

# PART ONE - SOURCES OF ADVICE AND ASSISTANCE FOR POSTGRADUATE RESEARCH STUDENTS (UPDATED AUGUST 2021)

## Graduate Schools

Each Faculty has a Graduate School and a Graduate School Manager who leads the Graduate School team in supporting postgraduate research (PGR) student administration.

### HaSS and SAgE Graduate School

Level 6  
Henry Daysh Building  
Newcastle University  
Telephone: +44 (0) 191 208 6206  
E-mail: [gradschool@ncl.ac.uk](mailto:gradschool@ncl.ac.uk)

### Medical Sciences Graduate School (MSGS)

Ridley Building 1  
Level 3  
Newcastle University  
Telephone: +44 (0) 191 208 7002  
E-mail: [medpg-enquiries@ncl.ac.uk](mailto:medpg-enquiries@ncl.ac.uk)

The following are examples of activities and issues that the Graduate School Managers and the Graduate Schools deal with:

- Student Registration;
- Student Progress (including MPhil/PhD upgrades, interruptions of study, extensions to thesis submission dates and academic concessions);
- PGR Examinations (appointment of examiners, the PGR examination process and pass lists);
- PGR students' project approval and annual progression;
- Advice on University and programme regulations and PGR policies and procedures;
- Complaints, academic appeals, student discipline, assessment irregularities;

Further information is available [here](#).

Each Faculty has a **Dean of Postgraduate Studies** who is responsible for leading the implementation of the Faculty postgraduate strategy and its quality assurance of postgraduate research programmes. Each Faculty also has a **Postgraduate Tutor** who has considerable experience of postgraduate matters and who can offer impartial and confidential advice. The postgraduate tutor can be consulted in confidence at any stage of your research.

	Humanities and Social Sciences	Medical Sciences	Science, Agriculture and Engineering
Dean of Postgraduate Studies	Dr Ian Biddle	Professor John Kirby	Dr Phil Lord
Graduate School Manager	Mr Ross Patterson	Ms Jo Nassor	Ms Elaine Urwin
Faculty Postgraduate Tutor	Dr Laura Leonardo	Professor Alison Tyson-Capper	Dr Nigel Thomas

## Academic Support

The Academic Supervisor should be the first person you approach for help and advice, for example if you are encountering difficulties in your study or in things which affect your study. Most difficulties can be resolved easily by a supervisor, though they may sometimes suggest that you contact one of the many support services throughout the University for specialised information or support.

It is recognised that occasionally you may not feel able to approach your supervisor about a particular matter. In these situations, you should discuss the matter with your Head of Academic Unit. If for some reason this is not possible, there are other sources of advice within the University including the Academic Unit (e.g., Director of Postgraduate Studies/Postgraduate Research Student Co-ordinator), Faculty (e.g., Dean of Postgraduate Studies or Graduate School Manager) and University services (e.g., Student Health and Wellbeing Service, Student Progress Service and the Union Society's Student Advice Centre).

## Study Skills

University study requires you to take significant responsibility for organizing your own work. Information and advice about study skills are available from a number of sources, which may prove helpful to you:

- [Faculty Researcher Development Programmes](#) have been compiled to support research students and provide generic skills expected of researchers in their field of study;
- The University Library has a wide range of resources and services to support research students. Visit the [Research Support](#) section for more information;
- The [PG Student's Hub](#) within Newcastle University Student Union ([NUSU](#)) is your one-stop-shop for the important information postgraduates need. From events, the latest news as well as support resources, your Postgraduate Officer is on hand to keep postgraduates updated and supported whilst you study at Newcastle University.
- Specialist Learning Advisers in the Student Health and Wellbeing Service (based in King's Gate) can assist students with dyslexia and related difficulties;
- The [Writing Development Centre](#) offers support with writing skills;
- Finally, Part Three of this Handbook offers comprehensive *Guidelines for Research Students* which include a range of suggestions for study.

## Health and Safety

Newcastle University offers you the opportunity to study and/or research in a wide range of subjects across many disciplines. The activities entailed can generate a diverse spread of hazards and some of these can pose significant dangers. To facilitate these activities and avoid serious accidents, it is critical that these hazards are effectively controlled. The University does this through a variety of policy and other arrangements.

Each Faculty will provide a health and safety induction and training, which you are expected to attend having regard to your work activities. The precise format and number of safety courses will be decided by each Faculty. You may not be allowed to carry out certain high-risk work activities until you have been trained, e.g., work with ionising and non-ionising radiation.

You are encouraged to liaise closely with your Academic Supervisor, your Academic Unit Safety Officer, other local staff or the University's Occupational Health and Safety Service ([OHSS](#)) for additional advice and guidance.

## **Student Services Information**

Brief information on the many services available to you in the University is provided below.

