### Key Dates in the University Year

#### 2011

**SEP**
- 20-23 International Student Welcome
- 24-25 Accommodation Move in Weekend
- 24-28 Student Union Freshers Week and University Welcome Week
- 26 Autumn Term and Academic Year starts

**OCT**
- Autumn Term

**NOV**
- Autumn Term

**DEC**
- 13-14 Graduation Ceremonies
- 16 End of Autumn Term – break for Christmas

#### 2012

**JAN**
- 9 Spring Term starts – return from Christmas break
- 16-27 Semester 1 Examinations (including Saturday 21 Jan)

**FEB**
- Spring Term

**MAR**
- 16 End of Spring Term – commence Easter break

**APR**
- 16 Summer Term starts – return from Easter break

**MAY**
- 23-31 Semester 2 Examinations (including Saturday 26 May)

**JUN**
- 1-8 Semester 2 Examinations (including Saturday 2 June)
- 15 End of Summer Term and Academic Year

**JUL**
- 9-14 Graduation Ceremonies

**AUG**
- 20-31 Summer Resits (including Saturday 25 Aug)
Dear Student

I am delighted to welcome you to Newcastle University. I hope that your time here will be both successful and enjoyable. The University has an excellent academic reputation and offers good graduate employability prospects. National awards as well as student surveys confirm the overall quality and value of a degree course at Newcastle.

During your studies here, you will learn that your degree is much more than the elements of your programme. There are many different facilities and diverse support services on campus that you can use to enhance your degree and your time here – everything from an award-winning library to a business hatchery, as well as outstanding sports facilities, clubs and societies. Please take full advantage of these resources and opportunities.

We suggest you keep this booklet as a reference of useful information. If you lose your copy, you can get a replacement from student services or you can view it on the web pages at www.ncl.ac.uk/students/student-resources/guide/ You should also refer to your Degree Programme Handbook. Postgraduate research students should refer to the Handbook for Research Students which contains a wealth of information about the nature to your Degree Programme Handbook. Postgraduate research students should refer to the Handbook for Research Students which contains a wealth of information about the nature.

Please take full advantage of these resources and opportunities.

While you are at University you may notice some building work. We are proud of the investment work is complete. I am sorry if you experience any problems due to the work, but hope that you will agree that our investment will make the University a better place for all students.

With very best wishes for your University career,

Professor Chris Brink, Vice-Chancellor

Spring bank holiday 4 June 2012

Easter Monday (not Scotland) 9 April 2012

Early May bank holiday 7 May 2012

Spring bank holiday 4 June 2012

Spring bank holiday 5 June 2012

Spring term Monday 9 January 2012 to Friday 16 March 2012

Summer Term Tuesday 16 April 2012 to Friday 15 June 2012

ADVICE AND SUPPORT

Student Charter

Student Progress Service.

This Guide is produced by the Student Progress Service.

Tel: 0191 208 3333

E-mail: student.services@ncl.ac.uk

Newcastle University is committed to providing for you, will enhance your opportunities for success.

Remember to use your personal tutor to discuss any problems you may have, whether academic or personal, which may affect your academic progress. These staff can address your concerns themselves or can put you in touch with University or other professional services.

While you are at University you may notice some building work. We are proud of the investment work is complete. I am sorry if you experience any problems due to the work, but hope that you will agree that our investment will make the University a better place for all students.

For more information, please have a look at the information booklet on our plans http://www.ncl.ac.uk/about/campus/developments/. We are very proud of our new King’s Gate, which provides one of the best student facilities in the UK. The proximity of King’s Gate to the Union Society Building gives you access to many of your services in a single location.

Acknowledgements

Newcastle University acknowledges that second hand tobacco smoke is both a public and workplace health hazard. As such Newcastle University is a SMOKE FREE campus.
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Newcastle University wants its staff and students to work together to provide a high quality learning environment

Students as well as staff have an important role to play in maintaining the quality and reputation of degrees awarded. This Student Charter outlines the standards of provision that undergraduate students and those on taught postgraduate programmes can expect from staff and the expectations that the University has of students in being responsible adults who are proactive and self-reliant learners. The University is committed to equal opportunities and fair practice. We expect students to treat staff, other students and people in the community with respect and courtesy.

The Charter was written by both staff and students and is updated regularly.

The principles identified in the Charter apply to all students, regardless of their course. However, students enrolled on professionally accredited programmes or international programmes have additional responsibilities and should refer to their Degree Programme Handbook, and to the Learning Agreements that apply to some programmes. Postgraduate students enrolled on research programmes should refer primarily to the Handbook for Research Students.

**YOUR ACADEMIC PROGRAMME**

**You are expected to:**

- become familiar with the requirements outlined in your Degree Programme Handbook
- be responsible for making well-informed choices about your study and module selection
- be on campus or at your placement whenever required by your programme and actively participate in all sessions specified for your programme
- study, on average, 100 hours for each 10 credits of study (approximately 40 hours per week for a full-time student)
- take responsibility for your learning and be self-directed in your work – an independent, self-reliant learner, pursuing your studies with a positive commitment, do your best and aim high
- learn from the feedback given to you by staff; reflect on that feedback to improve future assessments
- reflect critically on the subjects that you study in order to make informed contributions in seminar and tutorial discussions
- critically assess the resources you use making sure you demonstrate an understanding of the issues by presenting your own ideas in your own words
- be responsible for managing your time so that you submit work by the deadlines to avoid any penalties
- take advantage of all IT facilities, including computing clusters, e-learning facilities and other web-based resources
- manage your University e-mail account
- take full advantage of the University’s resources and support
- seek help if you are struggling.

**You can expect, as part of the Teaching Code of Practice:**

- a detailed induction within your school along with a degree programme handbook and degree regulations
- the learning outcomes of your degree to be specified including clear module outline forms
- access to quality academic facilities providing a rewarding learning environment
- a degree programme that is supported by electronic communications and web-based resources in addition to traditional library resources
- a programme of study which uses a mix of teaching, learning and assessment methods appropriate for your particular degree
- well-informed staff teaching a professionally planned, coherent programme that is updated regularly
- that you will be taught how to reflect objectively on the subjects you study and taught to critically assess your sources of information
- to be informed of any changes to your programme of study or your timetable and other obligations
- a teaching and learning framework which is based on University regulations, policies and procedures, including those for quality assurance.

**ASSESSMENT AND EXAMINATIONS**

**You are expected to:**

- make yourself available for examinations during all formal examination periods, including resit examinations in August or other periods specified by your programme
- be familiar with and abide by the Rules Governing the Conduct of Examinations which can be found at www.ncl.ac.uk/examinations
- submit coursework on time
- take responsibility for telling your tutor about illness or anything else which might seriously be affecting your attainment and your performance in assessment. See page 38 of this Guide for more information about Personal Extenuating Circumstances (PEC)

**You can expect, as part of the Teaching Code of Practice:**

- information about how the modules or units in your degree programme will be assessed, and an explanation of the criteria used for assessment
- fairness in all your assessments
- information about coursework deadlines and examination schedules well in advance
- your marks and other useful feedback on coursework normally within 4 term–time weeks of submitting that coursework.
STANDARDS OF ACADEMIC CONDUCT

You are expected to:
- maintain high standards of academic conduct
- show a commitment to academic honesty in your work
- be familiar with and apply the guidance provided by your school on proper referencing and good academic practice, and in particular the avoidance of plagiarism
- ensure that any work you submit is your own work and that you acknowledge any use you make of the work of others.

You can expect,
as part of the Teaching Code of Practice:
- to receive a briefing on what the University means by ‘good academic practice’ and ‘referencing’
- to be told where to find guidance materials
- that the University may use plagiarism detection software.

You can expect, as part of the Teaching Code of Practice:
- to be given a tutor (usually a member of the teaching staff of your school) who will provide confidential advice and who will ensure that you have access to pastoral and academic support to facilitate your learning
- to receive advice about the extenuating circumstances process
- the University to provide a network of student support services to which you may self-refer or to which your tutor can direct you.

