Postgraduate Study Guide
2022-2023
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Section A: Introductory Information

The aim of this Study Guide is to provide information about your studies with useful links to relevant procedures and signposts for where to go for additional support.

The information included in this guide is relevant to students on all Postgraduate Taught (PGT/Master's) programmes within Newcastle University Business School (NUBS). It should be read in conjunction with your Programme Handbook which is available via your Programme Community site on Canvas.

1. Welcome Message & Key Contacts

A very warm welcome to Newcastle University Business School. We hope that your time with us will be both successful and highly enjoyable.

This guide aims to provide you with all the information you need to make your learning experience in the School as rewarding as possible. Please take time during the Induction period to read through this guide, ask questions to make sure you understand and know where the information is for future reference. It sets out important information about your degree programme, tells you what we expect from you, and explains what you can expect from us. It also tells you where to go if you have questions or problems.

The content of this guide does not cover every situation that might come up, so please don't hesitate to ask our colleagues if you need help or information. We are very happy to help and support you. Your contacts are your Personal Tutor (PT), the Degree Programme Director (DPD) for your particular degree programme, your Lecturers and the Professional Services staff in the Education Team. There is always plenty of help available.
Details for the key contacts on your programme are provided in your Programme Handbook and will be made available on your Programme Community site on Canvas.

Above all, I hope that you will have a highly enjoyable and rewarding time at Newcastle, not only in your academic work, but also in all the other activities and opportunities available to you.

Professor Stewart Robinson
Dean
Newcastle University Business School

2. Key Dates

2022-23 Semester and Term Dates:

<table>
<thead>
<tr>
<th>Term</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn Term</td>
<td>Monday 19 September 2022</td>
<td>Friday 16 December 2022</td>
</tr>
<tr>
<td>Spring Term</td>
<td>Monday 9 January 2023</td>
<td>Friday 24 March 2023</td>
</tr>
<tr>
<td>Summer Term</td>
<td>Monday 24 April 2023</td>
<td>Friday 16 June 2023</td>
</tr>
<tr>
<td>Semester 1</td>
<td>Monday 19 September 2022</td>
<td>Friday 27 January 2023</td>
</tr>
<tr>
<td>Semester 2</td>
<td>Monday 30 January 2023</td>
<td>Friday 16 June 2023</td>
</tr>
<tr>
<td>Semester 3 (Postgraduate)</td>
<td>Monday 19 June 2023</td>
<td>Friday 15 September 2023</td>
</tr>
</tbody>
</table>

For Postgraduate students, the academic year is organised within the general framework of three terms/ three semesters, with a dissertation/project undertaken wholly or in part during the Semester 3 period from June to August. Some programmes may have classes or group supervision meetings in the summer, so you should check the schedules for your programme carefully.

Postgraduate students will undertake one week of online only University induction beginning on 12 September 2022. This will be followed by one week of the main blended online and on campus induction by the School and the University from 19 September. After this, there will be some Extended Induction activities that will vary according to your programme. Each Semester will have 12 weeks. In Semester 1, there will be 11 teaching weeks commencing on 26 September 2022, as well as one Enrichment Week from 7 November. The Enrichment Week will include a selection of activities from the Business School, as well as a University led programme of events. Following the Semester 1 Assessment Period, Semester 2 will follow a similar pattern, beginning on 30 January 2023. You are expected to engage in all learning activities and to participate in all timetabled classes and group learning activities, both in-person and online and/or on campus.

Assessment dates: Your DPD will provide you with an Assessment Schedule in the second week of teaching each Semester. The timetable of any exams will be available on the University website, midway through each Semester. Exams will take place during the Semester 1 and Semester 2 Assessment periods and where necessary, during the Resit Assessment period. Provisional dates for the 2022-23 Assessment periods are below. You must ensure that you are available during all term time periods and all examination periods.

2022-23 Assessment Dates:

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Monday 10 January 2022 to Friday 21 January 2022 (including Saturday 14 January)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester Two</td>
<td>Thursday 19 May 2022 to Friday 20 May 2022</td>
</tr>
<tr>
<td></td>
<td>Monday 23 May 2022 to Wednesday 1 June 2022 (including Saturday 28 May)</td>
</tr>
<tr>
<td></td>
<td>Monday 6 June 2022 to Friday 10 June 2022</td>
</tr>
<tr>
<td>Resits</td>
<td>Monday 22 August to Friday 2 September 2022 (including Saturday 27 August)</td>
</tr>
</tbody>
</table>

Please note that if you do not pass at the first attempt, or if you have to defer any of your exams (e.g., due to illness), you may be required to take any resits or deferred examinations during the August period.
3. University Timetables

Your timetable and supporting information can be found at your University timetable webpages.

Your timetabled teaching can take place between 8.30am and 6.30pm, Monday to Thursday, and 8.30am and 5.30pm on Friday.

The easiest and quickest way to access your own personal up-to-date timetable is using the University App. Check your timetable daily as this can be subject to change in the first few weeks. Contact the Business School Education Team using the contact details in your Programme Handbook for any issues with your personal timetable.

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

4. 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 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 clarifies exactly what you can expect from the University during your time on campus and, in turn, what is expected of you.

In summary, you can expect to:

- receive support to develop as an independent, self-directed learner and critical thinker
- receive timely and relevant information about what is expected of you and the support available to you
- receive fair and consistent treatment, in line with University regulations, policies and procedures

As a Newcastle University student, you are expected to maintain the highest levels of behaviour in your academic and non-academic life. This includes:

- taking responsibility for your own study
- submitting all assignments by the advertised deadlines
- familiarising yourself with all student procedures and information provided by the University
- Seeking help promptly if you are encountering problems and let your Personal Tutor know if you are experiencing any difficult personal circumstances that could affect your study
- treating others with courtesy, fairness and dignity
- treating facilities with care and respect both on campus and in the community. This includes observing the University’s rules for the use of IT facilities
- behaving responsibly on campus, in University accommodation and in the community

To register at the University, you must accept the following declaration as part of the online registration process. ‘I hereby promise to conform to the discipline of the University and to all statutes, regulations and rules in force for the time being in so far as they concern me’. The Student Discipline procedure can be accessed via the Student Progress and Regulations webpages.

