International Student Welcome
Tuesday 16 September to Thursday 25 September 2008
Accommodation Move in Weekend
Saturday 20 September to Sunday 21 September 2008
Students Union Freshers Week
Sunday 21 September to Thursday 25 September 2008

Terms and Semesters 2008–09

Semester 1
Monday 22 September 2008 to Friday 23 January 2009

Semester 2
Monday 26 January 2009 to Friday 23 July 2009

Autumn Term
Monday 22 September 2008 to Friday 12 December 2008

Spring Term
Monday 5 January 2009 to Friday 20 March 2009

Summer Term
Monday 26 April 2009 to Friday 12 June 2009

Examinations 2008–09
Semester 1
Monday 12 January to Friday 23 January 2009
Semester 2
Monday 18 May to Friday 5 June 2009

Summer Resits
Monday 17 August to Friday 28 August 2009

Graduation Ceremonies 2008–09 (provisional dates only)
Monday 1 to Tuesday 2 December 2008
Friday 3 April 2009 (Higher and Honorary Degrees)
Week beginning 6 July 2009

Bank Holidays
Early May
4 May 2009

Spring Bank
25 May 2009

Newcastle University
Newcastle upon Tyne,
NE1 7RU
United Kingdom
Tel +44 (0)191 222 6000
www.ncl.ac.uk
You are also expected to be honest in submitting research results, which should not be falsified. This could be done by deliberately falsifying data or by suppressing results, which is also considered dishonest. Researchers are required to submit their work honestly and accurately. This includes not falsifying results, nor manipulating data or images to mislead the reader. If you make an error in your research, you must correct it and, if possible, publish a correction or erratum. If you think a result is incorrect, you should raise it with your supervisor or institutional body.

**Conclusion**

In conclusion, the requirement for researchers to be honest in their work is crucial. It ensures the integrity of the research and the conclusions drawn from it. It also upholds the credibility of the research community and the institutions within which researchers work. The consequences of dishonesty can be severe and include loss of credibility, career damage, and legal repercussions. Therefore, it is essential for researchers to uphold the highest standards of honesty and integrity in all aspects of their work.
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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.

Students enrolled on professionally accredited 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.
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 34 of this Guide for more information about the PCAP (Personal Circumstances Affecting Performance) form.

**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.

STANDARDS OF PERSONAL CONDUCT

You are expected to:

- 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:

- 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.

TUTORIAL SUPPORT ON YOUR PROGRAMME

You are expected to:

- attend all arranged meetings with your tutor
- make appropriate use of all the support and guidance offered at Newcastle University
- treat buildings and facilities – on campus, at your accommodation and in the community – with care and respect.
You can expect:
- the University to respect the needs of its diverse community of students and staff
- to be treated courteously and with fairness, dignity and respect regardless of race, ethnic origin, age, gender, marital or parental status, sexual orientation, religion and belief, disability, political belief or trade union membership and activities. (The University’s diversity policies can be seen at www.ncl.ac.uk/diversity/)
- the University to 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/student-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 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/favicon.ico
- 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 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 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/.

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.
THE STUDENT CHARTER

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.

See the University Sustainability Policy at www.estates.ncl.ac.uk/documents/sustainpolicy.php

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/calendar/

Practice, a statement of good practice for teaching staff, available at www.ncl.ac.uk/aqss/qsh/

Students are expected to read and be familiar with the Regulations. Hard copy booklets can be obtained by request from the Helpdesk, 6 Kensington Terrace.

Other policies and procedures are available at www.ncl.ac.uk/pre-arrival/regulations.phtml
HISTORY OF THE UNIVERSITY

The University can trace its origins to a School of Medicine and Surgery (later the College of Medicine), established in Newcastle in 1834, and to Armstrong College, which was founded in the city 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 and, in 1963, when the federal University was dissolved, King’s College became the University of Newcastle upon Tyne.

Sustained expansion since 1945 has resulted in the development of a modern University campus, around the original Armstrong College buildings, on a 45-acre site close to the centre of Newcastle.

ESTATE REDEVELOPMENT

Newcastle University is investing a massive £200m in its estate. By 2010, there will be an exciting and vibrant transformation of Newcastle University’s buildings, infrastructure and public spaces.

These superb new facilities will enhance Newcastle University’s position as one of the UK’s leading teaching and research institutions, making it one of the most desirable destinations in the country for students and staff.

The flagship new Barras Bridge building will bring 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.

For further information visit www.ncl.ac.uk/about/today/campus/index.phtml where you can download a copy of the ‘Creating a Campus for the future’ brochure.

Maps of the University can be viewed at www.ncl.ac.uk/travel/maps/www.ncl.ac.uk/library/stan/
LIVING IN NEWCASTLE

Newcastle is a fantastic city to live and study in - it's a great place to be. Voted 'Top English City' in the Guardian Travel awards for three consecutive years - Newcastle is one of the most exciting, friendly and cosmopolitan cities in the UK. It’s a place of stylish shops, café-bars and enterprise, with great nightlife, sport and culture.

Students who are new to the north east of England will find the on-line Living in Newcastle guide a useful source of information on accommodation, transport, places of interest and many essential off-campus facilities such as food shopping on a budget and student friendly banking. The Guide can be found at

www.ncl.ac.uk/pre-arrival/newcastle/

GUIDE TO THE
LIBRARY SERVICES

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

The University has three libraries: the main Robinson Library, the Walton Library in the Medical School and the Law Library. Once registered, students may use any of these libraries. Your University Smartcard also functions as your Library Card. The University Library Service has been awarded the Government’s Charter Mark 5 times in recognition of its excellent customer services and high quality learning environment.

You may use the Robinson Library for both individual and group study; it is open 7 days a week during term time.