STANDARDS OF PERSONAL CONDUCT

You are expected to:
- behave in a responsible manner whether on campus, in University accommodation or in the community and observe the rules for using University facilities
- treat others – fellow students, members of staff, neighbours and other people in the community – with courtesy, fairness and respect regardless of their personal circumstances, race, ethnic origin, age, gender, marital or parental status, sexual orientation, religion and belief, disability, political belief or trade union membership.
- take the initiative in raising problems or difficulties (academic or personal) at the earliest possible opportunity
- report promptly to your school or tutor when you are ill or have other good reason for non attendance or failing to meet deadlines.

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

HEALTH AND SAFETY

You are expected to:
- take responsibility for your own health and safety and that of others who may be affected by what you do or fail to do
- be aware of the wellbeing of your friends and fellow students
- report any serious illness or hospitalisation of a fellow student to your school office
- report accidents to your school office or by using the Safety Office Accident Report form
- provide up-to-date details to your school including landline and mobile phones, local and home addresses, who to contact in an emergency.

You can expect:
- the University to accept its duty to ensure the health, safety and welfare at work of all its employees, students and visitors
- the University to keep laboratories and buildings safe and in good repair
- the campus to comply with the provisions of the Disability Discrimination Act
- a smoke-free environment on campus
- that your school will provide information and training as necessary with regard to safety particularly in laboratories and on field trips.
REGISTRATION

You are expected to:
- register on time and attend school and University induction events
- pay all necessary fees
- collect a Smartcard
- make sure you are registered with a doctor and have access to dental services
- undertake ‘to conform to the discipline of the University and to all Statutes, Regulations and Rules in force’
- sign the declaration which states that you agree to the use of your personal data as outlined in the Use of Students’ Personal Information statement available at http://www.ncl.ac.uk/data.protection/datacollectnot.htm
- check that the data the University stores about you is accurate and up-to-date by using the Student Self Service Portal (S3P) at: https://s3p.ncl.ac.uk/login/index.aspx
- make sure that the modules entered against your name in the University database are actually the ones you are taking.

You can expect:
- the University and the Union Society to provide opportunities for student representation
- the University to listen to and consider student opinion.

THE ENVIRONMENT

You are expected to:
- be aware of issues to do with climate change and the environment
- minimise your own use of energy and natural resources by using and encouraging the use of public transport and by making best use of University and city recycling facilities
- prioritise walking, cycling or public transport over use of a personal car
- abide by the rules of the University’s smoke-free campus
- respect the built environment and public spaces of the University campus and the halls of residence.

You can expect:
- the University to be committed to the principles of environmental protection and sustainable development in all its activities
- the University to meet or exceed UK, European & international environmental regulatory requirements
- the University to provide recycling facilities and shelters and racks for bicycles
- the University to minimise all aspects of its operations that result in adverse impacts on the environment
- the University to minimise consumption of unsustainable raw materials and fuels through its purchasing and transport policies
- academic staff whose research involves the effective protection of the environment, the prudent use of natural resources and technological innovation to mitigate pollution and other problems.

STUDENT OPINION and REPRESENTATION

You are expected to:
- take advantage of the Union Society’s provision for student representation on the University’s formal decision-making bodies and the staff-student committee of your school
- give feedback on the modules you take, on all the services you use e.g. library & accommodation, and to respond to the institution-wide survey of student satisfaction
- behave in a mature and constructive way in expressing your opinion and share responsibility for the decisions which may be taken following consultation with you or other student representatives.

You can expect:
- the University to provide a Welcome Week which allows students to register on their degree programme and to attend induction events and social activities to help them settle into University life
- registration procedures which allow the University to collect the necessary information about your status as a student, contact information, and information about the programme and modules/units on which you are enrolled
- to be entered for the correct modules and examinations based on the data collected at registration
- that all information which the University holds about you will be treated in a responsible and confidential way, in line with the Data Protection Act
- to be given a general right of access to personal data that relates directly to you. See www.ncl.ac.uk/data.protection/.

This Charter supplements formal University requirements regarding academic progress and examinations. These formal requirements are detailed in the University Regulations at www.ncl.ac.uk/regulations/docs/ Parts of the Charter form the Teaching Code of Practice, a statement of good practice for teaching staff, available at www.ncl.ac.uk/aqss/qsh/ Other policies and procedures are available www.ncl.ac.uk/pre-arrival/regulations/
The University can trace its origins to a School of Medicine and Surgery (later the College of Medicine), established in 1834, and to Armstrong College, founded in 1871 for the teaching of physical sciences. These two colleges formed one division of the federal University of Durham, the Durham Colleges forming the other division. The Newcastle Colleges merged to form King’s College in 1937. In 1963, when the federal University was dissolved, King’s College became the University of Newcastle upon Tyne, and latterly, Newcastle University.

The first Chairs at the Colleges were not only in fundamental disciplines such as mathematics, chemistry, physics, arts and literature, but also in the regionally important applied sciences such as geology, mining, naval architecture, engineering and agriculture. Newcastle became a brand name worldwide, known as a hub of industrial activity, with a strong civic university as its intellectual underpinning.

The combination of being globally ambitious and regionally rooted underpins Newcastle University’s vision for the future.

We believe in, and strive for, world-class academic excellence – but excellence with a purpose.

We work not only on the supply side of knowledge creation and dissemination, but also respond to the demand side of societal challenges. We are not only a large employer and a magnet for tens of thousands of young people, but an integral part of civil society. That is the hallmark of a civic university.

We believe that our success as a civic university will in itself become an exportable commodity, since the search for such a combination of global excellence and local relevance is one replicated in many places around the world.

### CAMPUS DEVELOPMENT

The University is mid-way through a ten year programme of building and development work and has invested over £200 million in its estate over the last few years to bring about an exciting and vibrant transformation of its buildings, infrastructure and public spaces, creating a campus for the twenty-first century. Superb new facilities enhance Newcastle University’s position as one of the leading teaching and research institutions in the UK.

Projects currently under way include:
- £8 million refurbishment of the Students’ Union, re-opening in September 2011
- a new building for Newcastle University Business School.

**King’s Gate**

This flagship building was formally opened in February 2010 by HRH The Duke of York KG. It brings together the University’s award-winning student and administrative services, resulting in a more integrated service for students and staff, and providing some of the best student facilities to be found anywhere in the UK.

The Student Administration Services building.

For further information on the campus developments, visit [www.ncl.ac.uk/about/campus/newcastle/](http://www.ncl.ac.uk/about/campus/newcastle/)

Maps of the Campus and City can be viewed at [www.ncl.ac.uk/about/visit/maps.htm](http://www.ncl.ac.uk/about/visit/maps.htm)

Newcastle University is a smoke free campus.

### LIFE AT NEWCASTLE

Starting university can be an exciting time, especially if you are in a different country.

One of the world’s leading travel websites has named Newcastle upon Tyne the best University city in the UK.

MSN Travel website is full of praise for the city and the lifestyle it offers to students, saying: ‘For students, the low cost of living, the ease of finding accommodation, proximity to the sea and dramatic countryside, famed nightlife and gregarious Geordie hospitality mix to create a pretty punchy cocktail.’

In June 2008, Newcastle was named as the best university town in Britain in a survey carried out by the UK’s foremost student accommodation website, accommodationforstudents.com. Newcastle was judged to be the best, across five criteria, based on more than 36,000 student reviews from 56 university towns around the UK.