The Statement of the Taught Postgraduate Offer provides additional explanation about what the University offers postgraduate taught students, our philosophy and commitment. The Statement of the Taught Postgraduate Offer document (note you must be logged on to read this).
5. Student Engagement and 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 regulations and terms of the Student Charter 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 resident in the UK and to report to UK Visa and Immigration, any student who is not engaging with their studies.

You can learn more about how the University monitors attendance and engagement and how you should notify us if you are absent in the Attendance and Engagement webpages.

If you are struggling and need support with your attendance, please contact your Personal Tutor.

6. Student Self Service Portal (S3P) & Newcastle University App

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 on the S3P webpages can log on through the S3P login site.

The University App

The goal of the University App is to give you access to timely, context-specific information and services you require, all in one place, on any device.

Guidance on how to download the app can be on the University App webpages.

7. Access to Business School buildings

Term-time access hours are as follows for all Master’s students in the Business School:

**Business School Building (NUBS)**
Monday – Friday: 8.20am – 9.00pm
Saturday/Sunday: 10.00am – 5.00pm
Smartcards will be required to gain access at weekends and weekdays from 5.00pm (when Reception closes).

**Frederick Douglass Centre (FDC)**
Monday – Friday: 8.20am – 5.45pm

Our Education Team are available in NUBS, ground floor reception, Monday – Friday, 9.00am – 5.00pm. You can also reach your Programme Support Team via the contact details given in your Programme Handbook on Canvas.

Out of term-time NUBS & FDC can be accessed Monday – Friday 8.30pm – 5.00pm.
Section B: Degree Programme and Module Information

1. Overview and Important Definitions

This section provides information related to all Postgraduate programmes. It is important that you understand this information and read it in conjunction with your specific Programme Handbook, as well as the information on your Programme Community Canvas site.

<table>
<thead>
<tr>
<th>Module</th>
<th>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 undergraduate academic year is 120 credits, and the normal postgraduate year is 180 credits. Your total study time is expected to total 100 hours for each 10-credit module.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compulsory modules</td>
<td>Modules that you must take in order to fulfil the requirements of the Degree Programme.</td>
</tr>
<tr>
<td>Core modules</td>
<td>The modules which you must PASS to be awarded the Master’s degree</td>
</tr>
<tr>
<td>Optional modules</td>
<td>The modules which you choose to take because they suit your interests and career aspirations.</td>
</tr>
<tr>
<td>Aims</td>
<td>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.</td>
</tr>
<tr>
<td>Learning outcomes</td>
<td>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.</td>
</tr>
<tr>
<td>Degree programme regulations</td>
<td>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 can be found on the programme regulation webpages.</td>
</tr>
<tr>
<td>Degree programme specifications</td>
<td>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 at programme regulation webpages:</td>
</tr>
<tr>
<td>Present-in-person (PIP)</td>
<td>On campus activities.</td>
</tr>
<tr>
<td>Face-to-face</td>
<td>Synchronous activities in which students and/or lecturers are interacting at the same time. These may be online or present-in-person sessions on campus.</td>
</tr>
<tr>
<td>Synchronous</td>
<td>Learning, teaching and assessment activity that happens at the same time for all involved.</td>
</tr>
<tr>
<td>Non-synchronous</td>
<td>Learning, teaching and assessment activity that can be undertaken by those involved at different times.</td>
</tr>
</tbody>
</table>

You will receive access to a number of Canvas Communities:

**NUBS Postgraduate Information:** The Canvas Community “Business School PGT Community 2022-23” will host information relevant to all Postgraduates in the Business School. You will also receive email communications from this community with information about opportunities you might be interested in. This site also includes information about employability.

**NUBS Programme Information:** You will also be added to a Canvas Community specific to your degree programme. This will include information such as your degree programme handbook, information about any accreditation available to you and information from your Student-Staff Committee (SSC). You will also receive email communications from this community with information about opportunities you might be interested in.
Modules: You will have access to a Canvas site for each academic module you are studying. This will host the learning materials and details of your assessment in the module. You will receive email communication from your module teaching team via this site.

2. Modules and Module Choice

Your Programme Handbook and Degree Programme Regulations 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.

Postgraduate students will be provided with information about any optional module choice either during Induction (for modules starting in Semester 1) or during information sessions later in Semester 1 (for modules starting in Semester 2). The deadline for transfer between optional modules is the end of the second week of teaching in the semester. If you wish to transfer between modules, you should contact your Programme Support Team via the email address in your Programme Handbook by the deadline.

3. Teaching and Contact Hours

You will receive a balanced and varied approach to teaching to help you learn. The University has definitions of the key types of teaching which can be viewed on the MOFs guidance document, but the amount and types of contact time vary quite a bit between modules, stages, and programmes.

4. Graduate Framework

The University has created the Graduate Framework to help you identify and develop the key skills and attributes that can shape your future and use as evidence in future job applications.

We want you to develop the skills to support you when you graduate. Visit the Graduate Framework webpages to find out more. You can also get these formally recognised through our ncl+ Award.

5. Additional Costs

For the majority of our postgraduate programmes, you will not have to pay any compulsory additional costs.

There may be some additional optional costs for students on our MBA.

For all postgraduate programmes there may be opportunities for students to participate in extracurricular opportunities and experiences that may involve some costs. These opportunities are not, however, compulsory elements of your programme.

Section C: Student Support

1. Personal Tutoring

You will have a Personal Tutor assigned to you when you first start at the University. They are there to help you make the most of your studies. Your Personal Tutor is your first port of call for all academic and pastoral matters.