The Library provides access to over a million books and close to 15,000 current journal titles – online and/or in print – as well as extensive collections of early, rare or otherwise notable books. The Library subscribes to a wide range of local, national and international databases, all of which you can access throughout the campus via the University network. The Robinson Library houses over 200 networked computer workstations providing you with access to word processing, statistical and database software, as well as linking to all the online library services mentioned above. It is fully wireless network enabled for laptop users. The Robinson Library has recently introduced a new service where you can borrow laptops for use in the library.

The Library also has a large collection of books to help you develop your academic study skills and succeed on your degree course. There are also dedicated web pages on the Library website covering these issues in depth and linking to related useful sites;

www.ncl.ac.uk/library/teaching/stan

Remember to take advantage of the special Student Texts Collection which allows greater availability of popular books. These items have much shorter loan periods than the books in the main collections to ensure that everyone has a chance to see them.

You are expected to keep to the rules of the library which are available at:
www.ncl.ac.uk/library/about/rules_regs/rules/
ADVICE AND SUPPORT

Email: into@ncl.ac.uk

English Language Support:
http://www.ncl.ac.uk/langcen/elmo/

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

For all non-native speakers, there is a free listening and writing assessment that you should take as soon as you arrive at the University (the University English Language Assessment). This assessment helps us to advise whether you will benefit from the free in-sessional support classes and which classes you should take. This is an important part of Newcastle University’s support of international students and is designed to ensure that all non-native speaker students achieve their maximum potential in the academic schools. The results of this test does not affect your entry into the University in any way.

Students can study up to 4 hours of in-sessional classes per week and choose from non-credit bearing classes (in addition to academic study) and credit-bearing modules (to earn credits as part of your degree programme). These classes include Academic Writing; Listening, Speaking and Presentation skills; Grammar; Pronunciation and Dissertation Writing.

The INTO centre also runs one-to-one advisory sessions in the Open Access Centre to help students with more specific, individual language problems. Please refer to the In-sessional English Language brochure available from the INTO Newcastle University Centre for further details. INTO Newcastle University also runs preparatory English programmes throughout the year for students who wish to study English intensively before starting their degree programmes.

ENGLISH LANGUAGE MATERIALS ONLINE (ELMO)

http://www.ncl.ac.uk/langcen/elmo/

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.
Even if you cannot study a language as part of your degree there is the Open Access Centre where students can study languages in their own time.

The Centre has language learning materials consisting of over 3,100 titles comprised of 16,000 individual items for independent study of over 50 languages. The centre also has over 800 foreign language films on video or DVD, 24 satellite TV stations in 17 languages and 130 work stations with 40 PCs equipped with language learning programmes. Advisers are on duty to help with your learning schedule. The centre also hosts a language learning podcasting site and a downloadable punctuation guide for essay writing: http://linguacast.ncl.ac.uk/oac/.

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

Can you afford not learn a language?

**PC Clusters**

There are currently over 1300 PCs in Cluster Rooms located throughout the campus. Some of the rooms are open into the evening and at weekends. See www.ncl.ac.uk/iss/clusters/

The "Campus Desktop" on these PCs provides consistent, secure access to the services. An exceptionally wide range of software is available.

The main service is based on MS Windows XP; there is a pilot Vista service. Linux is available via any of the PCs. Although there is no Apple Macintosh cluster, Macs are supported by ISS.

**Using your own computer**

Private computers connect to the campus network via the Docking Service. About 95% of rooms in University Halls have their own high-speed cable connection, and wireless access covers most of the central campus. The website is docking.ncl.ac.uk

The Citrix Remote Application Service (RAS) makes available to private users many of the facilities found in the Cluster Services. The website is ras.ncl.ac.uk

For details of wireless connectivity on campus see www.ncl.ac.uk/iss/network/wireless/
The combination of these services means that you can be independent, yet fully connected to all your University services, no matter where you are in the world.

**Support**
All new students receive (with their Smartcard) the booklet “Computing Services for Students”. This is a brief overview, which guides you through your first login and gives the initial instructions for connecting a private computer to the network.

ISS is one of the University’s largest services: the website is a comprehensive guide: [www.ncl.ac.uk/iss/](http://www.ncl.ac.uk/iss/)

There is a face-to-face Help Desk in two of the Cluster Rooms; there is also a phone (5999) and email Helpline (helpline@ncl.ac.uk). An “Out of Hours” Helpline provides further support outside normal working hours.

It’s important to be aware of the Conditions of Use: inadvertently breaking the rules can cause suspension of your account. The rules are available at [www.ncl.ac.uk/iss/rules/](http://www.ncl.ac.uk/iss/rules/)

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**YOUR UNIVERSITY SMARTCARD**

You will receive your Smartcard – a daily essential of University life – as part of registering at the University. You need it to use the libraries, the Students’ Union and various other University facilities. You also need your Smartcard to do examinations. Your Smartcard carries your name, your photograph, your degree programme and an expiry date; it has both a bar code and an electronic chip.

If you lose your card, there will be a replacement charge of £10. Treat your Smartcard as you would a credit card – look after it, and do not attempt to share it.
GUIDE TO ACCOMMODATION – THIS YEAR AND NEXT

www.ncl.ac.uk/accommodation
accommodation-enquiries@ncl.ac.uk and
private-rented-accommodation@ncl.ac.uk

19/20 Windsor Terrace
Telephone: 0191 222 6360
Fax 222 6313

If The University has an extensive range of accommodation which is managed by the Accommodation Office.

If you have applied for accommodation, you should have received a Tenancy Agreement and a useful Conditions of Tenancy booklet which covers everything you need to know about your new home. If after the start of term, you wish to move to another room, transfer forms will be available.

If you have not yet found suitable accommodation, you should contact the Accommodation Office. 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 accommodation remain responsible for the rent until the end of the tenancy agreement or until the room is re-let to another student who is not, at that time, paying rent to the University.

