



WELCOME

**School of History, Classics &
Archaeology**

Postgraduate Induction

23 - 27 September 2019

School of History, Classics & Archaeology
Postgraduate Induction Week and Registration

Welcome to the School of History, Classics & Archaeology!

Firstly, many congratulations on securing a place at Newcastle University to pursue a postgraduate degree. During Induction Week our aim is to introduce you to Newcastle University, the layout of the campus and the facilities available to postgraduates in the School, particularly the in-School Postgraduate Suites and Teaching Rooms. You will also gain some idea of the challenges that you will typically face during the course of your studies and signposted to the types of guidance available should you experience any difficulties.

You will receive further information about your specific degree programme in your degree handbook, which will be distributed during Induction Week. This will provide you with detailed information such as the degree outline, assessment requirements, and University regulations. These handbooks also contain very important information about your general wellbeing, such as where to obtain help in the event of personal or financial crisis, as well as relevant health and safety procedures. Please read these carefully.

During Induction Week you will also meet your Supervisors or Degree Programme Director (known as a DPD), who will go through your programme of study with you in detail. Your Supervisor or DPD will tell you about teaching arrangements and will give you detailed advice on module selection, assessment, and feedback. You will also be given information about the training modules that are compulsory or optional for your degree programme. These will provide you with research skills that you need for your degree, and transferable skills for your future employment. For MA and MLitt students there is a special session with the Careers Advisory Service, which you are also encouraged to attend.

Overall we hope Induction Week will allow you to get to know not only your tutors, but other postgraduate students as well. Scheduled events include a Welcome session, organised field trips and a drinks reception.

Important Please don't forget to register online - you won't be able to access the University's facilities until you have done this. If you require assistance registering online please go to the Hadrian Building, where you can also obtain your University Smart Card which allows you access to the library and computing facilities. You will be given guidance on module selection by your DPD or Supervisor.

We wish you all the very best of luck with your studies. We hope your experience of being a Postgraduate Student at Newcastle University is an intellectually challenging experience, and a happy one.

Postgraduate Director
Dr Athanassios Vergados

Director of PGT Programmes
Dr James Gerrard

DAY 1: Monday 23rd September

- 11:00-12:45 **Coffee and Welcome for all new Postgraduate Students**
(Venue: Lecture Room G.05, Ground Floor, Percy Building)
Dr James Gerrard and Dr Athanassios Vergados.
Including: 'About the School of History, Classics & Archaeology', 'Sources of Help and Advice'.
Student Union Talks (PowerPoint):
11:15 General Student' Induction Talk - (Karina Sorrels – Postgraduate Officer - NUSU)
11:30 Academic Student Representation Talk – (Joe Barton - (Representation & Democracy Co-ordinator)
- 13:00-14:00 **Lunch (provided)** - Room 1.06, 1st Floor, Armstrong Building.
- 14:00-16:00 **Postgraduate Students taking taught MA Programmes**
Meet your Degree Programme Directors for an overview of your degree programme, advice on module selection, arrangements for first week of teaching. Venues:
All MA Archaeology Programmes - Room 1.03, 1st Floor Armstrong Building. (For all Archaeology Staff to attend between 14.30-16.00).
MA Classics & Ancient History - Room 1.05, 1st Floor Armstrong Building.
MA History Programmes - Room 1.06, 1st Floor Armstrong Building.
- 14:00-14:30 **Postgraduate Research Students - MLitt**, Briefing meeting for all MLitt students to also include Supervisors. Dr Athanassios Vergados and Sandra Fletcher (Venue: Room 1.28, 1st Floor Armstrong Building).
- 14:30-15:00 **For Postgraduate Research Students - PhDs, MPhils**, an Introduction to the Code of Practice for research degrees; how to use the e-portfolio system; the supervisory team and what you can expect. Dr Athanassios Vergados (Venue: Room 1.28, 1st Floor Armstrong Building).
- 15:00-16:00 **Postgraduate Research Students** (PhDs, MPhils, MLitts)
Meet your supervisors (by arrangement with supervisors).
- 16:00-17:00 **'PG Tips': Tea, Cake, & Chats with the Postgraduate Forum.** Meet the School of History, Classics & Archaeology Postgraduate Forum! Run for PG Students by PG students, the Postgraduate Forum run events and seminars throughout the year. This is opportunity to meet current postgraduates in the school, and chat to them about their life as a PG.
(Venue: Lecture Room G.05, Ground Floor, Percy Building).
- 17:00 **Drinks Reception (free).** Open to all new and existing PG students and academic staff in the School of History, Classics & Archaeology. Come and meet us in a relaxed social environment (Venue: Room 1.06, 1st Floor Armstrong Building)

DAY 2: Tuesday 24th September

- 9:15-18:00 **Field trip to Jarrow Hall Anglo-Saxon Farm (Bede's World)**
For all Archaeology students. All students need to be at Bede Metro Station for 9.15am.
- 10:00-15:30 **Field trip to Beamish.**
For all History students. Coaches will depart from the layby next to the Great North Museum at 10am.