They can:

- help you reflect on your progress and offer general academic advice
- discuss any problems you may have, whether academic or personal, which may affect your academic progress
• other support services in the University

Your Personal Tutor will have contact with you across the academic year, starting in your induction weeks. In addition to these meetings, your Personal Tutor is available to discuss academic issues throughout the year, and so please do contact them when you need to.

Information about your Personal Tutor, including their email address, is included on the Student App. 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.

If you wish, it is possible to change your Personal Tutor. 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.

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. The Business School offers ‘in-house’ Student Wellbeing Support, which is exclusively available to you, as one of our Business School students. Further information is available in the next section: ‘Other Sources of Support in Your School’.

2. Other Sources of Support in Your School

Your Personal Tutor should always be your first point of contact if you have questions or concerns, but they may point you in the direction of other people in the School, often the Module Leader. Other contacts include:

The **Degree Programme Director (DPD)**, who is responsible for the structure, content, and standards of your degree programme. Their 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.

The **Senior Tutor** who acts as a co-ordinator between the School and central University services. They also act 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.

**Director of Postgraduate Studies** who works with colleagues and provides leadership in PGT programmes and in the quality assurance of learning and teaching, to ensure that the Business School provides a high-quality Postgraduate student experience. The role involves working closely with the Director of Excellence in Learning and Teaching (DELT), the Education Team, all postgraduate DPDs, Senior Tutors and of course, students.

**Student Wellbeing Team**: NUBS offer ‘in-house’ Student Wellbeing Support, which is exclusively available to you, as one of our students. This service enables you to book direct appointments with a trained Counsellor or Mental Health Adviser. This is in addition to the central support you can access via the University’s Student Health & Wellbeing service. Further information about the support available from our Counsellor and Mental Health Adviser can be found on the PG Business School Canvas Community.

If you feel you may require support with a mental health issue, you can request an assessment appointment. During the assessment appointment, Student Health and Wellbeing will discuss the range of support available to you and which option might best suit your needs. This may include options such as:

- time focused counselling
- signposting to other specialist services, either within the University or externally

These appointments are available straightaway via Microsoft Teams or via a telephone appointment.
Appointments can be held in-person in either the FDC, Kings Gate or in the Student Union - you can choose your preferred location to suit yourself.

You can book and cancel your own appointments through the booking system.

You should click on Student Login and use your University student login details. Alternatively, you can email sws.therapyappointments@ncl.ac.uk and they can arrange the appointment for you.

**Student Support Plan (SSP):**
Students who have an on-going mental health condition can access a Student Support Plan (SSP) which details reasonable adjustments that can be made to academic courses e.g., extra time in exams. To be eligible for a Student Support Plan, you will need to provide recent medical evidence from your medical practitioner detailing your diagnosis, that it is an on-going condition, and the impact it has on your studies.

When you submit your medical evidence, you will be contacted by a Mental Health Adviser specifically for Business School Students who will arrange a mutually convenient time for you to meet, this will most likely take place via Microsoft Teams or Zoom.

- For any non-urgent questions or to submit your medical evidence please contact NUBSWellbeing@newcastle.ac.uk

For SSPs relating to disabilities or specific learning difficulties, please contact:

- specialistlearning@newcastle.ac.uk
- disabilityadvisor@newcastle.ac.uk

**Key Wellbeing Contacts**
For urgent questions or concerns during office hours (9.00am-5.00pm Monday-Friday) please utilise the Wellbeing Consultancy service by emailing wellbeingconsultancy@newcastle.ac.uk. This service can be used by anyone who has a concern about a student at the University.

Please see our emergency and out of hours if you have concerns in relation to your own safety or the safety of someone else.

### 3. Student Services (King’s Gate)

King’s Gate building provides access to many student services you may need, in one place, however all services can also be accessed online too.

For on campus access, our Student Services Desk is on Level 2 and is your first point of contact for any questions or information about Academic Support, Accommodation, Fees/Funding/Finance, Health/Wellbeing, Exchange/Study Abroad and Visa Support.

Both online and face to face appointments are available. Check the Student Services website for further information and online booking.

The Student Essentials website provides you with access to a range of support tools, timetable and portal logins to support your studies.

You can also search the Student Enquiries webpages.
### 4. Student Advice Centre

The Student Advice Centre (Student Advice Centre webpages) is your independent, confidential - advice service within the Students’ Union. Our four advisers are well-versed on a range of subjects, so if you need help on Housing, Finance, Academic Issues, Mental Health referrals, or anything in-between we can help.

The Student Advice Centre is situated on the ground floor of the Students’ Union Building, now housed within the new Support and Advice Hub. Opening times vary throughout the year, so you could check the weekly schedule.

Please check website for updates on service provision.

We now offer online Teams video call or chat appointments as well as face to face if it is needed. There is a SAC online booking (SAC online booking jotform) form you need to fill in to request an appointment with us:

You can call us or email if you need any other information rather than the booking form, telephone 0191 239 3979 or email student-advice-centre@ncl.ac.uk.

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### Section D: Circumstances affecting your studies

#### 1. If You Are Ill or Cannot Study for Personal Reasons

If you are unwell or unable to attend your teaching, please let your Personal Tutor know as soon as possible.

Where illness or other reason prevents you from studying for more than three working days you will need to follow the Student Sickness and Absence Procedure and complete an absence request form via S3P.

If you think that this absence will impact your academic performance or assessment, please refer to the Personal Extenuating Circumstances (PEC) section.

#### 2. Personal Extenuating Circumstances (PEC)

We understand that sometimes unforeseen or unavoidable circumstances can adversely affect your study. If this is the case, you can submit a Personal Extenuating Circumstances (PEC) to ask for an adjustment to your assessment or inform your School of the situation you are experiencing. It is very important to familiarise yourself with this procedure.