Later during the first year at University, you will need to think about accommodation for your second year. There will be some University accommodation available for returners. Alternatively, you can consider moving into private accommodation.

The Accommodation Office offers guidance, organising ‘road-shows’ in December to provide students with advice on searching for property in the private sector. They will also check Tenancy Agreements and liaise with landlords on behalf of students.

They also operate a Property Management Service whereby privately owned houses/flats are leased from owners and then rented to groups of students. This service is very popular with continuing students. Details of owners and properties are available online at

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

The Guide to Accommodation – This Year and Next
Financial Support, which is part of the Student Wellbeing Service, administers a number of financial support schemes to assist both applicants and registered students of the University as well as offering discretionary funding schemes to help students who experience financial problems whilst undertaking their studies.

Tel: 0191 222 8415  
Email: student.fin-sup@ncl.ac.uk  
Web: www.ncl.ac.uk/financial-support  
Visit: 6 Kensington Terrace

**University Bursaries for UK Students**

Tel: 0191 222 8415 or 7247  
Email: bursaries@ncl.ac.uk

**Access to Learning Fund for UK Students & Financial Assistance & Childcare Fund for International & non-UK EU students**

Tel: 0191 222 6152 or 7247  
Email: student.fin-sup@ncl.ac.uk

**Childcare Funding**

Tel: 0191 222 5679  
Email: student.fin-sup@ncl.ac.uk

**International Scholarships**

Tel: +44 191 222 5537 or 5538  
Email: international-scholarships@ncl.ac.uk

**US Loans & Federal Aid**

Tel: 0191 222 5537 or 5538  
Email: us-loans@ncl.ac.uk

**University Bursaries for 1st, 2nd & 3rd Years**

Undergraduate and PGCE UK students may receive a bursary from the University if they pay the £3,145 tuition fee and have been assessed as eligible for a full or partial Government Grant through the means-assessed component of their student finance application which they submit to their Local Authority. They will be automatically awarded a bursary if they do not ‘opt out’ of this scheme and the bursary will be paid in February 2009.

The University Bursary is a non-repayable award made available by funding provided by the University. It should not be confused with a student maintenance loan, tuition fee loan or government grants.

If you are experiencing problems with your University Bursary you should contact the Bursaries Helpline on 0845 603 4016.

www.ncl.ac.uk/financial-support/uk/access/
Access to Learning Fund (including Childcare Funding)

All full-time and most part-time UK registered students are eligible to apply for Access to Learning Funds if they meet the residency rules of a ‘home’ student. This discretionary financial support scheme is intended to assist registered undergraduate and postgraduate UK students and, in particular, students with a low income or those who encounter unexpected financial difficulties. You can only apply for these funds once you have registered with the University. The level of financial assistance provided is based on financial and personal circumstances.

Student parents can also apply for help towards the cost of their childcare if they use a registered or approved Provider who complies with the requirements of the Children Act 1989 by making an application to the Access to Learning Fund. The level of financial assistance provided is based on financial and personal circumstances.

The University provides limited, short term help to assist international and non-UK EU students who are facing severe financial hardship to help them meet their basic living costs. Awards from the Fund are discretionary and any international or non-UK EU student registered at the University is eligible to apply. Applicants must be able to show that their financial difficulties have arisen through unforeseen and exceptional circumstances not under-funding. You can only apply for these funds once you have registered with the University. The Fund cannot pay student fees under any circumstances.

Some limited funding is also available to assist student parents with the cost of their childcare if they use a registered or approved Provider who complies with the requirements of the Children Act 1989 by making an application to the Financial Assistance and Childcare Fund. The level of financial assistance provided is discretionary and assessed on an individual basis.

It is a condition of entry into the University that international students have made adequate financial arrangements to cover the cost of all tuition fees and maintenance expenses for the whole of the period to be spent at University. In case of any difficulty in paying fees due to the University, you should consult the Tuition Fees Section of the Finance Office as soon as possible by visiting them in person at 1 Park Terrace.

www.ncl.ac.uk/financial-support/uk/alf/

FINANCIAL SUPPORT FOR INTERNATIONAL AND NON-UK EU STUDENTS

Financial Assistance and Childcare Fund

The University provides limited, short term help to assist international and non-UK EU students who are facing severe financial
International Student Scholarships Scheme

A large number of partial and full scholarships are offered to undergraduate and postgraduate international students from all countries outside the EU. Most scholarships, bursaries and discounts for international students must be applied for in advance of coming to the University except for the Overseas Research Students Awards Scheme (ORS).

www.ncl.ac.uk/postgraduate/funding/list/orrs

Faculties and/or Schools may occasionally offer other studentships and bursaries. Please refer to individual Faculty and School handbooks.

www.ncl.ac.uk/financial-support/international/scholarships/

US Federal Aid

Financial Support administer the US Federal Aid scheme and act as the University contact point for US Students who wish to fund their studies by applying for US federal loans.

www.ncl.ac.uk/financial-support/usloans/

MANAGING YOUR MONEY

Student Finance Adviser

In addition to the financial support schemes which Financial Support offer there is also a Student Finance Adviser available who can offer information and advice on a range of finance related topics such as:

- sources of funding
- how to apply for discretionary and statutory funding schemes
- money management and budgeting.

The Adviser offers one-to-one appointments for students as well as running regular drop-in sessions to assist students. Group information sessions and workshops are also available upon request.

It is very important that students keep expenditure within their available budgets, which are usually limited, and manage their money as effectively as possible. Prepare in advance, plan your income and expenditure and remember to allocate funds from your budget to meet essential costs such as accommodation, food, electricity, TV licence etc. first before spending on clothes, socialising or other non-essential items. You can use the tables at the back of this guide to help predict your income and expenditure.

www.ncl.ac.uk/financial-support/about/financeadviser.htm

Further information on TV Licence requirements can be found at www.ncl.ac.uk/pre-arrival/newcastle/tvlicence.php.

