Newcastle University
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www.ncl.ac.uk

The Student Guide 2006
Newcastle University and You
Dear Student

I am delighted to welcome you to Newcastle University and hope that your time here will be both successful and enjoyable.

We hope that this booklet will help you to appreciate the wide variety of facilities and services, advice and support and other opportunities available to all students. Information is also included about the special provision the University makes for mature students, students with families, international students and students with disabilities. Postgraduate research students should also refer to the Handbook for Research Students which contains a wealth of information about the nature and level of support they may expect to receive during their study. We suggest you keep this booklet as a reference of useful information, with its many electronic and other contact details. If you lose your copy, you can get a replacement from Reception at 6 Kensington Terrace, or from the Faculty of Medical Sciences Office.

Please read the Student Charter at the beginning of the booklet and you will learn what this University expects of you as a student in being a proactive and responsible learner, and, in turn, what you can expect from the University. Being absolutely sure of what is expected of you in higher education, and knowing what the University is committed to providing for you, will enhance your opportunities for success.

We hope you don't encounter any problems, academic or personal, during your time in Newcastle. However, if you ever think you need help, please seek it. Our support services are here to meet your needs. Make the best use of them you can. Your tutor/supervisor or staff involved in your degree programme are your first port of call, or you may need to talk to the Student Welfare or Student Progress Services. The sooner you bring a problem to our attention, the better our chance of resolving it satisfactorily.

In relation to acute medical care (see p.12) all students are being given an Emergency Contact Card. I would urge you to keep this in a safe place so that it is readily available.

With very best wishes for your University career,

Professor Christopher Edwards
Vice-Chancellor
August 2006
Newcastle University has an excellent academic reputation and one of the best track records for graduate employability in the country. Students as well as staff have important parts to play in maintaining the quality and reputation of the degrees we award. This Student Charter outlines the standards of provision that undergraduate students and those on taught postgraduate programmes can expect at Newcastle and the expectations that the University has of you in being proactive and responsible learners. (Postgraduate students enrolled on research programmes should also refer to the Handbook for Research Students).

YOUR ACADEMIC PROGRAMME

At Newcastle University you can expect access to first-class teaching and academic facilities providing the best learning environment possible. National awards as well as student surveys confirm the overall quality and value of a degree course at Newcastle. The structure of individual programmes varies because we use a mix of teaching, learning and assessment methods appropriate for particular courses, but all students can expect:

- a detailed induction within your school to prepare you for your programme of study
- a degree programme director who will explain what is expected of you
- professional, well-informed staff teaching a degree programme that has been professionally planned, is coherent and is updated regularly
- a degree programme handbook and the degree programme regulations written by those responsible for your programme
- to be informed of any changes to your programme of study or your timetable and other obligations.

Newcastle University expects you to

- become familiar with the requirements outlined in your degree programme handbook, and to be responsible for making well-informed choices about your study and module selection.
- take responsibility for your learning and be self-directed in your work
- pursue your studies with a positive commitment aiming for high attainment
- reflect critically on the subjects that you study in order to make informed contributions in seminar and tutorial discussions
- critically assess the texts you use especially internet sources making sure that 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 deadline, and adequately prepare for your examinations
- take full advantage of the University’s resources and support made available to you.

ASSESSMENT AND EXAMINATIONS

You can expect to receive

- clear information about how the modules in your degree programme will be assessed, and an explanation of the criteria used for assessment
- your marks and other feedback on coursework within 4 weeks of submitting that coursework
- details of the examination schedules well in advance (including the summer resit examination period).

Newcastle University expects you to

- make yourself available for examinations at all times during all three examination periods
- be familiar with and abide by the ‘Rules Governing the Conduct of Examinations’ which can be found at www.ncl.ac.uk/examinations
- take responsibility for telling your tutor about illness or anything else which might seriously be affecting your attainment and your performance in examinations. You are expected to fill in a PCAP (Personal Circumstances Affecting Performance) form if necessary, available at www.ncl.ac.uk/spo

STANDARDS OF ACADEMIC CONDUCT

Newcastle University expects you to maintain high standards of academic conduct. The University does not condone cheating in examinations, plagiarising the work of others or any other assessment irregularity. Procedures for dealing with students who are alleged to have cheated can be seen at www.ncl.ac.uk/spo (Assessment Irregularities Procedure).

Cheating in examinations includes copying from or conferring with other candidates and/or being in possession of unauthorised material or equipment, such as ‘crib’ notes or a calculator that is able to store text.

Plagiarism is using someone else’s words or ideas without properly acknowledging them or put another way, presenting someone else’s ideas as your own. It is a serious academic offence and may lead to disciplinary action by the University.

Newcastle University expects you to

- understand what constitutes plagiarism and to take steps to avoid plagiarism
- refer to guidance about plagiarism in your degree programme handbook.
**Specifically, you should not:**

- write about someone else’s ideas as if they were your own
- write about someone else’s ideas without giving a reference
- use someone else’s words exactly without indicating that it is a direct quote and referencing it
- use more or less the same words as another writer even if you acknowledge their work
- copy another student’s work
- submit work written for you by another person
- cut and paste material from the internet, putting pieces of text together to form an essay.