### **Tuition Fees**

Fees are payable for each programme of study and are subject to an annual increase. Further information is available [here](#).

If your tuition fees are to be paid by a sponsor or funding body, you are asked to provide an official letter of sponsorship/funding as evidence that your fees will be paid, either during or prior to Registration. A new letter may be required annually at registration depending on your sponsor. Letters from family members and friends cannot be accepted as sponsorship/funding letters for fees purposes.

If you are responsible for payment of your own tuition fees (or part payment) and you wish to pay your fees in full before or at the time of registration, you will be entitled to a 2% discount on the proportion of your tuition fees for which you are personally liable. If you do not take advantage of the 2% discount you will need to pay your fees in two equal instalments, the first instalment being when you complete your registration and the second at the end of January 2022. Further information on payment methods is available [here](#).

### **Financial Support**

The Student Financial Support Team is part of the Student Health and Wellbeing Service and administers various financial support schemes to assist students as well as providing information, advice and guidance about student finance related matters. Further information is available [here](#).

### **Student Health and Wellbeing Service**

The Student Health and Wellbeing Services provides information, advice and guidance on a wide range of student support issues:

- Student Financial Support
- Support for disabled students
- Specialist learning support
- Support for students with long-term mental health conditions

- Counselling and therapeutic support including one-to-one sessions, group work and signposting to specialist services, as needed

The service offered is free, confidential and available throughout the year and at any time during your University career. Further information is available at the [Student Health and Wellbeing Service webpages](#) and a session is also provided as part of the [Faculty Researcher Development programme](#).

### Visa Support

Visa support is provided within the Student Progress Service in King's Gate. The Visa Team is authorised to provide free, impartial and confidential immigration information and advice for international students on a wide range of visa and immigration enquiries. Further information is available from the [Visa Team webpages](#) and a session is also provided as part of the [Faculty Researcher Development Programme](#).

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

- [Home Office](#)
- [UK Council for International Student Affairs \(UKCISA\)](#)

### Other University Facilities

Our University facilities are here to make sure you get the most out of your time as a student, whether you require a space to study, somewhere to exercise, or a place to receive support and advice. Further information on the following facilities is available [here](#):

- Library
- Sports Centre
- Language Resource Centre
- IT Service
- Careers Service

### Other Useful Guidance and Information for PGR Students

#### Council Tax

You will be exempt from Council Tax during the candidature of your research programme, provided that you are a full-time, fully registered student. Once you are fully registered, you can produce a Council Tax exemption certificate via the [Student Self-Service \(S3P\)](#), which you can submit to your local council. The certificate calculates your start and end dates based on your registration on the University's student record system. Further information is available [here](#).

If you are living within the Newcastle City Council area can complete an online exemption/discount form which is available [here](#).

#### Registration with GP/Dentist

You are encouraged to register with a local doctor/General Practitioner (GP) as soon as possible following your arrival in Newcastle. It is also advisable for students to register with a dental practice. Further information is available [here](#).

### **Procedure in the case of illness**

If illness prevents you from studying at any time whilst you are a student at the University, you should inform your supervisor immediately. Where illness or other reason prevents you from studying for more than three working days, you should complete a Student Notice of Absence form. If illness prevents you from studying for more than seven working days, you should obtain a medical certificate from your GP and forward it to your School/Institute as soon as possible, in addition to completing the Student Notice of Absence form. Further information is available [here](#).

### **Travel and Outside Study Guidance for PGR Students**

The [PGR Travel and Outside Study Guidance](#) provides specific information if you are participating in (or planning to participate in) travel and/or outside study (off-campus and abroad and outside the UK territorial waters) in relation to your academic programme) and to highlight the key factors for consideration. It is important that you undertake travel with consideration to this guidance.

The University normally provides automatic and free travel insurance to current registered Newcastle University postgraduate students travelling overseas on official University business. However, there are occasions where the University may not be able to provide travel insurance, even if a student is travelling on official University business and students should consult the relevant policies for full details. Further information is available [here](#).

### **Crime Prevention and Personal Safety**

Newcastle upon Tyne is renowned as a safe city to live in and has one of the lowest rates in Britain of students experiencing crime. It's easy to become frightened of crime when reading the newspapers and hearing stories from other students, but these often paint a worse picture than is true. However, as in any city, you must take care to keep yourself and your possessions safe. Further information is available [here](#).

Security regularly patrol the University and you can contact them 24 hours a day, seven days a week on 0191 208 6817.

[Safezone](#) is a free app that connects you directly to University Security. If you raise an alarm or call for help, on-campus Security will be alerted so they can help you quickly and effectively.

We have a [Northumbria Police Neighbourhood Beat Manager](#) who works on campus and can be contacted via Security and who holds weekly drop-in sessions.