If students require debt management advice they must contact the Student Advice Centre who are located in the Union Society. Contact details on page 28.
COUNCIL TAX

Council Tax is a complex system of tax with liability based both on property value and the status of the occupants of each household. Our simplified advice is that you should not have to pay Council Tax if you:

- live in University owned accommodation and in Newcastle private properties managed by the University
- live in a household of full-time students living in non-University accommodation (a bill will be issued but the household are normally exempted on application to the council, or on production of a CT exemption certificate for each householder).

However if you:

live in non-University accommodation on your own, share such accommodation with non-students (including a spouse or partner), part-time students or someone who has ceased to study full-time please contact the Student Advice Centre to assess both your circumstances and whether you are liable to pay any Council Tax. Further information is available at www.newcastle.gov.uk

Council Tax Exemption Certificates can be obtained (for example for other local councils or to obtain a spouses exemption letter for International Students), as follows:

- for undergraduates: 6 Kensington Terrace Helpdesk during normal office hours.
- for postgraduates: Postgraduate Faculty Office.
- for medical students: Medical Faculty Student Office.
- for dental students: Dental School Office.

OVERSEAS BUSINESS TRAVEL INSURANCE FOR UG STUDENTS

The University provides free insurance cover to registered students on University authorized journeys undertaken in connection with a University course outside England, Scotland and Wales. Full details are available on the internal/external websites below:

www.ncl.ac.uk/internal/finance/insurance/ugradsummary.htm

Students living within the Newcastle City Council area can apply for exemption using an online form available from www.newcastle.gov.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: 0191 214 6555

**NHS Direct**
Tel: 0845 4647

**NHS Walk-In-Centre**
Tel: 0191 233 3760
(open 8am to 9pm 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:**

**Newcastle General Hospital Accident and Emergency Department**
Westgate Road, Newcastle, NE4 6BE
Tel: (0191) 233 6161
Open 24 hours. Emergency contraception available only when no other clinics available eg Bank Holidays and weekends.

**Newcastle Westgate NHS Walk-In Centre**
Tel: (0191) 233 6161
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: (0191) 259 6660

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

**Bensham General Hospital**
Fontwell Drive, Gateshead NE8 4YL
Tel: (0191) 482 0000
No A&E but operates a walk-in centre open from 7am – 10pm
Royal Victoria Infirmary  
Queen Victoria Road, Newcastle, NE1 4LP  
Tel: (0191) 282 0531  
No A&E but has a Minor Injuries Unit open from 9am – 4.00pm 7 days a week.

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

THE NIGHTBUS  
Operated by the Union Society, this runs from 7.00 pm till late on Mondays to Fridays during term time, picking up at the Robinson Library, the Medical School and the Union, and dropping you at your doorstep. Yearly passes or pay-as-you-go. Priority given to lone female students.

GENERAL SAFETY  
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 Union Society). Let somebody know where you are going and what time you expect to be back.  
- Use expensive electrical equipment discreetly. 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 – Further information at www.safety.ncl.ac.uk/uploads/20-05.pdf

Keeping 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 you bicycle securely – for advice see www.societies.ncl.ac.uk/bug/

For more information and advice about safety see:  
http://estates.ncl.ac.uk/services/security.php
You can turn to your tutor for advice and help on all matters both academic and non-academic which may affect your progress while at University. A tutor is often the best person to support a student in such matters as requests for concessions, appeals against academic decisions and applications for financial assistance. Your tutor may help you directly or refer you to another University or professional welfare service.

Tel: 0191 222 5650
E-mail: a.n.cresswell@ncl.ac.uk

The Writing Development Centre is based in the Learning Zone, King's Road Centre. The Centre offers advice, guidance and tuition for students who wish to improve their writing skills for study or employment purposes. If you have problems understanding assignment or examination questions, planning and structuring essays or reports, using reading sources in your writing without plagiarism, writing CVs and cover letters or simply using grammar and punctuation accurately, please visit the Centre to make an appointment. Alternatively, you can ring or e-mail. A drop-in service is also available. A timetable will be displayed outside the Centre in the Learning Zone.

Tel: 0191 222 6444 (11pm-3am, weekdays)
E-mail: mathsaid@ncl.ac.uk

The Maths-Aid Centre provides a free, friendly service for any student who needs help with their numeracy, maths or statistics problems.

The service gives priority to first year students, but all students are welcomed and we will always try to help you no matter how small or large the problem. If you have ongoing problems with numeracy, maths or stats we will be pleased to help you with a tailored programme of support.

Maths-Aid provides specialist help for students taking employer aptitude tests and runs workshops on the numeracy skills needed, as well as developing strategies for passing the tests.

If you need help, go to the drop-in centre in the Robinson Library, room 325 on the third level. You will get one-to-one tuition from experienced, friendly tutors; there are always two tutors available and an important feature of the service is that a statistical expert is available during opening hours as well as an expert in mathematics.

The drop-in centre is open 11am-3pm on weekdays and until 4pm on Wednesday.
EXAMINATIONS, CHANGING YOUR DEGREE PROGRAMME, PROGRESSING FROM YOUR 1ST YEAR, GRADUATING

Tel: 0191 222 6098
E-mail: kt.reception@ncl.ac.uk
www.ncl.ac.uk/student-progress

Most examinations are centrally organised through the Student Progress Service. This team 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 team.

Postgraduate students should contact the relevant Graduate School on any of the above matters:

SAGE Graduate School Office
Tel: 0191 222 6086
E-mail: sage.gradschool@ncl.ac.uk

HASS Graduate School Office
Tel: 0191 222 6156
E-mail: hss.gradschool@ncl.ac.uk

Graduate School Office, Medical School
Tel: 0191 222 7002
E-mail: Clare.Hunt@ncl.ac.uk

VISA ADVICE

www.ncl.ac.uk/student-progress/visas/

The Visa and Immigration team offer free, impartial and confidential immigration information and advice for international 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 Progress Helpdesk at 6 Kensington Terrace.

