are available here: http://www.ncl.ac.uk/regulations/specs/

5.   The Student Charter and the Newcastle Offer

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

Newcastle University undertakes to:

- require its employees to demonstrate high standards of professional conduct
- treat students as full members of the University community
- require its employees to treat students professionally and with respect
- promote equal opportunity for all students
- work in partnership with students to shape their University experience.

Newcastle University undertakes to provide:

- high standards of teaching, support, advice and guidance
- access to activities that will develop graduate and research skills and enhance personal development and employability
- access to professional support services for advice on health and wellbeing, accommodation, finance and careers
- access to excellent library and IT facilities
- support for student election of representatives and participation in academic and programme development.

Newcastle University undertakes to provide students with the following information:

- published programme costs, payment options and deadlines, and an estimate of necessary

additional costs
- a programme handbook which outlines any professional requirements, contact hours, attendance expectations, mode of course delivery, assessment criteria, examination arrangements and regulations, academic guidance and support, and appeals and complaints procedures
- clear deadlines and timeframes for feedback on submitted work
- appropriate periods of notice for planned changes to the timetable and curriculum.

Students undertake to:

- demonstrate high standards of personal conduct and respect in their interactions with the University and the local community
- treat staff and their fellow students respectfully.
- attend orientation, induction sessions and meetings with tutors/University support staff
- familiarise themselves with information provided by the University and follow recognised procedures
- be punctual, attend all timetabled sessions and participate in classes and group learning activities
- take responsibility to manage their learning and ensure that they regularly spend sufficient time in private study
- obtain agreement from their academic unit, where possible in advance, for essential absences
- submit assessed work by stated deadlines, collect marked work and learn from feedback
- participate in opportunities to develop and improve provision, such as supporting student representatives and completing feedback forms
- take responsibility for engaging in appropriate activities outside of their curriculum to enhance their employability skills
- respect the physical environment within and beyond the University.
- The Students' Union undertakes to:
- promote high standards of student personal conduct
- support student engagement with the local community
- support all students to ensure they receive equal treatment and are aware of their rights and responsibilities
- support student representation in a wide range of contexts to ensure that students contribute to the development and improvement of provision
- work in partnership with the University to ensure that student views inform the development and improvement of provision, and the wider student experience
- assist students with academic and welfare problems
- represent the interests of all Newcastle University students at local and national level
- encourage students' personal and professional development by providing a range of information and media, sports clubs, societies and activities.

The Student Discipline procedure can be accessed via the following link
https://www.ncl.ac.uk/students/progress/Regulations/Procedures/disciplinary/

The Newcastle Offer provides additional explanation about what the University offers students for their fees and explains how the University delivers on its promises. More information on the Newcastle Offer is available here:
http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/charter/

6. Communication with Students

Communication with individual or groups of students is usually undertaken by email. All students must therefore check their ncl email on a regular and frequent basis. This can be done off campus.

You are required to register for University e-mail when you first register as a student. Your University e-mail address will be used by The School for all email communications with you. We will not email private, non-University email addresses. You must regularly check the notice boards, Canvas Announcements and email. Canvas announcements, notices and email messages are the main ways in which relevant information is communicated to students, including examination schedules, submission deadlines, timetable changes, social events, career opportunities and extra-curricular activities. Failure to monitor

email traffic, Canvas announcements and notice boards may result in you missing academic, social and career opportunities. However, it can also have more serious consequences, if, for example, you miss information regarding teaching arrangements, submission deadlines or the examination timetable.

Please do bear in mind when you are contacting staff that you are not the only person who will be contacting them and, although they are available and willing to help you, they, like you, have many demands on their time.

Please also remember that staff working hours can differ depending on whether they are full time or part time, and that emails may not be responded to outside of normal 9 to 5 working hours.

Before sending an e-mail, please consider whether you could easily find out what you need to know from a resource such as your Degree Programme Handbook, our Current Student Webpages or via Canvas. Your learning and teaching assistant and / or Reception should be able to answer general queries about such matters as timetabling, deadlines for submission of coursework or examinations.

Please do not send the same email to multiple email addresses separately as this can cause confusion. If you have a query to direct to multiple people within the same email, please ensure you either put all recipients in the 'To' or 'Cc' lines. However, it is good practice to ensure that you direct your email to the correct person to begin with – thus reducing the need to copy in multiple recipients.

Use the subject line to convey the topic of the body of the email; i.e., module code: module assignment query, reply required; module code: absence on 12 November; or module code: need to schedule an appointment.

For best results, check the advertised office hours of the person you are trying to contact and drop by their office during that time.

If you email a member of staff and haven't received either a response or an out of office message after 5 working days please re-send the message, marking the header text 're-send'.

Please remember that members of staff who are part-time do not work every day of the week so 5 of these working days may run across two standard working weeks

When e-mailing anyone at the University, please do so in a courteous manner: use clear, appropriate and polite language. As set out in the Student Charter, Newcastle University and The School expect you to respect both staff and other students and to behave responsibly and professionally in contacting them.

7.   Student Self Service Portal (S3P)

S3P is your Student Self Service Portal, use this system if you want to;

- Register on your programme of study
- Keep details (addresses, etc.) up to date
- Pay fees online
- View and print documentation to confirm your student status (e.g. for council tax purposes).
- Confirm module choices for the next academic year
- Report an absence to your School.
- Submit a Personal Extenuating Circumstance (PEC) form

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

You can log on 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.

8.   Ensuring the Quality of Your Degree

The University is responsible for ensuring the quality and standards of all academic awards made in its name. You should have confidence that there are a number of people – inside your School, across the University, and outside the University – who review your degree programme and ensure that it is up-to-date, consistent in its treatment of students, appropriate in its forms of teaching and assessment, and of the highest standards. The key mechanisms are described below:

Annual Monitoring and Review (AMR) – Every year Schools are asked to comment on what went well and what could be improved (and to provide evidence) regarding programmes. Schools are also required to develop an action plan that lists new projects and activities to improve a degree programme. This AMR is reviewed at Faculty level each year and at University level to identify effective practice to share or issues to address. See the University policy for more information: http://www.ncl.ac.uk/ltds/assets/documents/qsh-amr-policy.pdf.

Learning and Teaching Review (LTR) – Approximately every six years each School or subject area is reviewed by a panel of University staff and at least one external member who is a discipline-specialist. This review examines the teaching and learning process and speaks with students and staff about their experiences of the programme. More for information, see:
http://www.ncl.ac.uk/ltds/assets/documents/qsh-ltr-policy.pdf.

External Examining – Each programme will have at least one external examiner, someone who works at a different University or in industry. The function of external examiners is to assist the University by providing assurance that in their expert judgement the standards of all awards at Newcastle are at least comparable to those in similar subjects in other universities in the UK and with relevant external referents. External examiners are asked to review programme aims and learning objectives as well as assessment questions and feedback. 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 further information, see: https://www.ncl.ac.uk/ltds/governance/examiners/.

You should not contact external examiners directly, but you may be asked to meet with them when they come to visit the University. You can also engage with the process through which the University considers and responds to external examiners by participation in Boards of Studies, Student Staff Committee, and Faculty Education Committees.

You can engage directly with an LTR by volunteering to meet with the panel (if there is an LTR while you are a student) or by volunteering to serve as a student panel member for an LTR in another School. You can engage with AMR and external examining through the student representation system and by participating in School and Faculty committees.

Changes to your programme – The University recognises that students invest time and personal effort in their studies and need timely dialogue and clarity of options when changes occur. Your School will act transparently and enter dialogue with students to identify options and minimize the impact on students affected by changes to programmes. For further information, see https://www.ncl.ac.uk/ltds/assets/documents/qsh_PolicyProgChange.pdf.

9.   Some General Academic Issues

Much of the information on academic matters, such as aims and objectives of programmes is specific to individual handbooks. However, there are a number of common features to the postgraduate programmes in the School of Architecture, Planning and Landscape.

9.1   Marking Scales

All the programmes covered by this handbook have a 50% pass mark. Please refer to your Programme Handbook and module documentation for information on marking criteria.

9.2   Standards of Postgraduate Taught Programmes Key Skills

All Master's graduates will have a range of key skills. These include the exercise of initiative and personal responsibility, decision-making in complex and unpredictable situations, and the independent learning ability required for continuing professional development. Additionally, there will be other skills that will vary in accordance with the subject(s) studied.

Pass (50-59%)

Graduates with a Pass will have demonstrated at least:

A good knowledge and understanding of their subjects to an advanced level;
A good knowledge and understanding of the concepts, methods and techniques used to research or advance scholarship in their subjects;
A good knowledge and understanding of the concepts, methods and techniques used to research or advance scholarship in the subject(s)
A good knowledge and understanding of how such concepts, methods and techniques are applied to create and interpret knowledge in the subject(s);
A good ability to critically evaluate current research and advanced scholarship in the subject(s);
A good ability to apply the above in original ways in their own research or advanced scholarship;

Merit (60-69%)

Graduates with a Pass with Merit will have demonstrated at least very good knowledge and understanding, skills and abilities in a majority of the outcomes set out above.

Distinction (70+)

Graduates with a Pass with Distinction will have demonstrated excellence in knowledge and understanding, skills, and abilities in a majority of the outcomes set out above.

9.3   Changes to the Curriculum or Assessment

Changes to the programmes after you register are rare and are generally unavoidable. However, we will endeavour to give you as much notice as we can if changes are necessary.

9.4   Timetable Changes

We will try not to make changes to your timetable after teaching starts. However, change can sometimes be unavoidable. If this does happen, we will always try to provide you with at least one week's notice of a planned change, including any rescheduled classes. If unexpected situations arise, such as staff sickness, we will give you as much notice as we can and will always try and contact you at least an hour before the class is due to start.

You should use the student timetables website (www.ncl.ac.uk/timetable) and the timetabling app 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.

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.

10. Learning Resources and Support

10.1 Canvas

Canvas is the Virtual Learning Environment at Newcastle. It's used to deliver teaching and support your learning. For 24/7 access to your reading lists, course modules and handouts, log in at canvas.ncl.ac.uk

If you are unable to see any of your modules on Canvas, please contact the relevant Learning and Teaching Assistant to check your module registration.

10.2 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.

If you do need support, free, in-sessional English classes are available:
http://www.ncl.ac.uk/students/insessional/

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 https://www.ncl.ac.uk/library/subject-support/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.

10.3 Writing Development Centre

The Writing Development Centre's role is to help you become a confident and successful independent learner. Our team of tutors offers advice and guidance on academic skills including:

- Understanding assignment questions and marking criteria and feedback
- 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

Its approach is developmental – they don't 'check', proofread or correct work for you, but they do help you understand the expectations of university study and develop effective strategies which will suit your subject and stage, and your own study preferences. They work with students at all levels from Undergraduate to Postgraduate and across all subjects. They can only offer advice on work submitted for assessment as part of a degree programme at Newcastle University.

They offer one to one tutorials (now online for 2020/21) based in the Writing Development Centre which 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-judgmental, supportive and strictly confidential. Appointments should be made online via our website. They also run a range of other activities throughout the academic year on core academic skills topics and are invited by Schools and Faculties to offer subject-specific activities and resources as part of degree courses. They also maintain a range of online resources on academic skills and writing on the ASK-website.