**TUTORS**

The tutorial system is central to the welfare services provided by Newcastle University. It exists to form a link, on a personal basis, between a student and the University. Undergraduates and postgraduate students on taught programmes are assigned a personal tutor for academic and personal support, usually a member of staff involved in teaching the subject you are studying. If your school does not operate a personal tutor system, there will be another contact for academic/personal support. You can turn to your tutor for advice and help on all matters both academic and non-academic which may affect your progress while at University. A tutor is often the best person to support a student in such matters as requests for concessions, appeals against academic decisions and applications for financial assistance. Your tutor may help you directly or refer you to another University service.

**Newcastle University expects you to** see your personal tutor at the beginning of each semester at a minimum. A good tutor-student relationship demands some effort from both sides. You should take the initiative in raising problems or difficulties (academic or personal) and are expected to report promptly to your tutor when you are ill or have other good reason for non attendance or failing to meet deadlines.

Occasionally the relationship between a student and tutor breaks down. In such cases it may be best to ask for a change. Either the student or tutor can ask the head of school or the Student Progress Service can help to arrange a change.

**ACCESSIBILITY TO STAFF**

E-mail is a convenient way of communicating. It is useful, for example, if you need to explain your absence; to convey relevant personal information affecting your studies (eg illness); or to confirm an appointment. However, please bear in mind that you are not the only person who will be contacting your tutor or module leader and, although they are available and willing to help you, they, like you, have a lot of demands on their time.

Before sending an e-mail request for information, please consider whether you could find out what you need to know from somewhere else. For example, if your degree programme handbook does not provide the answer, your school office should be able to answer general queries about such matters as timetabling, deadlines for submission of coursework or examinations.

Please remember that e-mail is an alternative means of communication to writing a letter or telephoning and the way your e-mail is written should reflect this. The use of clear and appropriate language is more likely to result in you receiving the information that you need.

**Newcastle University expects you to** respect staff time and to behave responsibly and respectfully in communicating. It is useful, for example, if you need to explain your absence; to convey relevant personal information affecting your studies (eg illness); or to confirm an appointment. However, please bear in mind that you are not the only person who will be contacting your tutor or module leader and, although they are available and willing to help you, they, like you, have a lot of demands on their time.

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**EQUAL OPPORTUNITIES**

The University makes positive efforts to widen access to higher education to students of all backgrounds, cultures and beliefs. All students who register at the University are entitled to work and live in a safe environment, free from fear, intimidation and harassment; they are entitled to freedom of speech, and to pursue their political and religious beliefs within the law. To this end, the University has an Equal Opportunities Policy, a policy on Dignity at Work and Study and a Race Equality Policy. These are available at:

www.ncl.ac.uk/internal/hr/policy/policies.htm

**You can expect** all members of staff and other students to treat you courteously and fairly irrespective of race, ethnic origin, sex, marital or parental status, sexual orientation, religion or belief, disability, age, political belief or trade union membership and activities.

**Newcastle University expects you to** treat other students and members of staff with respect and in accordance with these policies.

**REGISTRATION AND DATA STORAGE**

The University provides a Registration and Induction Week to allow all students to register on their course and to attend events and social activities to help them settle into University life. Registration ensures that the University has up-to-date and accurate records about your status as a student, correct contact information such as your home and University addresses and your mobile phone number, and information about the programme and modules on which you are enrolled.
Registration on the University’s database ensures that you will be entered for the correct examinations. Students must register both within their school and at a central point to collect a Smart Card.

**Newcastle University expects you to**
- register on time and to attend school and University induction events
- make sure you are registered with a GP and have access to dental services
- sign a declaration at Registration which states that you agree 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 conform to the discipline of the University and to all Statutes, Regulations and Rules in force’
- check that the data the University stores about you is accurate and up-to-date; notify your school of any change in address and make sure that the modules entered against your name in the University database are actually the ones you are taking.

You can see the registration data that the University keeps about you by going to the University’s secure Personal Development Planner page:

https://pdp.ncl.ac.uk/

You have the right to expect that all information which the University holds about you in both electronic and paper format will be treated in a responsible and confidential way in line with the Data Protection Act. This act requires that all personal data is collected and used fairly, stored securely and not unlawfully disclosed.

The act also gives students a general right of access to personal data that relates directly to them. The University Data Protection Policy can be seen at:

www.ncl.ac.uk/data.protection/databcollectnot.htm.

- Students are invited to give feedback on the modules they take, on the library services, on their halls of residence and on any other service they may use. The University has conducted an institution-wide survey of student satisfaction. The results of the 1st year student survey conducted in February 2005 are available at:

https://data.ncl.ac.uk/studentsurvey/

**Newcastle University expects you to**
- behave professionally and in a mature and constructive way in expressing your opinion and to share responsibility for the decisions which may be taken following consultation with you or student representatives.

**THE ENVIRONMENT**

The University is committed to the principles of environmental protection and sustainable development in all its activities. Many staff conduct research that is concerned with effective protection of the environment, prudent use of natural resources and technological innovation to mitigate pollution and other problems. The University Sustainability Policy can be seen at:

www.estates.ncl.ac.uk/documents/sustainpolicy.php

**THE STUDENT CHARTER**

**PARTNERSHIP**

The University provides opportunities for student representation in the decision-making process: students may be invited to sit on staff-student committees within their school and can become representatives on the University’s formal decision-making bodies.

You can expect the University to listen to and take account of student opinion.

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**HEALTH AND SAFETY**

The University accepts its duty to ensure the health, safety and welfare at work of all its employees, visitors and students. The Health and Safety Policy and considerable amounts of guidance are available from the University Safety Office at:

www.safety.ncl.ac.uk/Home.aspx

Students can expect their school to provide information and training as necessary with regard to safety in laboratories, on field trips, etc.