### ACCESSING STUDENT SERVICES

[my.ncl.ac.uk/students/kingsgate](http://my.ncl.ac.uk/students/kingsgate)

Enquiry Form: [https://my.ncl.ac.uk/students/contact](https://my.ncl.ac.uk/students/contact)

King’s Gate building provides access to many student services in a single location. The Careers Service is on Level one, and on Level two you can access a wide range of other services; Accommodation, Student Wellbeing, Finance etc. The Interaction Team is your first point of contact for all Services on Level two.
Student services located in the new building include:

- ACADeMIC INFORMATION
- ACCOMMODATION
- CAREER & WORK
- FEES FUNDING & FINANCE
- HEALTH & WELLBEING
- INTERNATIONAL STUDENTS

LIBRARY SERVICES

Robinson, Walton and Law Libraries
www.ncl.ac.uk/library

We’re open 7 days a week in term time, until midnight (Robinson Library) or 10pm (Walton and Law) most days, with the Robinson Library open 24 hours during exam periods (Sun–Thu).

We have over a million books, thousands of journals and a growing collection of ebooks for you to explore.

Core texts are available for 4 hour loan from our Student Texts Collection, bookable in advance for your convenience.

Need a computer? Use one of the hundreds of PCs available in Library clusters.

Wireless networking in each Library—bring in your own laptop or borrow one from us.

Want a quiet place to study? There are silent and quiet zones in each Library.

Need to do group work or practise a presentation? There are bookable group study rooms and informal group study zones in each Library.

Discover our Special Collections—rare and historic books, manuscripts, maps and illustrations, in the Robinson Library.

And remember, if you have any questions or need any help please speak to a member of Library staff—we’re here to support you throughout your course.

Struggling to use our databases? Library staff run information skills classes for all subject areas to help you get the best out of our resources.

ENGLISH LANGUAGE SUPPORT

Email: insessional@ncl.ac.uk
www.ncl.ac.uk/students/insessional

In-Sessional English Language Programme

If you do not have English as your first language, you may be able to attend classes to improve your academic English skills and support your academic studies. These classes are provided free of charge by INTO Newcastle University for eligible non-native speaker students registered on degree programmes at Newcastle University.

All non-native speakers take the University English Language Assessment (UELA) as soon as they arrive at the University. This free assessment consists of a listening and a writing section. The UELA helps us to advise whether you will benefit from the free In-Sessional programme classes and which classes you should take. After the UELA, you are given a level of 1, 2 or 3 for listening and writing. The In-Sessional programme supports students at UELA levels 1 and 2 with their academic writing skills and students at UELA levels 1, 2 and 3 with their listening and speaking skills.

Students who are at UELA level 3 in writing may need to go to the University’s Writing Development Centre for help with academic writing.

The UELA and In-Sessional programme are an important part of Newcastle University’s support for international students and are designed to ensure that all non-native speaker students achieve their maximum potential in their academic study. Students can register for up to 4 hours of In-Sessional classes per week as well as attending up to 8 hours of open lecture sessions.

You can choose from non-credit bearing classes (in addition to academic study) and credit-bearing modules (to earn credits as part of your degree programme). The classes include Academic Writing; Listening, Speaking and Presentation skills; Grammar; Pronunciation and Dissertation Writing.

The INTO centre also runs one-to-one advisory sessions to help level 1 and 2 students with individual language problems.

Further information is on the In-Sessional website: http://www.ncl.ac.uk/students/insessional/ or in the In-Sessional English Language Programme brochure which is available from the INTO Newcastle University Centre at 6 Kensington Terrace.

INTO Newcastle University also run preparatory English programmes throughout the year for students who wish to study English intensively before starting their degree programmes.

ELMO is Newcastle University’s own multimedia, online resource which provides Academic English language support for international students.

ELMO is a bank of self-study materials that is available free for you to use wherever you are in the world. ELMO is used extensively by thousands of students studying throughout the day and night, seven days a week, 365 days a year! Even some native English speakers have used the site to help develop their academic writing style. This innovative, multimedia, self-study site is the only one of its kind in the UK.

http://www.ncl.ac.uk/langcen/facilities/elmo.htm
It is well known that those who have ability in more than one language have the advantage. Even if you are not able to learn languages as part of your degree programme you still have the opportunity to register in the award-winning Language Resource Centre which is housed in the archetypal oak-panelled grandeur of the Old Library Building. Here you will find a very wide selection of language learning materials for independent study of over 50 languages, at all levels. There are over 1000 foreign language films on video or DVD, and the centre has 24 satellite TV stations for broadcasts in 17 languages. Students can use the 130 work stations equipped with PCs, DVD players and audio recording equipment. The PCs are campus networked as well as having specific language learning software. There are also talk shops and group work areas. The Centre has two language learning websites:

www.universed.co.uk & http://linguacast.ncl.ac.uk

On the Centre’s home webpage (see above) there are downloadable files to help all students with punctuation and use of English grammar. There is also a searchable catalogue of resources. Advisers can be booked to help with your learning schedule and independent learning systems.

Membership is free to all Newcastle University students and staff. You need to show your Smartcard to register to use the facilities.

The centre is located off the Quadrangle Gardens (no 26 on the campus map).

Can you afford not to learn another language?

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**Computing Services**

**Information Systems and Services – ISS**

Claremont Tower, Ground Floor

www.ncl.ac.uk/iss/

**Getting started**

Every member of the University is given a Login Name and password; these are usually sent via email before you arrive at the University. Your Login Name and password allow access to most ISS computing services.

**University email**

All students have a personal Newcastle University email account. Remember to check your account regularly; it's used for all official University email. Access your account on or off campus at https://owa.ncl.ac.uk

**Keep your work safe**

Each student is given 1GB of personal Filestore (computer disk space) known as your Home Folder; it's a secure place to keep your coursework. On a University PC your Home Folder is the ‘H’ drive’ or ‘My Documents’. You can access your Filestore off campus using the Remote Application Service (RAS). See www.ncl.ac.uk/iss/software/ras

**Computer cluster rooms**

There are over 1200 PCs in computer cluster rooms across campus. You can use any of these PCs if the cluster is not being used for teaching. Some rooms are open evenings and weekends, and some have 24 hour access via your Smartcard. Visit www.ncl.ac.uk/iss/clusters

**Using your own computer**

You can connect your own computer to the Internet via the campus network. Almost all rooms in Halls have docking points and wireless is widely available across campus. See http://connect.ncl.ac.uk

**Printing**

All cluster rooms have black and white A4 printers; larger rooms have colour and A3 printers. Printing is charged for using the Cluster Printing Service. ISS gives all students a small credit allocation at the start of each academic year. You can buy more print credits online using a debit or credit card at http://printing.ncl.ac.uk or buy a cash voucher from the Robinson Library main counter.

**IT help and support**

Contact the ISS Service Desk on (0191 222) 5999 or email it.servicedesk@ncl.ac.uk. Face-to-face helpdesks can be found in the Old Library Building (OLUA) and Robinson Library cluster rooms.

ISS run a free Network Connection Clinic to help you get online and for general computer advice. Visit the Old Library cluster (OLUA), Monday to Friday 10:00 – 16:00.

It’s important to be aware of the Conditions of Use for the University’s computing facilities. All users are bound by these rules, you can learn more at www.ncl.ac.uk/iss/rules
The University has an extensive range of accommodation which is managed by the Accommodation Service.

If you have been offered University owned accommodation, you should have received a Contract and a useful Terms & Conditions booklet which covers everything you need to know about your new home. You will also complete the E-Welcome, an online accommodation induction which must be completed before you can get your keys. If after the start of term, you wish to request a move to another room, transfer forms will be available, but moves are subject to certain restrictions and charges and cannot be guaranteed.

If you have been offered accommodation in managed partnership accommodation, you will have different contractual terms and should make yourself familiar with these.

If you have not yet found suitable accommodation, you should contact the Accommodation Service. If no University room is available, they will offer assistance in finding alternative accommodation. They also provide professional advice on a whole range of accommodation issues.

Those who leave University accommodation for non-University accommodations remain responsible for the rent until the end of the contract or until the room is re-let to another student (a “successor”) who is not, at that time, paying rent to the University. The Private team offers guidance, organising road shows in November to provide students with advice on searching for property in the private sector. They market properties on behalf of private landlords and offer advice on securing suitable accommodation for your second year and beyond. They are also available to offer advice on tenancy related issues throughout your time at Newcastle University.