To find out more or book an appointment please see our website https://www.ncl.ac.uk/library/subject-support/wdc/

10.4 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
Website: https://internal.ncl.ac.uk/ask/where-to-go/maths-aid

10.5 Attendance

The University wishes to support all students to the completion of a programme of study and we know that good engagement with their programme plays an important part in successful outcomes. It is important that all students adhere to the terms of the Student Charterhttps://www.ncl.ac.uk/pre-arrival/regulations/#studentcharter and interact with learning activities and attend all timetabled sessions provided in a punctual manner. The University also has an obligation to monitor the attendance of international students and to report to UK Visa and Immigration, any student who is located in the UK who is not engaging with their studies and may be presumed to have withdrawn .

Attendance at classes and engagement with the Canvas activities is monitored to help us to identify, contact and support at an early stage any student who lack of interaction gives us cause for concern. On some degree programmes most or all in-person classes are monitored, and in others just a proportion. We use the SMART card scanners located throughout campus to record attendance and your attendance at timetabled classes is recorded whenever you are asked to scan your SMART card. Different degree programmes record attendance at different types of classes and your programme's policy on which types of classes it monitors should be made clear to you at induction.

If you are unable to attend for any length of time (more than 3 days absence), you should notify your School by promptly submitting an absence request form along with any necessary evidence. You can

do this through S3P. https://www.ncl.ac.uk/students/progress/student-resources/s3p/absencereq.htm

International students should also seek approval for vacations or plans to leave the UK in the summer period, as this may have implications for your visa.

A significant number of absences could mean that your School may consider 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. International students should note that persistent and unauthorised/unexplained absence, even for compassionate and compelling reasons, may be communicated to UK Visas and Immigration which could result in your UK visa being curtailed.

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

10.6 Modules and Module Choices

The Degree Programme Regulations for your programme explain which modules are compulsory, core, and/or optional on your degree programme. 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.

Stage 1 students complete module selection in Induction Week, and all students will be provided with information to help you select your optional modules. Before submitting your selections, you should meet with your personal tutor to ensure that they are appropriate and that they fit with the Degree Programme

10.7 Timetabling

Once registered on your programme, you can access a personalised timetable using the University app (https://services.ncl.ac.uk/itservice/teaching-services/mobile/universityapp/) which also has information on moving around campus safely, managing your Library and print accounts and finding places for private study. You can also view module, programme and individual timetables on the student timetables website (http://www.ncl.ac.uk/timetable) where there is a guide for on how to understand your timetable (https://www.ncl.ac.uk/media/wwwnclacuk/studenttimetables/files/Understand_Your_Timetable.pdf) and links to maps of the teaching campus.

If your degree programme has an optional component, your personal or stage tutors will advise you on the best module options to suit your particular academic interests.

Contact hours and the amount of self-directed study can differ between subjects, but you should expect to attend classes on most days and between the hours of 9am and 6.30pm Monday to Thursday and 9am and 5.30pm on Fridays.

If you are working remotely and are in a different time zone, every effort will be made to accommodate the time difference. You must let your module leaders know if the timetabling is causing difficulties to you related to time zone differences.

Please note that timetables can change at short notice during the year – so please check the website and your app regularly.

11.   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 Canvas, 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!

Only the Degree Programme Director has the authority to approve changes in coursework submission deadlines once they are published. If a deadline does change, you will be given sufficient notice and a reason for the change.

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

General Principles of Modular Assessment

Under the modular system, each of the modules constitutes a unit of assessment, weighted by the modular value.

The assessment of a module occurs within the semester in which the module takes place. This means, for example, that where written examinations form an element of a Semester 1 module, these examinations will take place at the end of Semester 1.

Written examinations take place during the 'assessment period' identified in each semester - usually in January/February for Semester 1 and May/June for Semester 2. Assessment by coursework may be undertaken and submitted throughout the semester, as indicated in the module descriptions.

Progress from stage to stage and the award of the final qualification are based on these module assessments. The General Regulations and Examination Conventions specify the rules governing failure and re-assessment of modules.

Forms of Assessment
These vary between programmes and are discussed in specific programme handbooks/module outlines. In the case of formal examinations, past papers can be viewed online via the student web pages.

International students in particular are advised to familiarise themselves with the examination system and expectations.

11.1   Examinations

University exam period dates are available on the Exams & Awards web pages
 (https://www.ncl.ac.uk/exams/exam-dates/). Please note that examinations can be scheduled on Saturdays during the main periods. You are expected to be available for examination at the University during all of the main periods.   There will be no scheduled exam period in semester 1 of 2020-21.

The University publishes a provisional exam timetable around 8-10 weeks in advance, so that you can check there are no clashes between your modules. A final exam timetable is then published around 6-8 weeks before the exam period. It is your responsibility to check the dates, times and locations of your exams carefully on your timetable.

Prior to your exams you must also read and understand the Exam Rules and Guidance. This provides instructions for what to do before, during and after the exam and details what you can and cannot take into an exam: http://www.ncl.ac.uk/exams/rules

The University has a calculator policy for examinations. Students can only use calculators from the

Casio FX-83, Casio FX-85 and Casio FX-115 ranges. No other model of calculator is permitted.

When you are revising for your exams, you will almost certainly find it helpful to obtain copies of recent examination papers; these are available on the University website (https://www.ncl.ac.uk/exams/past-papers). Sample papers should be provided by the lecturer for new courses.

If you wish to be considered for alternative exam arrangements (e.g. extra time, rest breaks, use of a PC, smaller venue etc.) in light of a disability, specific learning difficulty or long term medical condition, then you should note that there are certain deadlines by which you must supply the appropriate medical evidence/documentation. For further information, you should contact the Student Wellbeing Service as soon as possible (https://www.ncl.ac.uk/wellbeing/supportservices/disabilitysupport/#overview

Examinations will generally take place on (or close to) campus, although there are exceptions to this rule. International students, for example, may apply to take a re-sit exam in their home country. More information is available from the Exams Office: (https://www.ncl.ac.uk/exams/overseas/)

11.2   Submission of Coursework

Generally, all coursework should be submitted accompanied by the appropriate assessment sheet via Canvas. Late or non-submission is discussed below.

Unless you are told otherwise 1 digital copy of all work must be submitted via Canvas by the date and time specified by the module leader. All written work should be submitted using the following formatting:

- Times New Roman or Arial
- 12 font
- Double Spacing

Where we can we try to blind-mark scripts. This may not be possible on group and project work, for good pedagogic reasons. To facilitate this, your assignment should be submitted anonymously where possible.

Plagiarism checks are compulsory on all appropriate assessments. This means that your coursework assessments will be submitted to Turnitin (directly, by you, or by a member of staff). 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 another source.

Work must be submitted to Canvas in one of the following formats. .doc, .docx, .rtf, .txt, .pdf, .htm, .html, .odt, .eps, .ps, .wpd, .hwp, .ppt, .pptx, .ppsx, .pps, .xls, .xlsx.

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.

A report showing any matches is produced and the report can be assessed to see if the matches are common phrases, correctly referenced, or not correctly referenced. A copy of the Turnitin receipt must be handed in with the hard copy at reception.

Each module may have varying submission requirements for coursework so please do ensure that you have consulted the appropriate coursework briefs and taken note of any communication regarding this from the module leader.

Non-Anonymous Marking

The rationale for non-anonymous marking is as follows:

1. Modules that are assessed by oral presentations: the assessment takes place in front of the marker, so the assessment has to be non-anonymous

2. Project-based modules and studio-design modules: as regular tutorials in support of the development of the projects/designs and of their assessment is provided throughout the duration of the module, meaning that tutors/markers who oversee the tutorials are most likely able to associate a specific project/design to a particular student/group, making anonymised marking impossible. The additional benefit for students would be that the tutors/markers would be able to get a greater sense of how feedback in tutorials feeds into final submissions.

3. Technology modules with a design component, included in or associated with the assessment: similarly, to criteria 2, the design component of the assessment makes the student easily identifiable to the marker(s), and anonymised marking difficult to guarantee.

4. Modules assessed by group work: making the marking non-anonymous might help address some of the issues around group work, which affect all programmes in the school. The benefit to students is that each group member would be more visible to the marker, and the marker in turn, would gain a better sense of who is in each group, who is attending tutorials, etc. The overall benefit would be to gain a better understanding of the group's dynamics and link these to the group's submission; this is likely to be particularly helpful where a group hasn't worked too well and the module leader has been made aware of these issues. This might also give the module leader a better sense of the scores allocated through peer review exercises.

5. Modules based on self-assessment of first hand experiences: this would include those modules where the assessment is based on placement and/or work experiences. The rationale is that the module leader/marker is likely to be in contact with the student throughout the placement/work experience and would therefore be able to associate the work submitted to a particular student.

6. Modules with "build" in assessments: this includes modules were a small assessment piece leading to a larger summative piece.

Modules that cannot be marked anonymously are listed below.

Module Code	Module Short Title	Module Leader	Assm Component	Assm Comment
APL8005	Advanced Landscape Design 1	Dr IH Thompson	Oral Presentation	Design Project 1 - Organised by School
APL8005	Advanced Landscape Design 1	Dr IH Thompson	Oral Presentation	Design Project 2 - Organised by School
APL8006	Landscape Design Studio 2	Dr IH Thompson	Oral Presentation	Final critical review & hand-in of project work - organised
APL8006	Landscape Design Studio 2	Dr IH Thompson	Oral Presentation	Final critical review & hand-in of project work - organised
APL8006	Landscape Design Studio 2	Dr IH Thompson	Design/Creative Proj	Interim reviews - important technical tool as well as a way
APL8007	Design Thesis MALAS	Dr IH Thompson	Design/Creative Proj	Students to produce:concpt sht, site propsl, detailed area,
APL8011	Landscape Professional Practice	Dr IH Thompson	Written Exercise	Preparation of c.v.
APL8012	Design Thesis MLA	Dr IH Thompson	Design/Creative Proj	Design Thesis
ARC7068	Service Delivery & Practice Mgmt	Dr JM Kamara	Report	3000-word report as a response to a practice-based scenario
ARC7069	Legal Framework & Bldg. Proc.	Dr JM Kamara	Report	3000 word report as a response to a practice based scenario
ARC7070	Prof Dev & Reflection	Dr JM Kamara	Oral Examination	To test students' overall competence with respect to their
ARC7070	Prof Dev & Reflection	Dr JM Kamara	Case Study	6000-word Case Study on a project that the student has had
ARC7070	Prof Dev & Reflection	Dr JM Kamara	Reflective Log	2000-word Personal Appraisal which is assessed with
ARC7070	Prof Dev & Reflection	Dr JM Kamara	Portfolio	Record of relevant practical experience (min of 24 months)
ARC8020	Urban Energy	Dr C Calderon	Design/Creative Proj	Group presentation - to provide feedback on case study
ARC8020	Urban Energy	Dr C Calderon	Prof Skill Assessmnt	Oral assessment and presentation
ARC8022	M.Res	Dr C Calderon	Research Paper	A presentation with a script . A formative grade mark will
ARC8022	M.Res	Dr C Calderon	Research Proposal	A presentation with a script, a formative grade mark will