**Newcastle University expects you to**
- take all reasonable care for your own health and safety and that of others who may be affected by your actions or omissions. As a community, we encourage all students to be aware of 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.

This Charter supplements (for undergraduate students and postgraduate students on taught programmes) the formal University requirements regarding academic progress and examinations. These formal requirements are detailed in the University Regulations at www.ncl.ac.uk/calendar/. Students are expected to read and be familiar with these regulations. Hard copy booklets can be obtained by request from Reception, 6 Kensington Terrace.

Further information about what students may expect from the University’s facilities and in regard to student support is detailed in the following pages.
FACILITIES AND SERVICES

THE UNIVERSITY LIBRARIES
www.ncl.ac.uk/library/

Students benefit from an outstanding University Library Service which has been awarded the Government’s Charter Mark four times in recognition of excellent customer services and a high quality learning environment.

The University has three libraries: the main Robinson Library, the Walton Library in the Medical School and the Law Library. Once registered, students may use any of these libraries. Your University Smart Card also functions as your Library Card.

The Robinson Library provides excellent individual and group study facilities; it is open 7 days a week during the semester.

Cluster Rooms are open to all members of the University which are available at:
www.ncl.ac.uk/library/rules_facilities.php

Students are expected to keep to the rules of the library which are available at:
www.ncl.ac.uk/iss/rules.

For students with their own laptop, docking stations are available in the main Cluster Rooms, and wireless access now covers over 50% of the central campus. A Citrix Remote Application Service (RAS) makes available to private users most of the facilities found on the University Common Desktop.

In some clusters staffed Help Desks offer support, and there is also a phone (5999) and email Helpline (helpline@ncl.ac.uk), if you experience difficulties elsewhere.

All new students are handed a booklet “Welcome to ISS” when obtaining their Smart Card. As well as providing an overview of ISS services, it guides you through your first login. Other services of ISS are described in documents which are available in the Cluster Rooms, and also on the web pages.

Students must keep to the rules of use for using the computing services, or their account may be suspended without warning. The rules are available at:
www.ncl.ac.uk/iss/rules.

SMART CARDS

You should have received a Smart Card as part of registering at the University. Students need a Smart Card to use the libraries, the Sports Centre, the Students’ Union and some computing facilities. Your Smart Card contains a digital photograph of you, your name, your programme of study and an expiry date.

You will need your Smart Card every year. If you lose your Smart Card, there will be a replacement charge of £10.

Smart Cards are to be treated as you would a credit card – do not share or loan your card.

THE CAREERS SERVICE
2nd Floor, Armstrong Building 0191 222 7748 careers@ncl.ac.uk www.careers.ncl.ac.uk

Whatever your ambitions, values, degree subject or stage, the Careers Service exists to help find a path which uses your unique skills and experiences and is distinctively you – be it a graduate career, going on to further study or starting your own business.

Advice: Whether or not you have definite ideas or are even having second thoughts about your subject, our one-to-one advice service helps you to weigh up all the options, assess the best one for you and the best way to get there. You can get careers or business start-up advice, 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 from 11.00am – 5.00pm.

Information: Reading up on different occupations and employers soon gives you an idea of what you do and don’t want. Staff are always available to help you make the most of the information in the Careers Service and on the web.

ADVICE AND SUPPORT

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COMPUTING

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

ISS provides computer services for all students via Cluster Rooms which are located throughout the University. There are currently over 1400 PCs in 44 Clusters. Cluster Rooms are open to all members of the University each weekday, and some are open at weekends – some for 24 hours – see:
www.ncl.ac.uk/iss/clusters/

The operating system is Microsoft Windows XP. The Common Desktop ensures integrated, secure access to central filestores, e-mail, print servers, and similar services. A wide range of software is available.

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Getting experience and skills:
Gaining skills and experience in addition to your degree gives you a real edge at the end of your course, so it’s worth thinking or talking through ideas early.
Details of many work experience opportunities are on our website and staff can help you find more specific openings. We run modules which count towards your degree through which you can gain teaching experience in a school and/or get involved in starting your own business. We run enterprise and employability skills workshops and masterclasses throughout the year which are great to have under your belt whatever you decide to do.

Business start-up resources: If you wish to develop a business idea either while you are studying or once you have graduated, you can have access to office facilities within the Enterprise Centre.

Graduate vacancies: Employers come to Newcastle throughout the year to give presentations and attend recruitment fairs to talk about their openings and how to apply. For details of these events and current graduate vacancies see our website.

ACCOMMODATION
19/20 Windsor Terrace
0191 222 6360
Fax: 222 6313
accommodation-enquiries@ncl.ac.uk and private-rented-accommodation@ncl.ac.uk
www.ncl.ac.uk/accommodation

The Accommodation Office guarantees a place in University accommodation for new students who do not live locally and who accepted a firm place on their chosen programme and applied to the Accommodation Office by the due date. However, they are usually able to accommodate all students within the first term. If the Accommodation Office is unable to offer a room in University-managed accommodation, they will offer assistance in finding another form of accommodation. They also provide general professional advice on a whole range of accommodation issues.

If you find your University accommodation unsatisfactory you may apply for a transfer to more suitable accommodation. A fee of £25 will be charged for moves.