We understand these processes can be overwhelming, there is support in these situations:

- Extenuating Circumstances Guidance document
- Wellbeing Service webpages
- Students’ Union Student Advice Centre

#### 3. Change of Circumstances (Transfer, Suspend Studies or Withdraw)

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 webpages or the Student Advice Centre webpages.

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 change your Master’s degree programme will depend upon approval from the Degree Programme Director and should normally be completed before the end of induction (Friday 23 September 2022).

More information on the relevant procedures and the forms you may need to fill in is available on our website.

Your Personal Tutor should be able to help you complete these forms if necessary.

4. Complaints and Appeals

You can make a complaint about a service or a member of staff within the University via the Student Complaint and Resolution Procedure. 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.

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. To make a complaint under level 1, contact nubs.resolution@ncl.ac.uk. 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. Your email should contain a full explanation as to the nature of the concern, with supporting evidence. The Student Progress Service may invite you to a meeting as part of the investigation. The allegation will normally be investigated under the Disciplinary Procedure.

The Student Academic Queries and Appeals Procedure is for appeals against the decisions of the Board of Examiners (except those related to assessment irregularities), Personal Extenuating Circumstance (PEC) Committees, and sanctions imposed under Unsatisfactory Progress procedures by the Degree Programme Director.

Note: an appeal relates to the decision of the examiners/PEC/DPD/Dean of PG Studies and should not be used to raise general complaints about tuition or support over the length of your degree programme. If you do have a complaint regarding any of these issues you should submit a complaint (see Complaint and Resolution Procedure above).

You are expected to make every effort to raise your assessment/progress query, in writing, with the School 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.

To submit a Level 1 appeal or complaint to NUBS, please contact nubs.resolution@ncl.ac.uk.

Section E: Assessment and Feedback

1. Coursework Submission

It is your responsibility to make yourself aware of all your deadlines and to understand how to submit each piece of work. All assessments will be submitted online. This might be through Canvas or NESS, although there will be some exceptions to this, for example where physical artefacts (models or artworks) are required.

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 the University policy on coursework submission is available in the [policy for assessed work document](#).

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!

In the Business School, we expect coursework for all NUBS modules (e.g., module codes beginning ACC/LAC, ECO/LEC, MKT/LMK, BUS/LBU or NBS/LBS modules) to be submitted electronically via Turnitin (through Canvas). If any piece of assessment is exempt from this, you will be notified of this via the module Canvas site.

# 2. Plagiarism

Plagiarism at Newcastle University is defined as "the use of the work of others without acknowledgement". This covers all types of creative work including other people's words, designs, images, music, data, ideas, and computer code.

The University takes plagiarism very seriously and will make routine plagiarism checks using a system called Turnitin. This system notifies the University if it suspects plagiarism within your work.

Here is all you need to know, plus links to support and guidance to help you avoid plagiarism.

- [Assessment Irregularities Procedure document](#)
- [Academic Skills Kit webpages](#)

# 3. Late Submission of Assessed Work

If you are struggling to submit your work in on time, please contact your Personal Tutor or School office for support. However, if you are late submitting your work the University has a standard policy for unauthorised late submissions. If you submit work late, a sliding scale of late penalties will be applied. This is a fixed penalty of a 5% deduction of the final agreed mark for every calendar day that the work is submitted late. Deductions will accrue daily for either a seven-day period, or until the mark reaches the pass mark (40 for undergraduate modules, 50 for integrated masters and PGT modules, and the relevant pass grade for non-modular programmes). Work submitted after seven calendar days will be given a mark of zero.

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

If you have a valid reason for submitting your work late (e.g., illness), you should submit a PEC form. There is more information on this in Section A6 in this handbook.

- [Assessed Work Policy document](#)

# 4. Examinations

University exam period dates are available on the [Exams & Awards webpages](#).

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 the main periods.

University rules, advice and guidance can be found here on the [Exam Rules webpages](#).

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 team as soon as possible. Guidance can be found on the [Wellbeing and Support Services webpages](#).
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 webpages.

5. Feedback on Assignments

You will receive feedback on all your coursework and exams. University policy states that feedback on coursework must be returned within 20 working days (i.e., normally four weeks, not including weekends, Bank Holidays or University closure days). Some assessments may be exempt from this requirement. Exam feedback must be returned 20 working days (i.e., normally four weeks) from the end of the exam period; if this date falls during summer holidays, then it must be received at the start of the next Semester/Term. If feedback is going to be returned late for any reason, or if an exemption from the University’s feedback policy applies to your programme, 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. Feedback may come from lecturers, from your student peers, or from yourself. Learning to give yourself feedback is an important skill that you will continue to use after University. You are expected to use your feedback by looking at your work, the criteria for the work, and the feedback comments and thinking about how you can improve in future assessments.

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

For all assessed work you will be given a mark and feedback. In addition, the module team will offer the opportunity to discuss feedback and identify areas where you can improve.

**Formative Feedback** – feedback received before submitting work for assessment. This could be discussions in a lecture, seminar, tutorial, revision meeting or online surgery, either with staff or indeed your peers. Staff are not expected to read draft work (with the exception of work submitted for Dissertations) but you can always ask for quick verbal feedback on how you are planning to approach assessed work.

**Summative Feedback** – is given after assessment by academic staff with a mark awarded and may be given in writing, for essays or presentations, or verbally.

However, you can receive feedback in a variety of forms, both formative and summative, and you may also be required to give and receive feedback from your peers. This is all an essential part of your learning experience.

6. Marking Criteria

Please see your Postgraduate Programme Canvas site for information on the overall standards expected for your programme. Specific information for each module will be provided on the relevant Canvas Module site.

7. Marking and Moderation Processes

The final degree award you achieve depends on the marks you receive for your assessments. You can have confidence that marking is fair and that your degree classification reflects your work and capabilities.

Module teams make sure that work is marked consistently. How they do this will depend on the type of assessment – but it could include things like checking samples of work or recording student presentations so they could be reviewed by a second person.