ARC8022	M.Res	Dr C Calderon	Prof Skill Assessmnt	Ethics Form
ARC8048	Cities and Buildings: Contemporary Issue	Dr M Beattie	Oral Presentation	30 minute group presentation, including a research report,
ARC8050	Architectural Design	Mr IJ Marquez Munoz	Portfolio	Portfolio Exam
ARC8051	Tools for Thinking About Architecture	Professor Z Kezer	Essay	An introductory literature review of approximately 4,000
ARC8052	Architectural Design	Mr IJ Marquez Munoz	Portfolio	Portfolio
ARC8052	Architectural Design	Mr IJ Marquez Munoz	Report	Report Submission
ARC8053	Dissertation in Architecture A	Professor Z Kezer	Research Proposal	3,500 words to include statement of intent, lit review and
ARC8058	Linked Research Project A	Professor GM Farmer	Research Proposal	3,000 Project Proposal
ARC8060	Architectural Design	Mr M Ozga-Lawn	Portfolio	Integrated design submission with exhibition of year's work
ARC8062	Dissertation in Architecture B	Professor Z Kezer	Dissertation	Dissertation - 10,000 words
ARC8064	Thesis Research Document	Professor Z Kezer	Report	5000 word fully illustrated Written Report
ARC8065	Cities and Culture	Professor TG Townshend	Prof Skill Assessmnt	Seminar Presentations and discussions
ARC8065	Cities and Culture	Professor TG Townshend	Design/Creative Proj	Project work abroad
ARC8068	Linked Research Project B	Professor GM Farmer	Research Paper	7000 word research project
ARC8069	Housing Alternatives	Miss G Giannopoulou	Computer Assessment	Blog - 4 posts and 4 comments minimum, one of the posts
ARC8069	Housing Alternatives	Miss G Giannopoulou	Design/Creative Proj	Summative assessment of interim and final presentations
ARC8084	Architectural Practice	Dr JM Kamara	Oral Presentation	Oral group presentation on an aspect of professional
ARC8084	Architectural Practice	Dr JM Kamara	Case Study	Academic Portfolio that demonstrates students'compliance
ARC8115	Design studio	Dr M Beattie	Design/Creative Proj	Design project submission
ARC8115	Design studio	Dr M Beattie	Design/Creative Proj	A Series of graphic outputs from the skill building
ARC8116	Architecture and Cities specialist studi	Dr M Beattie	Design/Creative Proj	N/A
ARC8117	Design thesis or dissertation	Dr M Beattie	Design/Creative Proj	12,000 - 15,000 word dissertation, OR 4,000 - 8,000 word
ARC8119	Property Development Specialist Studio	Dr M Beattie	Design/Creative Proj	Assessed by visual and verbal design presentation
ARC8119	Property Development Specialist Studio	Dr M Beattie	Report	Appraisal of the design/creative project to determine
TCP7021	Project 1: Spatial Strategies	Mr BS Peel	Written Exercise	Group work folder
TCP7021	Project 1: Spatial Strategies	Mr BS Peel	Written Exercise	Group strategy (15,000 words and poster presentation)
TCP8003	Engaging With Information Sources in Pla	Mr C Davies	Computer Assessment	2 monitoring and feedback points. Formative feedback will
TCP8024	Consultancy Project	Dr SC Gunn	Prof Skill Assessmnt	Group presentation and group report. Approximately 10,000
TCP8025	Linked Research Project	Professor SDN Graham	Essay	2-3000 words
TCP8025	Linked Research Project	Professor SDN Graham	Report	Group written research report 10,000-20,000 words
TCP8052	Urban Design Seminars	Professor AR Madanipour	Prof Skill Assessmnt	One seminar presentation, 22 written summaries,
TCP8055	Visual Communication Techniques	Mr P Milner	Design/Creative Proj	Coursework 4 - Group Charette
TCP8090	Principles and Practice of Urban Design	Professor TG Townshend	Reflective Log	3x500 word commentaries posted on the blog; & 1x500 word
TCP8096	Green Infrastructure & Planning 1	Mr C Davies	Oral Presentation	Oral presentation on group exercise
TCP8920	Globalisation & Social Justice: Project	Dr CM Button	Poster	Poster presentation
TCP8920	Globalisation & Social Justice: Project	Dr CM Button	Essay	3000 words

11.3 Late or Non-Submission of Coursework

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 Canvas, 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!

Only the Degree Programme Director has the authority to approve changes in coursework submission deadlines once they are published. If a deadline does change, you will be given sufficient notice and a reason for the change.

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

Coursework **MUST** be submitted by the specified time and date. The school policy is that an electronic copy of your work must be submitted to Canvas by the deadline. **Failure to submit work by the deadline will result in a late or non-submission**.

Late submission up to 7 days without good cause or without the granting of an extension will lead to a maximum mark of 50% for postgraduate taught programmes for the assessment in question. Non-submission of work will result in a mark of zero. This applies to all work whether it constitutes all or part of the final mark.

Please be aware that there is no late submission option in the case of resit work
– any work submitted late will result in a mark of zero. If you have a valid reason for being unable to submit a piece of coursework by the specified time and date you must complete a Personal Extenuating Circumstances (PEC) form, outlining the reason for late submission. The form should be accompanied, as appropriate, by medical or other evidence; for example: medical certificate, police incident number, letter from Hall Warden. You must submit the PEC via S3P. Further information on the PEC procedure can be found in section 12 of this handbook.

The PEC will be taken into consideration and if the reasons are accepted as valid a new submission date will be agreed and you will be notified in writing. It is important that students inform the School if problems arise which may lead to late submission and complete a PEC Form as soon as possible.

11.4 Word Limits

It is important to write assignments in line with the advice given to you about their length. Assignments over the word limit may have the advantage of being able to say more than assignments written to the word limit. Therefore, in fairness to students who have complied with word restrictions, the School has developed the following policy in relation to excessive word length.

- On works expected to be between 10,000 and 20,000 words a penalty of 1%/ 1000 words be applied for excessive length
- On works expected to be between 5,000 and 10,000 words a penalty of 2%/ 1000 words applied for excessive length
- On works expected to be 5,000 words or less a penalty of 3%/ 1000 words be applied for excessive length

11.5 Moderation and Scaling Policy

This policy should be read in conjunction with the University's examination conventions and policy of moderation and scaling.

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

Organisation

The Director of Planning and Urban Design and the Director of Architecture shall make arrangements to ensure that all work subject to the policy is moderated.

Each module will be allocated a moderator. The school aims to return all work within 20 working days. It is the module leader's responsibility to ensure that moderation is carried out correctly and to the agreed timescale.

Coverage

All summative assessed work is subject to moderation of its marking.

11.6   Different types of assessment

Examinations

A sample of marked scripts will be reviewed by the moderator. See below for information on the approach to sampling. Essays and Reports
A sample of marked scripts should be reviewed by the moderator. See below for information on the approach to sampling.

Design Projects/Presentations

All design project work/presentations, marked by review, are attended and assessed by at least two members of staff. Moderation should as matter of principle include a process of cross-cohort or cross-studio comparison.

Dissertations

Dissertations will be blind double marked. This means that the moderator does not know what mark the first marker has allocated and cannot see the first marker's comments.

Selection of Samples

Samples of work for moderation will be selected so as to test the security of standards across the full marking range and where the candidate has failed. Class borderlines should also be moderated, given the importance the School attaches to the profile of marks. Work should also be moderated where a candidate fails to follow the procedures or is penalised for failing to answer the question.

The normal sample size is 10% of the number of pieces of work, or 10 pieces of work, whichever is the larger.

In cases where there are new members of staff (including hourly paid staff) assessing work, sample sizes will be increased in order to ensure the security of the marking process.

Outcomes of moderation

Where all the work for a module is blind double marked (as in the case of dissertations) if the two marks are less than 10% different and within the same degree classification, then an average of the two marks will be taken. Where the two markers do not agree and there is a greater than 10% difference in marks and/or they are in different degree classifications, then they will attempt to agree a joint mark. If they are unable to agree the dispute will be referred to a third marker to determine the agreed mark.

Where a sample of work is moderated, individual marks will not be changed. Where the moderator

agrees that the marking is in accordance with the marking criteria for the school/subject, the marks are confirmed. Where the moderator disagrees with the marking by at least 10% then consideration will be given to total double marking of all work, where marking is deemed unreliable, or scaling of the marks, where the marking shows a systematic error.

Recording the moderation process

In order that there should be an audit trail for moderation, there must be written evidence that moderation has taken place. Therefore, moderators must fill in a moderation sheet and submit this with the assessed work at the time that marks are returned for recording.

Review of module performance across modules and over time

Performance across modules is reviewed on an annual basis. The means, range and standard deviation for all modules are considered with a view to identifying modules where student performance does not match normal expectations or where marks do not map to the common marking scale. Module performance will also be compared to module performance in previous years. In such cases, it should be considered whether marks ought to be scaled (see below).

Information to students

The actual moderation forms will not be made available to students but are made available for review by the External Examiners.

11.7   Scaling

Where the marks for an assessment exceptionally fail to meet normal expectations for the range and spread of marks, then scaling will be considered. This would normally arise because of some unforeseen problem in the assessment which renders the marks out of line with the cohort's performance on other modules or past performance on the same module.

The Module Leader and the Degree Programme Director will initially consider whether a systematic adjustment to the marks is required. If they cannot agree the issues will be referred to the Chair of Board of Examiners. The key issue to determine is whether the pattern of marks fairly reflects student achievement and to consider what the reasons for the pattern of marks are. If marks are deemed to reflect fairly student achievement, then no scaling is required. Scaling can move marks both up and down and will not necessarily involve the same adjustment across the whole of the mark range. In determining how marks will be scaled sample scripts will be tested around key boundaries, such as the pass/fail threshold and key classification boundaries.

11.8   Disclosure of Marks

General Regulations state that marks for all modules are subject to confirmation by the Board of Examiners with the External Examiners in attendance. This meeting takes place at the end of Semester 2 (and at the start of Semester 1 for examination of MA/MSc Dissertations and any re-sit examinations). The final marks for all modules in a stage will be released to you after the Board of Examiners.

Marks awarded for coursework will be reported to you when available (as indicated on the module descriptions) but will be provisional marks, subject to confirmation by the Board of Examiners. Similarly, marks awarded for written examinations held during Semester 1 will be released to you when they are available but will also be provisional and subject to review and confirmation. We aim to return provisional marks to students within 20 working days.

All marks that are returned to you are provisional and subject to review and potential moderation prior to the final Board of Examiner 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. This means that it may award a degree classification higher than that determined by the marks alone. 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 Board may also, in certain circumstances deem individual students to have passed particular modules in which they have obtained a fail mark. Discretion and/or compensation are academic judgements, used to the benefit of students; and with care, in accordance with regulations, to ensure parity of approach.

