Welcome!

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 incubator, 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/progress/student-resources/. You should also refer to your Programme Handbook. Postgraduate research students should also refer to the Handbook for Research Students.

Please read the Student Charter at the beginning of the booklet and you will learn what you can expect from the University and, in turn, what this University expects of you as a proactive and self-reliant learner. Being absolutely sure what is expected of you and knowing what the 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.

The University invests in facilities and services for students. There are a number of recently completed developments including the INTO buildings, the refurbished Students’ Union, the refurbishment of the Armstrong Building and the creation of the student forum. Our current investments include new student accommodation at Kensington & Park Terraces. We hope that you enjoy our improved campus. We are also very proud of our student service facilities in King’s Gate, which is 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.

With very best wishes for your University career,

Professor Chris Brink, Vice-Chancellor
September 2013
Newcastle University Student Charter

Our vision of Newcastle is as a civic university with a global reputation for academic excellence. Profound challenges confront societies in the UK and throughout the world and addressing those challenges has brought an enhanced sense of purpose and focus to our work.

This commitment to ‘Excellence with a Purpose’ is reflected in our key aims which are:

■ to be a world-class, research-intensive university
■ to deliver teaching and facilitate learning of the highest quality
■ to play a leading role in the economic, social and cultural development of the North East of England.

To read more about our Vision see: www.ncl.ac.uk/about/values/publications.htm

Students are key partners in achieving these aims because University success depends upon student success. To encourage student success, the following summary of commitments has been agreed by the University community and signed off by the Vice-Chancellor and the President of the Students’ Union. The principles apply to all students, regardless of their course or mode of study. This Student Charter has been developed after detailed review and consultation with key academic staff and Students’ Union representatives. The document is reviewed annually. Important appendices to the Student Charter are the Supplementary Statements of Student Rights and Responsibilities. An appendix listing key policies and procedures relevant to the Charter is also available.

Newcastle University undertakes to:

■ require its employees to demonstrate high standards of professional conduct
■ treat students as full members of the University community
■ require its employees to treat students professionally
■ promote equal opportunity for all students
■ work in partnership with students to shape their University experience.

Newcastle University undertakes to provide:

■ high standards of teaching, support, advice and guidance
■ access to activities that will develop graduate and research skills and enhance personal development and employability
■ access to professional support services for advice on health and wellbeing, accommodation, finance and careers
■ access to excellent library and IT facilities
■ support for student election of representatives and participation in academic and programme development.

Newcastle University undertakes to provide students with the following information:

■ published programme costs, payment options and deadlines, and an estimate of necessary additional costs
■ a programme handbook which outlines any professional requirements, contact hours, mode of course delivery, assessment criteria, examination arrangements and regulations, academic guidance and support, and appeals and complaints procedures
Students undertake to:
- demonstrate high standards of personal conduct in their interactions with the University and the local community
- treat staff and their fellow students respectfully.
- attend orientation and induction sessions and meetings with tutors
- familiarise themselves with information provided by the University and follow recognised procedures
- be punctual, attend all timetabled sessions and participate fully in classes and group learning activities
- take responsibility to manage their learning and ensure that they regularly spend sufficient time in private study
- obtain agreement from their academic unit, where possible in advance, for essential absences
- submit assessed work by stated deadlines, collect marked work and learn from feedback
- participate in opportunities to develop and improve provision, such as supporting student representatives and completing feedback forms
- respect the physical environment within and beyond the University.

The Students’ Union undertakes to:
- promote high standards of student personal conduct
- support student engagement with the local community
- support all students to ensure they receive equal treatment and are aware of their rights and responsibilities
- support student representation in a wide range of contexts to ensure that students contribute to the development and improvement of provision
- work in partnership with the University to ensure that student views inform the development and improvement of provision, and the wider student experience
- assist students with academic and welfare problems
- represent the interests of all Newcastle University students at local and national level
- encourage student personal and professional development by provision of a range of information and media, sports clubs, societies and activities.

Date last reviewed: 19th July 2013

Professor Chris Brink, Vice-Chancellor

Calum Mackenzie, President of the Students’ Union 2013-14

For further information please contact:
Head of the Student Progress Service: maggie.donnelly@ncl.ac.uk

Student Union Welfare and Equality Officer: welfare.union@ncl.ac.uk

You can access the FULL charter online at www.ncl.ac.uk/students/progress/student-resources or you can collect a hardcopy from Student Services Helpdesk
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OBC
Pre-Arrival
Newcastle University, the City and Travel

Newcastle is a cosmopolitan city with many cultural shopping and entertainment facilities. There are many websites dedicated to Newcastle and the surrounding area which can provide help with information for those new to the City. Some useful websites are

- newcastlene1ltd.com/ – information and events in Newcastle
- www.newcastle.gov.uk – Newcastle City Council
- www.newcastlegateshead.com/ – official Tourist Information

The University

Newcastle University is situated in Newcastle city centre so it is easy to experience everything Newcastle has to offer. Further information about the University campus can be found on the following website: www.ncl.ac.uk/about/campus/newcastle

Maps of the campus and the city can be found on the following webpage: www.ncl.ac.uk/about/visit/maps. These may be useful to you in the first few weeks as you familiarise yourself with the many buildings on campus. You will soon know the way to your school office, the library, your nearest cluster and other facilities which will play a large part in your studies. Virtual tours of the campus and the city are also available: www.ncl.ac.uk/about/visit/tour

For many of you this will be the first time you have lived independently in the community. The University has put together the following webpage with advice on how to enjoy your independence whilst at the same time getting along with your neighbours: www.ncl.ac.uk/students/progress/student-resources/community

The Region

The following sites provide information on venues around the city and region so can prove a valuable source of information and inspiration:

- www.visitnortheastengland.com – for information about the entire North-East region
- www.visitnorthumberland.com/site/home – for events and days out in Northumberland

Getting Around the City

The main transport methods for getting around the city are the Metro or by local bus, both run frequently throughout the day and are a convenient way of travelling. Information about local travel can be found on the following website along with timetables and information about ticket pricing: www.nexus.org.uk

Your University smartcard can be used to get around the metro system (see: www.ncl.ac.uk/itservice/smartcards/nexus) but cannot be used on buses.

Travelling to Newcastle

For details on how to get to Newcastle are available at www.ncl.ac.uk/about/visit/travel/
Declaration

Registration at Newcastle University entails acceptance of the University’s standard terms and conditions. These are as follows:

‘I hereby promise to conform to the discipline of the University and to all statutes, regulations and rules (www.ncl.ac.uk/students/progress/Regulations/) in force for the time being in so far as they concern me’.

AND

‘I have read the University’s statement on the Use of Students’ Personal Information (www.ncl.ac.uk/data.protection/datacollectnot.htm) and agree to the use of my personal data as outlined in the statement’.

AND

‘I acknowledge that as a student of Newcastle University I must:

■ Promptly advise the University of my Home and Term Time Addresses and telephone numbers, including prompt notice of any changes.
■ Promptly advise the University of any changes in my personal circumstances that affect my ability to study.
■ Promptly notify the University if I am away from study for more than 3 consecutive days.
■ Promptly report to the School if requested to do so.’

INTERNATIONAL STUDENTS STUDYING IN NEWCASTLE ONLY

‘I acknowledge that as an international student of Newcastle University I must:

■ Promptly present my passport and/or other visa related documents for checking when requested by the University.
■ Not exceed my legal entitlement to work in the UK.
■ Not engage in any activity that may be a criminal or civil offence in the UK.
■ Seek advice from Newcastle University if I need to renew my student visa.
■ Keep Newcastle University updated if I renew my visa or if my visa application is rejected or refused.’
I acknowledge that Newcastle University, under the terms of its licence from the UK Home Office, may be obliged to report to the UK Home Office any of the following circumstances:

- If I do not fully complete my registration requirements.
- If I transfer my programme.
- If I stop attending my programme without good reason.
- If I stop attending my programme and don’t keep my School informed.
- If I withdraw from my programme.
- If I take a leave of absence from my programme.
- If my application to the University is discovered to be materially incorrect.
- If any identity documents that I present to the University are fraudulent or out of date.
- If I am discovered to be in breach of any other terms of my student visa.

‘I acknowledge that as a consequence of reporting some of the items noted above, Newcastle University may also be required to terminate my registration.’

‘I acknowledge that it is my responsibility to maintain appropriate immigration permission to remain in the UK for the purposes of study. If I fail to maintain appropriate immigration permission, I understand that my registration at Newcastle University may be terminated.’

‘I acknowledge that Newcastle University has the right to contact the UK Home Office to resolve any queries on my immigration status.’

You should note that all University Regulations are available at www.ncl.ac.uk/students/progress/Regulations/

Your attention is particularly drawn to University General Regulations, programme specific regulations and for the Student Charter.
Registration

Every student starting a degree programme at Newcastle University is required to register at the start of their programme of study. Registration confirms that you are a student of Newcastle University. This section describes the arrangements for NEW STUDENTS registering at the University in 2013.

Before you arrive

Facilities will be made available on campus between 16 and 26 September in the King’s Road Centre for new students to complete their online registration via the S3P system and print the Registration document as detailed below. However, as we have several thousand new students arriving in this period and to avoid delays you are strongly recommended to complete steps 1 to 7 detailed below before you arrive in Newcastle. You will then be able to complete your registration as soon as you arrive, access the University facilities and receive your student loan, if applicable.