Applications to move from catered to self-catered accommodation should be made at the hall at which you are living and will only be accepted within the first six weeks of a tenancy and will incur a further charge of £200.

After their first year at the University, most students choose to move into private accommodation with friends. The Accommodation Office offers guidance, organising ‘road shows’ in January to provide students with advice on searching for property in the private sector. They will also check tenancy agreements and liaise with landlords on behalf of students. Their Property Management Service means that students can live off-campus while still keeping the security of dealing with the University as a landlord. Details of owners and properties are available at: www.ncl.ac.uk/accommodation or from Accommodation Office staff who can provide advice on rent levels and tenancies. All advertised vacancies meet the standards required by Newcastle’s Accreditation Scheme.

Those who leave University accommodation for non-University accommodation remain responsible for the rent until the end of the tenancy agreement or until the room is re-let to another student who is not, at that time, paying rent to the University.

FINANCE OFFICE
0191 222 6360
tuition-fees@ncl.ac.uk
www.ncl.ac.uk/student-support/financialadmin/ALFOverview.htm

The Finance Office processes all payments from students and sponsors (including the Student Loans Company) and is also responsible for the payment of Maintenance and Bursary Awards to postgraduate students. Student maintenance loans for undergraduate students are paid directly into your bank account by the Student Loans Company. This applies to students who have made a successful application to their LEA and are registered at the University. If you are responsible for paying your own fees, or you are a sponsored student, you must also deal with the Finance Office (see the booklet Pre-Arrival Information for New Students). see: www.ncl.ac.uk/pre-arrival/

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 in person at 1 Park Terrace.
MEDICAL CARE
Students are required by the University Regulations to register with a medical practice. There are many NHS medical practices in Newcastle, the names and addresses of which are available from Newcastle Health Authority at:

www.newcastlepct.nhs.uk/doctors.asp

Names and addresses of practices in other areas of Tyne and Wear, Durham and Northumberland can be obtained from the local health authority for that area.

Before registering with any medical practice, students are advised to ensure that the practice will carry out home visits to their address. A list of medical practices in the areas most commonly lived in by Newcastle students is given in the appendix of this Guide. The University has made arrangements for local practices to attend Registration. The practices will be based at the ‘Well Fayre’ in the Kings Road Centre from Monday 25 to Wednesday 27 September of Registration week and you are strongly encouraged to use this opportunity to register with a local GP.

We also highly recommend that you check with your parents and/or GP to make sure your inoculations are up-to-date. This is particularly important for

MMR (measles, mumps and rubella) and meningitis C.

A wallet-sized Emergency Contact Card is provided in this pack. It details the telephone numbers and in some cases the locations of out-of-hours emergency services in the city and nationally. We advise you to keep this card with you at all times.

PERSONAL SAFETY AND CRIME PREVENTION
University Security Control Centre, Armstrong Building
0191 222 6817 in emergencies x6666
or the national emergency number 999.
Personal safety information is at:

www.estates.ncl.ac.uk/services/security1.php

The NightBus is operated by the Union Society and runs from 7.00 pm till late on Mondays to Fridays during term time. It picks up at the Robinson Library, the Medical School and the Union, and drops you at your doorstep. Payment options are available including yearly passes or pay-as-you-go. Priority is given to lone female students.

Newcastle upon Tyne is considered a safe city to live in, and has one of the lowest rates in Britain of students experiencing crime. It’s easy to become frightened of crime when you read the newspapers or hear stories, but these often paint a worse picture than is true. However, as in any city, you must take care to keep yourself and your possessions safe. The following are a few tips on staying safe:

Keeping yourself safe:
- try not to 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 Welfare 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.

Keeping your home and possessions safe:
- lock all doors and windows every time you leave the house. Make sure that everyone you live with has their own set of keys and locks up too
- don’t leave computers, stereos or anything expensive near windows so that they can be seen from the street
- if you have a burglar alarm fitted on your house, use it!
- do not write your address on your key fob

- if you live in University halls or flats, don’t allow people you don’t recognise to follow you into the building, even if they say they are visiting a friend. If they are genuine, their friends will let them into the building
- if you are going to be away from your property for a while, try to avoid it looking empty. Use timer switches on lights (these are available from the Union Society) and let your landlord know that you’ll be away so he/she can check on the property.

Keeping your bicycle safe:
Make sure you have the frame number written down, in case of theft. When parking your bike always lock both the frame and front wheel to a bike rack. Use a rack that is well lit and in a public place (there are plenty around campus). Use a D-lock or heavy cable lock with a key (in preference to a combination lock). U-shaped tubular bicycle racks are far more secure than ‘butterfly’ racks. Remove anything detachable and carry it with you (eg lights, the seat etc.). Consider joining the University’s Bicycle Users Group (BUG), whose web pages can be seen at:

www.societies.ncl.ac.uk/bug/

BUG members can find you a bicycle ‘buddy’, advise on safe cycling routes around town, tell you where to purchase a second-hand bike and offer other useful tips.
STUDENT WELFARE SERVICE

Open from 9am-5pm throughout the year. www.ncl.ac.uk/welfare-service

The Student Welfare Service at Newcastle consists of three teams: Student Counselling and Wellbeing, Student Financial Support and Disability Support.