Students do not have a right to these being applied. A student with provisional marks that could be compensated or where discretion can be applied, particularly in relation to class boundaries, should not assume that it will be. If the Exam Board has no grounds for using discretion or compensation, then it cannot be applied.

11.9   Feedback on Assessments

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 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 Canvas or NESS. Feedback may come from lecturers, from your student peers, or from yourself.

Formative feedback (e.g. a crit, or comments in a workshop or seminar, or early dissertation meeting) provides you with some helpful comments to assist you to progress, and if followed are likely to improve your final mark. However, they do not absolutely ensure an improvement in your final mark, for example if followed incompletely, or inaccurately; or if by following them you demonstrate less understanding of the topic then that will be reflected in your mark negatively rather than improving it.

Summative/Final feedback provides you with some comment on your assessment in relation to the module leaders' expectations set out in the course and assignment criteria, and in line with the assignment assessment band descriptors in programme handbooks and should help you to understand why you gained the grade that you did, and some pointers on how you might improve your work in future assignments.

Feedback helps you to understand your mark in relation to what you did for a particular assignment; what you did well and where you can improve. Reading and reflecting on the comments of your feedback is an important part of your learning.

There are usually some feedforward messages in assignment comments to help you to work out what you need to do to improve your work in the future. If you are consistently being told to read more, then this is something you should do if you want to improve your performance. Don't be the student that dismisses these clues with 'oh it always says that'.

Part of being at university, and an important life skill is about learning to self- evaluate, and to reflect critically but accurately on your own work, your own performance. Throughout your time here there will be opportunities for you to reflect on and assess your own individual work and your own contributions to seminar work, groupwork and to shared assignments, and it is worth learning to self-assess your own work ahead of submitting it to ensure that you have done what you can to perform well. It does not guarantee success, but it helps.
More information about University policies on coursework submission and the return of feedback is available here: https://www.ncl.ac.uk/ltds/assets/documents/qsh- assmt-assessedwork-policy.pdf

Feedback on exams may be given in the form of general feedback to the entire cohort. This feedback is focused on identifying what made good answers and poor answers on the exam and providing 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

11.10   Reassessment

Semester marks are not final until they have been agreed by the Board of Examiners at the end of the taught elements of the programme.

Your progress within your programme depends on your assessment marks, as explained in your degree programme regulations. The simplest way to proceed from one stage to another is to pass all credits in a given stage. Should you fail any number of modules, you are allowed the opportunity to re-sit these examinations in August. Re-sit exams are normally held in August, though students may apply to take a year out from the University and re-sit at the next normal sitting during the academic year. If you satisfy the examiners with your performance on the re-sit, you will have a pass mark of 50 recorded for that module.

A Master's degree or Postgraduate Diploma student who fails up to 40 credits of the taught element of the programme has the right to **one** reassessment for each module failed. The form of the reassessment at any stage may vary from the original, at the discretion of the board of studies. Students who are to be reassessed will be informed of the style of reassessment to be adopted and the new submission date after this Board of Examiners' meeting. The timing of any reassessment will be such that a student's progression is not unduly delayed.

A Masters student has the right to one resubmission of their dissertation provided they have failed no more than 40 credits of the taught element of the programme at the first attempt. A student who fails more than 40 credits of the taught element of the programme at the first attempt will not normally be permitted to resubmit their dissertation without the support of the chair of the board of examiners.

Resubmission should be within a defined period agreed by the board of examiners, normally within 3 months of the board of examiners' decision.

Capping of resubmitted marks
Resubmitted work is marked on its merit. However, the student will only receive a pass mark of a maximum of 50%.

11.11   Retention and Return of Assessed Work

The assessment and auditing of teaching is a developing feature of all universities. For this reason, there is an increasing need for the School to be able to make available samples of student work, of all kinds, to External Examiners and for purposes of both external and internal quality assessments.

Therefore, with certain exceptions, one hard copy of all coursework must be submitted at Reception and a further copy submitted electronically via Blackboard

12.   Management, Tutorial Arrangements and Student Support

12.1   The Personal Tutorial System

When you arrive at University, you will be assigned a personal tutor, who will help you make the most of your experience with us and support your academic career. Your personal tutor will be an academic member of staff and they will be your first point of contact with the University when you need advice or guidance.

Information about your personal tutor, including their email address, is included on the Student App, and this also includes information on:

- Your School Office, for example if you need to contact your personal tutor and do not get a timely reply from them
- Your peer mentor, if you are a Stage One Undergraduate student
- The University's Student Health and Wellbeing Services
- University guidance on Covid19

You should see your personal tutor at least twice during Semester 1. In addition, you are recommended to meet your tutor one more time in Semester 1 and then once a semester after that. You should take the initiative to schedule meetings with your personal tutor if you need to talk about any difficulties.

In addition to these meetings, your personal tutor is available to discuss academic issues that crop up throughout the year, and so please do contact them if you are seeking advice. They will either be able to help you themselves or will refer you to specialist services in the University. Your personal tutor will explain how to contact them in your first meeting.

If you have worries or are anxious, you may wish to raise these with your personal tutor, or you may feel it is more appropriate to contact our Student Health and Wellbeing Services.

If you wish, it is possible to change your personal tutor. For example, if you have a male personal tutor and would feel more comfortable with a female one. You don't need to give any reason for changing your tutor, and your School will be able to explain the procedures for doing so.

Inevitably, what you get out of personal tutoring depends upon you and your personal tutor both contributing to the relationship: a personal tutor can't help you if you do not engage with them, and you need to be open and honest with your tutor in order to receive the best support.

At the end of your degree, you can ask personal tutors to provide you with references for employment or further study. For these to be useful, your personal tutor needs to know you well enough to write them. This means that you should attend all arranged meetings, respond promptly to emails, and keep your personal tutor informed if you have any concerns.

12.2   Degree Programme Director

The Degree Programme Director (DPD) is responsible for the structure, content and standards of your degree programme. His/her role may involve module development, changes to course content, and recruitment activities. Your personal tutor may refer you to the DPD to discuss academic issues.

MSc Urban Planning	Dr Cat Button
MSc Advanced Architectural Design: Architecture and Cities	Dr Martin Beattie
MA Planning & Environment Research	Dr Raymond Abdulai
MA Landscape Architecture Studies	Dr Ian Thompson
MPlan (Stage 4)	Dr Georgiana Varna
Master of Landscape Architecture	Dr Usue Ruiz Arana

12.3   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.

The Senior Tutors for APL are:

Raymond Abdulai (Planning Programmes) Raymond.Abdulai@newcastle.ac.uk
Carlos Calderon (Design based programmes) – carlos.calderon@ncl.ac.uk

12.4   Procedures for Changing Tutors

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. A student can ask either the DPD, Senior Tutor or relevant discipline director to

make the necessary change.

12.5 APL Student Wellbeing Manager

As well as academic support the School has a Student Wellbeing Manager, Ruth Daglish who is here to support students who are struggling with personal issues. You can request to meet with Ruth if you need to talk to someone about your personal problems and how they are impacting upon your studies. Ruth can offer advice about the support available to students in need through the School and also the Student Wellbeing Service. Ruth can also offer support and advice on Personal Extenuating Circumstances (PEC) applications should you need any adjustments such as an extension. Ruth can be contacted at Ruth.Daglish@newcastle.ac.uk. Personal Extenuating Circumstances (PEC)
Students who believe that their study and ability to complete assessments, is being adversely affected by significant unforeseen and unavoidable personal extenuating circumstances should advise their School by completing the online Personal Extenuating Circumstances (PEC) Form via S3P as close as possible to the time that the problem arose and in advance of any imposed School deadline, so that appropriate adjustments can be considered. Students are advised to carefully read the Guidance for Submission of Personal Extenuating Circumstances which can be found on the Student Progress Webpages at **https://www.ncl.ac.uk/students/progress/Regulations/Procedures/change/PEC.htm** before submitting a PEC application. Students are strongly encouraged to discuss significant personal circumstances with their Personal Tutor or other member of staff. Tutors may be able to advise on how to phrase the application or whether alternate sources of help may apply. Also, tutors may be able to provide a statement of support, which will be taken into account when a case is considered.

The PEC form enables the School to consider each case on its merits and, if possible, make an appropriate 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 – generally a deferral to August
- a deferral of the assessment to a later normal occasion
- permission to set aside (ignore) attempts at assessments
- permission to sit an extraordinary examination – i.e. setting an examination at an unusual time
- permission to repeat tuition in residence
- permission to proceed to the next Stage carrying fails
- permission to repeat a period of tuition, setting aside previous attempts (e.g. re-doing a Stage or Semester as if for the first time)

And, where the above adjustment are not appropriate or could further exacerbate the situation for the student

- recommending support for discretion at the Board of Examiners – e.g. potentially allowing you to pass the stage despite having failed a core module; allowing you to pass a module by discretion; altering your degree classification where there is evidence to support this decision.

NB - personal extenuating circumstances cannot result in existing marks being changed.

It is the student's responsibility to report any significant personal or extenuating circumstances that had a substantial impact on their performance in their studies or in their assessments/examinations immediately and in advance of an assessment deadline or by the school published deadline for consideration by a Personal Extenuating Circumstances Committee (PECC) or Board of Examiners (BoE).

It is the student's responsibility to provide information on the impact and dates affected with evidence to back up their PEC application. Evidence should outline the problems faced and the period of impact – e.g. a statement of support from a tutor, letter from an employer etc. It is recognised that this can be difficult, but a request is more likely to be approved if evidence is available – particularly evidence of the impact on the specific module/assessment and at the time of the assessment.

Students do not need to submit documentary evidence for any health, bereavement or Covid-19 related PEC request for the 2020-21 academic year. However, students must explain the issues they have faced, the impact this has had on their studies and a rationale for the requested adjustment, which will be will be taken on trust for Covid-19 related issues to streamline the process.

Requests for adjustments that relate to the following, are not normally accepted as the basis of a PEC application:

i.   Instances where an appropriate adjustment has already been made

ii.   Retrospective report of illness or other extenuating circumstances, without good reason

iii.   Ongoing medical conditions/disabilities including learning disabilities, or mental health conditions for which the student is already receiving reasonable adjustments via a Student Support Recommendation (SSR)

iv.   Transport problems, excepting those where it can be shown that adequate time had been allowed

v.   Unspecified anxiety or examination stress

vi.   Minor infection such as coughs, colds, headaches or hay fever, unless supported by specific medical evidence

vii.   Distress relating to a family pet

viii.   Holidays, house moves, sporting or other social commitments

ix.   Known employment or financial responsibilities

x.   Where the circumstances could have been avoided, particularly due to poor time management.

For 2020-21:

- A submission of up to 30 minutes late for 24hr take-away papers should be allowed, without penalty or requiring a PEC application, due to the challenge of remote assessment/IT difficulties.
- A PEC can be considered for unexpected IT issues or software failure issues which impact on their access to, or completion of, online learning and assessments.