Each school has a Board of Examiners for each subject area. The Board of Examiners is an official group responsible for considering the outcomes of assessment on programmes. They make decisions on your award and degree classification based on your marks.
More information can be found within your Academic Skills Kit.

More information can be found in the Policy and Guidance on Moderation and Scaling document.

## 8. How Assessment Affects Your Progress

Your progress within your programme depends on your assessment marks, as explained in your degree programme regulations. The simplest way to proceed directly to the dissertation stage at postgraduate study is to pass all credits in Semesters 1 and 2. Should you fail up to 40 credits of postgraduate modules, you are allowed the opportunity to re-sit these examinations or coursework assessments in August and to progress with your dissertation. If you fail more than 40 credits of postgraduate modules the Board of Examiners will make a decision about whether you may be reassessed and would normally require students to pass reassessments before proceeding to dissertation.

You will be informed of the Board of Examiners decision and any reassessments required at the start of July. Re-sit exams and coursework reassessment deadlines are normally in August.

## 9. Assessment Irregularities and Disciplinary Procedures

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
- purchasing or attempting to purchase assessed work created by another person which you then submit as your own work. You can find more information in the University’s Assessment Irregularities Procedure.

More generally, at Newcastle we value high standards of academic conduct. Conduct is an important part of maintaining and developing the reputation of your university. Good academic conduct reflects the values which underpin academic life, such as honesty, integrity, a shared community of ideas and respect for others’ work. You can find resources to help you with your academic writing via The Academic Skills Kit. There is also information on appropriate style and referencing guides.

The Student Disciplinary Procedure apply to any student who is alleged to have breached the University’s behavioural expectations as set out in the Student Charter.

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.).
Section F: Student Representation and Feedback

1. Overview

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 establish what we need to respond to, do more of etc. You should always be respectful in the comments that you provide.

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 Student Voice webpages.

2. Stage Evaluations and Module Feedback

At the end of each semester, you will be asked to complete an evaluation. These evaluations are used to find out about your experiences, assess the positive features of your programme, and identify anything that could be improved in the future. You will be asked questions about aspects of your experience including library and electronic resources, assessment and feedback across the programme, personal tutoring, student representation, etc.

It is important in these evaluations that you are specific about what is positive and/or negative, that you are realistic, and that you focus on the issue, not the person (don’t say anything offensive about a person involved on the module or programme. It also helps if you suggest solutions where you feel things aren’t as good as they could be – rest assured that we will take these suggestions seriously.

You will also be given opportunity to feedback on your modules, both through informal check-ins conducted by Module Leaders mid-way through your module, as well as at the end of the semester. Please look out for these opportunities.

More information about internal evaluations is available at the student voice webpages.

3. National Surveys

The University participates in national student opinion surveys including the Postgraduate Taught Experience Survey (PTES).

The PTES explores the experiences of postgraduate taught students in learning and teaching, skills development, organisation, resources, and engagement with the course. The PTES typically runs from mid-April through to mid-June each year. 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 Master’s level, including eLearning students. The PTES excludes students who are studying a single module only, such as Continuing Professional Development and occasional students. This population should include study abroad and exchange students. Also see Advance-HE PTES reports and resources webpages.

Official invitations asking you to participate in national surveys will be sent to you from studentsurveys@ncl.ac.uk.
Course Reps are a crucial link between students and staff as they find out what other students are thinking about their student experience and work with university staff to help improve it. Course Reps are usually elected by students on your course, and you should have the opportunity to put yourself forward to be a Rep at the start of the academic year.

Your voice is so important, and you can make real, positive change, so if you want to find out more about Course Reps and how to become one, please visit for the Students’ Union website.
Section G: Ensuring the Quality of Your Degree

1. Mechanisms for 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 the Business 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 Annual Monitoring Review Policy document.

**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. For more information, see Learning and Teaching Review Policy document.

**External Examining** - Each programme will have at least one External Examiner (EE), someone who works at a different University or in industry. The function of the 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. 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

Details of the External Examiner for your degree programme are provided in your programme handbook. You should not contact any External Examiner 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.

**Getting Involved**
You can engage directly with a 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. The Business School will act transparently and enter dialogue with students to identify options and minimize the impact on students affected by changes to programmes. More information is held with the Governance Module Approval and Changes webpages.
### 1. Student Welfare and Counselling Service

The student Welfare and Counselling Service provides:

- Welfare support for students experiencing mental health distress
- Welfare consultancy for academics, friends and family who are worried about students who may be in mental health distress
- Initial appointments for students struggling with emotional life concerns which cause unmanageable emotional or psychological distress, to establish where needs are best met
- Links to appropriate internal or external support services
- Online self-help and guided therapy programmes, psychoeducational groups and time-focused counselling where appropriate
- Wellbeing Workshops on a number of topics including Confidence building, Anxiety management and Mindfulness

### 2. Disability Service

The Disability Service provides:

- Access to one-on-one support to identify support and adjustments
- A tailored Student Support Plan
- Advice and support with applications for Disabled Students Allowances (UK and UKRI students only)
- Transition and social support
- Advice and information about diagnostic assessment
- Advice and information for academic colleagues

### 3. Student Financial Support Service

The Student Financial Support Service provides:

- Financial support and education for current undergraduate and postgraduate students
- UK Undergraduate & Postgraduate Opportunity Scholarships to support lower income and widening participation students
- Vice-Chancellor’s Scholarships to support international and EU students as well as a number of external and donor funded scholarship schemes
- Student Financial Support Fund, Financial Assistance Fund & Emergency funding to help students experiencing financial difficulties
- Advice and support with student funding such as Student Finance England (and equivalent) loans, NHS bursaries, US Federal loans, study abroad funding, estrangement and students who care for dependants, etc.
- Summer Research Scholarship Scheme and Student Expeditions Scheme

Join our Canvas course ‘Money Matters: Making the most of your money at uni’ to learn about budgeting, staying safe from fraud, mental health and money and much more.