We work closely with other support services at the University to provide an integrated support service to students. All our services are free and confidential, which means that we will not pass on the details to other services, tutors or anybody else about anything you tell us without your specific consent. To see our Service confidentiality statements please see: www.ncl.ac.uk/welfare-service/confidentiality

COUNSELLING AND WELLBEING TEAM

Barras Building, opposite the Playhouse Theatre.
0191 222 7699
student-counselling@ncl.ac.uk
(Counsellors and Mental Health Adviser)
student.wellbeing@ncl.ac.uk
(Student Support Officers)
www.ncl.ac.uk/counselling-wellbeing

The Counselling and Wellbeing Team comprises professionally qualified Counsellors, a qualified Mental Health Adviser, Student Support Officers and administrative staff. The Service is free and available to all students at any time during their University career. Counselling and Wellbeing offers individual counselling, group work and a wide range of support to assist with a variety of problems and situations.

Students come to counselling because there is something bothering them and they want to talk about it. Together, at an initial interview, the Counsellor and student discuss the options available to best help in their current situation. Appointments are available daily, usually with a wait of no more than 3 days. You can let us know how urgent things are when you get in touch.

The Mental Health Adviser offers a wide range of therapeutic interventions to support students with identified mental health problems. The Student Support Officers work closely with schools to develop and run a range of support services for mature, postgraduate and international students, which includes mentoring and orientation programmes.

We provide on-line and hard copy self-help resources on alcohol abuse, bereavement, depression and other matters. See:
www.ncl.ac.uk/student.counselling/psychologicalhelp/

Staff work to a strict code of ethical practice.

STUDENT FINANCIAL SUPPORT TEAM

6 Kensington Terrace
Discretionary Funds:
0191 222 6152/7247 or 0191 222 3599
(childcare)
student.fin-supp@ncl.ac.uk or childcare@ncl.ac.uk

www.ncl.ac.uk/financial-support

Access to Learning Funds (UK Students only)

Universities receive Access to Learning Funds from the government each year to provide selective help, at their discretion, to students who have low income or encounter unexpected financial difficulties. 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 applied by Local Education Authorities when assessing eligibility for assistance towards fees.

Financial Assistance Fund (for International Students including EU students)

The University provides limited funds to help international students who are facing severe financial hardship. Awards from the Fund are discretionary and any international (including non-UK EU) students registered at the University are eligible to apply.

Applicants must be able to show that their financial difficulties have arisen through unforeseen and exceptional circumstances since it is a condition of registering for a programme of study at the University that students have ensured they have adequate funds to cover tuition fees and living expenses for their whole period of study.

International Scholarships
+44 191 222 5537 / 5538 / 5742
Fax: +44 191 222 6139
international-scholarships@ncl.ac.uk
www.ncl.ac.uk/financial-support/international

The Student Financial Support Team administers discretionary financial support schemes (including the University’s childcare support schemes) to assist registered students. You can apply for these funds once you have registered with the University. The Team also administers the new University Bursaries scheme and most other University undergraduate bursaries and scholarships for UK and international students which must be applied for in advance of registration.
Further details about the funds and how to apply will be available from the end of September from Reception at 6 Kensington Terrace, from the Student Advice Centre, First Floor, Union Society Building or the Student Welfare Service website.

Childcare Support for Student Parents

Financial support is available to assist student parents with the cost of childcare. The funding is discretionary and there are no guarantees of funding. The level of financial assistance provided is based on financial and personal circumstances and the status of the student. Childcare must comply with the requirements of the Children Act 1989.

Applications should be made in June or July prior to the beginning of the academic year. Late applications are accepted but there may be a waiting list. The Students Union (Union Society) runs a children's equipment loan scheme (see p. 20).

University Bursaries for Undergraduates and PGCE Students (UK Students only)

A new University Bursaries scheme designed to assist as many students as possible begins in 2006/07. Undergraduate and PGCE students may receive a bursary from the University in addition to government grants and loans. You will have been awarded a bursary automatically if you have been assessed as being eligible for full or partial government support in the form of a grant as a result of your LEA (or equivalent for Northern Ireland, Scotland and Wales) financial assessment.

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

Access Bursaries for Undergraduates and PGCE Students (UK Students only)

New undergraduate students still eligible to pay £1,200 fees are eligible to apply for the University’s Access Bursary scheme. Applications should have been returned to the Student Welfare Service by mid-July. However, late applications may be considered if any bursaries remain unallocated by the start of the new academic year.

International Scholarships, Bursaries and Discounts

The University offers a large number of scholarships, bursaries and discounts for international students:

- Newcastle International Postgraduate Scholarships (NIPS)
- Alumni Tuition Fee Discount
- International Family Discounts (IFD)
- Overseas Research Students Awards Scheme (ORS)
- Dorothy Hodgkin Postgraduate Awards (DHPAs)

Full details are available at:
www.ncl.ac.uk/postgraduate/international/intfinance.phtml

With the exception of the ORS Awards, these funds are available only to prospective students whilst they are applying to the University. Students holding these awards should have received confirmation from the University prior to the start of their studies.

Faculty/schools may occasionally offer other studentships and bursaries - please refer to faculty and school handbooks.

Disability Support Team

Robinson Library
Telephone: 0191 222 7623
disabilitysupport@ncl.ac.uk
www.ncl.ac.uk/disability-support

The University Disability Support Service has specialist staff who can offer advice, guidance and support to students who have a disability or specific learning difficulty such as dyslexia. It is important to contact Disability Support as early as possible to ensure that any requirements for special provision (including alternative examination arrangements or extra exam time) are known well in advance.