Personal Extenuating Circumstance (PEC) Policy and Procedure - **https://www.ncl.ac.uk/student-progress/circumstances/pec/**

12.6   Student Wellbeing Service

There are a range of advice services offered by the University, In particular you should be aware of the Student Advice Centre situated on the first floor of the Union Building, and the University Counselling Service in King's Gate

At times you may feel that you need to talk to a professional about your feelings. Located in King's Gate, the Student Counselling Service is there to provide a free and confidential service via trained counsellors. You can approach the service by phone (0191 208 3333), in person, or by http://www.ncl.ac.uk/students/wellbeing/support/

12.7   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 to any relevant agency (they cannot recommend any commercial companies however). 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 Hardship Funds etc.). More information is available from the SAC website: 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.

Due to the Covid-19 outbreak, it has been necessary to switch appointments with our Student Advice Centre to an online service (via Microsoft Teams call, video or chat). As a general rule, there is email cover 9-5pm Mon-Thurs and 9-4pm on Fridays.

To make an appointment please visit https://www.nusu.co.uk/support/sac/book/

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.

12.8   Students with Disabilities

http://www.ncl.ac.uk/students/wellbeing/disability-support/

The University and the School is committed to developing an environment in which students with disabilities can pursue their intellectual and personal development with appropriate central and departmental support services. It is the policy of the University that all applicants for programmes of study are considered first and foremost on grounds of academic and individual merit and, in respect of applicants who are disabled, every possible effort is made to overcome any factors which might prevent them from undertaking a programme of study or research for which they have been approved under normal admissions arrangements. This policy is made clear to potential applicants in the University Prospectuses and reinforced in the documents 'Newcastle University and You' which are given to all students at registration.

The University has a Disability Unit which is a centre offering advice, guidance and support for students with disabilities and specific learning difficulties (Dyslexia). The unit is headed by the Disability Officer and has a Dyslexia Adviser, Co-ordinator for deaf students and a Technical Support Adviser. The Unit has a technical resources room with specialist equipment for the use of students and for assessment purposes. The Disability Unit also provides advice and guidance to all university staff to promote effective disability awareness and support for students. The government provides funds for disabled students through the Disabled Students' Allowance to assist students who, because of their disability incur extra costs. Advice and help on all aspects of claiming Disabled Students' Allowance can be obtained from the Disability Unit. Further information on provision for students with disabilities can be found in the University's Disability Statement which can be obtained from Disability Support Services, Kings Gate Building Telephone 0191 2083333 Please also see
 http://www.ncl.ac.uk/students/wellbeing/disability-support/.

12.9   Personal Development Planning

A personal development planner tool is available for all students (known here as PDP) to record, reflect on and evidence the skills, knowledge and abilities which you are developing during your time at university. By undertaking this process, you will be giving yourself a definite advantage when it comes to applying for jobs or further study. In addition, it provides a way for you to bring together your thoughts, plans and achievements and build on them for the future.

You can also use the PDP system to record your personal tutorial meetings. All the information you put into PDP is secure and private, it is only accessible to you unless you choose to make it available to others. The one exception to this is the information you provide to your personal tutor which is available to them and to you (but no one else).

To start using PDP or find out more about it, please log onto Blackboard where you will find a tab with the title ePortfolio, click on this and follow the simple instructions to access the system.

12.10 Academic Skills Kit

The Academic Skills Kit is an online resource which brings together the range of academic skills development provision across Newcastle University into a one-stop website. Provision includes information literacy, revision strategies, academic writing, time management and maths and statistics. It signposts specialist support for, for example, international students or those with Specific Learning Difficulties. It also hosts a range of self-access online resources with advice and tips on various aspects of study.

Please visit www.ncl.ac.uk/ask

13. Student Comments, Feedback and Grievances

13.1 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 improved. There are a number of ways that you can provide feedback, including stage evaluations (surveys), student participation on committees and through your programme or School student representatives. It's important that you take surveys and opportunities seriously and give your honest opinion. It is also important that you provide specific examples of what's going well or not so well as this helps us know what we need to respond to, do more of etc. You should always be respectful in the comments that you provide, considering the issues or successes rather than criticism of individuals.

Student representation is a key part of how the University engages with students. The Student Representation Policy (jointly owned by the University and the Students' Union) aims to ensure that every student is represented in institutional decision-making processes and that every student can contribute to the enhancement of their programme and learning experience.

Further information regarding Student-Staff Committees and Student Representation roles can be found via the following link https://www.ncl.ac.uk/ltds/student/representation/.

13.2 Module Evaluation

Students are requested to complete a confidential questionnaire at the end of each module. This is designed to give you a chance to reflect on what you have gained from the module, to help academic staff reflect on what went well with the module and to suggest ways that the module might be developed in the future.

The questionnaire is made available on the Evasys system for online compilation. The results are collated, fed into the Board of Studies for course planning purposes, and key changes are relayed back to students.

13.3 External Surveys

The University participates in the four big national student opinion surveys: National Student Survey, Postgraduate Taught Experience Survey, Postgraduate Research Experience Survey, and the International Student Barometer.

National Student Survey (NSS) - The NSS contribute to public accountability, help inform the choices of prospective students, and provides data that allows informed decisions to be made to enhance the UG student experience. The NSS typically runs February through April annually. It includes all full-time and part- time UK, EU, and international *final year undergraduate students* studying at Newcastle main campus and Newcastle University London (NUL), including eLearning students based in the UK. The University runs a Newcastle Student Survey through EvaSys which is designed for students who meet the basic NSS requirement but are based outside of the UK at Newcastle University Medicine Malaysia (NUMed), Newcastle University International Singapore (NUIS), or are non-UK based eLearners. The NSS excludes incoming and exchange students.

Postgraduate Taught Experience Survey (PTES) - The PTES explores postgraduate taught student experiences in learning and teaching, skills development, organisation, resources, and engagement with the course. The PTES typically runs mid-April through mid-June annually. It includes all full-time and most part-time UK, EU, and international **postgraduate taught students** studying a programme of at least 60 credits, the greater part of which is at M level, including eLearning students. The PTES exclude students who are studying a single module only, such as Continue Professional Development and occasional students. This population should include study abroad and exchange students.

Postgraduate Research Experience Survey (PRES) – The PRES gathers information about the experience of research students, focusing on students' experiences of supervision, resources, research community, progress and assessment, and skills and professional development. It also considers students' motivations for taking their programme. The PRES runs every odd ending year; e.g., 2017, 2019, typically in the Spring. It includes all full-time and part-time UK, EU, and international **postgraduate research students**.

See https://www.heacademy.ac.uk/institutions/surveys/postgraduate-research- experience-survey

International Student Barometer (ISB) – The ISB tracks and compares the decision-making, expectations, perceptions, and intentions of international students from application to graduation. It enables us to make informed decisions to enhance the international student experience and drive successful recruitment and marketing strategies. The ISB normally runs in late October through late November. It includes all full-time and part-time **EU and international undergraduates, postgraduate taught, and postgraduate research students** at Newcastle main campus and NUL students. This survey excluded NUMed and NUIS students, all eLearners regardless of whether they are UK-based, and INTO pre-sessional English course students. Study abroad and exchange students are included in the ISB.

See http://www.i-graduate.org/services/international-student-barometer/.

For more information about our student opinion surveys go to http://www.ncl.ac.uk/ltds/student/opinion/; Official invitations from the University asking you to participate in national surveys will be sent to you from newcastlestudentsurveys@ncl.ac.uk.

13.4   Grievance Procedure

Students may also raise issues of specific concern with appropriate lecturers or tutors on projects, workshops etc. In cases of dissatisfaction, students should approach the member of staff concerned, then the Programme Director, as necessary to resolve the issue.

Students also have recourse to the various University procedures for appeals and review or for concessions. They may also wish to talk to their Personal Tutor who, where appropriate, will act as a 'friend' in helping them to present their complaint.

13.5   Student Complaints and Appeals

The Student Complaints and Resolution 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 or a member of staff within the University. The procedure applies to all complaints, including those related to harassment or racial equality. You can seek advice on the complaints procedure from Student Progress Service: https://www.ncl.ac.uk/students/progress/Regulations/Procedures/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. The complaints procedure has a three-stage process. You are expected to try to resolve your complaint informally with the individual or service concerned under Level 1 of the procedure before a formal complaint under Level 2 is submitted. If you remain unhappy after receipt of your Level 1 outcome or you consider your complaint is still not resolved, you can submit a complaint under Level 2 of the complaints procedure by submitting the Complaints Form and supporting evidence to casework@ncl.ac.uk.

If you want to complain about another student at the University you should contact the Casework Team by emailing casework@ncl.ac.uk. The email should contain a full explanation as to the nature of the concern, with supporting evidence.

Student Progress Service may invite you to a meeting as part of the investigation. The allegation will normally be investigated under the University's Disciplinary Procedure (https://www.ncl.ac.uk/students/progress/Regulations/Procedures/disciplinary/).

The Student Academic Queries and 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:
https://www.ncl.ac.uk/students/progress/Regulations/Procedures/appeals.htm

Academic Queries and Appeals may only be made on the following grounds:

a)   Grounds for academic appeal following Board of Examiners Decisions:

Personal Extenuating Circumstances (PEC) that you were unable to disclose in advance of the Board of Examiners meeting via a Personal Extenuating Circumstances (PEC) application, or were unable to provide evidence for at that time, or of which you were previously unaware
Procedural irregularity on the part of the examiners
Bias or prejudice on the part of an examiner or examiners.
That the decision reached was perverse in that it was one which no reasonable person or body could have reached on the available evidence.

b)   Grounds for academic appeal following PEC Committee Decisions:

Procedural irregularity or other error on the part of the PEC Committee
Bias or prejudice on the part of the PEC Committee.
That the decision reached was perverse in that it was one which no reasonable person or body could have reached on the available evidence.

c)   Grounds for academic appeal following an Unsatisfactory Progress Decision:

Evidence which was not available or considered previously
Procedural irregularity
Bias or prejudice
That the decision reached was perverse in that it was one which no reasonable person could have reached on the available evidence.

d)   Grounds for academic appeal following a DPD Request Decision:

Evidence which was not available or considered previously
Procedural irregularity
Bias or prejudice
That the decision reached was perverse in that it was one which no reasonable person could have reached on the available evidence.

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.

You are expected to make every effort to raise your assessment/progress query, in writing, with the School directly concerned in the first instance. Impartial advice on both procedures may also 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.

14. Recognition of Prior Learning, Progress, Attendance and Conduct

14.1 Recognition of Prior Learning (RPL)

The University acknowledges that some students will start their time at Newcastle with prior experience – either of studying at other universities or from work. We want to recognise students' past work appropriately, so you may be able to apply for Recognition of Prior Learning (if you have credits from a non-UK university or relevant experience) or credit transfer (credits from a UK university).

If your application for RPL or credit transfer is successful, you will not have to take the module (or modules) identified in your application. However, any previous marks (at another University) will not be counted toward your Newcastle degree classification. If you receive credit transfer, you will be considered to have 'passed' the module; if you receive RPL, you receive no credit for the module but will be exempt from taking it. It may not always be to your benefit to apply for RPL or credit transfer, since it means that you will have fewer modules that count toward your final degree classification (meaning that each one carries a greater weight).
If you successfully apply for RPL or credit transfer, you could gain permission to study modules outside the degree programme regulations or additional optional modules, with DPD approval, up to a full credit load. If you do so, these modules will count toward your final degree classification.