Book an appointment online to meet one of our Student Finance Advisers (availability may vary): Appointment Booker for Student Finance Advisers.

Email student.fin-supp@ncl.ac.uk for more information.
4. Hate Crime and Sexual Violence Prevention and Survivor Support Service

We do not tolerate any form of hate crime, sexual violence or harassment, or discrimination.

- We aim to eliminate these behaviours, and we provide free, confidential support and guidance to survivors. You can report hate crime, hate incidents, sexual violence, spiking, and problem initiations through our Report + Support platform.

We offer:
  - Specially trained Sexual Violence Liaison Officers – these officers provide a safe space to talk about what has happened and will support you to make choices about your reporting and support options
  - Signposting to Hate Crime Advocacy services

Information and resources to inform your decisions – you can find information articles on the platform.

If you use our online Report + Support platform, a member of our specialist Hate Crime and Sexual Violence Prevention and Survivor Support Team will contact you within 2 working days to discuss your needs.

Remember, you do not need to report to the Police or make an official report to the University to access this free, non-judgemental support.

We believe you.

We will support you and your choices.

For more information email reportandsupport@ncl.ac.uk

5. Chaplaincy and Pastoral Care Service

The Chaplaincy and Pastoral Care Service provides the following:

- **Listening Ear** - providing a Listening Ear for worries and concerns, both as one-off and longer-term support. To sign up email pastoral.support@ncl.ac.uk
- **Walk & Talk** - opportunity to join with up to 5 others on a short (45mins) walk in the vicinity of the Newcastle University campus to meet new people, get some fresh air, and share with others. Sign up takes place on Eventbrite.
- **Support** - find someone to speak with you about your faith, to help you connect with a faith community in Newcastle, or to journey with you through the ups-and-downs of your faith journey. Send us an email at chaplaincy@ncl.ac.uk
- We also provide some quiet spaces and prayer facilities around the Newcastle University campus.
- **Weekly Updates** – weekly email with updates for the whole University community sign up to the email list for updates here

6. Sport and Fitness

Get involved in sport and exercise at Newcastle. Get moving, feel great, reach your goals, be your best. Sport and fitness at Newcastle is for everyone. No matter what your level of skill or experience is, we’re here to help you keep fit and healthy.

You’ll find a huge range of options to get you moving. We’ll help you stay on track, whether you’re playing as a team, or sweating it in a dance class:

- Gym fitted with the latest high-performance equipment for strength and cardiovascular training
- Group fitness classes
- Inclusive sport programme designed to remove barriers to sport, allowing everyone, including those with disabilities, to enjoy being more physically active
• Competitive sport programme open to all abilities

We schedule our sports and fitness programmes so you can fit in training around your lectures. Discover how you can get involved in sport and fitness at Newcastle Sports webpages.

Our newly developed Sport and Fitness Centre is based at the heart of Campus. We’ve recently invested £30m into brand-new and refurbished spaces. The new facilities include:

• a world-class gym
• five brand-new studio spaces with audio-visual effects, including a spin cycle studio
• four glass-backed squash courts
• an eight-court sports hall
• two high-performance strength and conditioning rooms
• three new 3G artificial pitches, a performance ergo room, physio provision, teaching space and additional changing rooms at our Cochrane Park Sports Ground
• dedicated hockey pitch, 3G artificial pitch and 3 grass pitches at our Longbenton Sports Ground
• Newburn Water Sports Centre (home for rowing and canoe)
• We offer the chance to compete in the British Universities and Colleges Sport (BUCS) competitions as well as at national and international level. Our Sport and Fitness Centre is home to:
• 63 sports clubs
• 45 Exercise and wellbeing classes every week
• Performance Sport and Sports Scholarships
• Intra Mural leagues, tournaments and competitions

Our Students’ Union is also home to over 160 societies and our ‘Give it a Go’ programme.
Section I: Resources

1. Tools for Study and Revision

A major difference between school/college and University is that we expect University students to take responsibility for their own learning and take the lead in sorting out any queries or problems you may have. If you have a question or a problem, speak to the relevant Module Leader, Lecturer, Seminar Leader or other member of academic staff or your Personal Tutor.

Module Leaders put the information you need about modules on Canvas on the individual module pages. So, if you have a query about the structure of the module or the assessment required, look through the module information on Canvas - you will have a section called ‘Assignments’ where you will submit your assessments. Each Canvas module site also provides direct links to the University Library and the Academic Skills Kit (ASK).

If you have a problem understanding any information about the module, then you should speak to the teaching team for that module.

Seminars or workshops provide a good opportunity for you to assess how well you are understanding things and to ask questions if you are not. If you have a specific question that has not been covered, try to speak to the seminar leader at the end of the session. An alternative way to approach this is to e-mail the Lecturer/Seminar Leader.

You can contact staff outside of lectures or seminars in several ways. The Business School website has email addresses for all academics and Canvas provides links to all teaching staff on the modules.

You will also have access to a programme specific Canvas Community for your degree programme and the Business School Postgraduate Canvas Community for more general information about your studies and opportunities available to you.

LinkedIn Learning - As a Business School student you have access to LinkedIn Learning, a great learning resource! It contains videos and material from real-world practitioners, located across the globe, to inspire and engage learners and extend your understanding. You will need to activate your LinkedIn Learning account once you are fully registered as a student. Some of the Business School induction sessions and some modules may require you to access videos from LinkedIn Learning.

2. University Library

The University Library has the books, e-books, journals and specialist resources to help you succeed in your studies. A good starting point for finding information is to check your module Reading Lists in Canvas. Use Library Search for your wider reading, to identify the Library resources you need for your assignments using a single search. To find specialised information for your discipline, use your subject guide which brings together key resources, such as subject specific databases and journal titles.