The government provides funds for disabled students through the Disabled Students’ Allowance to assist students who, because of their disability, incur extra costs. Applications for Disabled Students’ Allowance should be made through your LEA (or the Student Support Agency if you live in Scotland and the Department of Education for Northern Ireland if you live in Northern Ireland). Further details are available in the Department for Education and Skills booklet entitled Bridging The Gap obtainable from your LEA. Advice and help on all aspects of claiming Disabled Students’ Allowance can be obtained from Disability Support.

The Disability Support Service also runs a Hardware Loans Scheme
EasyAccess@ncl.ac.uk
www.ncl.ac.uk/hardwareloans

The Loans Scheme aims to provide assistive equipment in a responsive and timely manner to any member of the University of Newcastle or visitor to the campus. Equipment includes such things as high visibility and large key keyboards, portable hearing loops, digital dictionaries and thesauruses and back supports.

Some equipment is restricted and you must complete an ‘assessment of need’.
The Student Progress Service organises registration, examinations and graduation ceremonies, administers concessions and appeals, and deals with matters of student discipline. Students can seek help on any of these matters in addition to matters regarding visas, local education authorities, the Student Loans Company and other sponsors.

Although your first point of contact for help and advice should normally be your tutor, the staff in the Student Progress Service or Faculty of Medical Sciences offices are available to see students and to help them with some of the problems which may arise, for example, transfer from one degree programme to another, or the academic position of a student under University or faculty regulations. Staff can offer advice to students who also wish to lodge a complaint about the University.

Postgraduate students should contact the relevant Graduate School:
- SAGE Graduate School Office
  0191 222 6086
  sage.gradschool@ncl.ac.uk
- HASS Graduate School Office
  0191 222 6156
  hss.gradschool@ncl.ac.uk
- Graduate School Office, Medical School
  0191 222 7002
  medpg-enquiries@ncl.ac.uk

THE UNION SOCIETY
0191 239 3900
union.society@ncl.ac.uk
www.unionsociety.co.uk

Student Advice Centre
Union Society Building
Monday, Tuesday, Thursday, Friday, 10.00am to 4.00pm
0191 239 3979
sac.reception@ncl.ac.uk
www.unionsociety.co.uk/main/advice/studentadvicecentre

The Student Advice Centre (SAC) is a free, confidential and professional service of the Union Society.

The SAC offers information, advice, assistance and representation on a wide range of issues including financial, legal, housing, academic, personal, family and employment. Advice is offered to international students regarding immigration and renewing your leave to remain (we work closely with the University’s Student Progress Service which offers a service to assist you with extending your stay in the UK). The SAC remains independent of the University and is a strictly confidential service.

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

Full-time sabbatical officers:
- President:
  0191 239 3916
  president.union@ncl.ac.uk
- Vice President Student Support:
  0191 239 3917
  support.union@ncl.ac.uk
- Vice President Democracy and Training:
  0191 239 3963
  democracy.union@ncl.ac.uk
- Vice President Activities:
  0191 239 3964
  activities.union@ncl.ac.uk
- Athletic Union President:
  0191 239 3923
  au.union@ncl.ac.uk
- Editor of the Student Newspaper:
  0191 239 3940

Part-time officers:
- Students with Disabilities Officer:
  0191 239 3918
  swd.union@ncl.ac.uk
- International Students Officer:
  0191 239 3918
  international.union@ncl.ac.uk
- Lesbian, Gay, Bisexual, Transsexual (LGBT) Officer:
  0191 239 3918
  lgbt.union@ncl.ac.uk
- Anti-Racism Officer:
  0191 239 3918
  ar.union@ncl.ac.uk
- PG and Mature Students (PGMS) Officer:
  0191 239 3918
  pgms.union@ncl.ac.uk
- Charities Officer:
  0191 239 3920
  rag.union@ncl.ac.uk
- Campaigns Officer
  0191 239 3918
  campaigns.union@ncl.ac.uk
- Convenor of Disciplinary Committee:
  0191 239 3902
  disc.union@ncl.ac.uk
- Union Chairperson:
  0191 239 3902
  chair.union@ncl.ac.uk
- Convenor of Debates:
  0191 239 3902
  debates.union@ncl.ac.uk
The Union funds 150 different societies, giving its members the chance to pursue their own interests be they political, cultural or social.

The Union hosts a full range of entertainment, with something to suit everyone: big name bands, at least two club nights a week, bar quizzes and much more. It offers the opportunity to organize private parties, functions and conferences in the Union Building at very reasonable prices.

The Student Job Shop can help you find suitable part-time employment or vacation work. The Education Unit is a source of academic advice, representation and training for students, and ncl+ area is the place to go to find out about the range of activities available outside of studies.

Nightline is a confidential, non-judgmental telephone service for students who need some information, advice or just a chat. It runs from 8.00 pm to 8.00 am on 0191 251 2905. The number is printed on the back of each student Smart Card.

The Children’s Loan Equipment Scheme (UNCLE) is provided by the Union Society. A supply of basic safety equipment for young children is available for hire by registered students.

Part-time officers continued:

Ethics & Environment Officer: 0191 239 3918
evironment.union@ncl.ac.uk

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

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

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

The Union Shop sells everything from stationary to household products. The Shop houses a Post Office where you can pay your bills and television license. There is a Print Shop, Endsleigh Insurance brokers, a Book Shop where students can buy and sell text books and a Hair Salon, all offering quality services at student-friendly prices.