Any new student who has accepted an unconditional offer to study at Newcastle should provisionally-register BEFORE they arrive. To do this you need to follow steps 1 to 7 below. (Short videos about the registration process can also be viewed online at www.ncl.ac.uk/itservice/pre-arrival). Detailed step by step help on using the S3P system including screenshots is available at www.ncl.ac.uk/students/progress/student-resources/s3p

1. Access the Newcastle University computing system

You should receive a letter or e-mail from us giving instructions about how to access the University computing system. This will be sent to new postgraduate students from 1 August onwards and to new undergraduates from 19 August onwards. **Follow the instructions in the letter/e-mail to login to the system and access your new Newcastle University e-mail account.** This account will be used by University staff to contact you throughout your studies. It is important that you check this email account regularly.

If you have not received a letter/e-mail with these instructions by the end of August please contact – student-registration@ncl.ac.uk

Please note that if you have been studying at Newcastle University during the 2012/13 academic year and are due to start a new programme in September 2013, your existing login/password for the University computing system is still valid.
2. Login to the Student Self Service Portal (S3P)

When you access your Newcastle e-mail account for the first time you should find an e-mail containing login instructions for the Student Self Service Portal (S3P). S3P is a system that allows you to register on your programme of study, keep your details up-to-date and produce standard University documents. The first time you login to the S3P system you will be asked to change your password. As you will need to use S3P throughout your studies, it is important that you remember this password (confirmation of the password you have chosen will be sent to your University e-mail account).

Please note that if you already have an existing S3P login/password, this will still be valid.

The Student Self Service Portal is available at: https://s3p.ncl.ac.uk/login/index.aspx

If you have not received your S3P password, please contact: student-registration@ncl.ac.uk

If you have problems logging into the S3P system, firstly try using the ‘Having trouble logging in?’ link at the bottom of the login screen to reset your password. If you still have problems, contact our IT Service Desk: it.servicedesk@ncl.ac.uk tel: + 44 (0) 191 208 5999.

3. Accept the University’s terms and conditions

Once you have logged into S3P you will be asked to accept the University’s terms and conditions. This takes the form of the student declaration which you read at the front of this section. You cannot proceed with your registration until you have done this. There are links on the screen to the relevant University documents that you can refer to, if you wish.
4. Check the Registration Status Screen
Once you have accepted the terms and conditions you will be directed to the Registration Status screen on S3P. This screen lists the tasks you will need to complete in order to register.

5. Confirm your details
You will need to check the information that is on the Student Data screens and complete any blank fields.

You must also confirm that your programme on the ‘Programme Details’ screen matches the programme in your offer letter.

Please note that if you send us an enquiry via the S3P system, unless the problem is with your programme, you do not have to wait until you receive a response before completing your registration.

6. Pay your Tuition Fees before you arrive
Some students may need to pay their tuition fees before they can complete their registration. If this applies to you it will be shown on the ‘Registration Status’ screen on S3P by a red cross alongside the ‘Financial Details’ status. You can pay your fees in S3P using a credit or debit card. If you are unable to pay your fees online you can pay in person during the welcome, arrival and registration period.

If you have any queries about your tuition fees please contact the Tuition Fees Team – www.ncl.ac.uk/enquiries or use the ‘Enquire’ button on the Financial Details screen to send a message directly to our Finance staff.
7. Press the ‘Register’ button and print your ‘Registration document’

Once you have completed all of the online registration tasks you should have green ticks against all of the items listed on the ‘Registration Status’ screen.

YOU MUST NOW PRINT YOUR ‘REGISTRATION DOCUMENT’ as you will need it when you arrive in Newcastle to confirm your identity, immigration status and collect your University Smart Card. You can log back into S3P at anytime and reprint this document by going to the ‘Documents’ screen.

You are now provisionally registered.
Visa and Entry Clearance

If you are a national of the European Economic Area or Switzerland you do not require a visa or immigration permission to enter and remain in the UK while you are studying. Immigration regulations require most non-EEA students to apply for entry clearance permission to enter the UK before departure. The immigration route for students is called Tier 4. It is part of the Points Based System.

To make an application for Tier 4 General entry clearance, you will need to apply in time so that you can gain entry for start of your course and any welcome inductions.

If you are coming to the UK to study for less than six months, or as an English Language student for a maximum of 11 months, then you may want to consider applying for entry clearance as a ‘student visitor’.

Travelling to the UK to study

It is a good idea to carry any relevant documents in your hand luggage, which confirm that you are able to meet the immigration requirements for students. For example, you should carry:

- Your passport
- Your offer letter from Newcastle University
- Any details of any accommodation that you have arranged
- Details of any sponsorship or financial evidence that you have funding in place for your fees and living costs

Further links and Useful Information

For official immigration guidance ...and the latest news, Tier 4 General policy guidance and making your entry clearance application, check the Tier 4 links which are provided on the Home Office website: www.ukba.homeoffice.gov.uk

UK Council for International Student Affairs (UKCISA) provides news, frequently asked questions, immigration help sheets and guidance on the application process: www.ukcisa.org.uk/student/immigration.php

Immigration guidance for students at Newcastle University

You can also refer to information on the university website at www.ncl.ac.uk/students/progress/visa
On Your Arrival
What to do when you arrive in Newcastle

All new students are normally expected to arrive in Newcastle between Monday 16 September 2013 until Thursday 26 September as this is the main arrival, welcome and registration period.

International students are invited to attend from 17 September 2013 onwards, to take part in the International Welcome event most other students will arrive on either Saturday 21 or Sunday 22 September.

All students are expected to arrive in time for the main Welcome Week (Monday 23 September) which includes your School welcome programme and Fresher’s week.

During the Arrival, Welcome and Registration period all registration related activities are re-located and gathered in one venue, the King’s Road Centre. This is to provide you with as smooth, efficient and quick a registration experience as possible.

Please note that the dates quoted above are based on our standard term dates. However, there are some programmes for example, PGCE programmes, which have different start dates. Please check the information you should receive directly from your school for the specific arrangements for your programme.

Once you have settled into your accommodation you should complete your registration as soon as possible. The following section outlines how to do this.

Pay your tuition fees (International and self financing postgraduate students only)

If you have not already paid your fees online, you will need to visit our Finance Office to pay in person. During the period 16 September to 26 September 2013 the Finance Office will be located in the King’s Road Centre (for opening times see www.ncl.ac.uk/pre-arrival); outside of these dates you will need to go to the King’s Gate Student Services building.

Please ensure that you bring your University offer letter with you as Finance Office staff will need this to locate your record on our system.

Register with a Doctor

All students must register with a doctor as soon as possible on arrival in Newcastle. During the arrival, welcome and registration period (Monday 16th – Thursday 26th September) information on local doctors is available in the King’s Road Centre.

If you are unable to attend the ‘Register with a Doctor’ event you can find details of how to register at www.ncl.ac.uk/students/wellbeing/medical/doctor_dental
**Notify the University of a Disability**

If you have not already done so you should inform the University of any disabilities that you might have as soon as possible. You can do this using the confidential brief questionnaire at the end of this section. You can cut the questionnaire out and return it to by post to the address below or you can hand it in to the Student Services Helpdesk, King’s Gate Level 2.

Student Wellbeing Service  
(Disability Support)  
King’s Gate  
Newcastle upon Tyne  
NE1 7RU

**Complete you registration:**  
**Confirm your Identity, Immigration Status and Collect your University Smart Card**

All students are issued with a University Smart Card. You will need this to access the University Libraries, Sports Centre and other University facilities. Students are now able to use their University smartcard to buy tickets and travel around the city on the Tyne and Wear Metro; further information can be found on the following webpage: www.ncl.ac.uk/itservice/smartcards

You must collect your card as soon as possible after you arrive in Newcastle as you are only provisionally registered until you do so. If you are due to receive a student loan, this will only be paid once we have confirmed your attendance to the Student Loan Company. We will do this as soon as you have been issued with a Smart card.

During the main arrival, welcome and registration period, Monday 16 September to Thursday 26 September, this can be done at King’s Road Centre.

Outside the arrival, welcome and registration period Home/EU students can do this at the Robinson or Walton libraries or Student Services Helpdesk, King’s Gate Level 2. International Students must go to Student Services Helpdesk, King’s Gate Level 2.

To get a Smart Card you must have registered online first via the Student Self Service Portal (S3P) and you must bring the following with you to the issuing stations:

- Your registration document print out from the S3P system
- Photographic proof of identity if you are a UK/EU student
- Passport and visa if you are an international student
You cannot be issued with a Smart Card unless you have the above items with you.

Your smartcard will contain a digital photograph and brief details including your full name and card expiry date. Once you have obtained your smartcard, you will keep it for the duration of your studies. There will be no charge for your card, but should you lose it, there will be a charge for a replacement. There is no need to provide a photograph, as you will be photographed at the issuing point.

International students should note that due to Home Office visa regulations as part of the annual ID checking process we will be taking a scanned copy of your passport and visa which will be saved on your electronic student record.

Sit the English Language Assessment (Only students whose native language is not English)

Under University Regulations all new students whose native language is not English must sit the University English Language Assessment (UELA). If this applies to you, it will be shown on the ‘Registration Status’ screen on the Student Self Service Portal (S3P) when you register. The locations, dates and times available for assessments are available at www.ncl.ac.uk/students/insessional/uela. This site also contains information about the dates of the UELA assessments and how you may be exempt from the taking the UELA.