CAREERS GUIDANCE, EXCHANGE PROGRAMMES, STUDENT EXPEDITIONS, STUDENTS INTO SCHOOLS

The Careers Service
2nd Floor, Armstrong Building
Tel: 0191 222 7748
E-mail: careers@ncl.ac.uk
www.careers.ncl.ac.uk

Opening Times
(Term-time and Vacations): 10am – 5pm, Monday to Thursday, 10am – 4.30pm, Friday.

Whatever your ambitions, values, degree subject or stage, the Careers Service exists to help you make the most of your unique skills and experiences. Whether that is a graduate career, going on to further study 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 two years after you have graduated.
Advice: Come and see us whether you have no, very few, or very definite ideas regarding your future, or are even having second thoughts about your course. Our one-to-one advice service enables you to weigh up all the options and assess the best ones for you. You can get careers advice without an appointment on any weekday, 11:00am – 4:30pm (11:00am – 3:30pm during vacations).

Information: There’s lots of information on different occupations and employers on the Careers Service website and in the Information Room, which will give you an idea of the opportunities out there. Staff are always available to help you make the most of this information.

Developing potential business ideas: If you wish to generate or develop a business idea, you can have access to a team of business start-up advisers, creative thinking space and office facilities within the Hatchery, and lots more... For more details or to book an appointment with an adviser, ask at the Careers Service.

Getting experience and credit towards your degree: Gaining skills and experience in addition to your degree gives you a real edge at the end of your course, so it’s worth thinking about ideas early. Details of many work experience opportunities are on our website but staff can help you find more specific openings. You can 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 get involved in starting your own business, or use your part-time job to build up a bank of skills that you can put on your CV and use to impress employers when you graduate.

Gaining skills: We run workshops on enterprise, entrepreneurship and employability throughout the year in which you can develop related skills. These skills are vital whatever you decide to do. For details, see our website.

Networking: Networking may sound scary, but it is all about making contacts and can give you a real head start from working out what to do, to getting support and advice for a business idea. The Careers Service offers a number of opportunities to start making contacts:

- ‘Graduate Connections’ is an online database of over 600 graduates now employed in a wide range of jobs and professions. You can read profiles or even contact them directly to get first hand information, advice and insight about the work they do and how to get into a profession.

- ‘Breaking into...’ events feature speakers who are in different roles within a particular sector. They give an overview about what they do and then are available to talk informally to individuals. For dates, times and details see our website.

- Networking events run throughout the year and provide an opportunity to meet with new and established business entrepreneurs. For dates, times and details see our website.
Graduate vacancies: Regional, national and international employers come to the University throughout the year to give presentations and attend recruitment fairs to talk about their organisations, jobs on offer and how to apply successfully. For details of these events and current graduate vacancies see our website.

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.

EXCHANGE PROGRAMMES

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. Some courses also have exchange links outside Europe, for example in Canada, USA, Singapore, Australia, Japan, Hong Kong and China. Spending a short period of study overseas broadens your cultural horizons and increases your employability.

STUDENTS INTO SCHOOLS

Established in 1993 and run jointly with Northumbria University, around 700 students each year work alongside teachers in 200 local schools, colleges and community learning centres. By incorporating this module of work-based learning into the curriculum, (that can also count towards a degree) students are able to:

- ‘enhance their own and others’ learning experiences
- ‘raise the achievements and aspirations of young pupils
- ‘enhance their employability and work-based skills, such as self-management, initiative and problem solving
- ‘produce a portfolio of evidence that illustrates the key skills gained.

While some students who get involved have teaching aspirations – an equal number take the modules simply to add valuable skills and work experience to their CV.
ADVICE AND SUPPORT

www.ncl.ac.uk/internal/expeditions/

Student expeditions are an exciting and rewarding way of developing and using your knowledge and skills in real-life situations. We have an active and established Expeditions Committee to provide you with invaluable support, advice and financial help. In recent years, students have travelled to countries all over the world, including Sudan, Cuba, Mongolia and Papua New Guinea.

STUDENT WELLBEING

Tel: 0191 222 8957
Email: studentwellbeingservice@ncl.ac.uk
www.ncl.ac.uk/wellbeing-service/

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 & LIFE SKILLS (Inc. Group Work)

1-2 Claremont Terrace,
Newcastle upon Tyne NE2 4AE
Tel: 0191 222 7699
Email: life.matters@ncl.ac.uk
www.ncl.ac.uk/counselling-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. Appointments are available daily. The aim is to see the student on the day they make contact providing the request is received before 2.30p.m.

After the initial appointment, if you choose to continue accessing support, you may attend 1:1 or Group Sessions provided by:

- Counsellors
- Mental Health Adviser
- Student Wellbeing Advisers

The approach depends on what the identified difficulties are and how they might best be addressed. This will be discussed fully with you. If you are finding it difficult to make that first step to talking with someone, you can first send an email to the address below to say what might be worrying you.

Email: mentalwellbeing@ncl.ac.uk

DISABILITY SUPPORT

1-2 Claremont Terrace,
Newcastle upon Tyne NE2 4AE
Tel: 0191 222 7623
Email: disability.support@ncl.ac.uk
www.ncl.ac.uk/disability-support

If you have a disability we would encourage you to contact Disability Support staff 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 your Local Authority (or the Student Support Agency if you live in Scotland or the Department of Education for Northern Ireland.) Further details can be found at:


Advice and help on all aspects of claiming Disabled Students’ Allowances can be obtained from Disability Support Advisers within the Student Wellbeing Service.