More information about RPL and credit transfer will be available from your School, including information on how to apply and whom you should contact if you have questions. The University policy is available here: http://www.ncl.ac.uk/ltds/assets/documents/qsh-ct-rpl-pol.pdf

14.2 General Provisions Governing Progress

The University Regulations (Postgraduate Progress, Section F: Attendance and Progress) state that:

14.1.1 Satisfactory Progress

a. The student is required to make satisfactory progress in the relevant programme of study and, during each semester, the student's progress shall be reviewed in all modules by the degree programme director.

b. Failure to make satisfactory progress may be grounds for:

   i. Further monitoring the progress of the student or requiring the submission of written work in addition to that required by the programme regulations

   ii. Delay of the student's attempt at the whole assessment for the module(s) concerned to the August/September resit examinations in the same academic year. Where such a delay is imposed, the student's attempt shall be the second attempt

   iii. Interruption of termination of the student's programme of study

14.1.2 Evidence of Failure to Make Satisfactory Progress

Any of the following may constitute failure to make satisfactory progress and all may be taken into account in considering what action, if any, is to be taken:

a. Failure to attend for interview with the tutor, or other academic staff, as required

b. Failure to meet with tutor or other required contact point as part of attendance monitoring procedures.

c. Failure to attend regularly the programme of study without good cause (see

General Regulation A4);

a. Failure to perform adequately, or satisfy the examiners, in work prescribed for the programme of study;

b.   Failure to submit at the required time written work prescribed for the taught programme of study (whether or not such work counts for assessment purposes);

c.   Failure to attend examinations or to satisfy the examiners in the examinations prescribed under the programme regulations; in serious cases provisional examination results may be used as such evidence;

d.   Failure to attend as required for dissertation supervision, failure to submit evidence of progress as required by the dissertation supervisor or to submit the dissertation by the date stipulated.

e.   Failure to attend English language assessment and attend in-sessional English language classes as directed by the degree programme director.

f.   Failure to attend briefings relating to health and safety, especially as they apply to laboratory work, and to pass any assessments in relation to these briefings that are designed to ensure that students are safe to operate in the environment to which such briefings apply

Students are expected to acquaint themselves with the attendance and submission requirements for lectures, seminars, tutorials, practical's, laboratory work, language classes, performances, fieldwork and examinations as well as with dissertation supervisions for their programme of study.

14.3   Change of Circumstances

Sometimes circumstances do change, and you may decide that you want to transfer degree programmes, suspend your studies or withdraw from the University. If you are thinking about any of these scenarios, you should first speak with your personal tutor so that you can discuss your options. You can also seek confidential advice from Student Wellbeing: https://www.ncl.ac.uk/wellbeing/) or the Student Advice Centre (https://www.nusu.co.uk/support/sac/).

If you transfer from one programme in the University to another, you may also be able to transfer the credits and marks that you have earned. You will need to discuss this with the Degree Programme Director of both programmes.

Permission to make these changes often depends upon approval from the Degree Programme Director.

More information on the relevant procedures and the forms you may need to fill in is available here: https://www.ncl.ac.uk/students/progress/Regulations/Procedures/change/

Your personal tutor should be able to help you complete these forms if necessary.

14.4   Student Attendance & Monitoring

As part of your commitment to your studies you are expected to "be on campus or at your placement whenever required by your programme, and actively participate in all sessions specified for your programme" (Student Charter).

Students who attend all of their classes tend to do better in their assessments. Students who don't attend classes may be deemed to be making unsatisfactory progress and be withdrawn. Students must therefore keep their school informed of any absence and submit a Student Notice of Absence Form through the S3P system. Students should also submit sick notes if appropriate. See http://www.ncl.ac.uk/students/progress/Regulations/SPS/Attendance/index.htm

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. International students should therefore be aware that they must attend all timetabled sessions in order to comply with the terms of their visa.

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. If your absence is due to illness, you can self-certify for up to seven days. If your absence through illness is longer than seven days, you will need to obtain a medical certificate from your doctor and submit this with your absence notification. You can do this through S3P. International students should also seek approval for vacations or plans to leave the UK in the summer period, as this may have implications for your visa and eligibility to return to the UK.

A significant number of absences can be determined as you not making 'satisfactory progress', and action may be taken under the University General Regulations that could result in termination of your programme of study. 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 https://www.ncl.ac.uk/student-progress/policies/policies/attendance/ for more information on University attendance requirements.

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:
https://www.ncl.ac.uk/student-progress/policies/policies/attendance/.

14.5   Student Conduct and Discipline

Students are expected to:

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

You can expect:

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

- That the decision reached was perverse in that it was one which no reasonable person could have reached on the available evidence.

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 the programme.

A full version of the Student Charter can be found at: http://www.ncl.ac.uk/pre-arrival/regulations/#studentcharter

14.6   Student Disciplinary Procedure

The full Student Disciplinary Procedure is available from https://www.ncl.ac.uk/student-progress/policies/procedures/disciplinary/

14.7   Dignity at Work and Study

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

The Code of Practice covers both staff and students and provides information on sources and support. The full Code of Practice can be found at: https://www.ncl.ac.uk/diversity/assets/documents/dignity-work-study_jb.pdf and http://www.ncl.ac.uk/diversity/guidance/bullying.php

14.8   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.
- Procurement of assessment material i.e. contract cheating/custom essay writing.
- Dishonesty.

The University's assessment irregularity procedure can be found in full here:
 https://www.ncl.ac.uk/student-progress/policies/procedures/assessment%20irregularities/

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 Academic Skills Kit (https://internal.ncl.ac.uk/ask/) provides a range of resources which may help with academic writing. 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: https://www.ncl.ac.uk/student-progress/policies/procedures/disciplinary/

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, sexual misconduct, harassment, hate crime, criminal offences, etc.)

15.   Facilities and Resources in the School and University

15.1   Library Facilities

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. It has over 0.8 million books, subscribes to over 50,000 journals and provides access to more than 0.5 million e-books. The Philip Robinson Library also houses the Special Collections (https://www.ncl.ac.uk/library/special-collections/) which are made up of rare and historic books, unique archives, manuscripts, maps and illustrations.

Library Search (https://libsearch.ncl.ac.uk) can be used to locate books, journal articles and a lot more information using a single search. 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.

Online subject guides have been published to bring together all the key resources for your subject together with a variety of guides on topics such as referencing. These are available at: http://www.ncl.ac.uk/library/subject-support.

Online Library help is available 24/7 at http://libhelp.ncl.ac.uk/. Staff can help you to find the information you need as well as help you improve your academic and research skills. Where more in depth assistance is required one to one consultancy appointments can be made with one of our Liaison Team.

Our four library buildings have a range of study and research spaces including group and individual study rooms. Wi-Fi is also available, so you can use your own devices. Availability of study space and opening hours of each library can be checked via our website https://ncl.ac.uk/library/

SAPL Workroom (Room 432 in the Robinson Library)

There is a dedicated workspace on Level 4 of the Robinson Library – Room 432– next to the Information Hub. This houses some reference materials selected by members of academic staff from the School, along with a networked PC for consultation of appropriate e-resources and an overhead projector.

You can book the room via the online room booking system for the Library at:
http://www.ncl.ac.uk/library/about/study.

15.2   Marjorie Robinson Library Room

The Marjorie Robinson Library Rooms is the newest addition to the University Library. Situated a short walk away from the main campus Library, the Marjorie Robinson Library Rooms is a truly digital library

offering space to study, think, learn, collaborate and consult.

15.3   Enquiries

You can ask for help in a variety of ways; these include using Library Help http://libhelp.ncl.ac.uk/.

Your Liaison Librarian is Louise Gordon. If you are looking for subject specific help or guidance with your dissertation, thesis or project literature search, then book a one to one appointment with a member of library staff by emailing email lib-socsci@ncl.ac.uk.

15.4   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.

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/. The University IT Service provides the University's IT infrastructure (networks, servers, etc.) and provides most of the computer services used by staff and students (systems, software and computers for students) For details on student related IT services please see http://www.ncl.ac.uk/itservice/studentitservices/.

15.5   Computer Clusters

There are a number of clusters available around campus for student use. In addition, there are some PCs available within the School for APL student use – these include the Planning Studio, Social Space and 101 Cluster in Building Science. Please note, the Planning Studio and 101 Cluster are used for teaching activities and therefore may not always be available.

If you see queues of students forming to use PCs, please be courteous to others by not blocking machine time with non-work Internet use. Next time it could be you worrying about deadlines for submission of assessed work.

15.6   EDINA Digimap

EDINA Digimap is a service offering access to maps and geospatial data from a number of national data providers. Newcastle University subscribes to the Ordnance Survey, Historic, Geology and Marine collections. Once registered, users can access Digimap using their campus ID and password.
Data is available either to download to use with appropriate application software such as GIS or CAD, or as maps generated by Digimap online. Printing of OS maps can be at user-defined scales from A4-A0, including annotations if required.

15.7   Kofi Bar

The *Kofi Bar* is located on the ground Floor of the Architecture Building. The Kofi Bar is run by students for students and sells tea, coffee and snacks during term time. *The Kofi bar is currently closed due to Covid-19.*

15.8   Planning Student Space

The student social space is on the 6th floor of Henry Daysh Building.

15.9   Workshop

A workshop is available for use by students from appropriate programmes in Building Science. Before working in the workshop, students must complete a workshop safety induction. This can be arranged by contacting the School's Technical Manager, Sean Mallen.

15.10 ArchiPrint

Located in the basement of the Architecture Building. This is our large format print service room where you can produce a range of documents which may be required for your course. With 4 specialist printers, a wide variety of print formats are available with printing methods to suit, from fast A0 layout sheets for development and draft work, to high quality presentation drawings and full colour posters and an A0 scanner for digital copies of hard drawings and documents. This facility is available 24 hours to the APL students with prices for prints that beat any printers in town. With an automated credit machine (cash only), students are able to print when it suits them without restrictions

15.11 Accommodation and Access Henry Daysh Building

The building is normally open from 08.00 to 18.00 on weekdays in term time. To access the building out of hours students must use their smartcard on the main door's card reader.

15.12 Architecture Building and Building Science

These buildings are protected by an access control system managed directly by the School. The main door is open from 9:00 to 17:00. All other entrances are smartcard operated. Please note that if the smartcard is lost or damaged and a duplicate is issued by the Robinson Library, students will need to have this re- registered for the Architecture and Building Science buildings. Please see the receptionist at the Architecture reception.

The smartcard **must be worn** to allow security personnel to identify staff and students out of hours and on weekends. Smartcard holders are available from the secretaries.

The University has a no smoking policy. This applies to the entire campus not just the buildings.

15.13 General Security Issues

There have been a small number of thefts over the years, mainly from unattended coats and bags left in studios. Please don't leave anything of value (including mobile phones) lying about. The multi-access building in which we operate makes it too easy for anyone to wander in off the street.