You do not have to pass the UELA, the assessment just helps the University support you with additional English Language classes, if required, during your studies. Full details of the classes available is at www.ncl.ac.uk/students/insessional/english/

Register with the Police (Only International Students)

Many international students MUST register with the Overseas Visitors section of the Police soon after they arrive in the UK. If you are required to register with the Police, this requirement will be printed on your visa.

If you are required to register with the Police you will be able to get help and support in making the arrangements once you arrive. This information will be available at the welcome sessions for international students and from the Visa Team at Newcastle University. www.ncl.ac.uk/students/progress/visa/police.htm
Additional Registration Information

Types of information collected at registration

One of the purposes of Registration is to enable the University to collect and/or check certain types of information. The University needs to hold information to enable students to be contacted, both locally during term time, and also out of term time at home. All universities are required by the government to supply information to the Higher Education Funding Council for England (HEFCE) for the purpose of conducting student satisfaction surveys and to the Higher Education Statistics Agency (HESA), for statistical purposes. It is this last category of information that requires the University to seek, for example information about disability and ethnicity, which students are entitled to refuse to supply if they wish.

All information collected and retained by the University is treated as confidential and is handled at all times in accordance with the Data Protection Acts 1984 and 1998. Further information is available at: www.ncl.ac.uk/data.protection/datacollectnot.htm

Arriving/ Registering Late

All students are expected to register before the end of Thursday 26 September 2013 – unless otherwise advised in writing by your School. In some circumstances, postgraduate research students may register at other times of the year, but the Induction processes for most programmes begin on Monday 23 September 2013 and, if you do not register on time, your studies may suffer.

If you do not expect to be able to register by Friday 27 September you should notify your school, in writing, as soon as possible. Students on taught programmes who want to register later than Friday 27 September 2013 will need special permission from their Degree Programme Director. If this is not granted, you might have to defer your studies for a year.

School contact details are given at the end of this booklet.

Registration Support for Students with Disabilities or Additional Requirements

If you have a disability and/or additional requirements and you would like some assistance in the registration process, please contact Disability Support (Tel: +44
(0) 191 208 3333 or Online Form: www.ncl.ac.uk/enquiries) or the Student Progress Service (Tel: +44 (0) 191 208 3423 or Email: student-registration@ncl.ac.uk) prior to registration. Alternative arrangements will then be organised. If you require any assistance when you arrive, you should contact staff on the Registration Helpdesk in the King’s Road Centre (Monday 16 to Thursday 26 September 2013).

Registration Problems
Please note your first point of contact regarding Registration queries should always be your School. You can find contact details for all schools at the back of this guide. Alternatively, you can send a message to your school via the ‘Enquire’ button on the S3P ‘Programme Details’ screen.

In addition, Student Progress Service staff can also deal with any queries you may have via the Registration Helpdesk, which will be located in the King’s Road Centre between Monday 16 and Thursday 26 September 2013. Alternatively please contact the Student Progress Service (Tel: +44 (0) 191 208 3423 or Email: student-registration@ncl.ac.uk) for assistance.

If you encounter any technical problems accessing or using University systems, including the Student Self Service Portal (S3P) please contact our IT Service Desk (Tel: + 44 (0) 191 208 5999 or Email: it.servicedesk@ncl.ac.uk)

**Arrangements for Postgraduate Research Students**

Postgraduate Research students will have a welcome induction session in their School/Institute and at Faculty level. Details will be sent to you by your School/Institute. Details of the Faculty induction sessions and the postgraduate research student induction schedules for some Schools/Institutes will also be available at: www.ncl.ac.uk/pre-arrival. Contact details for the Research Student Support Team (Faculty of Humanities and Social Sciences and Faculty of Science, Agriculture and Engineering) and the Faculty of Medical Sciences Graduate School are available at the back of this booklet.

**Arrangements for Postgraduate Research Students**

Postgraduate Research students will be emailed at a later date regarding your induction session. These are usually split according to faculty and will take place with key members of the Research Student Support Teams. Research
Student Support Contact details are:
Research Student Support Team
King’s Gate
Newcastle University
NE1 7RU

Tel: +44 (0) 191 208 3423 or Email: student-services@ncl.ac.uk

International Welcome
17 – 20 September 2013

All new international students are invited to take part in the University’s International Welcome. This runs from Tuesday 17 September 2013. This event consists of three areas:

■ A free airport pick-up service (Tuesday 17 to Thursday 19 September 2013)
■ Free information sessions (Wednesday 18 to Friday 20 September 2013)
■ A optional social programme called ‘Freshers’ (Sunday 22 to Thursday 26 September 2013). Tickets for this are available from the Students’ Union Reception or in advance by contacting freshers.week@ncl.ac.uk).

Further information about the International Welcome is provided in the International Students’ Handbook. Information is also available on the following website: www.ncl.ac.uk/international/prearrival/welcome/september

If you want to know more about the International Welcome, please email welcome2013@ncl.ac.uk

Fresher’s Week

The main programme of social activities during arrival, welcome and registration period, known as Fresher’s Week, is run by the Student Union. Your School or Halls of Residence may also offer some social events.

The Fresher’s Week programme is designed to introduce you to the University and all that the City of Newcastle has to offer; it helps you to make friends with other new students and adapt to your new surroundings.

The events commence on Sunday 22 September and end on Thursday 26 September 2013. Participation in Fresher’s Week is optional and to take part you will need to purchase a wristband.

If you chose to attend Fresher’s Week you should ensure that you plan your week carefully and attend all of the compulsory induction events in your School.

For further details about Fresher’s Week and to purchase your wristband visit www.nusu.co.uk/freshers
Notifying the University of a Disability

If you need to notify us of a disability complete this form and return to Student Wellbeing Service

Confidential – Brief Questionnaire

First Name: ....................................................... Surname: ............................................

Student Number: ........................................................................................................

Year of Course: ................................................. Date of Birth: .......................................

Email Address: .............................................................................................................

Term-time address if you wish to supply this: ................................................................
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If you have significant personal circumstances, as set out in the ‘Services and Facilities for Students’ section, Health and Wellbeing, please say briefly what the condition or disability is and the educational or practical needs to which it gives rise:

Condition/disability: ......................................................................................................
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Educational/practical need: ..........................................................................................
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Any further comments: ................................................................................................
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Services and Facilities for Students
Student Services

Student Services is located in the King’s Gate building on the main city-centre campus. The main Student Services entrance is Level 2 next to Northern Stage and opposite the Students’ Union Building. There is also an entrance on Level 1 from Barras Bridge. King’s Gate provides access to many student services in a single location.

Services on offer in Kings Gate are:
■ Academic Support and Information
■ Accommodation
■ Fees, Funding and Finance
■ Health and Wellbeing
■ Visa Support
■ Careers

The Interaction Team on Level 2, King’s Gate are your first point of contact for many queries. They can help with the following:
■ Student registration
■ Research student support
■ Smartcard issuing
■ Timetabling
■ Examinations
■ University policies/procedures and regulations
■ Changes of circumstances such as:
  ■ Programme transfers
  ■ Leaves of absence
  ■ Withdrawal from studies
■ Documentation:
  ■ Transcripts of study
  ■ Council Tax Exemption Certificates
  ■ Bank letters
  ■ Verification documents
■ Graduation

If you do not know who to speak to about any issue then the team at King’s Gate may be able to help you. Information on opening times can be found here: https://my.ncl.ac.uk/students/kingsgate

As well as the Student Services based in King’s Gate, there are other services for students situated around Campus. These include:
■ Newcastle University IT Services
■ Library Services
■ Writing Development Centre
■ Language Resource Centre
■ Sport Centre
■ Student Union

Accommodation

The Accommodation Service is based within Student Services, King’s Gate. We provide accommodation to prospective students, assistance to current students, advice on private-sector accommodation and generic advice and guidance on any accommodation related issue. There is also a comprehensive website which provides detailed information on our products and services, see www.ncl.ac.uk/accommodation
University Accommodation

If you have not yet found anywhere to live, you should contact the Accommodation Service. If no University room is available, we will offer assistance on finding alternative accommodation. We also provide professional advice on a whole range of accommodation issues.

If you have been offered a room in University owned accommodation, you should have received an online Contract and reference to a Terms & Conditions booklet which covers everything you need to know about your new home. Your online contract also includes the E-Welcome, an online accommodation induction; both must be completed before you can collect your keys.

If prior to your arrival, you are unhappy with your room allocation, you can register for a room swap www.ncl.ac.uk/accommodation/current/swaps. It is your responsibility to identify a possible student swap for your room. If after the start of term, you wish to request a move to an alternative room, transfer forms will be available. Information is available at www.ncl.ac.uk/accommodation/current/transfer

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

Students who leave University accommodation for non-University accommodation remain responsible for the rent until the end of the original contract or until the room is offered to and accepted by another student (a “successor”) who is not, at that time, paying rent to the University. Information is available at www.ncl.ac.uk/accommodation/current/leaving

NUstudenthomes

NUstudenthomes is the private sector arm of the Accommodation Service. We assist new students who are not entitled to, or do not require, University accommodation. We also help returning students who move out of University accommodation after their first year of study. We offer information and advice on all aspects of the private sector, including advertising available properties, many of which are directly managed by the NUstudenthomes team.

