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Newcastle University Newcastle upon Tyne, NE1 7RU United Kingdom Tel: 0191 332 6000 (+44 191 222 6000) www.ncl.ac.uk

www.ncl.ac.uk
TERMS AND SEMESTERS 2010-11

Semester 1  Monday 27 September 2010 to Friday 28 January 2011
Semester 2  Monday 31 January 2011 to Friday 17 June 2011
Autumn Term  Monday 27 September 2010 to Friday 17 December 2010
Spring Term  Monday 10 January 2011 to Friday 1 April 2011
Summer Term  Tuesday 3 May 2011 to Friday 17 June 2011

Bank holidays
Christmas Day 25 December 2010
Boxing Day 26 December 2010
Bank Holiday 27 December 2010
Bank Holiday 28 December 2010
New Year’s Day 1 January 2011
Bank Holiday 3 January 2011
Good Friday 22 April 2011
Easter Monday (not Scotland) 25 April 2011
Easter Monday (Scotland) 28 April 2011
Early May bank holiday 2 May 2011
Spring bank holiday 30 May 2011

CONTACT INFORMATION

Newcastle University  
Newcastle upon Tyne, NE1 7RU  
United Kingdom  
Tel: 0191 208 3333  [+44 191 208 3333]
www.ncl.ac.uk  
Student Website: https://my.ncl.ac.uk/student/

The Guide is produced by the Student Progress Service  
Tel: 0191 208 3333  
E-mail: student.services@ncl.ac.uk

Newcastle University acknowledges that second hand tobacco smoke is both a public and workplace health hazard. As such Newcastle University is a SMOKE FREE campus.

With very best wishes for your University career,
Professor Chris Brink, Vice-Chancellor  
September 2010
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Newcastle University wants its staff and students to work together to provide a high quality learning environment

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

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

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

YOUR ACADEMIC PROGRAMME

You are expected to:

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

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

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

ASSESSMENT AND EXAMINATIONS

You are expected to:

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

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

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

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

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

STANDARDS OF PERSONAL CONDUCT

You are expected to:
- behave in a responsible manner whether on campus, in University accommodation or in the community and observe the rules for using University facilities
- treat others – fellow students, members of staff, neighbours and other people in the community – with courtesy, fairness and respect regardless of their personal circumstances, race, ethnic origin, age, gender, marital or parental status, sexual orientation, religion and belief, disability, political belief or trade union membership. This applies to all communication methods including personal contact, e-mail, written communication and social community websites
- to behave in a manner which respects the privacy of students and staff
- treat buildings and facilities – on campus, at your accommodation and in the community – with care and respect.

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

HEALTH AND SAFETY

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

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

You are expected to:

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

You can expect:

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

STUDENT OPINION and REPRESENTATION

You are expected to:

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

You can expect:

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

THE ENVIRONMENT

You are expected to:

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

You can expect:

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

See the University Sustainability Policy at http://www.ncl.ac.uk/estates/environment/home.htm

This Charter supplements formal University requirements regarding academic progress and examinations. These formal requirements are detailed in the University Regulations at www.ncl.ac.uk/regulations/docs/. Parts of the Charter form the Teaching Code of Practice, a statement of good practice for teaching staff, available at www.ncl.ac.uk/aqss/qsh/

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

The University can trace its origins to a School of Medicine and Surgery (later the College of Medicine), established in Newcastle in 1834, and to Armstrong College, which was founded in the city in 1871 for the teaching of physical sciences.

These two colleges formed one division of the federal University of Durham, the Durham Colleges forming the other division. The Newcastle Colleges merged to form King’s College in 1937 and, in 1963, when the federal University was dissolved, King’s College became the University of Newcastle upon Tyne.

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

**ESTATE REDEVELOPMENT**

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

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

**King’s Gate**

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

Student services located in the new building include:
- ACADEMIC INFORMATION
- ACCOMMODATION
- CAREER & WORK
- FEES FUNDING & FINANCE
- HEALTH & WELLBEING
- INTERNATIONAL STUDENTS

For further information on the campus developments, visit [www.ncl.ac.uk/about/campus/developments/](http://www.ncl.ac.uk/about/campus/developments/) where you can download a copy of the ‘Creating a Campus for the future’ brochure.