Please fill in an online booking form by 12 (noon) Tuesday, 18th September: <https://forms.ncl.ac.uk/view.php?id=5365390> if you wish to attend.
- 10:00-16:00 **Field trip to Wallington Hall**
For all Classics and Ancient History students. Coaches will depart from the layby next to the Great North Museum at 10am.

Please fill in an online booking form by 12 (noon) Tuesday, 18th September: <https://forms.ncl.ac.uk/view.php?id=5365232> if you wish to attend.

DAY 3: Wednesday 25th September

- *Important Reminder* University Registration - Lindisfarne Room, The Hadrian Building (open all day) Collect your Smartcard. which will give you access to computing facilities and the library.
- 9:00-10:00 **Orientation Session for International Postgraduate Students** (all degree programmes) – Dr Athanassios Vergados, (Room 1.03, 1st Floor Armstrong Building).
- 11:30-12:30 **Latin/Greek diagnostic tests** for anyone interested in Latin/Greek language modules and who has previously studied Latin/Greek. (Venue: room Spencer Watson Lecture Theatre, 2.48, 2nd Floor Armstrong Building).

10:00-14:00	HaSS team optional drop-ins, Doctoral Training Room(5.68), Daysh Building
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- 10:00-14:00 **Faculty Induction: Year 1 PhD & MPhil Students, Part 1 of 2** (Venue: Doctoral Training Suite, 5.65, Daysh Building)
- 14:00-15:00 **PGR Tier 4 visa holder's information session** (For international researchers only) – Visa Team (Venue: Doctoral Training Suite, 5.65, Daysh Building)
- 15:00-16:30 **Faculty Induction: Year 2 and 3 PhD & MPhil Students** (Venue: Doctoral Training Suite, 5.65, Daysh Building).

- 16:30-18:30 **PGR Community Faculty Welcome Party for all PGRs**
(Venue: Doctoral Training Suite, 5.65, Daysh Building).
- 14:00-15:00 **Careers Session (MA & MLitt Students)**, Fiona Hartley,
(Venue: Room 1.06, 1st Floor Armstrong Building).
- Mastering your Masters**
"Pleasure in the job puts perfection in the work" - Aristotle.
This short 50 minute session will enable you to examine and consider personal approaches to making career choice. You will be introduced to the support and resources of your Careers Service and be encouraged to think about how you can take advantage of opportunities which will compliment your studies and impress upon future employers.
- 18:00 Society of Antiquaries of Newcastle upon Tyne Lecture:
(Re)Discovering Ava: the Achavanich Beaker Burial project by Maya Hoole. Room 2.98, 2nd Floor Armstrong Building.

DAY 4: Thursday 26th September

Important Reminder University Registration - Lindisfarne Room, The Hadrian Building (open all day), Collect your Smartcard, which will give you access to computing facilities and the library if you have not yet done so. Registration information:
<http://www.ncl.ac.uk/students/progress/staff-resources/registration/>

10:00 – 12:00 HaSS team optional drop-ins, Doctoral Training Room (5.68), Daysh Building

- 10:00-11:00 **Faculty Induction: Year 1 PhD & MPhil Part 2 of 2**
(Venue: Doctoral Training Suite, 5.65, Daysh Building).
- 12:00-13:00 **‘RESPECT’ - Presentations by SPS, Northumbria Police, NUSU & SHWS.** This session is compulsory for all New Taught Postgraduate students. (Venue: Frederick Douglas Centre G.41 & G.56)
- 14:00-16:00 **Module Meeting for all MA Ancient History & Classics Students** with Dr John Holton (Venue: Room 1.28, 1st Floor Armstrong Building)
- 14:00-17:00 **Module Meeting for all MA Archaeology Programmes** with Dr Eric Tourigny (Venue: room 2.49, 1st Floor Armstrong Building)
- 14:00-17:00 **Module Meeting for all MA History Programmes** with Dr Jonathan Andrews, (Venue: room 2.50, 1st Floor Armstrong Building)
14:00-15:00 History, 15:00-15:30 European History, 15.30-15:45 British History, 15:45 -16:00 – History of Medicine, 16:00 – 17:30 part-time students, non-UK graduates, non-History graduates, graduates who have had ‘time out’ from HE.

DAY 5: Friday 27th September

9:00-13:00 **Deadline to register your module choices with the School Office (Venue: School Office, 1st Floor Armstrong Building)**
Please note: Until you have chosen your modules you will not be able to download your personal timetable and you will only be able to register your module choices if you have completed your University Registration.