To help you secure accommodation we have a property search facility at www.ncl.ac.uk/accommodation/private/search where you can view properties suitable for groups, as well as single rooms in properties sharing with other students.
NUstudenthomes manage a range of competitively priced two-to-six-bedroom properties in popular student areas of the city, including Barker House, a purpose-built development offering en suite accommodation. Staff arrange accompanied viewings to these properties making the initial property search much easier. Details of properties are available online with properties being advertised from December and throughout the academic year. Single rooms in properties sharing with other students are also advertised. No administration fees are charged and water rates and personal belongings insurance are included in rents.

Fees, Funding and Finance

Payment of Tuition Fees

It is a condition of entry into the University that 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 Finance Office as soon as possible. Enquiries should be addressed to the Tuition Fees Team – www.ncl.ac.uk/enquiries

UK and Excepted (EU and other Excepted) Undergraduates/PGCE Fee Payments and Fee Loan

For the academic year 2013/14, the standard tuition fee set by the University for all new UK and Excepted Undergraduate/PGCE students will be £9,000.

The Government’s arrangements for student financial support mean no undergraduate students are required to pay their tuition fees whilst they are a student. Instead, students may choose, if they wish, to defer the payment of all or part of their fees until after they have graduated and are earning a salary of at least £21,000 per year in the UK (or equivalent salary level elsewhere in the EU, as defined in Government regulations). In order to defer payment of fees (in full or in part), students must take out a Fee Loan through the Student Loan Company (SLC). The Fee Loan is in addition to any loan which the student may arrange for living costs (see below also). The SLC then pays the tuition fee to the University on behalf of the student, and the student pays back the Fee Loan to SLC after graduation, once earning the minimum specified salary.
All UK and excepted undergraduates are eligible to defer their fee payment in this way.

For all students who have chosen to pay all or part of their tuition fee direct to the University, tuition fee invoices will be sent out no later than mid November 2013. For students electing to pay by direct debit, an advance notice will be issued prior to collection of the first instalment. Students will have the option of paying in three equal instalments – the end of November 2013, the end of January 2014 and the end of April 2014.

If you do not have a full or partial tuition fee loan you will be entitled to a 2% early payment discount on the fees payable by yourself if you choose to pay in full on or before 26 November 2013.

For further details about tuition fee loans see the following websites:
- England and the European Union www.direct.gov.uk/studentfinance
- Northern Ireland www.studentfinanceni.co.uk
- Scotland www.saas.gov.uk
- Wales www.studentfinancewales.co.uk

All UK students and those from within the European Union can apply for funding through these websites.

Please note: It is only possible to arrange to defer your fee payment if you apply for a tuition fee loan.

International Students, UK and Excepted postgraduate students
All Newcastle University students are required to register online. International students, UK and Excepted postgraduate students will need to pay fees or show evidence of sponsorship before they can complete registration. If you pay your fees in full on or before the arrival, welcome and registration period (16 September to 27 September 2013) you will be entitled to a 2% discount on the fees payable by yourself.

International students, UK and Excepted postgraduate students who do not take advantage of the 2% discount will need to either pay half the fees due or provide a letter from a sponsoring body certifying who will pay the fees on their behalf. Students in this category who are wholly self-supporting will be permitted to pay their fees in up to two instalments, the first instalment being due at Registration, the second at the end of January 2014.
Many methods of payment may be used, including credit/debit card, cheque, travellers’ cheques and direct debit. Please, for security reasons, try not to bring cash to pay your fees. For your convenience, all payments can also be made online at: https://payments.ncl.ac.uk and via the Financial Details screen on the Student Self Service Portal (S3P).

Students whose tuition fees are to be paid by a sponsor or funding body are asked to provide official letters of sponsorship/funding as evidence that their fees will be paid and present these at Registration. Students must inform their sponsor that the University require Tuition Fees to be paid within 30 days from the date of the invoice. Letters from family members and friends cannot be accepted as sponsorship/funding letters for fees purposes.

Liability for Tuition Fee Contributions if you withdraw – UK and Excepted (EU and other Excepted) Undergraduates/PGCE

If you decide that you wish to withdraw from your programme of study at Newcastle, the amount of the tuition fee you will be liable to pay will depend on the term in which you withdraw or suspend.

If you withdraw or suspend during term 1 you will be charged 25% of the total academic year’s fee.

If you withdraw or suspend during term 2 you will be charged 50% of the total academic year’s fee.

If you withdraw or suspend during term 3 you will be charged 100% of the total academic year’s fee.

Liability for Tuition Fee Contributions if you withdraw – International & Postgraduate students

If you decide that you wish to withdraw from your programme of study at Newcastle, the amount of the tuition fees you will be liable to pay will depend on the numbers of weeks’ you have been registered for as a proportion of 30 weeks in the normal undergraduate academic year (41 weeks for postgraduate programmes).

Maintenance Loans (UK Students Only)

Maintenance Loans are available through the Student Loans Company to help UK students with living expenses during your time at University. The amount of Maintenance Loan a student is eligible
to receive will depend on whether you apply for funding which is assessed using your household income. All eligible students, regardless of household income, can apply for the non-income assessed element of the Maintenance Loan, so even if you think that you will not be entitled to financial help because, for example, your parents earn too much you can still apply for the non-income assessed element of the Maintenance Loan. The Student Loans Company also administers Tuition Fee Loans for students who wish to defer their fee payment until after they graduate. Tuition Fee Loans are non-income assessed and students can apply for one or both of these loans at the same time.

**Maintenance Grants (UK Students Only)**

UK undergraduate students commencing a course in 2013 may also be eligible to apply for a non-repayable Maintenance Grant of up to £3,354. The Maintenance Grant is income assessed and the amount of grant you are eligible to receive will depend upon the level of your household income. Non-UK students from the EU are not normally entitled to government financial support for living costs. For further details about Maintenance Loans and Maintenance Grants see the following websites:

- Northern Ireland: [www.studentfinanceni.co.uk/](http://www.studentfinanceni.co.uk/)
- Scotland: [www.saas.gov.uk/](http://www.saas.gov.uk/)
- Wales: [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk)

After you have fully registered and collected your University smartcard, and providing that the Student Loans Company have confirmed to the University that you have been fully assessed, the Finance and Planning team will advise the Student Loans Company that you are entitled to receive your first instalment of Maintenance Loan (and Maintenance Grant if applicable). Your first instalment of funding should be in your bank account three working days after you have fully registered. If you have applied for funding and have fully registered but you have not received your payment after three working days, then please contact the Finance Helpdesk in the King’s Road Centre during the arrival, welcome and registration period. After 1 October, enquiries should be made to The Tuition Fees Team, Level 2, King’s Gate (Tel: +44 (0) 191 208 5520 or Email: tuition-fees@ncl.ac.uk).
To avoid any delays in administering Maintenance Loans, Maintenance Grants and Tuition Fee Loans eligible students should apply for this funding in good time and provide accurate bank details to the Student Loans Company.

Once students have registered at the University, they may be eligible for other funding schemes. For details of the different types of financial support available, please see the University’s website at: www.ncl.ac.uk/undergraduate/finance

Local Banks
All students will need a UK bank account to receive and make payments. Some banks allow you to open bank accounts in the UK whilst you are in your home country. Students should consult individual bank websites to see which products best meet their banking needs or visit the British Banking Association website which provides advice about bank accounts in the UK: www.bba.org.uk. The following are the main UK banks.

Barclays  www.barclays.com
Halifax  www.halifax.co.uk
Lloyds TSB  www.lloydstsb.com
HSBC  www.hsbc.co.uk
NatWest  www.natwest.com
RBS  www.rbs.co.uk
Santander  www.santander.co.uk

The following is a checklist of what is usually required to open a UK bank account, however, requirements can vary from bank to bank:

1. Passport, OR current valid European Union National ID card, which should contain a photograph of you and your signature.

2. Your offer letter or letter of introduction from Newcastle University* confirming you are in full time Higher Education and showing your home address overseas.

   Please note, if the letter does not feature your overseas address, you must also bring one of the following, making sure that it states your name and overseas address in English:
   ■ original credit card or bank statement (no older than 3 months)
   ■ national ID card

3. Confirmation of your UK address (your accommodation contract)

*During the period 16 to 26 September, the University will have a service for producing bank introduction letters for students. This will operate from the King’s Road Centre. After this time you will need to go to Student Services Helpdesk, King’s Gate level 2.
Financial Help

The Student Financial Support Team is part of the Student Wellbeing Service and administers various financial support schemes to assist students as well as providing information, advice and guidance about student finance related matters.

Web: www.ncl.ac.uk/students/wellbeing/finance

Student Finance Advisor

Advice, information and guidance are available to students about a range of student finance related issues such as sources of funding, money management and budgeting. The adviser offers one-to-one appointments, as well as running weekly drop-in sessions. The Student Finance Adviser does not offer debt management advice to students. Students who require this advice must contact the Student Advice Centre in the Students’ Union.

More information about budgeting and managing your money can be found at: www.ncl.ac.uk/students/wellbeing/finance/advice/managing

Council Tax

Most students are entitled to some form of exemption or discount, but this depends on individual circumstances. Students who are exempt from paying Council Tax will need to submit a Student Exemption application form to their local council as well as a Student Certificate providing details about their course.