They also operate NUstudenthomes a Property Management Service whereby privately owned houses/flats are leased from owners and then rented to groups of students, particularly as wherever possible the team arrange accompanied viewings to these properties making the initial property search much easier. Details of owners and properties are available online at:

www.ncl.ac.uk/accommodation/current/private/search

FINANCIAL HELP INCLUDING COUNCIL TAX AND TRAVEL INSURANCE

FINANCIAL HELP

The Student Financial Support Team which is part of the Student Wellbeing Service administers a number of financial support schemes to assist students. Discretionary funding is also available to assist registered students who experience unexpected financial problems whilst undertaking their studies.

Web: www.ncl.ac.uk/students/wellbeing/finance/
Visit: King’s Gate

University Bursaries

UK Undergraduate students who are in receipt of a University Bursary and who obtain 3 grade ‘A’ passes at A level (or equivalent) will be automatically considered for a non-repayable University Achievement Bursary of £500. This bursary will be paid from March 2012.

www.ncl.ac.uk/students/wellbeing/finance/funding/ukstudents/undergraduate/bursaries/achievementbursary.htm

Access to Learning Fund

This discretionary funding is intended to assist registered UK full-time undergraduate and postgraduate students if they experience unexpected financial difficulties once they have registered and commenced their studies. The level of assistance provided is based on financial and personal circumstances. This funding is intended to help students cover some of their living costs and cannot assist with the cost of tuition fees. Some part-time students may also be eligible to apply.

www.ncl.ac.uk/students/wellbeing/finance/funding/ukstudents/hardship/

University Achievement Bursaries

UK Undergraduate and PGCE students who have applied for income-assessed student finance and who are liable to pay the £3,375 tuition fee are eligible to be considered for a non-repayable University Bursary of up to £1,200. Students are automatically assessed for this bursary on the basis of their household income using the information they provide to Student Finance England (or equivalent). This bursary will be paid on 17th February 2012.

www.ncl.ac.uk/students/wellbeing/finance/funding/ukstudents/undergraduate/bursaries/
UK students who have children and use a registered or approved childcare provider may also be eligible to apply for help towards the cost of their childcare by making an application to the Access to Learning Fund. The level of assistance provided is based on financial and personal circumstances.

www.ncl.ac.uk/students/wellbeing/finance/funding/ukstudents/childcare/index.htm

**Financial Assistance Fund**

The University provides limited, short term help to assist registered full time international and non-UK EU students who are facing severe financial hardship as a result of unexpected circumstances. Awards from the Fund are discretionary and are intended to help students meet their basic living costs. Students must be able to show that they had adequate funding in place to commence their course. The Fund cannot pay student fees under any circumstances. Some part-time students may also be eligible to apply.

www.ncl.ac.uk/students/wellbeing/finance/funding/nonukstudents/hardship/

**Student Finance Adviser**

Information, advice and guidance about money management, budgeting, sources of university and government funding and other student finance related matters is available from the Student Finance Adviser. The Adviser offers one-to-one appointments, as well as running weekly drop-in sessions to assist students.

Managing your money as a student can seem like a daunting task but by planning ahead and working out a realistic budget it can help to reduce the stress often associated with money and help you to make the most of your time at University. Tables are available at the back of this guide to help plan income and expenditure for the forthcoming academic year. There are also lots of useful online resources and ideas to help students to take control of their finances.

www.ncl.ac.uk/students/wellbeing/finance/advice/

If students require debt management advice they can contact the Student Advice Centre located in the Students’ Union. Contact details on page 32.

**Council Tax**

Council Tax is a system of local taxation collected by local authorities. Most students are entitled to some form of exemption or discount, but this depends on individual circumstances. Properties occupied only by full-time students such as university halls and non-university accommodation where everyone in the household is a full-time student will be exempt from Council Tax. No Council Tax will be payable once the local authority have received proof that all residents are full-time students.

If students study full-time but live with an adult who is not a full-time student their household will be issued with a Council Tax bill. A 25% discount should be applied to the bill once a student has submitted proof that they are studying full-time. If you study full-time and live with more than one adult who are not full time students your household will be issued with a Council Tax bill. No discount will be applicable.

Part-time students are not exempt from paying Council Tax under the student rules. If you are a part-time student with a low income you may be eligible to apply for Council Tax Benefit and be eligible to receive a 25% discount if you live alone.
Students who are exempt from paying Council Tax will need to submit a Student Discount/Exemption application form to their local council as well as submitting a Student Certificate which provides details about their course. Students living within the Newcastle City Council area can complete an online exemption/discount form at:
www.newcastle.gov.uk/core.nsf/a/counciltaxinfo
Contact Newcastle City Council
Tel: 0845 1 1 1 4101
Email: council.tax@newcastle.gov.uk

Student certificates can be obtained from:
- For undergraduates and postgraduates: Student Services, Level 2, King’s Gate
- For medical students: Medical Faculty Student Office.
- For dental students: Dental School Office.

TRAVEL INSURANCE
Newcastle University provides free travel insurance for all registered Undergraduate students who are travelling overseas on official University business. This includes the course related part of your journey. You will need to arrange private cover for any periods of holiday. Please refer to the links below for more specific information including policy conditions and exclusions.

Undergraduate
http://www.ncl.ac.uk/internal/finance/insurance/cover/travel_ug.htm

Please also refer to the Foreign and Commonwealth Office (FCO) Website and adhere to their guidance/recommendations:

It is very important that you read all of the information contained on the above web pages, and follow the instructions as failure to do so may result in your claim being declined. Please direct any queries regarding this policy to:
insurance@ncl.ac.uk

MEDICAL AND EMERGENCY INFORMATION, HEALTH, PERSONAL SAFETY AND DENTAL CARE
Be aware of your own health and safety and the wellbeing of your friends and fellow students. If you suspect flu, a hangover or even meningitis – please “look out for your mate.” Getting medical help early can save a life.

Remember the following emergency numbers and put them into your mobile phone:

Universal Emergency Number for Fire, Police, Ambulance
Tel: 999 (can be dialled free from a call box or mobile)

Emergencies on Campus
Tel: 0191 222 6666
(24 hours a day, 7 days a week)

University Security Team
Tel: 0191 222 6817

Northumbria Police
Tel: 03456 043 043

NHS Direct
Tel: 0845 4647

NHS Walk-In-Centre
Tel: 0191 233 3760
(open 8am to 8pm 7 days a week)
Unit 5, The Bar, St. James Gate,
Newcastle Upon Tyne,
Tyne and Wear, NE1 4BH

Newcastle Central NHS Walk-in Centre offers a range of services, including health information, advice and treatment for a range of illnesses and minor injuries without having to make an appointment. The walk-in centre is located opposite the Centre for Life within the Jury’s Inn development and is a five minute walk from Newcastle Central Station.

ACCIDENT AND EMERGENCY CENTRES

Royal Victoria Infirmary
Queen Victoria Road, Newcastle upon Tyne, NE1 4LP
Tel: (0191) 233 6161
Open 24 hours.

Newcastle Westgate NHS Walk-In Centre
Tel: (0191) 256 3163
Located at Newcastle General Hospital. Open 8.00am to 9.00pm seven days a week.

North Tyneside General Hospital
Rake Lane, North Shields, NE29 8NH
Tel: 0844 811 8111

Queen Elizabeth Hospital
Sheriff Hill, Gateshead NE9 6SX
Tel: (0191) 482 0000

Bensham General Hospital
Fontwell Drive, Gateshead NE8 4YL
Tel: (0191) 482 0000
ADVICE AND SUPPORT

Newcastle upon Tyne is considered a safe city to live in. However, as in any city, you must take care to keep yourself and your possessions safe. Use the following tips:

**Keeping yourself safe:**
- Don’t walk around alone late in the evening or when it is very dark. If out alone, stick to well-lit, busy streets and consider carrying a personal alarm (available from the Student Support Officer in the Students' Union). Let somebody know where you are going and what time you expect to be back.
- Use expensive electrical equipment discretely. Try not to draw attention to your laptop, mobile phone or ipod.