Maps of the University can be viewed at [www.ncl.ac.uk/travel/maps/](http://www.ncl.ac.uk/travel/maps/)

**LIVING IN NEWCASTLE**

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

Students who are new to the north east of England will find the on-line Living in Newcastle guide a useful source of information on accommodation, transport, places of interest and many essential off-campus facilities such as food shopping on a budget and student friendly banking. The Guide can be found at [www.ncl.ac.uk/pre-arrival/newcastle/](http://www.ncl.ac.uk/pre-arrival/newcastle/)

**LIBRARY SERVICES**

Robinson, Walton and Law Libraries
[www.ncl.ac.uk/library](http://www.ncl.ac.uk/library)

- We’re open 7 days a week in term time and until midnight most days
- Writing an essay? Giving a presentation? Come see us to find the information you need
- We have thousands of electronic books and journals and over 1 million books
- Core texts are available in our Students Text Collection
- Ask the staff for any help you need – we’re always happy to help

- Use one of the 300 PCs in the Library clusters
- Wireless networking in each Library – bring in your own laptop or borrow one of ours
- Borrow an e-book reader from the Robinson Library
- Come to one of our Information Skills sessions and learn the best way to find the information you need
- Like to work in a group, or would you rather study alone? There are different study spaces throughout each Library, including informal spaces for meeting friends
- Use the Special Collections – our collection of early and often rare books and manuscripts, in the Robinson Library.

Newcastle University is a smoke free campus.

[https://my.ncl.ac.uk/students/](https://my.ncl.ac.uk/students/)
The UELA and In-Sessional programme are an important part of Newcastle University’s support for international students and are designed to ensure that all non-native speaker students achieve their maximum potential in their academic study. Students can register for up to 4 hours of In-Sessional classes per week as well as attending the open lecture sessions. You can choose from non-credit bearing classes (in addition to academic study) and credit-bearing modules (to earn credits as part of your degree programme). The classes include Academic Writing; Listening, Speaking and Presentation skills; Grammar; Pronunciation and Dissertation Writing.

The INTO centre also runs one-to-one advisory sessions to help level 1 and 2 students with more specific individual language problems e.g. in academic writing. Please refer to the In-Sessional website for further information: [http://www.ncl.ac.uk/students/insessional/](http://www.ncl.ac.uk/students/insessional/). Additionally, the In-Sessional English Language Programme brochure is available from the INTO Newcastle University Centre or the In-Sessional website for further details.

INTO Newcastle University also runs preparatory English programmes throughout the year for students who wish to study English intensively before starting their degree programmes. [https://elmo.ncl.ac.uk/](https://elmo.ncl.ac.uk/)

ELMO is Newcastle University’s own multimedia, online resource which provides Academic English language support for international students. ELMO is a bank of self-study materials that is available free for you to use wherever you are in the world. ELMO is used extensively by thousands of students studying throughout the day and night, seven days a week, 365 days a year! Even some native English speakers have used the site to help develop their academic writing style. This innovative, multimedia, self-study site is the only one of its kind in the UK. [www.universed.co.uk & http://linguacast.ncl.ac.uk](http://linguacast.ncl.ac.uk)

On the home webpage there are downloadable files to help all students with punctuation and use of English grammar. There is also a searchable catalogue of resources.

Advisers can be booked to help with your learning schedule and the independent learning systems. Membership is free to all Newcastle University students. You need to show your Smartcard to register to use the facilities. The centre is located off the Quadrangle Gardens (no 26 on the campus map). Can you afford not to learn a language?
It is well known that those who have ability in more than one language have the advantage. Even if you are not able to learn languages in your degree programme there is the opportunity to register in the award-winning Open Access – Language Resource Centre which is housed in the archetypal oak-panelled grandeur of the Old Library Building. Here you will find a very wide selection of language learning materials for independent study of over 50 languages, at all levels. There are over 1000 foreign language films on video or DVD, and the centre has 24 satellite TV stations for broadcasts in 17 languages. Students can use the 130 work stations equipped with PCs, DVD players and audio recording equipment. The PCs are campus networked as well as having specific language learning software. There are also talk shops and group work areas. The centre has two language learning websites:

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

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

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

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

**COMPUTING SERVICES**

**Information Systems and Services – ISS**
Claremont Tower, Ground Floor
www.ncl.ac.uk/iss/

**Your Login Name**
Your University email address is used for all University communications. You can use others, but remember to check your '@ncl.ac.uk' one regularly. Visit https://owa.ncl.ac.uk