Students living within the Newcastle City Council area can complete an online exemption/discount form at: www.newcastle.gov.uk/benefits-and-council-tax

Contact Newcastle City Council - Tel: +44 (0) 191 278 7878 or Email: council.tax@newcastle.gov.uk

Student certificates can be obtained from the ‘Documents’ section of the Student Self Service Portal (S3P)

For more information see: www.ncl.ac.uk/students/wellbeing/finance/information/counciltax

UK and EU Students

UK, EU Bursaries and Scholarships

A range of bursaries and scholarships of differing values are offered to UK and EU undergraduate students. The
year of entry determines the bursary or scholarship scheme for which a student is eligible. Students must have applied to their assessment authority (Student Finance England or equivalent) to be considered for any of our bursaries or scholarships and most will be considered automatically with applying. For more detailed information about the bursaries and scholarships available see our web pages:

**UK students:** [www.ncl.ac.uk/students/wellbeing/finance/funding/ukstudents/bursaries/index](http://www.ncl.ac.uk/students/wellbeing/finance/funding/ukstudents/bursaries/index)

**EU students:** [www.ncl.ac.uk/students/wellbeing/finance/funding/eustudents/scholarships/index](http://www.ncl.ac.uk/students/wellbeing/finance/funding/eustudents/scholarships/index)

**Foyer Bursaries and Care Leaver Bursaries**

Full-time UK students who are 25 or under and from Foyers (and those who have left a Foyer within 12 months of commencing their studies) are eligible to apply for a bursary of £1,000 for each year of their course. This bursary is to help cover accommodation costs during the vacations.

A bursary of £1,000 per academic year is also available for students who have experienced local authority care for a period of at least three months, within the last ten years.

**Research Scholarships and Expeditions**

Undergraduate students are eligible to apply for Research Scholarships for summer research projects undertaken over 8 weeks of the summer vacation between the second and third years of study. Projects are supervised by academic staff and expand student expertise and experience while providing a taste of work in a research environment. A number of independent student undergraduate (and occasionally) postgraduate research expeditions to a wide variety of international locations are also supported annually. Information about both these schemes can be found on the web pages at:

[www.ncl.ac.uk/students/wellbeing/finance/funding/ukstudents/vacation](http://www.ncl.ac.uk/students/wellbeing/finance/funding/ukstudents/vacation)

[www.ncl.ac.uk/students/wellbeing/finance/funding/ukstudents/expeditions](http://www.ncl.ac.uk/students/wellbeing/finance/funding/ukstudents/expeditions)
International Students

International Scholarships
A large number of partial and full scholarships, of differing values, are offered to both undergraduate and postgraduate international students from all countries outside the EU. All international undergraduate students will be automatically considered for a partial scholarship. All international postgraduate students who are offered a place to study at Newcastle University at the Newcastle Campus are eligible to apply for at least one of our University Scholarships. All University Scholarships are awarded on the basis of academic merit, so students must possess (or expect to receive) excellent results. For more detailed information see: www.ncl.ac.uk/students/wellbeing/finance/funding/nonukstudents/scholarships

US Federal Aid
Newcastle University is approved by the US Department of Education to participate in the William D Ford Federal Direct Loan program, enabling eligible American students to access financial support at undergraduate and postgraduate level. Eligible students can borrow educational loans to assist with the cost of tuition fees and living expenses. For further information see: www.ncl.ac.uk/students/wellbeing/finance/funding/nonukstudents/usloans

Canadian Student Loans
Newcastle University is a recognized institution for the purpose of certifying Canadian Student Loan applications. Canadian students may be eligible for support through the federal programme, called the Canada Student Loans Program or Provincial and territorial programmes. For further details, please visit: www.ncl.ac.uk/students/wellbeing/finance/funding/nonukstudents/usloans/CanadianStudentLoans

Financial Hardship
Access to Learning Fund (ALF)
The Access to Learning Fund is provided by the Government so that discretionary financial assistance can be given to registered UK students. It is there to help if students experience unexpected financial hardship or have a low income, ensuring they can participate in higher education regardless of their financial circumstances. Students who incur
childcare costs may also be eligible to apply for assistance. ALF cannot be used to assist students with the payment of tuition fees. Successful applicants may receive either a non-repayable award or a repayable loan depending upon their circumstances. For more information see: www.ncl.ac.uk/students/wellbeing/finance/funding/ukstudents/hardship

Financial Assistance Fund (FAF)
The Financial Assistance Fund is provided by the University to allow discretionary financial assistance to be given to registered international and non-UK EU students if they experience unexpected financial difficulties. Applicants must be able to demonstrate that they commenced their course with adequate funding in place to cover all of their costs (including family and dependants) for the duration of their course. FAF cannot be used to assist students with the payment of their tuition fees. Successful applicants may receive either a non-repayable award or a repayable loan depending upon their circumstances. For more information see: www.ncl.ac.uk/students/wellbeing/finance/funding/nonukstudents

Emergency Loans
Short-term emergency loans are available on a discretionary basis to assist registered students who experience a delay in their funding or who suffer an unexpected financial crisis. Usually only a small sum will be loaned to cover very basic costs. Students who wish to be considered for an emergency loan must meet with a member of the Student Financial Support Team. For more information see: www.ncl.ac.uk/students/wellbeing/finance/funding/ukstudents/hardship/emergencyloan

Health and Wellbeing
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. Further information can be found on the Wellbeing Service website: www.ncl.ac.uk/students/wellbeing
**Counselling, Mental Health Support and Groupwork**

You can come and meet with someone if there is something bothering you and you want to talk about it. An initial assessment 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 Student Services Helpdesk, King’s Gate Level 2. After the initial assessment, if you choose to continue accessing support, you may attend one-to-one or group sessions provided by therapists.

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

**Disability Support**

If you have a disability/long term medical condition we would encourage you to contact the Student Wellbeing Service as soon as possible. You can do this by completing and returning the pullout form, on page 23 of this booklet. Once this form is received you will be contacted by an advisor in the Student Wellbeing Service and any support requirements can be discussed. Please bear in mind that it is in your interests to let appropriate staff know of your circumstances which may affect your life at University.

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).

Advice on Disabled Students’ Allowances can be obtained from Disability Advisors within the Student Wellbeing Service. Further details can be found at: [www.gov.uk/disabled-students-allowances-dsas](http://www.gov.uk/disabled-students-allowances-dsas)

**Specific Learning Difficulties**

If you have a specific learning difficulty, such as dyslexia or dyspraxia, or Asperger’s syndrome please contact a Specialist Learning Adviser within Student Wellbeing 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 time in examinations. 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, one to one study skills support, or a study mentor. 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: www.gov.uk/disabled-students-allowances-dsas

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

**U.C.A.N (University Centre for Assessment at Newcastle)**

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. Further information can be found at: www.ncl.ac.uk/hardwareloans

**Chaplaincy**

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 grown and develop as spiritual people. Chaplains are people who are ‘in the university but not of it’. 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.

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 of the major world faiths. If we can’t help you, we can normally point you in the right direction.

For further information about the Chaplaincy Team please contact Revd Catherine Lack, Coordinating and Anglican Chaplain by telephone (+44 (0) 191 208 6341 or 07582 033125) or by email (Catherine.lack@ncl.ac.uk). Or visit the chaplaincy website: www.ncl.ac.uk/students/chaplaincy

Visa Support

The Visa Team offers free and impartial information and advice for students from outside the EEA on a range of immigration enquiries. Based in King’s Gate, the team provides assistance with Tier 4 and PBS dependent visa renewals and other issues relating to student visa categories, and offers guidance on police registration, work during and after studies and Schengen visas.

New students can meet the Visa Team at the special immigration induction sessions timetabled during International Welcome Week and throughout September. Students with visa questions throughout the year are welcome to use the Visa Team’s drop-in
service which is offered 4 times weekly for quick immigration enquiries, whilst students who need to renew their Tier 4 visa can attend one of the regular visa workshops to find out their next steps.

The Visa Team offers guidance to prospective students through its web pages to help begin the process of applying for leave to enter the UK. See the Pre-Arrival, Visa and Entry Clearance section for further information if this applies to you.

The Team are happy to respond to queries from all students who are experiencing difficulty with the application process. Contact details are available on the Visa Team webpage [www.ncl.ac.uk/students/progress/visa](http://www.ncl.ac.uk/students/progress/visa)

**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 Apprentice. The Rise Up Pitch gives you the chance to meet influential business advisers and investors across the Region and take your business idea to the next level.

[www.ncl.ac.uk/careers/riseup](http://www.ncl.ac.uk/careers/riseup)

**Careers and Work**

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.

[www.ncl.ac.uk/careers](http://www.ncl.ac.uk/careers)
Skills and experience to add to your degree

Develop your skills and gain practical experience by taking part in extra-curricular activities or undertaking work experience. Look out for the ncl+ logo around campus – it highlights a range of activities that will all 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, and some within the University.

www.ncl.ac.uk/careers/develop/workExperience

Graduate with the skills employers are looking for

The Career Development Module gives you the opportunity to 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 employers are looking for.

www.ncl.ac.uk/careers/develop/cdm

We also offer NCL2100: Exploring Enterprise, Entrepreneurship and Employability, a module which will enhance your employability by developing your personal enterprise and entrepreneurial skills, through working creatively on solutions to real life challenges.

www.ncl.ac.uk/careers/develop/cdm

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: www.ncl.ac.uk/careers/develop/networking/graduateConnections
- 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: www.ncl.ac.uk/careers/events

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. We also run JobsOC, an on-campus recruitment agency offering casual jobs across the University.

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 www.ncl.ac.uk/careers/vacsonline

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.