**ICE your Phone** – The Ambulance Service initiated a campaign to put “In Case of Emergency (ICE) numbers into their mobile phones. Putting ICE along with a name and number will enable the emergency services to contact your next of kin in the event of an emergency.

**GENERAL SAFETY**

Keep your home and possessions safe:
- Even if you live in University halls or flats, don’t allow people you don’t recognize to follow you into the building, even if they say they are visiting a friend. If they are genuine, their friends will let them into the building.
- Make sure that you lock your bicycle securely – for advice see www.societies.ncl.ac.uk/bug/

**For more information and advice about safety see:** www.ncl.ac.uk/estates/services/security/

**NHS DENTIST**

For dental emergencies, visit the Newcastle Dental Hospital, on Richardson Road (behind the Royal Victoria Infirmary, which is adjacent to the University). Emergency clinics take place from 8.30am – 5.00pm, Mondays to Fridays. Patients will be seen on a first-come-first-served basis. Tel: (0191) 282 4693.

www.newcastle-hospitals.org.uk/directorates/dental-services

**HOW TO REGISTER WITH A GP**

It’s important that you register with a GP practice for the time you are living in Newcastle – particularly if you will live the majority of the year in the city. GP practices can help with the majority of your health needs and are experienced in providing healthcare services to young adults. It’s particularly important to register if you have a long term health condition such as asthma or diabetes. Pick a GP practice convenient to where you live as you may need to visit the practice when you are feeling unwell.

GP practices see patients between 8.30am and 6pm, Monday to Friday and most practices are now opening on a Saturday morning as well as running some early morning or evening surgeries. Check with your practice for the times and days they run clinics.

To find a local practice that you can register with contact the North East Family Health Services Agency on telephone 0191 219 6200 or access NHS Choices at www.nhs.uk where you can enter your postcode to find practices close to where you live.

If you or one of your housemates becomes ill between 6pm and 8.30am you should call the GP out of hours service on: 0300 123 4343 and a healthcare professional will advise you on the best course of action.

For dental emergencies, visit the Newcastle Dental Hospital, on Richardson Road (behind the Royal Victoria Infirmary, which is adjacent to the University). Emergency clinics take place from 8.30am – 5.00pm, Mondays to Fridays. Patients will be seen on a first-come-first-served basis. Tel: (0191) 282 4693.

www.newcastle-hospitals.org.uk/directorates/dental-services
The Centre offers tuition, guidance and advice on all aspects of academic writing, including:

- understanding assignment and examination questions
- planning, structuring and revising assignments
- using reading sources without plagiarism
- developing an argument writing critically
- writing theses and dissertations
- using grammar and punctuation accurately and effectively
- learning from feedback on previous assignments

Each semester, we run a programme of lectures and workshops on different aspects of academic writing. For information about our teaching schedule, please see the ‘Group Teaching’ section of our website.

We also offer a one-to-one support service. If you think you would benefit from individualised feedback or advice on your written work, you can book an appointment with an academic writing tutor. To book online, visit the ‘One-to-one support’ section of our website. A drop-in service is also available.

**MATHS AID**

**Contact:** mathsaid@ncl.ac.uk  
**Tel:** 0191 222 6444 (10am – 4pm, weekdays)  
**Web:** www.ncl.ac.uk/students/mathsaid

The team can be found in Room 201 on Level 2 (the entrance level) of the Robinson Library, next to the main computer cluster. Boasting several years of experience, the purpose of Maths-Aid is to provide guidance to students from any discipline, with priority given to those in their first year, on their numerical and mathematical skills in a friendly and supportive environment, offering:

- Free and confidential advice
- One-to-one help from friendly and experienced tutors
- Guidance for aptitude and numerical skills tests
- A wide range of helpful leaflets and booklets, covering most common areas
- Help on more advanced topics

If you need some maths and stats help, please drop in to the office anytime between 10am and 4pm, Monday to Friday - no appointment is necessary!

For more information on what Maths-Aid could offer you, please visit our website on www.ncl.ac.uk/students/mathsaid. We look forward to seeing you soon!

**EXAMINATIONS, TRANSFERS AND PROGRESSING FROM YOUR 1ST YEAR**

Most examinations are centrally organised through the Student Progress Service. There are three main exam periods during the year, one at the end of semester one, one at the end of semester two, and the resit exam period in August. In addition, some exams and other assessments will take place at different times during the year depending on your programme of study.

The Student Progress Service may also deal with transfers from one degree programme to another, concessions, and giving advice regarding matters of progression from one Stage to the next, however, generally your first point of contact should always be your personal tutor or other contact in your school. Graduation ceremonies are also organised through the Student Progress Service.

To contact the Student Progress Service see the information at my.ncl.ac.uk/students/kingsgate or submit an enquiry form from https://my.ncl.ac.uk/students/contact

**VISA ADVICE**

The Visa Team offer free, impartial and confidential information and advice for students on a wide range of visa and immigration enquiries. Throughout the year a number of information sessions are run to assist with the renewal of student visas. For further information visit the Student Services Helpdesk in King's Gate.

**THE CAREERS SERVICE**

The Careers Service – where opportunities begin. Student Services, Level 1, King’s Gate, Tel: 0191 222 7748 www.ncl.ac.uk/careers

Newcastle University’s award-winning Careers Service can help you make the most of your unique skills and experiences. Whether you plan on embarking on a graduate career, going on to further research or starting your own business, we offer a range of support to help you realise your potential while you are studying and for up to three years after you graduate. We run to assist with the renewal of student visas. For further information visit the Student Services Helpdesk in King’s Gate.

**Advice**

Our information officers and careers advisers are here to offer one-to-one advice, guidance and the information you need to explore your existing plans or generate new ideas. No appointment is required.
Information
There’s lots of information and useful resources on our website and in the Careers Service which will give you an idea of the opportunities out there. Our team of advisers can help you make the most of this information.

Developing potential business ideas
If you have a business idea and want to take it further, then visit the Careers Service for a chat with one of our business start-up advisers. You can also make use of the Elevator – our creative thinking space that’s equipped with office facilities. Lots of activities take place across both semesters to develop your enterprise and entrepreneurial skills, including Newcastle University’s business plan competition. Check out the website for more details.

Getting experience and credit towards your degree
Develop your skills and gain practical experience by taking part in extra-curricular activities or undertaking work experience. Look out for the nc+ logo around campus – it highlights a range of activities that will add to your degree. You’ll find work experience opportunities on our website and staff can help you find more specific openings. We also run Newcastle Work Experience (NWE) – a scheme which offers paid placements within local businesses. Alternatively, gain credit towards your degree by completing one of our work-related modules – you can help out in a local school, the community or the University, or use your part-time job to build up a bank of skills that you can put on your CV. Take a look at the ‘Developing skills’ section of our website.

Meeting employers
Networking with employers may sound scary, but it can give you a head start when it comes to landing a job or developing your business idea. The Careers Service can help you make contacts, e.g:

- through ‘Graduate Connections’, an online database of over 600 graduates now employed in a wide range of jobs and professions. You can read their profiles or contact them directly for information, advice and insight about the work they do and how to follow in their footsteps.

- by talking directly to employers at events we organise, which range from large-scale recruitment fairs to smaller workshops and sector specific insights. Networking events run throughout the year. For dates, times and details see our website.

Part-time and temporary jobs
We advertise part-time, temporary and vacation jobs that can fit around your studies. As well as earning some extra cash, you’ll also gain a valuable addition to your CV. For more information, visit our website and register with our online jobs database, Vacancies Online.