Our staff are here to help you with not only finding information but also developing your academic practice. Our online service Library Help is available 24/7 and you can get in touch in the way that suits you best. The Your Skills programme offers a series of workshops to help you develop your academic and study skills. Or if you need more in-depth help, you can book a one-to-one with one of our team.

Our four library buildings – the Philip Robinson Library, Marjorie Robinson Library Rooms, Walton Library (Medical Library) and Law Library have a range of study and research spaces including group and individual study rooms, social learning spaces and silent study areas. The Philip Robinson Library also houses the Special Collections which include rare and historic books, unique collections and archives that may be useful for research and dissertation work. Details of our opening hours of each Library can be checked on the Library website.

The Liaison Librarians (job-share) for NUBS are Karen Crinnion and Louise Masson who can be contacted at lib-socsci@ncl.ac.uk

The University library also hosts a number of resources provided for students by the Business School.
NUIT looks after the University’s IT services which support your learning, teaching and research.

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.

Every student has a Newcastle University email account for official emails.

The first time you log in to your university email, you’ll be prompted to set up Multi-Factor Authentication (MFA).

To set up email on your mobile, laptop or tablet visit this IT services link.

Your University Files
You have 5TB of personal file storage in Microsoft OneDrive. Download the app or access your files online.

Your ‘Documents’ folder (H: drive) is also a secure place to save your work, it’s accessible from any University PC or off-campus via Filr.

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 Wi-Fi
Wi-Fi is widely available across campus and University-owned Halls. Select the Newcastle-University network and enter your username and password to 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.

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.

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 the website or visit the Philip Robinson Library.

Using Your PC
The Azure Virtual Desktop gives access to popular University software and OneDrive, from your PC or tablet.

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 the Newcastle software webpages.

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.

IT Support
The Student IT Guide can be found at IT Services Student Guide document.

It’s important to be aware of the policy on ‘Use of IT Facilities’.

IT Support: NU Services
4. Academic Skills Kit (ASK)

The Academic Skills Kit is a website and online resource which has the advice you need to develop your skills. It is your guide to where you can go for support on all aspects of your academic life and will provide you with the support you need to study successfully, covering topics such as:

- assessments you might encounter at university
- preparing for and taking exams
- writing for assessment including academic and reflective writing
- time management, independent learning, critical thinking and note-taking
- good academic practice, including referencing and plagiarism
- numeracy, maths and statistics
- finding information, critical information and digital skills

Visit the Academic Skills Kit to get started and bookmark useful resources to use throughout your studies.

5. Academic Skills Team

The Academic Skills Team’s role is to help you become a confident and successful independent learner. Our team of Academic Skills Advisors offer advice and guidance on academic and study skills including:

- understanding assignment questions, marking criteria and feedback
- critical thinking, critiquing and reviewing literature
- planning and structuring writing
- avoiding plagiarism
- preparing for exams and revision

We offer express one-to-ones for quick, focussed questions, or longer 50-minute one-to-one appointments to explore a specific issue you want to work on in depth. Book your appointment to meet us in-person at the Philip Robinson Library or online. You will find us across Newcastle Campus for drop-ins and throughout the year we run events such as themed exam and dissertation clinics. Our group workshops as part of the Your Skills programme cover all aspects of academic skills and will support you to take your skills further.

Find out more about the resources and individual support we can offer you as you study and prepare for assignments on the Academic Skills Kit.

6. Maths-Aid

Maths-Aid tutors can help all Undergraduate (UG) and Taught Postgraduate (PGT) students who are not in the School of Maths, Stats & Physics (with the exception of Stage 1 UGs from the School of MSP, who can use the service).

They cannot assist you with any assessed work but can help by providing similar examples so you can learn how to do it yourself.

More information is available from the Maths Aid website, where you can make an appointment.

7. In-Sessional Academic English Skills

The In-Sessional Programme exists to provide additional support for international students who use English as their second language. Our teaching aims to develop your knowledge and use of English in an academic context. This will help you to communicate knowledge in your chosen subject-area.
You will be able to attend up to seven hours of classes per week. These classes are delivered in either lecture-style or a smaller workshop-format. They cover the necessary academic reading, writing, listening and speaking skills, as well as useful language and relevant text-types. There are also one-to-one writing tutorials, where you can meet a teacher for 30 minutes to discuss an assignment that you are working on at the time.

All of these classes are free. Make sure you make the most of them.

8. 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 and 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.

Advice and Information

We offer a range of services from business START UP, to meeting employers and workshops including Making Successful Applications. Our 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 Careers Service website, which will give you an idea of the opportunities we can provide or point you to.

Useful Links

- START UP
- Finding Jobs
- Work experience opportunities, 1-1 appointments, and workshops
- Career planning

Careers Guidance and Information

We have an Employability Team based within the Business School and our Careers Consultants 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 is lots of information and useful resources available on our employability portal, MyCareer which will give you an idea of the opportunities and events we can provide or point you to.

As well as one to one support, the team also deliver weekly sessions on a whole range of topics including: career planning, CV writing, networking, and interview skills.

If you have any questions or would further information on how to arrange a one-to-one appointment, then please contact nubs.employability@newcastle.ac.uk.

9. Copyright and Intellectual Property

Most materials, including books, plays, journal and newspaper articles, artistic works, films, music, computer software, and typographic arrangements, are protected by copyright law, governed principally by the Copyright, Designs and Patents Act 1988, and subsequent regulations.

Students and staff of the University should be aware of the issues involved. This affects:

- teaching material and lecture notes
- photocopying or scanning or digitising
- using audio / video material for presentations or course work
- saving or printing material from electronic resources e.g., e-journals or databases
- using quotations or abstracts from other works in essays, projects and thesis

You may copy from any type of work for the purposes of criticism or review (e.g., in an essay, article or thesis).
provided that you acknowledge the source. The Act does not define the extent of copying permitted in this case, but the generally accepted limits are:

- in the case of one extract, no more than 400 words
- in the case of several extracts from a single work, that none of them is more than 300 words long, and that the total is no more than 800 words
- in the case of a poem, up to 40 lines

It is generally accepted that the principle of fair dealing applies to electronic works as well as to printed works. However, any copies made must be for personal use, and should not be distributed electronically (e.g., by uploading onto a server or note sharing site) or as printed copies without permission from the copyright holder. This includes all teaching material and lecture notes.