Newcastle University IT Services
From connection to Wi-Fi, finding a PC on campus or accessing course resources online, Information Systems and Services (ISS) look after the main University IT services which help to support learning, teaching and research. For further information see www.ncl.ac.uk/itservice

It’s important to be aware of the Conditions of Use for the University’s IT facilities, all staff and students are bound by these rules. Learn more at www.ncl.ac.uk/itservice/rules

Get Started with IT
Every student receives a unique login name and password which allow access to the main campus IT Services, including Wi-Fi. Your login name and
password are usually sent in a letter or email before you arrive at University, so remember to keep the details safe and bring them with you.

All students also have a personal Newcastle University email account. It’s important to check your account regularly because it’s used for all official University email. Details on how to access your account or synch your email with your mobile can be found at www.ncl.ac.uk/itservice/email

To keep your work safe, you’re given 4GB of personal filestore known as your Home Folder or Documents when you connect to a campus PC; it’s a secure place to keep your coursework. Off campus you can access your Home Folder and some University software from anywhere with an Internet connection by using the Remote Application Service (RAS). See www.ncl.ac.uk/itservice/software/ras

### Using Your Own computer

You can connect your own PC or mobile device to the Internet via the campus network. Almost all rooms in Halls have docking points and wireless is widely available across campus, see www.ncl.ac.uk/itservice/connect. We run a free mobile and laptop connection clinic to help you get online which also offers general IT advice; visit the Old Library cluster, Monday to Friday between 09:00 - 16:00.

### Computer Cluster Rooms

There are over 1400 PCs grouped in computer cluster rooms across campus, a number are open 24 hours a day, 7 days a week. All feature a wide range of software and some have additional specialist software like CAD programs. Visit www.ncl.ac.uk/itservice/clusters

### Printing and Photocopying

All cluster rooms have black and white A4 printers; larger rooms also have colour and A3 printers. Photocopying is available in the University Libraries. All students are given a print and photocopying credit allocation at the start of each academic year. You can buy more credits online at printing.ncl.ac.uk or buy a cash voucher from the Robinson Library main counter.

### University Mobile Apps

Use any Smartphone to view your personal timetable, find the nearest cluster with available PCs, check your print credit or browse the library
collections. You can also download free University Apps available for iPhone, Android and Blackberry, visit m.ncl.ac.uk

**IT Help and Support**

Contact the IT Service Desk on + 44 (0) 191 208 5999 or email it.servicedesk@ncl.ac.uk

Staffed IT Service Desks can be found in the Old Library and Robinson Library clusters.

**Library Services**

The University Library Service provides access to a wide range of resources, services and study spaces as well as professional expertise to help you to be successful in your studies and research.

The Robinson Library is open 24 hours a day during term-time and the Walton and Law libraries are open until 9 or 10pm. The libraries house over 1 million books, thousands of journals and more than 500,000 e-books. Library Search (http://libsearch.ncl.ac.uk) can be used to locate books, ebooks, journal articles and a lot more information using a single search. Library guides have been published to bring together all the key resources for your subject together with a variety of guides on topics such as referencing. The can be accessed via the following link: http://libguides.ncl.ac.uk

Library staff at information points and service desks are on hand to help students find the information they need. Staff can also be contacted via the libraries online enquiry service Library Help which can be found at: http://libhelp.ncl.ac.uk. Library staff also run workshops to help you get the best from resources and improve your information skills.

Wireless networking is available in each library which can be used with your own laptop or you can borrow one from the library. There are also hundreds of networked PCs available for use. The libraries also have a range of study and research spaces including group and individual study rooms which can be used.

The Robinson Library also houses the Special Collections (www.ncl.ac.uk/library/specialcollections) which are made up of rare and historic books, manuscripts, maps and illustrations.
If you have any questions or need any help ask a member of Library staff – we’re here to support you through your course. For further information on Library services see www.ncl.ac.uk/library

**Maths Aid**
Contact: mathsaid@ncl.ac.uk
Tel: 0191 2208 6444 (10am-4pm, weekdays)

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!

**Writing Development Centre**

The Writing Development Centre aims to promote good writing across the disciplines and help undergraduate and postgraduate students to develop their academic writing skills in a supportive environment. The Centre offers tuition, feedback 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 www.ncl.ac.uk/students/wdc

Language Resource Centre

It is well known that those who are able to speak more than one language have an important advantage, both in life or in their career. Even if you are not able to learn languages as part of your degree programme you are still welcome to use the award-winning Language Resource Centre whose ever-growing stock is housed in the oak-panelled tranquillity of the Old Library Building. Here you will find a very wide selection of language learning materials suitable for the independent study of over 50 languages, at all levels. There are over 1000 foreign language films, and the centre has 24 satellite TV stations for broadcasts in a variety of other languages.

Students can use the work stations which are equipped with PCs, DVD players and audio record equipment. The PCs are campus networked as well as having specific language learning software. There are also talk shops and group work areas, plus a Tandem notice board where speakers of different languages can make contact. The Centre is also part of the Clan tandem network.

The Centre has two language learning websites:
www.universed.co.uk
http://linguacast.ncl.ac.uk

On the Centre’s home webpage there are downloadable files to help students with punctuation and English grammar. There is also a searchable catalogue of resources. You can book a session with an advisor who will help you find materials suitable for your specific needs, and to plan your independent learning.
Membership is free to all Newcastle University students and staff: you need to bring your smartcard to register and to use the facilities. The centre is located off the Quadrangle Gardens.

**English Language Support**

On arrival at Newcastle University, non-native speakers are required to take the University English Language Assessment (UELA). The purpose of this assessment is to advise new students on whether they would benefit from attending In-Sessional English Support classes. These classes aim to help students to express their subject knowledge accurately and clearly, therefore helping them to achieve their potential on their chosen Degree Programme. Each week, up to 12.5 hours of free support is available. This consists of Writing Workshops, Listening & Speaking Lessons, Interactive Lectures and one-to-one Advisory Sessions. Further information can be found at www.ncl.ac.uk/students/insessional. Alternatively you can email insessional@ncl.ac.uk if you have any specific questions.

**Sport and Physical Wellbeing**

Newcastle University has a renowned reputation as one of the top universities for sport in the country. The Centre for Physical Recreation and Sport (CPRS) and the Athletic Union (AU) 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.

**Sports Clubs**

All students at the University are eligible to become members of the Athletic Union and are able to join any of its 60 student run 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.
Performance Sport and Sports Scholarships

University representative teams compete under the banner of ‘Team Newcastle’ in the British Universities & Colleges Sport (BUCS) competitions where Newcastle has achieved a top 15 BUCS ranking since 2005. Our student clubs also compete in regional and local leagues. For high-performing athletes the CPRS awards up to 40 Sports Scholarships annually and runs an Elite Athlete squad in addition to a range of professional support aimed at ensuring that our athletes fulfill both their academic and sporting potential.

Campus Sport

Our Campus Sport programme offers you a way to stay fit and participate in a variety of sporting and recreational activities. There is an extensive intramural competition in which groups of students compete against each other in different sports, e.g. rugby, netball, mixed hockey, basketball and football. The exercise class program consists of a wide range of fitness and wellbeing classes including yoga, pilates, zumba and spin cycling. For those not wishing to be organized, sports centre membership allows casual booking of activity space for indoor sports including 5-a-side football, badminton, squash, basketball, table tennis etc, as well as access to the 125 station Health and Fitness suite and associated services e.g. 1 to 1 training, personal fitness programmes etc.

Sports Facilities

Indoor sports are catered for at the University Sports Centre which houses the 125-station health and fitness suite, a strength & conditioning room, a dance studio, the main sports hall and two multi-functional rooms as well as four squash courts located adjacent to the Centre. Outdoor sports facilities are available at Cochrane Park, Heaton and Longbenton providing facilities for rugby (union and league), football, lacrosse, cricket, netball, tennis and shooting. The facilities at Cochrane Park acted as the official GamesTime Training venue for the London 2012 Olympic Games football tournament. At Longbenton, the main venues for all our major team sports, there are two floodlit all-weather pitches providing facilities for hockey and football. Newburn Water Sports Centre hosts our Canoe and Boat clubs with the river Tyne providing the ideal training resource for these sports.
Track and field facilities are available at Gateshead International Stadium while ice hockey takes place at Whitley Bay Ice Rink. Swimming and other water sports, such as canoe polo, water polo and sub-aqua take place in pools throughout the city. Other outdoor activities, such as sailing, walking, mountaineering and climbing are all well catered for in the nearby countryside and along the North East coast.

For full details on sport at Newcastle University visit:–
www.ncl.ac.uk/sport
www.unionsociety.co.uk/au

**Newcastle University Students’ Union**

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. These include sports clubs and societies, course and school representation, one off events and activities through the Give It A Go programme, The Courier student newspaper and volunteering in the community. The services listed below are a couple of examples of what the Union offers; further information is available through our Union Reception on+ 44 (0) 191 239 3900 or on the website www.nusu.co.uk

**Your Student Representatives**

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. All students are eligible to run/be elected for roles. You can see a list of your current representatives at http://www.nusu.co.uk/content/720343/about_us/meet_the_officers/

**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 pursuit 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 *Students’ Union Council*.

**Student Advice Centre (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 work with other specialist services, such as the Police for safety advice and drop in sessions.

The SAC’s service is independent of the University, and strictly confidential.

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

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 specified boundaries).

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

Newcastle University expects students to be committed to good academic conduct and academic honesty. The following paragraphs highlight key areas you should consider.