Graduate vacancies
Regional, national and international based employers regularly host presentations and attend recruitment fairs on campus. This is your chance to meet them face-to-face and find out more about their placement opportunities and graduate jobs. Check our website for the latest events and graduate vacancies.

Making applications
We run workshops throughout the year which cover all aspects of applying for jobs, from writing your CV to participating in assessment centres. You can also get personal advice and feedback on your CV, job and further study application forms, covering letters, interviews and business-related applications, on any weekday without an appointment.
The Student Wellbeing Service provides information, advice and guidance on a wide range of student support issues. This support has been designed to enable students to maximise their potential whilst at University. The service is free, confidential and available to all students.

**COUNSELLING, MENTAL HEALTH SUPPORT & GROUP WORK**

**King’s Gate, Level 2**

Newcastle upon Tyne NE1 7RU

Enquiry Form: https://my.ncl.ac.uk/students/enquiries
Tel: 0191 208 3333
Web: www.ncl.ac.uk/students/wellbeing

You can come and meet with someone if there is something bothering you and you want to talk about it. An initial appointment will include a discussion about the options available to best help in your current situation. Initial, half-hour appointments are available over a five day period from the point of contact by phone, web form or in person at the King’s Gate helpdesk on Level 2. After the initial appointment, if you choose to continue accessing support, you may attend 1:1 or group sessions provided by:

- Counsellors
- Student Wellbeing Advisers (Mental Health & Life Skills)

The approach depends on what the identified difficulties are and how they might best be addressed. This will be discussed fully with you.

**DISABILITY SUPPORT**

King’s Gate, Level 2

Newcastle upon Tyne NE1 7RU

Enquiry Form: https://my.ncl.ac.uk/students/enquiries
Web: www.ncl.ac.uk/students/wellbeing

If you have a disability / long term medical condition we would encourage you to contact the Student Wellbeing Service as soon as possible. This will enable us to discuss any additional support that you may require e.g. facilitating examination arrangements.

The government provides funds for UK disabled students through the Disabled Students’ Allowances to assist students who, because of their disability, incur extra costs. Applications for Disabled Students’ Allowances should be made through Student Finance England (or the equivalent body if you live in Scotland, Wales or Northern Ireland).

Further details can be found at:
- Advice and help on all aspects of claiming Disabled Students’ Allowances can be obtained from Disability Advisers within the Student Wellbeing Service.

**SPECIFIC LEARNING DIFFICULTIES**

e.g. DYSLEXIA, DYSPRAXIA

**U.C.A.N**

(University Centre for Assessment at Newcastle)

King’s Gate, Level 2
Newcastle upon Tyne NE1 7RU
Tel: 0191 208 3178
Email: assessments@ncl.ac.uk
Web: www.ncl.ac.uk/students/wellbeing

UCAN has been set up to meet the assessment needs of disabled students who are studying or have applied to study in higher education. Through shared good practice, experienced staff deliver full academic needs assessments which can enable access to funding e.g. Disabled Students Allowance through Student Finance England and other funding bodies.

**THE HARDWARE LOANS SCHEME**

The Hardware Loans Scheme aims to provide assistive equipment to visitors, staff and students with a disability or health condition. Equipment includes high visibility screens and large key keyboards, portable hearing loops, and back supports. Some equipment is restricted and you may require a referral from a Disability Adviser.
Your time at University marks great changes in your life. Faith and spirituality can form an important part of these changes. Some people make decisions while at University to commit themselves to particular faiths or life stances. Some question the faith they grew up with. Others want to take the opportunity to explore spiritual questions and grow and develop as spiritual people. The Chaplaincy is here to help and support you in doing any of these things and also to be part of the general support offered to all members of the University community.

The Chaplaincy Team is currently made up of several Christian chaplains, a Buddhist, and a Jewish chaplain and is committed to religious tolerance, diversity and respect. We welcome people of all faiths or none, and are here for all students and staff.

**Your Chaplains are:**

- Revd Catherine Lack
  (Anglican & Coordinating chaplain)
  University ext 6341
  0191 222 6341 (work)
  07582 033125 (mobile)
  catherine.lack@ncl.ac.uk

- Professor Bill Clegg (Baptist)
  0191 222 6649
  w.clegg@ncl.ac.uk

- Dominic White (Catholic: Priest chaplain)
  0191 239 9527
  dominic.white@ncl.ac.uk

- Miss Mia Fox (Catholic lay chaplain)
  0191 281 1053 or 07713 259173
  mia.fox@ncl.ac.uk

- Revd Rob Hawkins (Methodist)
  0191 281 2309
  rob.hawkins@ncl.ac.uk

- Mr Stephen Richardson
  (Assistant Methodist Chaplain)
  0191 222 6341
  07762 440 811 (mobile)
  s.d.richardson@ncl.ac.uk

- Revd Sujatin Johnson (Buddhist)
  0191 213 2564
  sujatin@amidatrust.com

- Rabbi Mati Kos (Orthodox Jew)
  07817-250557
  mati@ujc.org.uk

**Honorary Chaplains:**

- Mr Rob Davidson
  0191 222 6203
  r.i.davidson@ncl.ac.uk

- Dr David Golding
  07817 637 746 (mobile)
  d.w.golding@ncl.ac.uk

- Revd Bryan Vernon
  0191 222 8945
  b.g.vernon@ncl.ac.uk

- Mrs Sue Vernon
  0191 214 3064
  s.j.vernon@ncl.ac.uk

The University Muslim Prayer Room is in the King George VI Building Telephone: 0191 222 5658.

We offer support in confidence, no matter what your problem might be, and are also here to offer resources to help you to grow in your time here at the University.

We have the Mandela room, which is bookable by groups or individuals; a library that students and staff are welcome to borrow from; an office, and tea and coffee making facilities. It is a great place to come to relax, meet a Chaplain, have a coffee, or have some space. Access to the chaplaincy is by smartcard, or whenever a Chaplain is present, so if you want to pop in it’s best to ring or email us to let us know you’re coming. Our notice-board and website have details of activities and events.

We keep in touch with many churches and other places of worship, and with all of the major faith groups in the city, as well as a number of other voluntary organisations. We have produced a “Rough Guide” to places of worship in Newcastle, covering all the major world faiths. If we can’t help, we can normally point you in the right direction. The Chaplaincy – the place and the people – is here for you.
Newcastle University offers a range of student exchange opportunities. Students can undertake a fully recognized period of study of between three months and one year at another European University through the Erasmus programme. On certain degree programmes, students can also undertake a Work placement as part of the Erasmus Programme.

The Non EU Exchange Programme provides students with the opportunity to study outside of Europe, for example in Australia, Canada, China, Hong Kong, Singapore, South Korea, Japan, and USA.

Studying overseas can be a life changing experience. Immersing yourself in another culture will help you learn more about yourself and help you develop your personal skills, as well as help you develop and deepen your understanding of the academic subject which you are studying.

Below are just some of the benefits to be gained from participating in the Erasmus programme:

- Stand out in the job market
- Return more motivated, independent and confident
- Acquire new or improved language skills
- Learn a range of life-skills not taught in the lecture theatre
- Gain new perspectives on an academic subject
- Gain an international network of friends
- It counts towards your degree – it is not a gap year
- It is a fun and challenging experience.

NEWCASTLE UNIVERSITY STUDENTS’ UNION (NUSU)

Newcastle University Students’ Union is student led and offers a range of services and opportunities aimed at making your student experience the best it can possibly be. The services listed below are a guide to what the Union offers; further information is available through our Union Reception on 0191 239 3900, or on website at www.nusu.co.uk.

Your Learner Voice

NUSU is led by elected student officers. Officers give advice and support on a range of issues and represent every sector of the student community. They can represent you at the highest levels within the University.