16. Health and Safety

Emergencies

Fire, Police and Ambulance Ring 6666 or 9-999

The School's Safety Officer is Sean Mallen, Ext 87482, Building Science Qualified First Aiders:

- Sean Mallen, Building Science
- Karen Ritchie, Daysh Building
- Elaine Watt, Architecture

Note where the nearest telephone, first aid box and alarm point are to be found, get to know the Building you are working in and the various ways out of it.

In the event of FIRE raise the alarm by breaking the nearest glass alarm. There is an alarm situated on each staircase at each floor level. This alarm sounds the Fire Alarm within the building. If possible, notify the respective fire wardens on the floor concerned:

On hearing the Fire Alarm, close all windows, leave the room, closing all doors (but do not lock them).

Corridor doors should be closed. Process immediately by the nearest staircase to the fire assembly point

DO NOT RETURN TO THE BUILDING UNLESS INSTRUCTED.

DO NOT ASSEMBLE OUTSIDE THE MAIN DOORS OF THE BUILDING. DO NOT USE THE LIFTS.

Safety and Behaviour on Fieldwork

Before carrying out field work it is important that supervisors are made aware of the proposed activity, they will then determine whether a full risk assessment is required. The risk assessment will outline the controls required to ensure that the risk level is acceptable.

Be aware: Fieldwork is an activity with some inherent risks and hazards arising from the terrain or locations in which the work is carried out. Severe or dangerous weather conditions may be encountered at any season, especially on mountains or coastal areas. Construction sites are hazardous places; safety helmets must be worn in many cases and compliance with any other rules imposed by site supervisors or tutors must be followed. Supervisors will take every reasonable care and safety precaution, but students should co-operate by behaving responsibly in order to reduce the risk of accidents. When working in small groups, in remote areas, or without direct supervision, each individual student must be responsible for his/her own safety and the safety of others in the group. Safety instructions given by the supervisor or party leader must be observed at all times. Students who do not observe safety instructions or who are not properly equipped may be dismissed from field courses.

Wear adequate clothing and footwear for the type of weather and the terrain likely to be encountered. Waterproof coats, waterproof over trousers and wellington boots are recommended for wet weather. A woollen hat is useful in winter and on high ground. Jeans do not give adequate protection in a cold wind and when they are wet. Students should behave sensibly and be considerate to other people, especially in hotels and hostels. Avoid any damage to property.

Situations Requiring Particular Care

- Safety instructions must be strictly observed when operating apparatus and equipment. Handle expensive equipment with particular care and respect all equipment, however simple. Do not attempt to repair instruments and equipment unless you are qualified to do so.
- Know what to do in an emergency such as accident, sudden illness, unexpected bad weather or darkness.
- Learn to recognise the symptoms of hypothermia (severe decrease in body temperature). Send for help and when necessary in any medical matter , dial 999 for police or ambulance
- Carry the telephone number of the university with you so that you can report any illness or injury as soon as possible.

Field Courses Abroad

On any field course, especially abroad, the reputation of the University, and other students is judged by the attitudes and behaviour of individuals. In particular, avoid infringing local customs and laws since the results can be much more unpleasant than at home. In EU countries you are entitled to medical treatment under EU Regulations and Health agreements. Since January 2006 form E111 has been replaced by the European Health Insurance Card (EHIC). This entitles EU residents access to healthcare when visiting a country within the EU. For further information and to apply for your EHIC please visit the Department of Health's website at
https://www.nhs.uk/using-the-nhs/healthcare-abroad/apply-for-a-free-ehic-european-health-insurance-card/

Please carry your EHIC with you at all times. For non-EU countries, obtain leaflet SA 30 from DHSS. If you are not covered by EU Regulations or any reciprocal health agreements, take out private insurance to cover medical emergencies abroad - which can otherwise be very expensive.

To identify pre-existing medical conditions to ensure that students are fit to undertake proposed field course work they MUST complete a questionnaire and return it to the DPD / Module Leader.

Safety in Design Studios

Studio activities involve the use of large quantities of combustible materials, such as paper, polystyrene,

glues, etc., which present particular fire hazards.

Precautions must be taken:

- To avoid the likelihood of a fire starting.
- To ensure as far as possible that fire or smoke cannot spread.
- 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

Accidents

If you have an accident while in the building, please report this as soon as possible to the APL office. Your accident will entered in the online Accident/near miss Reporting Form.

Smoking

Smoking is forbidden in all parts of the University campus. The University's detailed no smoking policy statement is available from the Registrar or at http://www.ncl.ac.uk/estates/ourcampus/healthylifestyle/

17. Other Useful Information

17.1 Exchanges

Educational exchanges are normally with specific institutions with corresponding programmes. More information can be found in individual programme handbooks. Please note that the School's exchange co-ordinator is Sebastian Weise (sebastian.weise@ncl.ac.uk) for Planning and Carlos Calderon (carlos.calderon@ncl.ac.uk) for Architecture.

17.2 Visas

The University has designated student visa advisors. The Visa Team are based in King's Gate and can be contacted either by telephoning 0191 208 7133 or by completing an enquiry form at http://www.ncl.ac.uk/students/progress/visa/

The advisors are available Monday to Friday to offer the following immigration assistance to non-EEA students:

- Advice on student visas and guidance on student visa renewal
- Advice on student dependents visas and guidance on student dependents visa renewal
- Submission of Tier 4 (G) visa applications through the 'Student Batch Scheme' subject to Agreement on student visa renewal
- Advice on immigration rules for work during studies
- Guidance on working in the UK after studies*
- Guidance on Police Registration
- Guidance on Schengen visas*

*Please note, staff do not check documents or forms relating to these applications or offer advice on individual cases.

17.3   Equal Opportunities

The University aims to ensure equality of opportunity for applicants and for all its students in teaching, learning, and assessment, and in the provision of services. The University aims to create conditions whereby students are treated solely on the basis of their merits, abilities, and potential, regardless of age, socio- economic background, religious belief, ethnic origin, gender, marital or family status, sexual orientation, or disability.

You can expect: the University to publicise and regularly review its Code of Practice on Equal Opportunities for students and staff; the University to ensure that members of staff are familiar with, and adhere to, its commitment to equality of opportunity for students; the Student Office to publicise and monitor the University's Student Policy on Sexual and Racial Harassment; the University to maintain a sensitive and structured process for dealing with complaints made under the University's Policy on Sexual and Racial Harassment or its Code of Practice on Equal Opportunities. You are expected: to observe the University's Code of Practice on Equal Opportunities and its Policy on Sexual and Racial Harassment.

18.   Teaching Staff

Further information on teaching staff can be found through http://www.ncl.ac.uk/apl/staff/role/

19.   NUIT

Newcastle University IT Service (NUIT) – The University's Central Computing Service
NUIT looks after the University IT services which support your learning, teaching and research. Visit www.ncl.ac.uk/itservice

Get Started with IT

Before you begin your programme, you'll receive your username and password. You'll use these to access most University IT Services and campus WiFi. It's a good idea to register for Self-service Password Resets.

Every student has a Newcastle University email account for official University emails. Log in at office365.ncl.ac.uk. To set up email on your mobile, laptop or tablet visit
https://services.ncl.ac.uk/itservice/core-services/email/

Your 'Documents' folder (H: drive) is a secure place to save your work, it's accessible from any University PC or off-campus via filr.ncl.ac.uk. You also have 5TB of personal file storage in Microsoft OneDrive; download the app or access your files online at office365.ncl.ac.uk

Newcastle University App

The Newcastle University app is a great way to manage your student life, you'll also use it to create your digital University Smartcard. The app features your timetable, find a PC on campus, manage your library and print accounts and contact your tutor. It's free to download from your app store.

University WiFi

WiFi is widely available across campus and University-owned Halls. Select the newcastle-university network and enter your username and password to connect.
See https://services.ncl.ac.uk/itservice/core-services/connect/

University PCs

Computers can be found in cluster rooms across campus, they feature a wide range of software. The Newcastle University app can help you find a cluster with available PCs.
See https://services.ncl.ac.uk/itservice/teaching-services/clusters/

Printing and Photocopying

Printers can be found in all PC cluster rooms and photocopying is available in the University Libraries. You can print to cluster room printers from your laptop, tablet or mobile at nuprint.ncl.ac.uk

Every student is given a free allocation of print and copy credit at the start of the academic year. You can check your print funds or buy more credits at printing.ncl.ac.uk or visit the Philip Robinson Library.

Using Your PC

If you're away from campus, you can access your files and some University software at ras.ncl.ac.uk

If you're unable to access a cluster, the Student Windows Virtual Desktop also gives access to popular University software and OneDrive, via your PC or tablet. See https://services.ncl.ac.uk/itservice/core-services/software/wvd/#accesswvd

Software is available for your PC at no personal cost or a reduced price, including Microsoft Office 365 Pro Plus. See what's available at https://services.ncl.ac.uk/itservice/core-services/softwaredeals/student/

Canvas

Canvas is the Virtual Learning Environment at Newcastle. It's used to deliver teaching and support your learning. For 24/7 access to your reading lists, course modules and handouts, log in at canvas.ncl.ac.uk

IT Support

Log a request for IT support online at nuservice.ncl.ac.uk or call the IT Service Desk on 0191 208 5999.

If you're on campus, visit us in the Old Library cluster or the Philip Robinson Library. For opening hours see https://www.ncl.ac.uk/itservice/support/itservicedesk/ Find out more about University IT Services Take a look at the Student IT Guide at https://www.ncl.ac.uk/itservice/

It's important to be aware of the policy on 'Use of IT Facilities'. Learn more at www.ncl.ac.uk/itservice/rules

Location of IT Service Desk: Old Library (Monday to Friday 8am - 5pm)
Telephone: 0191 208 5999
Email: it.servicedesk@ncl.ac.uk
Website: http://www.ncl.ac.uk/itservice/

Out-of-Hours Support Service can be found at *https://www.ncl.ac.uk/itservice/support/itservicedesk/*

20. Useful Contacts

International Office

The International Office provides information and advice on:
- Newcastle programmes and how to apply
- English language requirements
- The equivalence of overseas qualifications
- Erasmus/Study Abroad information
- Finance and Funding.

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

Location: King's Gate
Telephone: 0191 208 3333
Website: http://www.ncl.ac.uk/international/

Language Resource Centre

The Language Resource Centre provides materials and facilities for the research, learning, teaching and practise of over 50 foreign languages and is available to all students and staff of the University.

Location: Old Library Building
Telephone: 0191 208 7490
Email: language.resource@ncl.ac.uk
Website: http://www.ncl.ac.uk/language-resource-centre/

Nightline

Nightline is the confidential listening and information service run for students by students.
Website: https://www.nusu.co.uk/support/nightline/

Students' Union

Location: Students' Union, King's Walk
Telephone: 0191 239 3900
Email: student.union@ncl.ac.uk
Website: http://www.nusu.co.uk/

Careers Service

Newcastle University's award-winning Careers Service can help you make the most of your unique skills and experiences during your studies and for three years after you graduate.

Whether you want to gain experience, find graduate-level employment, start a business or work for yourself, or go on to further study or research - we offer a range of support to help you realise your potential and find your future.