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 be better in their assessments. Students who don’t attend classes may be deemed to be making unsatisfactory progress and be withdrawn. Students must therefore keep their school informed of any absence. The University’s policy on attendance can be found at: www.ncl.ac.uk/students/progress/student-resources/regulations/Attendance

- It is particularly important that all international students attend their classes or notify their school of any absence. The Home Office policy states all international students must maintain an overall attendance of 80%. The University must report international students who do not meet the minimum attendance level. 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 familiarise themselves with the attendance policy in their School or Institute.

Examinations

Please note that it is YOUR responsibility to make yourself available for examinations at ALL times during ALL THREE examination periods. You must therefore take note of the examination dates, especially when making arrangements for vacation, employment and any overseas travel. The University cannot accept individual requests from students with regard to the timing of their examinations. All University examinations are held in Newcastle, although some international students may be able to arrange off campus resit examinations in British Council offices. This year’s examination dates are on the back of this booklet. You can also view the full list of examination dates at http://www.ncl.ac.uk/students/progress/exams/exams/ExaminationDates.htm

In relation to University examinations, you should not:

- Breach the University examinations policies – www.ncl.ac.uk/students/progress/exams/exams/examrules.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

Newcastle University expects students to be committed to good academic conduct and academic honesty. The following paragraphs highlight key areas you should consider.
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 or possess a University examination script book outside of an exam room

Refuse to comply with the instructions of the invigilators

Intentionally disrupt the examination process or disturb other examination candidates

**Assessment Irregularities**

It is important that assessments are fair and that students are rewarded for their own achievement.

Otherwise it is unfair on the overwhelming majority of honest students.

There is a procedure for dealing with alleged cheating in assessments, available at: www.ncl.ac.uk/students/progress/student-resources/regulations/assessment. Investigations into reported irregularities may lead to students being disciplined. Your attention is drawn particularly to the issue of Plagiarism.

**Plagiarism**

Plagiarism is defined as the use of work of others without acknowledgement. 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. 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 which are presented as the individuals own, solely authored, work. Apart from formal group work, any work you submit is expected to be your own. It is your degree and it is dishonest to submit work which is not your own. It is also dishonest to help another student gain credit for work that is not their own. Copying without the author’s permission is not collusion, but taking another student’s work without permission is theft and constitutes a disciplinary offence.
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. A proof reader may point out typographical, spelling or grammatical error, but may not correct them. Guidance about standards of academic conduct including plagiarism is available at: www.ncl.ac.uk/right-cite

Misconduct

The University deems misconduct on the part of its students to be very serious, 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/student-resources/regulations/disciplinary

Disciplinary Procedures

The Student Disciplinary Procedure seeks to ensure that student disciplinary matters are dealt with fairly and promptly at the appropriate level by those with clear authority from the University. Students who are found to be involved in an act of misconduct will be sanctioned in accordance with University rules and regulations; this can include fines, written warnings, suspensions and expulsions. Further information about the Student Disciplinary Procedure including examples of misconduct and associated fines can be found on the following webpage: www.ncl.ac.uk/students/progress/student-resources/regulations/disciplinary

Noise Complaints

Unfortunately the University receives a large number of complaints and reports from residents in the local community and from the police/council about noise complaints throughout the academic year. The University takes each of these complaints very seriously as such behaviour damages the University’s reputation and causes immense distress to local residents and other considerate students. The University Noise Nuisance Protocol was put in place to deal with complaints of disturbances. Sanctions for noise complaints include formal written warnings, disciplinary fines upwards of £30, formal cautions and final written warnings. Further information and examples of complaints received by the University can be found on the Noise
If Things Go Wrong

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 however the following sections give details of services available to you if you do have difficulties. You are urged to seek advice as soon as problem occurs.

Personal Extenuating Circumstances (PEC)

The most important thing you can do is to tell your School about the problems you are having that affect your assessments. To do this, complete a PEC form. PEC stands for Personal and Extenuating Circumstance. This one form is a way of telling your School any problems and requesting a number of different types of adjustment – such as extensions, exemptions, deferrals, board of examiner discretion.

A PEC form should be submitted to the School Office as soon as possible so that the appropriate adjustment or referral to other services can be made.

Information on the PEC Procedure, guidance and the PEC form are available at: www.ncl.ac.uk/students/progress/student-resources/help

Student 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 that individual or the head of school/service.

If you are still not satisfied, the University has a complaints procedure, available from: www.ncl.ac.uk/students/progress/student-resources/regulations/complaints. This procedure may also be used if you wish to complain about the behaviour of another student and have not been able to resolve the problem informally.

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 Null.
tutor or supervisor or with your degree programme director or module leader. The appeals form and supplementary guidance is available at: www.ncl.ac.uk/students/progress/student-resources/regulations/appeals

**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 or supervisor 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.

**Safety and Security**

Security related incidents involving University students are extremely infrequent and even those might sometimes be avoided through exercise of greater care and personal vigilance. Steps are outlined on the University Security: www.ncl.ac.uk/estates/services/security/personalsafety

It is important as a student that all crime related incidents occurring on campus are reported to University Security Staff who are on duty 24/7. Only in this way can we respond and maintain your personal safety and the security of personal property. Security staff can be contacted on + 44 (0)191 208 6817 or email security.control@ncl.ac.uk

**Student Liaison Co-ordinator**

We are fortunate to have a dedicated Northumbria Police Officer who is based on Campus for most of the time and is here to look after the welfare/safety of Staff and Students as well as the Campus infrastructure. PC2101 Al Gibson is there to help you with all manner of issues and problems. He has two drop in events each week; on a Tuesday in the Student Advice Centre in the Student's Union Building and on a Thursday at Student Services in King’s Gate. Both sessions are 1 – 3pm; come along and say hello. Al can also be contacted via the Security Control Centre, or by telephoning the Northumbria Police switchboard, or send an email to Alastair.gibson@ncl.ac.uk
Medical and Emergency Information

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 and Ambulance – 999 (can be dialled free from a call box or mobile)
- Emergencies on Campus – + 44 (0) 191 208 6666 (24/7)
- University Security Team – + 44 (0) 191 208 6817
- Northumbria Police – 101 (for non-emergencies or general information)
- NHS Direct – 0845 4647

NHS Walk-In Centres

Walk in centres in Newcastle offer non appointment access to treatment of minor illnesses, injuries and ailments. The service sees residents of Newcastle and North Tyneside and also patients who are not registered with a GP, or who are in the area temporarily. There are a number of walk-in centres across the regions and details of local walk-in centres can be found here: www.newcastle-hospitals.org.uk/services/accident-emergency.aspx

Accident and Emergency Departments

The closest Accident and Emergency Department to the University can be found in the Royal Victoria Infirmary. Further information can be found at the website above. There are also A&E departments in North Tyneside General Hospital and South Tyneside General Hospital and other hospitals in the region.

NHS Dentist

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

Contact the Dental Hospital by telephone: + 44 (0) 191 282 4693 or visit their website: www.newcastle-hospitals.org.uk/directorates/dental-services

Immunisation

Please note that in accordance with recommendations by the Department of Heath all new students are strongly advised
to check their vaccination status before arrival at University, normally done through your doctor. Students should all be up-to-date with vaccination against tetanus, polio, diphtheria and especially meningitis C (see below), as well as measles, mumps and rubella (MMR). Two doses of measles, mumps and rubella vaccine (MMR) provide the best protection against these diseases which are currently circulating in the UK.

**Immunisation Against Group C Meningococcal Disease**

Public Health advice is that students of any age, going into higher education for the first time should seek immunisation against Group C Meningococcal disease before starting University. This group is at a slightly higher risk than the rest of the population, possibly because of being away from home for the first time and because of the level of mixing and contact taking place.

You are advised to contact your doctor as soon as possible to arrange to be vaccinated, bearing in mind that it takes two weeks for the vaccine to become effective.

This includes home and international students and also any members of their families up to the age of 25 who will be accompanying them if they have not previously received the vaccine.

Any international student whose doctor refuses to vaccinate on the grounds that meningitis is not a problem in their country should stress that meningitis does occur in England and that vaccination is very important. If it is not possible before you arrive, it is recommended that you seek immunisation as soon as you start the new term.

**Smoking**

Newcastle University operates a no-smoking policy which covers all buildings and open spaces on campus. For further information please see: [www.ncl.ac.uk/students/progress/student-resources/regulations/nosmoking](http://www.ncl.ac.uk/students/progress/student-resources/regulations/nosmoking)

**Alcohol**

An active social life is an important part of the student experience and for many this may involve drinking alcohol. Newcastle University encourages all students to think carefully about alcohol consumption to ensure that you are not damaging your health or risking your personal safety. For further details about the University’s policies on alcohol together with the advice and support that is available to students in this area please see: [www.ncl.ac.uk/students/progress/student-resources/community/alcoholawareness](http://www.ncl.ac.uk/students/progress/student-resources/community/alcoholawareness)
At the end of your studies
Congregations Ceremony

Your Congregations Ceremony is the culmination of all your hard work during your time at Newcastle University. The University holds two sets of ceremonies annually:

- July (Summer ceremonies) for Undergraduate and Postgraduate Degree Congregations and Academic Award Ceremonies for Certificates and Diplomas
- December (Winter ceremonies) for Undergraduate and Postgraduate Degree Congregations and Academic Award Ceremonies for Certificates and Diplomas

Students are contacted by email in the year they are likely to graduate to invite them to a ceremony and are asked to complete a Graduation Form. There is no charge for candidates and up to two guests to attend a ceremony and a reception. Further information on the Universities Congregations Ceremonies is available on the Congregations website and gives you a good idea of what to expect as well as checklists for before the day and on the day. You can also watch our congregations ceremonies online. www.ncl.ac.uk/congregations

Further Study

Newcastle University offers a range of Postgraduate, Doctoral and Professional qualifications which may be of interest to you should you wish to further your study before embarking on your chosen career. We offer a range of part-time programmes which you could study alongside work. Don’t forget Newcastle Alumni are often entitled to an Alumni discount on further study. Find out more information about further study with the University at: www.ncl.ac.uk/postgraduate or chat to somebody in your school.