Full-time sabbatical officers:

President
Tel: 0191 239 3916
Email: president.union@ncl.ac.uk

Welfare & Equality Officer
Tel: 0191 239 3917
Email: welfare.union@ncl.ac.uk

Education Officer
Tel: 0191 239 3963
Email: education.union@ncl.ac.uk

Activities Officer
Tel: 0191 239 3964
Email: activities.union@ncl.ac.uk

Athletic Union President
Tel: 0191 239 3923
Email: au.union@ncl.ac.uk

Editor of the Courier
Tel: 0191 239 3940
Email: editorunion@ncl.ac.uk

Part-time officers:

For all part time officers, telephone 0191 239 3900

Students with Disabilities Officer
Email: swd.union@ncl.ac.uk

International Students Officer
Email: international.union@ncl.ac.uk

Lesbian, Gay Bisexual, Transsexual (LGBT) Officer
Email: lgbt.union@ncl.ac.uk

Anti-Racism Officer
Email: arunion@ncl.ac.uk

Postgraduate Students Officer
Email: union.society@ncl.ac.uk

Charities Officer
Email: rag.union@ncl.ac.uk

Community Officer
Email: communityunion@ncl.ac.uk

Campaigns Officer
Email: campaigns.union@ncl.ac.uk

Convener of Disciplinary Committee
Email: disc.union@ncl.ac.uk

Chair of Union Council
Email: chairunion@ncl.ac.uk

Convener of Debates
Email: debates.union@ncl.ac.uk

Ethics & Environment Officer
Email: environment.union@ncl.ac.uk

Executive Officers without Portfolio
Email: exec.union@ncl.ac.uk

Gender Equality Officer
Email: genderunion@ncl.ac.uk

Freshers’ Week Organisers
Email: freshers.week@ncl.ac.uk

Mature Students Officer
Email: union.society@ncl.ac.uk
YOUR WELLBEING

NUSU runs a number of welfare related services which complement those of the University.

STUDENT ADVICE CENTRE (SAC)

Student Advice Centre (SAC)
Mon 10.15am – 4pm, Tue, Thu, Fri 10am – 4pm, Wed 12noon – 6pm
Tel: 0191 239 3979
Email: sac.reception@ncl.ac.uk
www.nusu.co.uk/sac

At some point during your studies, you may need to seek independent advice or assistance. The Student Advice Centre is a free, confidential and professional service of the Students’ Union. The friendly staff can offer specialist advice, representation and assistance on a range of issues, including: finance, legal, consumer, housing, academic, and personal matters. The SAC also works with other specialist services, such as the private rented project.

The SAC has an online advice service, check out their website for further information. The SAC’s service is independent of the University, and strictly confidential.

The Baby Equipment Service for Students (BESS) has a supply of basic safety equipment for young children available for hire by registered students. The items available are not necessarily new, and include cots, highchairs, firesguards, stair gates, and baby alarms. There is a membership fee plus a small charge per item for each three month’s loan.

Nightline is a confidential, non-judgmental telephone service for students who need some information, advice or just a chat. It runs from 8.00 pm to 8.00 am on 0191 261 2905. The number is printed on the back of each student Smartcard.

Nightbus: The Student Nightbus is a service provided by NUSU to ensure that you get home from campus safely in the evening. It costs just 70 pence so it will save you a lot of money on taxis after a night out or a long library or gym session.

The service runs Monday to Friday from pick-up points at the STUDENTS’ UNION, ROBINSON LIBRARY, and the MEDICAL SCHOOL, from 7pm and takes you directly to your door (within the specified boundaries).

Wallet sized timetables are available to collect from all receptions at halls of residence, the Students’ Union, Library and Medical School.

YOUR OPPORTUNITIES

NUSU looks to maximise the number of available opportunities for students to participate in activities that enhance personal development and life skills. These include: our Athletic Union which offers a spectrum of sporting opportunities and supports over 60 different sports clubs; our 150 different Societies which give members the chance to pursue their own interests, be they political, cultural or social; Student Community Action

Newcastle (SCAN) which is our volunteering sub-charity for students who wish to participate in community and charitable projects; and the Courier Newspaper, Newcastle Student Radio and Newcastle University TV which offer opportunities to develop skills in media. We also need volunteers to help run Freshers’ Week, RAG Week, become Course and Hall Reps, and sit on our Student’s Union Council.

YOUR COMMUNITY

The newly developed Students’ Union is located at the heart of the University campus community. The iconic building provides a range of services aimed at delivering the perfect place for social interaction of any kind, through the provision of free activity space, state of the art meeting rooms and entertainment.

From September 2011 our doors will open onto a beautifully refurbished building providing a variety of services including food and bar outlets plus some new offerings such as Subway and Madventurer as well as Newcastle on campus computer support service. The Union Shop sells everything from lipstick to pens and paper as well as a wide range of food items, newspapers, wines and spirits, clothing and household products. Open early throughout the week we pride ourselves on delivering a first class convenient service. The Union hosts a full range of entertainment with big name bands, club nights and much more including opportunities to organise private parties, functions, conferences or your own bespoken events, all of which are competitively priced.

Membership of Newcastle University’s Students’ Union (The Union Society) is free; although there is the potential to incur a £1 liability per member should the Students’ Union ever cease to exist, as it is a company limited by guarantee. Under the terms of the Education Act 1994 you have the right to opt out of membership of the Students’ Union if you so wish. New students have until the end of the fourth week from the start of term to decide. Communication between the Students’ Union and members will usually be by electronic means (including distribution of the annual report) unless members notify otherwise. Students who wish to opt out or be contacted by other means should notify the General Office in writing.

Non-members of the Students’ Union retain the right to make use of all of the Union’s facilities and services but are not permitted to vote in elections or at student meetings or to stand for election to Union offices; they may not become office-bearers in student societies or Athletic Union clubs; they do not receive those discounts at local and national commercial and retail outlets which are consequent on the Union Society’s membership of the National Union of Students. The Education Act requires us to draw your attention to the Students’ Union Code of Practice www.ncl.ac.uk/students/progress/assets/documents/USCodeofPractice.pdf and the Code of Practice issued by the University relating to freedom of speech www.ncl.ac.uk/students/progress/student-resources/regulations/speech.htm Copies of these documents are available from the Students’ Union.
SPORT AND PHYSICAL WELLBEING AT THE UNIVERSITY

The University Sports Centre
Richardson Road
(behind Richardson Road flats)
Tel: 0191 222 7225/7474
Email: sport@ncl.ac.uk
www.ncl.ac.uk/sport/

Athletic Union Officer Students’ Union
Tel: 0191 239 3923

The Centre for Physical Recreation and Sport and the Athletic Union provide excellent facilities and an extensive programme of competitive and recreational sporting activities for students of all abilities, whether you wish to take up a sport for the first time or are participating for fun, fitness or serious competition.

All students at the University are eligible to become members of the Athletic Union (AU) and are able to join any of its 57 sports clubs which are student led and run by the Students’ Union. These range from traditional sports such as hockey, rugby and football, to more adventurous activities such as mountain biking, parachuting and sub-aqua. If we do not have a sport for you, you have the opportunity to set up your own club.

University representative teams compete in the inter university British Universities & Colleges Sport (BUCS) competitions (achieving a 2009/10 BUCS national ranking of 11th from 144 competing HE institutions) as well as local leagues.

There is also an extensive intra mural competition in which groups of students within the University form teams and compete against each other in Football, Netball, Rugby and Hockey. The recreation program consists of exercise, dance and mind and body classes. For those not wishing to be organized, sports centre membership enables casual booking of indoor activity space for 5 a side football, badminton, squash, basketball etc.

The University has an extensive portfolio of outdoor pitches (26 grass and 2 artificial) based at its four outdoor sites as well as a water sports centre at Newburn.

Indoor facilities are located at the University Sports Centre consisting of a six court sports hall, two large multipurpose rooms, dance studio and the 125 station state of the art health and fitness suite (Please note there are different membership packages available for you to select the type of membership that most suits you).

For high-performing athletes we offer a range of professional support aimed at ensuring that these athletes achieve both their academic and sporting goals.