The Athletic Union offers a spectrum of sporting facilities and supports over 60 different clubs.

The items available, which are not necessarily new, include cots, highchairs, fireguards, stair gates, and baby alarms. There is a membership fee plus a small charge per item for each three month’s loan.

0191 239 3962
uncle.union@ncl.ac.uk.

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

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

The Education Act requires us to draw your attention to the Union Society Code of Practice and the Code of Practice issued by the University relating to freedom of speech. Copies of these documents are available from the Union Society or Reception at 6 Kensington Terrace.

CHAPLAINCY

Claremont Building
0191 222 6341
www.ncl.ac.uk/chaplaincy
including contact details for faiths not mentioned below.

We are a team of Chaplains from different churches, and work closely together with representatives of other world faiths. 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. Through all that we do, spirituality, prayer, pastoral support, teaching, and different activities and programmes, we seek to put faith into action and enrich the University community with the story of God.

The Chaplaincy building is at the heart of the campus, just across the car park from the Union Building. We have a common room, with a small library that students and staff are welcome to borrow from, a quiet room, a few meeting rooms and a kitchen. It is a great place to come to relax, meet friends, have a coffee, or have some space. The Chaplaincy is open every weekday during term time. Our notice-board and website have details of activities and events. We keep in touch with many churches and with all of the major faith groups in the city and with a number of other voluntary organizations.
Even if we can't help, we can normally point you in the right direction. The Chaplaincy – the place and the people – is here for you.

**Your Chaplains are:**

Revd Mark Vasey-Saunders (Anglican)  
University ext 6341  
0191 222 6341 (work)  
0191 239 9775 (home)  
mark.vaseysaunders@ncl.ac.uk

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

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

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

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

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

**Honorary Chaplains:**

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

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

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

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

Revd Bryan Vernon  
0191 222 8945  
b.g.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  
dcohen@arts.gla.ac.uk

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

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

The University Mosque is in the King George VI Building  
0191 232 6889
THE LANGUAGE CENTRE
INCLUDING THE OPEN ACCESS CENTRE
Levels 2 and 4 Old Library Building
0191 222 7355 and 7490
Language.Centre@ncl.ac.uk
Open.Access@ncl.ac.uk
www.ncl.ac.uk/langcen/ and
www.ncl.ac.uk/langcen/oac/

The Language Centre at Newcastle University provides opportunities for language learning for everyone at the University. Through independent study, students may learn a new language or improve on languages they already speak. International students can attend programmes to improve their English, and English for International Students: International students whose first language is not English are required to take an English test prior to registration. Recommendations about further courses in English will then be made. The Language Centre offers a range of courses in English for Academic Purposes through its In-Sessional English provision (e.g. Academic Writing, Listening and Speaking, Presentation Skills, Dissertation Writing). These are available free of charge to registered students. The Language Centre also holds advisory sessions throughout the year to help with more specific, individual problems. Please refer to the In-Sessional English Language brochure available from the Language Centre for further details.

The Language Centre also offers programmes in English for University Study on a fee-paying basis. These programmes help international students to prepare for degree level studies in the UK. The Language Centre Summer School with a focus on general English and cultural experience of the UK.

Languages Learning Resources:
Even if you cannot study a language as part of your degree, the Language Centre can still help you. For those who cannot attend classes, or in addition to classes, there is an Open Access Centre where students can study languages in their own time.

The Open Access Centre is fully equipped with video, satellite TV and computers for the independent study of almost 50 languages. Advisers are on duty to help with independent language learning. Membership is free to students of this University. You need to show your Smart Card to register to use the facilities. Access is then through turnstiles activated by your Smart Card.
STUDENTS INTO SCHOOLS & COMMUNITY GROUPS
www.ncl.ac.uk/teachingexcellence/teaching/modules/sis/

Around 900 students each year work alongside teachers in 200 schools. By incorporating this module of work-based learning into the curriculum, (that can also count towards a degree) students are able to:

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

Alternatively, students who are unable to take the module for academic credit, can get involved on a voluntary basis – and still gain the valuable transferable skills this module develops.

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

MUSEUMS AND GALLERIES, LECTURES AND CONCERTS
www.ncl.ac.uk/postgraduate/newcastle/culture/

There are currently 2 museums and 1 art gallery on the University campus. The Hatton Gallery includes temporary exhibitions, including Fine Art student shows. Collections from the Museum of Antiquities and the Shefton Museum of Greek Art and Archaeology will form part of the Great North Museum project, due to open in 2009. The Hancock Museum (closed during development of the project) is to be the site of the ground-breaking development.

The University runs Insights, one of the largest programmes of free lectures for all in the country, which attracts leading speakers in a wide range of fields. There is also a programme of lunchtime music concerts free and open to all.

For music events, see: www.ncl.ac.uk/sacs/about/music/events.htm
and for public lectures see: www.ncl.ac.uk/press.office/lectures/

UNIVERSITY CONTINGENTS OF THE ARMED SERVICES

The University is also host to Trojan Squadron, one of four Defence Technical Undergraduate Scheme (DTUS) units.

Membership of one of the University Service Units offers a unique opportunity to develop self-confidence, initiative, and leadership and communication skills in a challenging environment. It offers an excellent grounding for those considering a subsequent career in one of the Armed Services (or their Reserves); membership also allows those undecided about their future career choice the opportunity to sample Service life without committing themselves long-term.