**Your University Filestore**
Your personal Filestore known as your Home Folder (H: drive) is a secure place to keep your University work. It can be accessed from any cluster PC, or from off campus using the Remote Application Service (RAS). See www.ncl.ac.uk/iss/getstarted/storage/

**PC Clusters**
There are currently over 1300 PCs in cluster rooms across campus. You can use any of these PCs if the cluster is not being used for teaching. Some rooms are open evenings and weekends, two have 24 hour access via your Smartcard. See www.ncl.ac.uk/iss/clusters/

**Using your own computer**
You can connect your own computer to the campus network via the Docking Service. Almost all rooms in University Halls have their own connection. Wireless access covers most of the central campus. Visit http://docking.ncl.ac.uk

**Printing**
Printing in ISS clusters is charged for using the Cluster Printing Service. ISS gives all students a small credit allocation at the start of each academic year. You can then buy more print credits online using a debit or credit card at http://printing.ncl.ac.uk or buy a cash voucher from the Robinson Library main counter.

**Support**
Take a look at the ISS booklet ‘Computing Services for Students’ provided with your Smartcard.

Face-to-face Helpdesks are in the Old Library Building (OLUA) and Robinson Library Cluster Rooms. Contact the main ISS Helpdesk by phone (0191 222) 5999 or email helpline@ncl.ac.uk. Outside normal working hours your call goes to the Out of Hours service.

ISS run a Network Connection Clinic, Monday to Friday, 10.00 – 16.00, in the Old Library Building cluster (OLUA) for laptop and personal computer advice.

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

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

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

Those who leave University accommodation for non-University accommodations remain responsible for the rent until the end of the contract or until the room is re-let to another student (a "successor") who is not, at that time, paying rent to the University. Later during the first year at University, you will need to think about accommodation for your second year. You will need to look at moving into private accommodation as University accommodation is usually only offered during your first year.

The Accommodation Team offers guidance, organising 'road-shows' in December to provide students with advice on searching for property in the private sector. They can check tenancy agreements & offer basic legal advice. They also operate NUstudenthomes a Property Management Service whereby privately owned houses/flats are leased from owners and then rented to groups of students. This service is very popular with continuing students. Details of owners and properties are available online at:

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

The Student Wellbeing Service administers a number of financial support schemes to assist applicants and registered students of the University. They also offer discretionary funding schemes to help students who experience financial problems whilst undertaking their studies.

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

University Bursaries for UK Students
Tel: 0191 222 7247
Email: bursaries@ncl.ac.uk

US Loans & Federal Aid
Tel: 0191 222 5537 or 5538
Email: us-loans@ncl.ac.uk

Financial Advice
Tel: 0191 222 5538
Email: us-loans@ncl.ac.uk

University Bursaries
UK Undergraduate and PGCE students could receive a non-repayable University Bursary if they have applied for means-assessed funding and pay the £3,290 tuition fee. Students are automatically assessed for a bursary on the basis of household income using the information they provide to Student Finance England (or equivalent). This bursary will be paid on 17th February 2011.

If students experience problems with their University Bursary they can contact the Bursaries Helpline on 0845 603 4016.

University Achievement Bursaries
Undergraduate UK students who are awarded a University Bursary and who obtain 2 or 3 grade ‘A’ passes at A level (or equivalent) will be automatically considered for a non-repayable University Achievement Bursary. This bursary will be paid from March 2011.

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

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

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

**Financial Assistance Fund**

The University provides limited, short term help to assist registered international and non-UK EU students who are facing severe financial hardship to help them meet their basic living costs. Awards from the Fund are discretionary but students must be able to show that their financial difficulties have arisen as a result of unexpected circumstances and not because they did not have adequate funding in place to commence their course. The Fund cannot pay student fees under any circumstances.

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

International and non-UK EU students who have children can also apply for discretionary help towards the cost of their childcare if they use a registered or approved Provider by making an application to the Financial Assistance Fund. The level of financial assistance provided is based on financial and personal circumstances.

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

It is a condition of entry into the University that international students have made adequate financial arrangements to cover the cost of all tuition fees and maintenance expenses for the whole of the period to be spent at University. If a student experiences problems paying their tuition fees, they should consult Tuition Fees as soon as possible by visiting King’s Gate.