SPECIFIC LEARNING DIFFICULTIES
  e.g. DYSLEXIA, DYSPRAXIA

1-2 Claremont Terrace,
Newcastle upon Tyne NE2 4AE
Tel: 0191 222 7623
Email: disability.support@ncl.ac.uk
www.ncl.ac.uk/disability-support

If you have a specific learning difficulty, such as dyslexia or dyspraxia, please contact a Dyslexia Adviser within the Student Wellbeing Service as soon as possible and provide us with a copy of your most recent psychological assessment report. If you do not have a current report we can help you to arrange an assessment. We can also discuss any support that you may require e.g. additional 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. This could include funding for assistive technology or one to one study support if required. Applications for Disabled Students’ Allowances should be made through your Local Authority (or the Student Support Agency if you live in Scotland or the Department of Education for Northern Ireland.) Further details can be found at:


Advice and help on all aspects of claiming Disabled Students’ Allowances can be obtained from Disability Support Advisers within the Student Wellbeing Service.

J.U.N.A.C
(Joint Universities Northern Assessment Centre)

Email: assessmentcentre@ncl.ac.uk
www.ncl.ac.uk/disability-support/assessmentcentre/

JUNAC is a joint centre (between Durham and Newcastle Universities) set up to meet the assessment needs of disabled people who have applied to study in higher and further education. Experienced staff conduct a full assessment which may enable access to funding e.g. Disabled Students’ Allowances, through your Local Authority, NHS or research board.
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.

### Chaplaincy

**3/4 Claremont Terrace**  
**Tel:** 0191 222 6341  
[www.ncl.ac.uk/chaplaincy](http://www.ncl.ac.uk/chaplaincy)

Including contact details for faiths not mentioned below.

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 is a team of Christian Chaplains from a number of different churches, and works closely with other faith Chaplains appointed to the University. We welcome people of all faiths or none, and are here for all students and staff. 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 a common room, which includes a small library that students and staff are welcome to borrow from, and tea and coffee making facilities, a quiet room, and an office. It is a great place to come to relax, meet a Chaplain, have a coffee, or have some space. The Chaplaincy is open whenever a Chaplain is present, so if you're wanting 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 with all of the major faith groups in the city and with a number of other voluntary organisations. Even 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.
Your Chaplains are:

Revd Mark Vasey-Saunders (Anglican)
University ext 6341
0191 222 6341 (work)
Chaplaincy@ncl.ac.uk

Revd Paul Merton (Baptist)
0191 274 2556 (work)
0191 272 0647 (home)
paul.merton@ncl.ac.uk

Revd Nigel Watson (United Reformed)
0191 281 4676 (work)
0191 281 5006 (home)
n.g.watson@ncl.ac.uk

Fr. Andrew Downie and Miss Mia Fox (Catholic)
0191 239 9527 (Andrew)
0191 281 1053 (Mia)
andrew.downie@ncl.ac.uk
mia.fox@ncl.ac.uk

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

Major Heather Yates (Salvation Army)
0191 262 3223
07985 993 760
heather.yates@ncl.ac.uk

Honorary Chaplains:

Professor Bill Clegg
0191 222 6649
w.clegg@ncl.ac.uk

Dr Pauline Pearson
0191 245 4209
p.h.pearson@ncl.ac.uk

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

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

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

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

World Faith Chaplains:

Rabbi David Cohen (Jewish Orthodox)
0141 577 8246
dcoh@arts.gla.ac.uk

Rabbi Ian Morris (Jewish Reform)
0113 266 5256
MorrisLeeds@compuserve.com

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

The University Mosque is in the King George VI Building
Telephone: 0191 232 6889
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 Union Society. 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 work with other specialist services, such as the NHS weekly clinics.

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.

**Students Union Services**
The Union Society is run by elected student officers. Officers give advice and support on a range of issues and represent every sector of the student community.

**Full-time sabbatical officers:**

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

**Student Support Officer**
Tel: 0191 239 3917
Email: support.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: editor.union@ncl.ac.uk

**Part-time officers:**

**Students with Disabilities Officer**
Tel: 0191 239 3918
Email: swd.union@ncl.ac.uk

**International Students Officer**
Tel: 0191 239 3918
Email: international.union@ncl.ac.uk

**Lesbian, Gay, Bisexual, Transexual (LGBT) Officer**
Tel: 0191 239 3918
Email: lgbt.union@ncl.ac.uk

**Race Equality Officer:**
Tel: 0191 239 3918
Email: ar.union@ncl.ac.uk
PG and Mature Students (PGMS) Officer:
Tel: 0191 239 3918
Email: pgms.union@ncl.ac.uk

Charities Officer:
Tel: 0191 239 3920
Email: rag.union@ncl.ac.uk

Campaigns Officer:
Tel: 0191 239 3918
Email: campaigns.union@ncl.ac.uk

Convenor of Disciplinary Committee:
Tel: 0191 239 3920
Email: disc.union@ncl.ac.uk

Chair of Union Council:
Tel: 0191 239 3920
Email: chair.union@ncl.ac.uk

Convenor of Debates:
Tel: 0191 239 3920
Email: debates.union@ncl.ac.uk

Ethics & Environment Officer:
Tel: 0191 239 3918
Email: environment.union@ncl.ac.uk

Executive Officers without Portfolio
Tel: 0191 239 3918
Email: exec.union@ncl.ac.uk

Gender Equality Officer
Tel: 0191 239 3918
Email: gender.union@ncl.ac.uk

Freshers’ Week Organisers
Tel: 0191 239 3920
Email: freshers.week@ncl.ac.uk

The Union Society of Newcastle University has its own building in which there is a variety of food and bar outlets providing Fairtrade coffee and tea, plus salads, sandwiches, pizzas, burgers etc. The Union also operates Campus Coffee and a shop at the Robinson Library.