Further copyright guidance is available on our website.

10. Health and Safety

The University has a duty to keep you healthy and safe whilst you are studying with us. The Occupational Health and Safety Service (OHSS) is a central support service which helps Schools and Institutes to manage health and safety.

The University has a Health and Safety policy as does each School or Institute. These provide important information on how health and safety is managed and consist of three sections:

- Statement of Intent - a commitment to protect the health and safety of all colleagues and students signed by the Vice Chancellor or Head of Unit
- Responsibilities - a summary of the health and safety responsibilities of colleagues and students. Students are expected to be responsible for their own actions and any activities which may adversely affect colleagues, fellow students or visitors
- Arrangements - this is usually the largest part of the policy and contains detailed information on how the School or Institute manages health and safety. It will include reference to University management standards, guidance and any local arrangements. For example, it will tell you about the arrangements for health and safety training, risk assessments and traveling abroad. Students are encouraged to read this part of the policy as needed

The Health and Safety policy is an important document and students should make sure they can access it.

If students need any health and safety advice or information, they should speak to their academic tutor in the first instance. In addition, each School and Institute has a School Safety Officer (SSO) who is an invaluable source of local advice. The name and contact details of the SSO will be provided in the health and safety policy. The Business School Safety Officer is Michaela O’Doherty, Deputy School Safety Officer is Jan Wharton.

There may be other School or Institute colleagues who hold important health and safety roles relating to specialist subjects including:

- Biological Safety Supervisor
- Radiation Protection Supervisor
- Fire Marshal and Fire Wardens
- First Aiders
- Display Screen Equipment Assessors

The University is legally required to carry out risk assessments for all its work activities. A risk assessment is a careful examination of each work activity to decide what could cause harm and to decide if the current precautions are sufficient. Students may be asked to complete a risk assessment for an individual project or work activity as part of their academic studies. Standard operating procedures are also sometimes used in conjunction with risk assessments to give step by step guides to carrying out work activities safely.
Each Faculty will provide a health and safety induction and training for students. The precise format and number of safety courses will be decided by each Faculty. Students are expected to attend health and safety training and may not be allowed to carry out certain high risk work activities until they have been trained.

Things sometimes go wrong whilst studying. Any accidents or near misses must be reported as soon as possible to the staff member in charge of the session/area and to your School office. Please do not try to hide or cover up mistakes or when things go wrong. We want you to report accidents and near misses so that we can all learn lessons and take steps to make sure they do not happen again.

In the case of discovering a fire or on hearing the fire alarm please follow these instructions.

For other emergencies please contact the colleague in charge of the area or Security on 0191 208 6666, this is manned 24/7 or for non-emergencies on 0191 208 6817 or security@ncl.ac.uk. If you see any physical defects on campus these can be reported to the Estates Support Service helpdesk on 0191 208 7171 or their website.

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.

**Charging your devices safely**

Many spaces on campus have points where you can plug in your devices to charge (e.g., laptops, mobile phones, tablets). It is important any charger you use has a suitable plug to ensure you are safe while charging and there is no risk of damage.

In the UK every appliance we buy must have a plug fitted. That plug must either be a UK plug, conforming to BS 1363-1; or a non-UK plug compliant with IEC 60884 and fitted with a conversion plug compliant with BS 1363-5.

The current UK plug conforms to BS 1363. If you are purchasing plugs from online companies, you should check that the plug conforms to the standards.

All plugs and conversion plugs must be certified by a relevant certification body, such as BSI. Plugs which are certified by BSI will carry the words "Approved by BSI", or similar; the Kitemark; and also the Kitemark number for that plug. Typically, the marking will look something like this:

```
Approved by BSI
Licence No KM 123456
```
## 1. International Office

The **International Office** provides information and advice on:
- 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

NUBS students can also contact [nubs.placementandstudyabroad@ncl.ac.uk](mailto:nubs.placementandstudyabroad@ncl.ac.uk) for information on Study Abroad and shorter-term global opportunities organised by the School.

## 2. Language Resource Centre

The award-winning **Language Resource Centre** encourages and celebrates cross-cultural experiences by providing a range of opportunities, resources and facilities for the practice and learning of languages for all students at the University. The Centre also runs institutional on-line tandem exchanges with universities abroad, operates the [World TV and Film service (IPTV)](http://www.worldtvandfilm.org) and recruits student language ambassadors for engagement with schools in the region.

**Location:** Old Library Building (off the quadrangle gardens)

## 3. Nightline

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

**Telephone:** 0191 261 2905 (8.00pm to 8.00am)

## 4. Students' Union

Ran for students by students, your **Students' Union** cares about student issues & improving your university experience. **Our aims at NUSU** are to be democratic, inclusive, effective, progressive, sustainable, socially responsible, and fun.

**Location:** Students’ Union, King’s Walk  
**Telephone:** 0191 239 3900  
**Email:** student.union@ncl.ac.uk

## 5. Athena SWAN

NUBS values individual differences and the diversity that this brings. We want to ensure that no one is at a disadvantage because of who they are. An example of our commitment is through the Athena SWAN Bronze Award, which demonstrates the work we do towards gender equality. We are also supporting the University’s work towards greater race, disability, LGBTQI+, and faith, religion and belief equality and inclusion. We encourage student involvement in our work and if you would like to get involved as a representative on School structures in relation to any equality, diversity and inclusion issues, please contact Dr Victoria Pagan at [victoria.pagan@ncl.ac.uk](mailto:victoria.pagan@ncl.ac.uk).