**International Student Scholarships**

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

- Scheme (ORS). www.ncl.ac.uk/postgraduate/funding/list/ors
- Faculties and/or Schools may occasionally offer other studentships and bursaries. Please refer to individual Faculty and School handbooks.
- www.ncl.ac.uk/students/wellbeing/finance/funding/nonukstudents/scholarships
- www.ncl.ac.uk/students/wellbeing/finance/funding/nonukstudents/usloans/
- www.ncl.ac.uk/students/wellbeing/finance/advice/

**US Federal Aid**

Student Wellbeing acts as the University contact point for US Students who wish to fund their studies by applying for a US federal loan. Newcastle University’s federal school code is G08460.

**Managing Your Money**

**Student Finance Adviser**

The Student Finance Adviser can offer information, advice and guidance to students on a range of finance related topics such as sources of funding, how to apply for discretionary and statutory funding schemes, money management and budgeting.

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

It is important that students keep expenditure within their available budgets, which are usually limited, and manage their money as effectively as possible. Students are advised to plan their income and expenditure prior to commencing their studies. Funding should be allocated to meet essential costs such as accommodation, food, electricity, TV licence etc. first before spending on discretionary items such as clothes, socialising and other non-essential items. Tables are available at the back of this guide to help plan income and expenditure for the forthcoming academic year.

**Council Tax**

Council Tax is a system of local taxation collected by local authorities. It is a tax on domestic property. Some property is exempt from Council Tax. Some people do not have to pay Council Tax and some people get a discount. Most students are entitled to some form of exemption or discount, but this depends on individual circumstances.

Properties only occupied by full-time students will be exempt from Council Tax. If students live in university halls or live in non-university accommodation where everyone in the household is a full-time student there will be no Council Tax to pay once the local authority have received proof that all residents are full-time students. If students study full-time but live with an adult who is not a full-time student their household will be issued with a Council Tax bill. A 25% discount should be applied to the bill once a student has submitted proof that they are studying full-time. If you study full-time and live with more than one adult who are not full time students your household will be issued with a Council tax bill. No discount will be applicable.

Part-time students are not exempt from paying Council Tax under the student rules. If you are a part-time student with a low income you may be eligible to apply for Council Tax Benefit and be eligible to receive a 25% discount if you live alone.

If students require debt management advice they must contact the Student Advice Centre located in the Union Society. Contact details on page 30.
Students who think that they are exempt from paying council tax will need to submit a Student Discount/Exemption application form to their local council as well as submitting a Student Certificate which provides details about their course. Students living within the Newcastle City Council area can apply for exemption using an on-line form available from: www.newcastle.gov.uk/core.nsf/a/counciltaxinfo or can contact Newcastle City Council Tel: 0845 111 4101 or council.tax@newcastle.gov.uk

Student certificates can be obtained from:
- For undergraduates: Student Services, Level 2, King’s Gate (during normal office hours)
- For postgraduates: Postgraduate Faculty Office.
- For medical students: Medical Faculty Student Office.
- For dental students: Dental School Office.

**TRAVEL INSURANCE**
Newcastle University provides free overseas travel insurance for all registered Undergraduate students who are ‘travelling overseas’ on University business. This includes the course related part of your journey. Please refer to the links below for more specific information including policy conditions and exclusions.

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

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

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

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

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

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

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

**University Security Team**
Tel: 0191 222 6817

**Northumbria Police**
Tel: 0191 214 6555

**NHS Direct**
Tel: 0845 4647

**NHS Walk-In-Centre**
Tel: 0191 233 3760
(open 8am to 9pm 7 days a week)

Unit 5, The Bar, St. James Gate, Newcastle Upon Tyne, Tyne and Wear, NE1 4BH

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

**ACCIDENT AND EMERGENCY CENTRES**

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

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

**North Tyneside General Hospital**
Rake Lane, North Shields, NE29 8NH
Tel: (0191) 259 6660

**Queen Elizabeth Hospital**
Sheriff Hill, Gateshead NE9 6SX
Tel: (0191) 482 0000
Newcastle upon Tyne is considered a safe city to live in. However, as in any city, you must take care to keep yourself and your possessions safe. Use the following tips:

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

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

**The Nightbus**
The Student Nightbus is a service provided by the Union Society 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 Union Society, Robinson Library, and the Medical School, from 7pm and takes you directly to your door (within the specified boundaries).