9:00-10:00 **Faculty PG Taught International Student Induction - Postgraduate Students on Taught MA Programmes (Venue: Curtis Auditorium, Ground Floor, Herschel Building).**

FURTHER INDUCTION SESSIONS WHICH WILL TAKE PLACE AFTER INDUCTION WEEK

Monday 30 September 2019: Postgraduate Certificate Enrolment Meeting
(Venue: TBA, 14:00-15:00).

Monday 30 September 2019: MLitt Welcome Meeting, gathering for all MLitt students. Dr Laura Leonardo (DPD) and HaSS team. (Venue: Doctoral Training Suite, 5.68, Daysh Building, 15:00 – 16:00).

Monday 20th January 2020: Faculty Induction: Late/January Starter Research Students (Room 6.14, Henry Daysh Building at 10:00-16:00)

FURTHER INFORMATION

Teaching week 1 commences Monday, 30th September 2019.

WHO'S WHO IN THE SCHOOL OF HISTORY, CLASSICS & ARCHAEOLOGY:

The Postgraduate Support Officer - Mrs Sandra Fletcher

Contact: sandra.fletcher@ncl.ac.uk

Tel: 0191 20 87966 (just extension 87966 if dialling within the University)

Your Supervisor (for PhD / MPhil / MLitt Students)

Your supervisor is the first point of advice for research students on academic matters relating to your degree. You will also be appointed a second supervisor as an additional source of guidance. You should also contact them if any personal circumstances arise with which you need help, such as illness, stress, or financial difficulty.

Your Degree Programme Directors (for PGR programmes)

For Research Students in Archaeology, your Director of Studies is Dr Andrea Dolfini (Andrea.dolfini@ncl.ac.uk)

For Research Students in History, your Director of Studies is Prof Daniel Siemens (Daniel.siemens@ncl.ac.uk)

For Research Students in Classics & Ancient History, your Director of Studies Dr Matthew Haysom (matthew.haysom@ncl.ac.uk).

Your Degree Programme Directors (for PGT programmes)

The DPDs are the first point of advice if you are doing a taught MA, and will guide you on the academic side of your degree programme. You should also contact them if any personal circumstances arise with which you need help, such as illness, stress, or financial difficulty. DPDs can also give advice on interruptions or extensions for coursework. The DPDs are:

MA Archaeology Programmes - Dr Eric Tourigny (eric.tourigny@ncl.ac.uk)

MA in Classics & Ancient History - Dr John Holton (john.holton@ncl.ac.uk)

MA History Programmes – Dr Jonathan Andrews (jonathan.andrews@ncl.ac.uk)

For contact details of all staff, please see the School website:

<http://www.ncl.ac.uk/historical/staff/>

SCHOOL OF HISTORY, CLASSICS & ARCHAEOLOGY - OTHER USEFUL CONTACTS

Postgraduate Director : Dr Athanassios Vergados

(athanassios.vergados@ncl.ac.uk)

Director of Excellence in Learning & Teaching, and Director of PGT Programmes:

Dr James Gerrard (James.Gerrard@ncl.ac.uk)

PGT Senior Tutor: Dr Joseph Lawson (joseph.lawson@ncl.ac.uk)

School Manager: Mrs Barbara Cochrane (barbara.cochrane@ncl.ac.uk)

Head of School: Prof Helen Berry (helen.berry@ncl.ac.uk)

Postgraduate Forum: <http://www.societies.ncl.ac.uk/pgfnewcastle>

Run for postgrads by postgrads, the PG Forum offers a regular programme of student-led seminars and social events. Plus, it hosts an annual Postgraduate Conference in May and hosts an e-journal which publishes select conference papers.

HEALTH AND SAFETY

Please familiarise yourself with the main exit routes from the Armstrong Building. In the event of an evacuation the muster point is located in the inner Quadrangle, between Armstrong Building and Old Library Building. **Important** - if the Fire Alarm sounds, please leave the building immediately and follow the instructions of the Fire Officers on duty. Do not re-enter the building until you are told to do so.

All electrical items require a PAT test before being used on University premises. Please do not bring any unauthorised electrical equipment into the building (e.g. toasters, kettles).

If you are required to travel (e.g. for research, a conference) outside of the UK, you **must** complete a risk assessment and have it approved at least 2 weeks **before** travel. Without an approved risk assessment in place you will not be covered by University insurance and expense claims may be denied in accordance to the School's Risk Assessment policy.

Health and Safety information is displayed around the building and on the School notice board - please take time to read these.

Further information can be found on the School Intranet pages. <https://newcastle.sharepoint.com/hub/sohcaa/Pages/Health-and-Safety.aspx>

If you have any Health and Safety questions or need to report something please contact the School Health and Safety Officer, leigh.denley@ncl.ac.uk