Alumni Association

The University Alumni Association is currently in touch with over 70,000 alumni from across the world, they help graduates of Newcastle University stay in touch with friends and regularly organise events across the world for Newcastle Graduates to come together and socialise. Some of the benefits of joining the Alumni Association include:

- NUGrad – fully interactive online alumni directory, currently used by thousands of Newcastle graduates worldwide
- Email forwarding service – an email address for life making it easier to keep in touch with old friends and colleagues
- Alumni branches – a global network of branches to help build new networks and keep in touch with existing networks
- Discounts at the University sports centre for Newcastle Alumni
- Graduate membership of all three University libraries
- Careers advice and support
- Alumni discounts available for further study with the University

For further information on what Newcastle’s Alumni Association can offer you visit their webpage: www.ncl.ac.uk/alumni
School Contact Details

Schools in the Faculty of Humanities and Social Sciences

HASS Research Student Support Team
King’s Gate
Tel: +44 (0) 191 208 3885
Email: hss.gradschool@ncl.ac.uk

School of Architecture, Planning and Landscape
Architecture Building
Tel: + 44 (0) 191 208 5831
Email: 

School of Arts and Cultures
Armstrong Building
Tel: + 44 (0) 191 208 5336
Email: Combined Honours Centre
Daysh Building
Tel + 44 (0) 191 208 7479
Email: combined.honours@ncl.ac.uk

School of Education, Communication and Language Sciences (Education)
King George VI Building
Tel: + 44 (0) 191 208 6532
Email: ecls@ncl.ac.uk

School of English Literature, Language and Linguistics
Percy Building
Tel: +44 (0) 191 208 6233
Email: english@ncl.ac.uk

School of Geography, Politics and Sociology
5th Floor, Claremont Tower
Tel: + 44 (0) 191 208 3923
Email: gps@ncl.ac.uk

School of History, Classics and Archaeology
Armstrong Building
Tel: + 44 (0) 191 208 7844
Email: historical@ncl.ac.uk

Newcastle Law School
Windsor Terrace
Tel: + 44 (0) 191 208 7624
Email: richard.hogg@ncl.ac.uk

School of Modern Languages
Old Library Building
Tel + 44 (0) 191 208 7441
Email: marion.burn@ncl.ac.uk

Newcastle University Business School
Undergraduate Stage 1
Armstrong Building
Tel: + 44 (0) 191 208 1532 (UG)
Email: nubs@ncl.ac.uk

Undergraduate Stages 2/3 and Postgraduate
5 Barrack Road
Tel + 44 (0) 191 208 1532 (UG)
Tel: + 44 (0) 191 208 1580 (PG)
Email: nubs@ncl.ac.uk
Schools in the Faculty of Medical Sciences

Medical Student Office
Medical School
Tel: + 44 (0) 191 208 7005
Email: mbbs-support@ncl.ac.uk

Faculty of Medical Sciences
Graduate School
Medical School
Tel: + 44 (0) 191 208 7002
Email: medpg-enquiries@ncl.ac.uk

Institute for Ageing and Health
Campus for Ageing and Vitality
Tel: + 44 (0) 191 248 1300
Email: hazel.glass@newcastle.ac.uk

School of Biomedical Sciences
Framlington Place
Tel: + 44 (0) 191 208 8200
Email: biomed.ugadmin@ncl.ac.uk

Institute for Cell and Molecular Biosciences
Framlington Place
Tel: + 44 (0) 191 208 3492
Email:

Institute of Cellular Medicine
William Leech Building, 4th Floor
Tel: + 44 (0) 191 208 8988
Email: alison.walker@ncl.ac.uk

School of Dental Sciences
Framlington Place
Tel: + 44 (0) 191 208 8347
Email:

Institute of Health and Society
Baddiley-Clarke Building, Richardson Road
Tel: + 44 (0) 191 208 7045
Email: ihs@ncl.ac.uk

Institute of Genetic Medicine
International Centre for Life, Times Square
Tel: + 44 (0) 191 241 8616
Email:

School of Medical Sciences
Education Development
Framlington Place
Tel: + 44 (0) 191 208 5020
Email: medev@ncl.ac.uk

Institute of Neuroscience
Henry Wellcome Building
Tel: + 44 (0) 191 208 6648
Email: ion@ncl.ac.uk

NESCi (North East England Stem Cell Institute)
Bioscience Centre, International Centre for Life
Tel: + 44 (0) 191 208 3246
Email: office@nesci.ac.uk

Northern Institute for Cancer Research
Paul O’Gorman Building, Medical School
Tel: + 44 (0) 191 246 4300
Email: nicr-enquiries@ncl.ac.uk

School of Psychology
4th Floor, Ridley Building 1
Tel: + 44 (0) 191 208 6180 (UG)
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Email: sage.gradschool@ncl.ac.uk

School of Agriculture, Food and Rural Development
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Email: afrd-enquiries@ncl.ac.uk

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School of Chemical Engineering and Advanced Materials
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   pgceam@ncl.ac.uk (PG)

School of Chemistry
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School of Civil Engineering and Geosciences
Cassie Building
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Email: ceg@ncl.ac.uk

School of Computing Science
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School of Electrical and Electronic Engineering
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Joint Honours in Science
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Other Contacts

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Careers Service
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www.ncl.ac.uk/careers

Finance Office
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Student Wellbeing Service
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The Centre for Physical Recreation & Sport
The University Sports Centre
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Email: sports@ncl.ac.uk

Chaplaincy
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Email: chaplaincy@ncl.ac.uk

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Students Union
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Email: student.union@ncl.ac.uk

Student Advice Centre
Students Union
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Email: student-advice-centre@ncl.ac.uk

Freshers’ Week Organisers
Tel: + 44 (0) 191 239 3920
Email: freshers.week@ncl.ac.uk
Web: www.ncl.ac.uk/freshers
### Important Dates 2013/14

<table>
<thead>
<tr>
<th>Event</th>
<th>Start Date</th>
<th>End Date</th>
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</thead>
<tbody>
<tr>
<td><strong>Arrival, Welcome and Registration Period</strong></td>
<td>Monday 16 September 2013</td>
<td>Thursday 26 September 2013</td>
</tr>
<tr>
<td><strong>International Student Welcome</strong></td>
<td>Tuesday 17 September 2013</td>
<td>Friday 20 September 2013</td>
</tr>
<tr>
<td><strong>Welcome Week (includes Fresher's and School Welcome Week)</strong></td>
<td>Sunday 22 September 2013</td>
<td>Friday 27 September 2013</td>
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<tr>
<td><strong>Terms and Semesters</strong></td>
<td></td>
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<tr>
<td><strong>Semester 1</strong></td>
<td>Monday 23 September 2013</td>
<td>Friday 24 January 2014</td>
</tr>
<tr>
<td><strong>Semester 2</strong></td>
<td>Monday 27 January 2014</td>
<td>Friday 13 June 2014</td>
</tr>
<tr>
<td><strong>Semester 3 (postgraduate students)</strong></td>
<td>Monday 16 June 2014</td>
<td>Friday 20 August 2014</td>
</tr>
<tr>
<td><strong>Autumn Term</strong></td>
<td>Monday 23 September 2013</td>
<td>Friday 13 December 2013</td>
</tr>
<tr>
<td><strong>Spring Term</strong></td>
<td>Monday 6 January 2014</td>
<td>Friday 28 March 2014</td>
</tr>
<tr>
<td><strong>Summer Term</strong></td>
<td>Monday 28 April 2014</td>
<td>Friday 13 June 2014</td>
</tr>
</tbody>
</table>

For further information about Terms and Semester dates please see: [www.ncl.ac.uk/regulations/docs/terms-semesters.html](http://www.ncl.ac.uk/regulations/docs/terms-semesters.html)

<table>
<thead>
<tr>
<th>Examination Dates</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
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<tbody>
<tr>
<td><strong>Semester 1</strong></td>
<td>Monday 13 January 2014</td>
<td>Friday 24 January 2014</td>
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<tr>
<td></td>
<td>(including Saturday 18 January)</td>
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<tr>
<td><strong>Semester 2</strong></td>
<td>Monday 19 May 2014</td>
<td>Friday 6 June 2014</td>
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<td></td>
<td>(including Saturday 24 and Saturday 31 May)</td>
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<tr>
<td><strong>Resits</strong></td>
<td>Monday 18 August 2014</td>
<td>Friday 29 August 2014</td>
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<tr>
<td></td>
<td>(including Saturday 23 August)</td>
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</tbody>
</table>

For further information about examinations please see: [www.ncl.ac.uk/students/progress/exams/exams/](http://www.ncl.ac.uk/students/progress/exams/exams/)