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

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

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

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

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

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

**General Safety**

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

Tel: (0191) 282 4693.

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

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

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Tel: (0191) 282 4693.

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

For more information and advice about safety see: www.ncl.ac.uk/estates/services/security/
Most examinations are centrally organised through the Student Progress Service. This team may also deal with transfers from one degree programme to another, concessions, and giving advice regarding matters of progression from one Stage to the next. However, generally your first point of contact should always be your personal tutor or other contact in your school.

Graduation ceremonies are also organised through the Student Progress Service. Postgraduate students should contact the relevant Graduate School if they need to change programme or have a progression problem.

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

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

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

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

The Careers Service – where opportunities begin
Student Services, King’s Gate,
Tel: 0191 222 7748
E-mail: careers@ncl.ac.uk

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.

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.
ADVICE AND SUPPORT

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.

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 annual business planning competition, Enterprise Challenge. Check out the Rise Up page on our website for more details.

Getting experience and credit towards your degree
Develop your skills and gain practical experience by taking part in extra-curricular activities or undertaking work experience. Look out for the 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 – a scheme which offers paid placements within local businesses. Alternatively, gain credit towards your degree by completing one of our work-related modules – you can help out in a local school, the community or the University, or use your part-time job to build up a bank of skills that you can put on your CV.

Networking
Networking 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:
- ‘Graduate Connections’ is 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.
- ‘Insider’s Guide to’ events feature speakers who are in different roles within a particular sector. Guest speakers talk candidly about what they do and you even have the opportunity to chat with them one-to-one.
- Networking events run throughout the year and provide an opportunity to meet with new and established business entrepreneurs. For dates, times and details see our website.

Graduate vacancies
Regional, national and international 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.
ADVICE AND SUPPORT

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.

Tel: 0191 208 3333
E-mail: student.services@ncl.ac.uk
www.ncl.ac.uk/students/wellbeing

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Tel: 0191 208 3333
E-mail: student.services@ncl.ac.uk
www.ncl.ac.uk/students/wellbeing

You can come and meet with someone if there is something bothering you and you want to talk about it. An initial appointment will include a discussion about the options available to best help in your current situation. Appointments are available daily. The aim is to see the student on the day they make contact providing the request is received before 3.00pm. After the initial appointment, if you choose to continue accessing support, you may attend 1:1 or Group Sessions provided by:

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

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

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

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

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

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

Further details can be found at:
www.direct.gov.uk/en/DisabledPeople/EducationAndTraining/HigherEducation/DG_070188

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

If you have a specific learning difficulty, such as dyslexia or dyspraxia, please contact a Dyslexia 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 or one to one study support if required. 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.direct.gov.uk/en/DisabledPeople/EducationAndTraining/HigherEducation/DG_070188

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

JUNAC (Joint Universities Northern Assessment Centre)

Email: assessment.centre@durham.ac.uk
www.dur.ac.uk/junac

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

THE HARDWARE LOANS SCHEME

www.ncl.ac.uk/hardwareloans

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

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

Your Chaplains are:
Rev Catherine Lack
(Anglican & Coordinating chaplain)
University ext 6341
0191 222 6341 (work)
07913 721 989 (mobile)
catherine.lack@ncl.ac.uk

Fr. Andrew Downie and
Miss Mia Fox (Catholic)
0191 239 9527 or
077900 14204 (Andrew)
0191 281 1053 or
07713 259173 (Mia)
andrew.downie@ncl.ac.uk
mia.fox@ncl.ac.uk

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

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

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

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

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

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

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

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

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

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

The University Muslim Prayer
Room is in the King
George VI Building
Telephone: 0191 222 5856

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

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

We keep in touch with many churches
and other places of worship; and with
all of the major faith groups in the city,
as well as a number of other voluntary
organisations. We have produced a
"Rough Guide" to places of worship in
Newcastle, covering all the major world
faiths. If we can't help, we can normally
point you in the right direction. The
Chaplaincy – the place and the
people – is here for you.
Newcastle University offers a range of student exchange opportunities. Students can undertake a fully recognized period of study of between three months and one year at another European University through the Erasmus programme. On certain degree programmes, students can also undertake a Work placement as part of the Erasmus Programme. Some courses also have exchange links outside Europe, for example in Canada, USA, Singapore, Australia, Japan, Hong Kong and China. Spending a short period of study overseas broadens your cultural horizons and increases your employability.