Develop or grow your own business, freelance or portfolio career
If you'd like to work for yourself, our START UP team can help you. Whatever stage you're at, our expert START UP Advisers will coach you to get started or scale up your business, freelance or portfolio career.
www.ncl.ac.uk/careers/startup

Advice and Information

Its Information Officers, Careers Consultants and START UP Advisers are here to offer bespoke, confidential one-to-one guidance and the information you need to explore your existing plans or generate new ideas. There's lots of information and useful resources on our website, which will give you an idea of the opportunities we can provide or point you to.

Add further skills and experience to your degree

Develop your skills and gain practical experience by taking part in extracurricular activities or undertaking work experience. https://www.ncl.ac.uk/careers/

You'll find paid work experience opportunities and internships on our website using My Career and staff can help you find more specific roles. https://www.ncl.ac.uk/careers/workexperience/

It also runs JobsOC, an on-campus recruitment agency offering casual jobs across the University. https://mycareer.ncl.ac.uk/home.html

Graduate with the expertise to get ahead

We have a range of modules you can take to help you gain valuable skills and experience. Designed to help you add to your degree, our modules are completed during term-time over your academic year. Take a look at our modules

Undertaking a placement year through the Careers Service? You can also get academic credit: find out more about the Careers Service Placement Year Module.

Meet employers

Networking with employers can give you a head start when it comes to landing a job or developing your business idea. You can find out more about these on our events page.

Find full-time graduate vacancies
Regional, national and international based employers regularly host presentations and attend recruitment fairs. This is your chance to meet them face-to-face or online and find out more about their placement opportunities and graduate jobs.

Check out My Career for the latest events and graduate vacancies

Make successful applications

We run workshops throughout the year which cover all aspects of applying for jobs, from writing your CV to participating in assessment centres.

You can also get personal advice and feedback on your CV, job and further study application forms, covering letters, interviews and business-related applications, on any weekday which can be accessed via My Career.

Accommodation and Hospitality Services

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

Location: King's Gate
Contact: https://www.ncl.ac.uk/accommodation/contact/#services
Website: https://www.ncl.ac.uk/accommodation/

Postgraduate Research Student Support

The Postgraduate Research Student Support team is available to provide information, support and guidance for current research postgraduate students. **Location:** Kings Gate Building

Telephone: 0191 208 5855
Email: hss.gradschool@ncl.ac.uk
Website: http://www.ncl.ac.uk/hss/postgrad/

Chaplaincy

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

Location: 19/20 Windsor Terrace
Telephone: 0191 208 6341
Email: chaplaincy@ncl.ac.uk
Website: https://www.ncl.ac.uk/wellbeing/supportservices/faithandspiritualitysupport/

Newcastle University (NUIT) IT Service – The University's Central Computing Service

The University IT Service provides the University's IT infrastructure (networks, servers, etc.) and provides most of the computer services used by staff and students (systems, software and computers for students)

Location of IT Service Desk: Old Library cluster (Monday to Friday 9-5)
Telephone: 0191 208 5999
Email: it.servicedesk@ncl.ac.uk
Website: http://www.ncl.ac.uk/itservice/

International Office

The International Office provides information and advice on:
• Newcastle programmes and how to apply
• English language requirements
• The equivalence of overseas qualifications
• Erasmus/Study Abroad information
• Funding ad Finance

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

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

INTO Newcastle University

The INTO Newcastle In-Sessional team can provide information on:
- The University English Language Assessment (UELA)
- Free academic English language classes for Newcastle students whose first language is not English
- One-to-one English language tutorials (where you can meet with a teacher for 25 minutes to discuss specific problems)

The In-Sessional language programme can provide both non-credit-bearing support and credit-bearing modules. Your School will be able to tell you if you need to take a credit-bearing module.

More information about the In-Sessional programme is available from the INTO website: http://www.ncl.ac.uk/students/insessional/about/insessional.htm.

Location: INTO Building
Telephone: 0191 2087535
Email: into@newcastle.ac.uk
Website: http://intohigher.com/universities/united-kingdom/newcastle- university.aspx/

Library

louise.gordon@ncl.ac.uk, 0191 208 5246
Location: Robinson Library
Telephone: 0191 208 7662
Website: http://www.ncl.ac.uk/library/

Open Access Centre

The Open Access Centre provides materials and facilities for the research, learning, teaching and practise of over 50 foreign languages and is available to all students and staff of the University.

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

Nightline

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

Instant Messaging: 0191 261 2905 8pm to 2am
Website: https://www.nusu.co.uk/support/nightline/

Student Wellbeing

Student Wellbeing offers a wide range of professional and advisory services to help students make the most of their time at University and to assist students with any problems that they may experience throughout their student life.

We are approachable, knowledgeable and most of all we're here to help make your time at University run smoothly.

Location: King's Gate

Telephone: 0191 208 3333
Email: https://my.ncl.ac.uk/students/contact
Website: http://www.ncl.ac.uk/students/wellbeing/

Support for mature students

Location: Student Wellbeing, King's Gate
Telephone: 0191 208 3333
Email: https://my.ncl.ac.uk/students/contact
Website: http://www.ncl.ac.uk/students/wellbeing/about/mature/

Fees, Funding and Financial Support

The Fees, Funding and Financial Support offers a responsive and preventative approach to help students to maximise their University experience, regardless of their financial background or available resources

They are responsible for administering various funding schemes to assist both UK students and international and non-UK EU students, in addition to information and advice to students and prospective students on:

- Discretionary and statutory financial support schemes
- Eligibility criteria and how to apply for funding
- General student finance related topics
- Money management and budgeting

Location: King's Gate
Telephone: 0191 208 3333
Website: https://my.ncl.ac.uk/students/
http://www.ncl.ac.uk/students/wellbeing/finance/

Counselling and Mental Health Support Team

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

Location: King's Gate
Telephone: 0191 208 3333
Email: https://my.ncl.ac.uk/students/contact
Website: http://www.ncl.ac.uk/students/wellbeing/support/

Disability and Dyslexia Support Team

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

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

Location: Disability Support Team, Student Wellbeing, King's Gate
Telephone: 0191 208 3333

Email: https://my.ncl.ac.uk/students/contact
Website: http://www.ncl.ac.uk/students/wellbeing/disability-support/

Student Progress Service

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
- Obtaining documentation such a Transcripts of Study ad 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 all Tuition Fee and Accommodation charges

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

Counselling & Mental Health Support
- Confidential support and help available

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

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

Union Society

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

21. Research in the School of Architecture, Planning and Landscape

http://www.ncl.ac.uk/apl/research/

Staff in Architecture, Planning and Landscape undertake research of the highest quality, which is renowned for its globally-important, often interdisciplinary orientation. We combine sophisticated, critical and rigorous scholarship with a noteworthy commitment to social justice and inclusion.

Newcastle's School of Architecture, Planning and Landscape was graded 4th out of 45 for both research intensity and research power in the Research Excellence Framework (REF) 2014. REF2014 graded 85% of our work as world-leading (4*) or internationally excellent (3*) and our ranking in terms of intensity highlights our submission of over 90% of eligible staff. With over 40 staff included we were able to demonstrate our breadth and depth across architecture, planning, landscape and rural development. The latter element was substantially boosted by the inclusion of the University's Centre for Rural Economy who contributed to a very strong performance in terms of the public impact of our research.

Our performance helped Newcastle University improve its national research power ranking from 17th to 16th. Full information about Newcastle University's performance in REF 2014 can be found on the University's REF webpages.

Architecture at Newcastle has also performed very well with a GPA of 2.7 and 60% of research outputs being ranked in the categories world leading or showing international excellence. Research, consultancy and practice are all seen as providing valuable inputs into the education of architecture, town planning, urban design, digital architecture, urban conservation and landscape architecture students.

22. University Regulations

Full University regulations may be viewed at http://www.ncl.ac.uk/students/progress/student-resources/regulations/

23. Useful Links

Section A: Introductory Information:

http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/

- Key Dates: http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/dates/
- University Timetables: http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/timetable/
- Student Charter and Offer:
  http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/charter/
- Attendance: http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/attendance/
- Student Self-Service Portal (S3P):
  http://www.ncl.ac.uk/ltds/governance/modules/dph/introductory/s3p/

Section B: Degree Programme and Module Information:

http://www.ncl.ac.uk/ltds/governance/modules/dph/degreeprogramme/

Section C: Student Support:

http://www.ncl.ac.uk/ltds/governance/modules/dph/studentsupport/

- Personal Tutoring:
  http://www.ncl.ac.uk/ltds/governance/modules/dph/studentsupport/personaltutoring/
- Peer Mentoring:
  http://www.ncl.ac.uk/ltds/governance/modules/dph/studentsupport/peermentoring/
- Student Services (King's Gate):
  http://www.ncl.ac.uk/ltds/governance/modules/dph/studentsupport/studentservices/
- Student Advice Centre:
  http://www.ncl.ac.uk/ltds/governance/modules/dph/studentsupport/advicecentre/

Section D: Circumstances affecting your studies:

http://www.ncl.ac.uk/ltds/governance/modules/dph/ifthingsgowrong/

- Illness and PECs:
  http://www.ncl.ac.uk/ltds/governance/modules/dph/ifthingsgowrong/illnessandpec/
- Change of Circumstances:
  http://www.ncl.ac.uk/ltds/governance/modules/dph/ifthingsgowrong/circumstances/
- Complaints and Appeals:
  http://www.ncl.ac.uk/ltds/governance/modules/dph/ifthingsgowrong/complaintsandappeals/

Section E: Assessment and Feedback:

http://www.ncl.ac.uk/ltds/governance/modules/dph/assessmentandfeedback/

- Coursework Submission/Late Submission:
  http://www.ncl.ac.uk/ltds/governance/modules/dph/assessmentandfeedback/submission/
- Exams: http://www.ncl.ac.uk/ltds/governance/modules/dph/assessmentandfeedback/exams/
- Feedback:
  http://www.ncl.ac.uk/ltds/governance/modules/dph/assessmentandfeedback/feedback/
- Marking and Moderation:
  http://www.ncl.ac.uk/ltds/governance/modules/dph/assessmentandfeedback/markingmoderation/
- Assessment Irregularities/Disciplinary Procedures:
  http://www.ncl.ac.uk/ltds/governance/modules/dph/assessmentandfeedback/irregularities/

Section F: Student Representation and Feedback:

http://www.ncl.ac.uk/ltds/governance/modules/dph/representation/

- Module Evaluations:
  http://www.ncl.ac.uk/ltds/governance/modules/dph/representation/evaluations/
- External Surveys:
  http://www.ncl.ac.uk/ltds/governance/modules/dph/representation/externalsurveys/
- Student Representation:
  http://www.ncl.ac.uk/ltds/governance/modules/dph/representation/studentrepresentation/

Section G: Ensuring the Quality of Your Degree:

http://www.ncl.ac.uk/ltds/governance/modules/dph/ensuringquality/

Section H: Resources:

http://www.ncl.ac.uk/ltds/governance/modules/dph/resources/