The Union Shop sells everything from stationery to household products. The Shop houses a Post Office where you can pay your bills and television license (Regrettably the Post Office is due to close in October 2008 but there is currently a campaign to keep it open). There is also a Print Shop offering quality services at student friendly prices.

The Union hosts a full range of entertainment, with big name bands, Friday night Solution, bar quizzes and more. It offers the opportunity to organize private parties, functions and conferences in the Union Building at reasonable prices.

The Activities Centre is home to the Athletic Union and Activities Officers. The Athletic Union offers a spectrum of sporting facilities and supports over 60 different clubs. The Union funds 120 different societies, giving its members the chance to pursue their own interests, be they political, cultural or social.

The Student Job Shop, can help you find suitable part-time employment or vacation work.

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.
The Children’s Loan Equipment Scheme 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, fireguards, stair gates, and baby alarms. There is a membership fee plus a small charge per item for each three month’s loan. For information, see:

www.unionsociety.co.uk/uncle,
Tel: 0191 239 3962
Email: uncle.union@ncl.ac.uk.

Under the terms of the Education Act 1994 you have the right to opt out of membership of Newcastle University’s Students Union. New students have until the end of the fourth week from the start of term to decide. Membership of the Union Society is free to full-time students and is given automatically unless students indicate their wish to opt out.

Non-members of the Union Society 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.

www.ncl.ac.uk/student-progress/UScodeofpractice.pdf

The Education Act requires us to draw your attention to the Union Society Code of Practice and the Code of Practice issued by the University relating to freedom of speech.

www.ncl.ac.uk/internal/documents/foi.html.

Copies of these documents are available from the Union Society or Helpdesk at 6 Kensington Terrace.
The University Sports Centre
Richardson Road
(behind Richardson Road flats)
Tel: 0191 222 7225/7474
Email: physical-recreation-sport@ncl.ac.uk
www.ncl.ac.uk/cprs

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 any ability, 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 60 sports clubs. 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 Sports Association (BUSA) competitions, as well as local leagues (achieving a 2007/8 BUSA ranking of 10th from 143 competing HE institutions). There is also an extensive intra mural competition in which groups of students within the University compete against each other in different sports. The recreation program consists of exercise classes, raquet sports, coaching and mind body classes.

For those not wishing to be organized, sports centre membership allows casual booking of activity space for indoor sports eg 5 a side football, badminton, squash, basketball etc as well as access to the 125 station state of the art Health and Fitness suite (Different membership options are available).

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 organization for up to 20 high–performing athletes that include an annual lecture program, full medical and the support of a personal tutor. In addition the Centre for Physical Recreation and Sport awards up to 40 sports bursaries.

CULTURAL OPPORTUNITIES – FREE MUSEUMS, LECTURES, MUSIC

Museums
The collections from Newcastle University’s Museum of Antiquities and Shefton Museum of Greek and Etruscan Art and Archaeology are in the process of being transferred to the rejuvenated Hancock Museum building, under the development of the Great North Museum project. The €26 million Heritage Lottery-funded project is due to be completed early in 2009. The move to new premises will enable many more visitors to enjoy these collections.
Web links to further information:

**The Museum of Antiquities**
museums.ncl.ac.uk/

**The Shefton Museum**
www.ncl.ac.uk/shefton-museum

**The Great North Museum project**
www.greatnorthmuseum.org/

**Music events**
www.ncl.ac.uk/events/kings-hall/
www.ncl.ac.uk/sacs/about/facilities/performance.htm

**Public Lectures**
www.ncl.ac.uk/events/public-lectures/

The University runs Insights, one of the largest programmes of free lectures in the country, which attracts leading speakers in a wide range of fields. There is also an extensive programme of free lunchtime concerts and other musical events in King’s Hall; these cover a wide range of musical genres and are open to all.

There are also various musical ensembles, including a symphony orchestra, chamber orchestra, choir, wind band and early music groups, which are open to all students to join. Auditions for the Orchestra are held at the end of September; for further information on these and all performance activities please contact Olivia Cameron on o.h.cameron@ncl.ac.uk or 0191 222 8463.

There is also a theatre on the campus which houses a professional company, Northern Stage, as well as hosting leading touring companies including the Royal Shakespeare Company; see www.northernstage.co.uk/.

**UNIVERSITY CONTINGENTS OF THE ARMED SERVICES**

The University Service Units (USUs) offer opportunities for personal development. The paid training, conducted within a challenging environment, is designed to encourage self-confidence and initiative and to develop leadership qualities.

The three Northumbrian USUs serve the five Universities in the North-East. The Units provide an excellent introduction to the Armed Services, particularly valuable for those who may be interested in a subsequent career in one of the Services or their Reserves. Self-development through USU service is also of considerable value to students intending to enter other professions or those who have not yet decided on a future career option.

Acceptance for one of the limited number of USU places available each year is by selection, with British Citizenship a pre-requisite. Successful students are enrolled as Officer Cadets (Midshipmen in the case of the Royal Naval Unit). The USUs require mental and physical fitness and a high level of commitment. The structured training they provide is demanding; it embraces one afternoon or evening per week and a number of weekends, plus a 14-day summer vacation camp or deployment. There are also opportunities for attachment to Service units, for adventurous training and for expeditionary travel. The USU philosophy is ‘work hard, play hard’, and the social element of membership are important.
For further information visit the USU stalls at Fresher’s Fair or contact one of the Service Units directly:

**Northumbrian Universities’ Royal Naval Unit – NURNU**
Based HMS CALLIOPE at Gateshead; a 20m patrol craft, HMS EXAMPLE, is attached for sea training.
Tel: 0191 477 5584
Email: urnu-northumbrian-co@mod.uk

**Northumbrian Universities’ Officers’ Training Corps – NUOTC**
Based St Cuthbert’s Keep, Fenham; NUOTC embraces infantry, artillery and reconnaissance sub-units;
Tel: 0191 239 5328
Email: northumbrian2@btconnect.com

**Northumbrian Universities’ Air Squadron – NUAS**
Based central Newcastle and RAF Leeming; Grob ‘Tutor’ aircraft attached for flying training.
Tel: 01677 423041, ext 7428
Email: leenuas-ao@leeming.raf.mod.uk

The University is also host to ‘Trojan Squadron’, a tri-Service Defence Technical Undergraduate Scheme (DTUS) unit based in HMS CALLIOPE at Gateshead. Members of ‘Trojan Squadron’ have generally attended the Defence Sixth Form College for two years prior to entering University, and are committed to taking up a Service career on graduation.