The Student Advice Centre (SAC)
Mon 10:15am – 4pm, Tue, Thu, Fri 10am – 4pm, Wed 12noon – 6pm
Tel: 0191 239 3979
Email: sac.reception@ncl.ac.uk
www.unionsociety.co.uk/sac

At some point during your studies, you may need to seek independent advice or assistance. The Student Advice Centre is a free, confidential and professional service of the Union Society. The friendly staff can offer specialist advice, representation and assistance on a range of issues, including finance, legal, consumer, housing, academic, and personal matters.

The SAC also work with other specialist services, such as the private rented project.

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

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

www.unionsociety.co.uk

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

Full-time sabbatical officers:
President
Tel: 0191 239 3916
Email: president.union@ncl.ac.uk
Welfare & Equality Officer
Tel: 0191 239 3917
Email: mailto:welfare.union@ncl.ac.uk
Education Officer
Tel: 0191 239 3963
Email: education.union@ncl.ac.uk
Activities Officer
Tel: 0191 239 3964
Email: activities.union@ncl.ac.uk
Athletic Union President
Tel: 0191 239 3923
Email: au.union@ncl.ac.uk
Editor of the Courier
Tel: 0191 239 3940
Email: editorunion@ncl.ac.uk
Part-time officers
For all part time officers, telephone 0191 2393993 or 0191 2393900
Students with Disabilities Officer
Email: swd.union@ncl.ac.uk
International Students Officer
Email: international.union@ncl.ac.uk
Lesbian, Gay, Bisexual, Transsexual (LGBT) Officer
Email: lgbt.union@ncl.ac.uk
Anti-Racism Officer
Email: arunion@ncl.ac.uk
Postgraduate Students Officer
Email: postgraduateunion@ncl.ac.uk
Charities Officer
Email: rach.unionsociety@ncl.ac.uk
Community Officer
Email: communityunion@ncl.ac.uk
Campaigns Officer
Email: campaigns.union@ncl.ac.uk
Convenor of Disciplinary Committee
Email: disc.union@ncl.ac.uk
Chair of Union Council
Email: chair.union@ncl.ac.uk
Convenor of Debates
Email: debates.union@ncl.ac.uk
Ethics & Environment Officer
Email: environment.union@ncl.ac.uk
Executive Officers without Portfolio
Email: exec.union@ncl.ac.uk
Gender Equality Officer
Email: gender.union@ncl.ac.uk
Freshers’ Week Organisers
Email: freshers.week@ncl.ac.uk
Mature Students Officer
Email: union.society@ncl.ac.uk
Student Parent and Carers Officer
Email: union.society@ncl.ac.uk
YOUR WELLBEING

The Union Society runs a number of welfare related services which complement those of the University. The Student Advice Centre (SAC) is there to offer you support if you need to seek independent advice or assistance, and is a free, confidential and professional service. 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, hosting weekly clinics from the Private Rented Project and the local Police, and also has an online advice service; check out their website for further information and opening times.

Email sac.reception@ncl.ac.uk

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

Nightbus is a Union owned and run service which transports students between campus and their home. It costs 70p to go to any residence and will drop you at your door. This is the safest and cheapest way of travelling at night.

YOUR OPPORTUNITIES

The Union Society looks to maximise the number of available opportunities for students to participate in activities that enhance personal development and life skills. These include: our Athletic Union which offers a spectrum of sporting opportunities and supports over 60 different sports clubs; our 150 different Societies which give members the chance to pursue their own interests, be they political, cultural or social; Student Community Action Newcastle (SCAN) which is our volunteering sub-charity for students who wish to participate in community and charitable projects; and the Courier Newspaper, Newcastle Student Radio and Newcastle University TV which offer opportunities to develop skills in media. We also need volunteers to help run Freshers’ Week, RAG Week, become Course and Hall Reps, and sit on our student Union Council.

YOUR COMMUNITY

The Union Society building is iconic and located at the centre of the campus community. The services we offer are aimed at providing the perfect place for social interaction of any kind, may that be through the provision of free activity space, meeting rooms or running entertainment and bars.