The Elite Athletes Squad is a specific support organisation for up to 20 high-performing student athletes that include an annual lecture programme, full medical and physiotherapy screening and the support of a personal tutor. In addition the Centre for Physical Recreation and Sport awards up to 40 sports scholarships annually.
ADVICE AND SUPPORT

The University's Equality and Diversity commitment is to develop a fully inclusive University community which recruits and retains talented staff and students from all sectors of society. You are part of that talented group of students. Your talent will be nurtured, ensuring that it can be developed within a positive and supportive culture that encourages everyone to flourish and reach their potential. Strong positive relationships will be developed between staff, students and external stakeholders (including contractors and visitors) and a common vision promoted where diversity is valued by all. Everyone must be treated with dignity and respect.

No prospective student or student, job applicant or employee, should receive less favourable treatment on any grounds which are not relevant to academic ability potential and attainment for students or to good employment practice for employees. The University’s Single Equality Scheme describes how we will put these commitments into practice. The Scheme and other resources about UK law, University policies and the Diversity Consultation Framework (which includes Student’s Union representatives) can be seen on the Diversity website. www.ncl.ac.uk/diversity/.

EQUALITY AND DIVERSITY

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ATTENDANCE

As part of your commitment to your studies you are expected to “be on campus or at your placement whenever required by your programme, and actively participate in all sessions specified for your programme” (Student Charter). Students who attend all of their classes tend to do better in their assessments. Students who don’t attend classes may be deemed to be making unsatisfactory progress and withdrawn. Students must therefore keep their school informed of any absence. Students should also submit sick notes if appropriate. See www.ncl.ac.uk/students/progress/student-resources/regulations

It is particularly important that all international students attend their classes or notify their school of any absence. This is because the University must report international students who stop attending their classes to the UK Border Agency. Absence from classes could therefore affect a student’s visa.

Schools may keep registers or ask students to confirm their attendance in other ways. Students are advised to familiarize themselves with the attendance policy in their School or Institute.

Museums

Situated on the edge of campus, the spectacular Great North Museum: Hancock, which opened in May 2009, brings together the North East’s premier collections of archaeology, natural history and geology to create one of the most internationally significant and diverse collections in the country. World-class natural history collections are displayed alongside priceless Bronze Age, Roman, Greek and Etruscan artefacts, and the collections are supported by comprehensive archives, giving them great intellectual value. Mummies from Ancient Egypt, a planetarium, a large-scale interactive model of Hadrian’s Wall and a life-size T rex skeleton are among the Museum’s other highlights. The Great North Museum also incorporates the Hatton Gallery, on the main University campus. The Hatton is home to an impressive and important permanent collection of paintings, sculpture, print-making and drawing, and is highly-regarded as a venue for historical, modern and contemporary art exhibitions. Admission to both venues is free.

Web links to further information:
The Great North Museum
www.twmuseums.org.uk/greatnorthandmuseum

Hatton Gallery
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Public Lectures
Newcastle University’s Insights series is one of the largest programmes of free public lectures in the country. It regularly attracts leading speakers in a wide range of fields, from the UK and abroad. For further information about the lectures, visit:
www.ncl.ac.uk/events/public-lectures

Music
There are various musical ensembles, including a Symphony Orchestra, a Vocal Ensemble, a Bach Choir and a Viol Consort, which are open to all students to join. Auditions for the Symphony Orchestra are held during Freshers’ Fayre at the end of September and again at the end of January. For further information about auditions or the other ensembles, please contact:
Olivia Cameron on 0191 222 8463 or o.h.cameron@ncl.ac.uk

Information about the Jazz Orchestra and Wind Band can be found on the Students’ Union webpage.

For information about the Student Choir and Orchestra, please contact l.m.brown1@ncl.ac.uk

CULTURAL OPPORTUNITIES – FREE MUSEUMS, LECTURES, MUSIC

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Schools may keep registers or ask students to confirm their attendance in other ways. Students are advised to familiarize themselves with the attendance policy in their School or Institute.
The University treats misconduct on the part of its students very seriously, whether they relate to a student’s academic work or general behaviour inside or outside the University. All complaints and reports of offences committed by students are carefully investigated and dealt with in accordance with the Student Disciplinary Procedures, available at: www.ncl.ac.uk/students/progress/.

There is a separate procedure for dealing with alleged cheating in assessments, and investigations into reported irregularities may lead to students being disciplined. Your attention is drawn particularly to the issue of plagiarism.

Useful links
- the procedures the University uses for dealing with assessment irregularities can be seen at: www.ncl.ac.uk/students/progress/
- Information about plagiarism detection can be seen at http://www.tvu.ac.uk/blackboard/tutorials/TurnitinUK_Student_Guide.pdf
- further guidance about standards of academic conduct and specifically about plagiarism can be seen at: www.ncl.ac.uk/right-cite

The University has a policy and procedure to assist employees and students who believe that they have evidence of malpractice or impropriety which it would be in the public interest to disclose. Members of the University are expected to use the policy and procedure in the first instance rather than report their concerns to a third party outside the institution. The Policy and Procedure on Public Interest Disclosure is available on the University’s website at: www.ncl.ac.uk/hr/policy/conduct/.
Occasionally students decide to withdraw from the University. If you have doubts about continuing with your studies, you are advised to discuss the matter with your tutor as soon as possible. If you decide to withdraw, you should inform your tutor and inform, if applicable, your LA and Student Finance England. You are also advised to contact the Student Progress Service and if you are living in University accommodation, Student Services. If you have paid tuition fees you should also contact Student Services to find out whether any refund is due to you or how much you may owe to the University.
Plagiarism

Plagiarism is defined as the use of the work of others without acknowledgement. This covers not just using words, but also, for example, concepts, ideas, data, designs, images, computer programmes and music. Note in particular that it refers to ideas, not just to words, so even if you express someone else’s ideas in your own words, the source of the idea must still be acknowledged.

Why do we have this requirement?

Apart from formal group work, any work you submit is expected to be your own. It is your degree and it is clearly dishonest to submit work which is not your own.

Proof reading

Good academic work is expected to draw on other sources, but these must be acknowledged. This enables others to see where the ideas you use have come from, which actually lends added authority to your work. It also allows readers to follow up these sources directly, if they wish. It involves being honest about what is your work and what is the work of others. Think how you would feel if someone used your work without acknowledging it. Furthermore students who plagiarise are gaining an unfair advantage over their honest colleagues.

Collusion

Collusion is defined as the submission by two or more students of the same or similar pieces of work (or parts of pieces of work) which are presented as the individual’s own solely authored work. This could arise from students working together to complete the work, or by one student allowing another to copy his/her work. Copying without the author’s permission is not collusion, but taking another student’s work without permission is theft and constitutes a disciplinary offence.

Why do we have this requirement?

Apart from formal group work, any work you submit is expected to be your own. It is your degree and it is clearly dishonest to submit work which is not your own.
Examinations

In relation to University examinations, you should not:

- breach the University’s rules for examinations – www.ncl.ac.uk/examinations/RULES.htm
- copy from or confer with other candidates in the examination
- confer with others outside the examination room whilst an examination is in progress
- use unauthorised material (e.g. notes) or equipment (e.g. electronic devices for storing text or audio material) in an examination room
- present yourself as another student or allow anyone else to present themselves as you in the examination room
- introduce examination scripts for marking other than in the course of an examination.

Why do we have these requirements?

It is important that assessment is fair and that students are rewarded for their own achievement. Otherwise it is unfair on the overwhelming majority of honest students.

Other aspects of good academic conduct

You are also expected to be honest in submitting research results, which should not be falsified. This could happen through including fictitious or false data, or by suppressing results, perhaps because they don’t match prior expectations.

Why do we have this requirement?

In universities we rely on researchers being totally honest about their results, otherwise their conclusions and any action taken in consequence of their findings will be flawed. How would you feel if one of the sources you were using had been dishonest about research results, when you are relying on them?