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**IF THINGS GO WRONG**

Tel: 0191 222 6098
e-mail: student-progress@ncl.ac.uk
www.ncl.ac.uk/student-progress

Most students encounter few, if any, problems during their period of study at the University, but sometimes things can go wrong. There are processes in place to help you. Generally your first point of contact should be your personal tutor. The following gives details of services available to if you do have difficulties, and you are urged to seek advice as soon as a problem occurs.

**PERSONAL CIRCUMSTANCES AFFECTING PERFORMANCE IN ASSESSMENT / EXAMINATION (PCAP)**

PCAP is the most effective way of communicating to the people considering your marks at the end of the Semester/Year. This form enables you to communicate to the Board of Examiners, and highlight to them any personal or medical problems that might have affected your performance. PCAPs should be submitted to the School office as soon as possible – bearing in mind that each School may set a specific deadline for PCAPs. A PCAP form cannot change a mark – but it may be used as justification for allowing a student to pass a module with a lower mark than normal or it might mean you are considered for a different degree classification.

www.ncl.ac.uk/student-progress/PCAP.doc
CONCESSIONS
Exceptionally, a concession request may also be appropriate. Concessions allow exceptions to the regulations, based on a student’s personal circumstances. Concessions can, amongst other things, wipe examination attempts away or allow a student to re-do a year, without the regular ‘resit’ penalty, allow a student to sit an examination at a different time, allow a student to have an unusual split of modules. Concessions are considered by an independent committee and not by individual Schools – although the forms should be submitted via the School for DPD and tutor to sign. See: www.ncl.ac.uk/student-progress/Concessions/

ACADEMIC APPEALS
There is a procedure for requesting a review of your assessment or degree results. If you wish to appeal against the Board of Examiners, you are advised to discuss the matter first with your tutor or supervisor or with your degree programme director or module leader. The appeals form is available at: www.ncl.ac.uk/student-progress/

STUDENT DISCIPLINARY PROCEDURES
The University treats misconduct on the part of its students very seriously, whether they relate to a student’s academic work or general behavior 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/student-progress/.

COMPLAINTS PROCEDURE
The Student Charter sets out the standards of service you can expect to receive from the University. If you are dissatisfied with the service received from a member of staff or from a University school or service, you should initially discuss the matter with that individual or the head of school/service. If you are still not satisfied, the University has a complaints procedure. This procedure may also be used if you wish to complain about the behavior of another student and have not been able to resolve the problem informally. See: www.ncl.ac.uk/student-progress/
ASSESSMENT IRREGULARITIES

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/student-progress
- information about plagiarism detection can be seen at www.northumbrialearning.co.uk/turnitinmoreinfo.php
- further guidance about standards of academic conduct and specifically about plagiarism can be seen at: www.ncl.ac.uk/right-cite.

WITHDRAWING FROM THE UNIVERSITY

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 LEA and the Student Loans Company. You are also advised to contact the Student Progress Service. If you have paid tuition fees you should contact the Finance Office to find out whether any refund is due to you or how much you may owe to the University.

EQUALITY AND DIVERSITY

Tel: 0191 222 8794/3440
www.ncl.ac.uk/diversity

Newcastle University is unequivocally committed to the goal of fostering mutual respect and understanding between individuals and its constituent communities and to promoting equality of opportunity among staff and students alike. It encourages all staff and students to enjoy and celebrate its diverse culture. Resources are available in the areas of Dignity at Work and the six Equality and Diversity strands covered by UK legislation: age, disability, gender, race, religion and belief and sexual orientation.

The Diversity website contains further information on all of these areas, along with news of upcoming initiatives and training events.
Newcastle University expects students to be committed to academic honesty. The following paragraphs highlight key areas that you should consider. Further, comprehensive information about good academic conduct is available at: www.ncl.ac.uk/right-cite

**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?**
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.

**Proof reading**
As the work you submit should be your own work, there are limits to the extent to which you should use a proof reader.

**Why do we have this requirement?**
The key issue here is to what extent the ideas within the work are truly your own work. If proof reading becomes rewriting, then the work is no longer completely 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?

Support
- The School’s referencing guide should be supplied to you.
- General support materials can be found on the web at: www.ncl.ac.uk/right-cite
- You are advised to work through the web-based tutorial package on plagiarism at: www.ncl.ac.uk/right-cite
- The School should provide you with a briefing on good academic practice and the opportunity to work through some examples.

Disciplinary Procedures

Breaches of the rules for good academic conduct constitute an Assessment Irregularity and anyone breaking the rules is liable to suffer an academic penalty (loss of marks) and disciplinary action. No credit can be given for plagiarised work, so at the least you will lose marks. The penalties can also include a zero mark for that piece of work or for the module as a whole. In most cases a disciplinary warning will also be given, and occasionally students have been expelled for serious offences.

The Assessment Irregularity procedures can be viewed on-line at: www.ncl.ac.uk/student-progress

The procedures give students suspected of offences the chance to put their side of the case and to submit supporting evidence, as the process is designed to be fair. However, it is clearly better to follow the rules of good practice and avoid any such problems in the first place. Remember too that any academic reference is likely to refer to any offences, if issues of honesty and integrity are important.