From 1st November 2010, the Union Society building will be closing but the majority of services will still exist. The shop and some commercial services will be next to the Arches, opposite the Hatton Gallery and membership services such as the Advice Centre, Activities Centre and the officers will be in Park Terrace. See www.unionsociety.co.uk for more details.

There is a variety of Food and Bar outlets providing Fairtrade coffee and tea, plus salads, sandwiches, pizzas, burgers and smoothies etc. The Union Shop sells everything from stationery to household products, and should be your first stop for retail. There is also a Print Shop “Sploshh” a Computer Repair facility “SmartfixIT” and a Greggs pasty shop. The Union hosts a full range of Entertainment; with big name bands. Club Nights, bar quizzes and more. It also offers the opportunity to organize private parties, functions and conferences in the Union Building at reasonable prices.

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

Non-members of the Union Society retain the right to make use of all of the Union’s facilities and services but are not permitted to vote in elections or at student meetings or to stand for election to Union offices; they may not become office-bearers in student societies or Athletic Union clubs; they do not receive those discounts at local and national commercial and retail outlets which are consequent on the Union Society’s membership of the National Union of Students. The Education Act requires us to draw your attention to the Union Society Code of Practice:

www.ncl.ac.uk/students/progress/assets/documents/USCodeofPractice.pdf and the Code of Practice issued by the University relating to freedom of speech.

www.ncl.ac.uk/students/progress/student-resources/regulations/speech.htm Copies of these documents are available from the Union Society.
The Centre for Physical Recreation and Sport and the Athletic Union provide excellent facilities and an extensive programme of competitive and recreational sporting activities for students of all abilities, whether you wish to take up a sport for the first time or are participating for fun, fitness or serious competition.

All students at the University are eligible to become members of the Athletic Union (AU) and are able to join any of its 55+ sports clubs. These range from traditional sports such as hockey, rugby and football, to more adventurous activities such as mountain biking, parachuting and sub-aqua. If we do not have a sport for you, you have the opportunity to set up your own club.

University representative teams compete in the inter university British Universities & Colleges Sport (BUCS) competitions (achieving a 2008/9 BUSA ranking of 10th from 144 competing HE institutions) as well as local leagues.

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

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

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

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

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

ADVICE AND SUPPORT

Tel: 0191 222 7225/7474
www.ncl.ac.uk/diversity

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

The Diversity website contains further information on all of these areas, on the Diversity Consultation Framework and news of upcoming initiatives.

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

EQUALITY AND DIVERSITY

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The Diversity website contains further information on all of these areas, on the Diversity Consultation Framework and news of upcoming initiatives.

IF THINGS GO WRONG

Email: casework@ncl.ac.uk
www.ncl.ac.uk/students/progress/

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

CULTURAL OPPORTUNITIES – FREE MUSEUMS, LECTURES, MUSIC

Web links to further information:

The Great North Museum
www.twmuseums.org.uk/greatnorthmuseum

Hatton Gallery
www.twmuseums.org.uk/hatton/

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

Music
An extensive programme of free lunchtime concerts and other musical events take place in the King’s Hall, Armstrong Building. Performances cover a wide range of musical genres and are open to the public. For further information about concerts and events, visit
www.ncl.ac.uk/events/kings-hall

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

Hatton Gallery
www.twmuseums.org.uk/hatton/

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

Web links to further information:

The Great North Museum
www.twmuseums.org.uk/greatnorthmuseum

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

**Useful links**
- The procedures the University uses for dealing with assessment irregularities can be seen at: [www.ncl.ac.uk/students/progress/](http://www.ncl.ac.uk/students/progress/)
- Information about plagiarism detection can be seen at [www.northumbrialearning.co.uk/turnitinmoreinfo.php](http://www.northumbrialearning.co.uk/turnitinmoreinfo.php)
- Further guidance about standards of academic conduct and specifically about plagiarism can be seen at: [www.ncl.ac.uk/right-cite.](http://www.ncl.ac.uk/right-cite.)

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

**Plagiarism**

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

*Why do we have this requirement?*

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

**Collusion**

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

*Why do we have this requirement?*

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

**Proof reading**

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

*Why do we have this requirement?*

The key issue here is to what extent the ideas within the work are truly your own work. If proof reading becomes rewriting, then the work is no longer completely your own.
Examinations

In relation to University examinations, you should not:

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

Why do we have these requirements?

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

Other aspects of good academic conduct

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

Why do we have this requirement?

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