Training is comprehensive and demanding, but is accompanied by a very active and enjoyable social life. The Service Units demand a high level of commitment and physical fitness; British Citizenship is a pre-requisite and entry is subject to selection. For further information visit the Unit stalls at Freshers’ Fair or contact the Service Units directly as indicated below:

**Northumbrian Universities’ Officers’ Training Corps – NUOTC**
0191 239 8826/8828/8823
nuotc@army.mod.uk

**Northumbrian Universities’ Air Squadron – NUAS**
01677 423041, ext 7428
nuas@dial.pipex.com

**Northumbrian Universities’ Royal Naval Unit – NURNU**
0191 477 5584
coxn@nurnu.freeserve.co.uk
**COUNCIL TAX**

The Council Tax is a property tax set by Newcastle City Council (and other local authorities). The amount of tax you pay depends on the value of the property and the number of adults who live there.

Individual cases vary, but broadly, you should not have to pay Council Tax if you

- Live in University Halls of Residence, University flats and private properties managed by the University — you will be automatically exempt from paying

OR

- Live in a household of full-time students living in non-University accommodation — you will receive a bill but can apply for exemption.

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

**International Students** (but not EU students) may have the student’s exemption extended to include their spouses if they are non-British and non-EU citizens and the terms of their immigration leave to remain in the UK exclude them from working or claiming state benefits.

Students living within the Newcastle City Council area can apply for exemption using an online form available by entering Council Tax Exemption in the search field. For those students who still need them (for example for other local councils or to obtain a spouses exemption letter for International students), Student Council Tax exemption certificates can be obtained from Reception at 6 Kensington Terrace (for undergraduates) or from the relevant Graduate School (for postgraduates).

Further details about Council Tax are given in leaflets produced by the Student Advice Centre.

**OVERSEAS BUSINESS TRAVEL INSURANCE FOR UNDERGRADUATE STUDENTS**

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

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

www.ncl.ac.uk/clusters/

**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. This Guide has given details of the people or services available to help you if you do have difficulties, and you are urged to seek advice or help as soon as a problem occurs. The University has a variety of policies and procedures relating to specific issues and you may request copies of these, or find them on the University’s website.

To obtain documents from the Student Progress Service call in at 6 Kensington Terrace, telephone 0191 222 6098, or e-mail: student-progress@ncl.ac.uk. The web pages are at:

www.ncl.ac.uk/spo.

**Complaints Procedure**

The Student Charter sets out many of the standards of service you can expect to receive from the University. If you are dissatisfied with the standard of service received from an individual member of staff or from a University school or service, you should, in the first instance, discuss the matter with the individual or the head of school/service concerned. If you are still not satisfied, the University has a complaints procedure. The complaints procedure should also be used in cases where 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 the decision of examiners. If you wish to appeal against the decision of a board of examiners, you are advised to discuss the matter first with your tutor or supervisor or with your degree programme director or module leader.

**Student Disciplinary Procedures**

The University treats misdemeanors on the part of its students very seriously, whether they relate to a student’s academic work or general behaviour inside or outside the University. All complaints and reports of offences committed by students are carefully investigated and dealt with in accordance with the Student Disciplinary Procedures.
Assessment Irregularities
There is a separate procedure for dealing with alleged cheating in examinations or other assessed work, and investigations into reported irregularities may lead to students being disciplined. Your attention is drawn particularly to the issue of plagiarism which is defined in the Student Charter. There may be additional information about plagiarism in your degree programme handbook.

Public Interest Disclosure
(‘Whistleblowing’)
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 from the Reception at 6 Kensington Terrace and on the University’s website at www.ncl.ac.uk/internal/hr/policy/publicinterest.htm

Withdrawing from the University
Occasionally students decide, for a variety of reasons, that they wish to withdraw from the University. If at any stage you begin to have doubts about continuing with your studies, you are advised to discuss the matter with your tutor as soon as possible.

You may also wish to consult a careers advisor.

If you do decide to withdraw, you should inform your tutor and inform, if applicable, your LEA and the Student Loans Company. You are also advised to contact the Student Progress Service. If you are liable for tuition fees or for any or all of the tuition fee contribution, you should contact the Finance Office to find out how much you owe to the University or whether any refund is due to you.

APPENDIX

Local GP Practices
This list of general practices concentrates on the areas of Newcastle where students often live. The list is taken from a leaflet produced by the Student Advice Centre which provides further information about choosing and registering with a doctor.

Benwell:
- Reissman, Anderson, Shahini and Owen
  Ethel Street Surgery, 88 Ethel Street, Newcastle upon Tyne NE4 8QA
  Telephone: 0191 219 5456
- Spencer, Sandell, Properly and Bourne
  Adelaide Medical Centre, Adelaide Terrace, Newcastle upon Tyne NE4 8BE
  Telephone: 0191 219 5599
- Black, Bone, Perry, Podgrocki and Buerstedde
  Betts Avenue Medical Centre, 2 Betts Avenue, Newcastle upon Tyne NE15 6TQ
  Telephone: 0191 274 2767 or 2842
- Spencer, Marwaha, Price, Price and Needham
  Holmside Medical Group, 142 Armstrong Road, Newcastle upon Tyne NE4 8QB
  Telephone: 0191 273 4009

City Centre:
- Salkeld, Bromly, Kent, Flint, Robinson and Lamballe
  The Saville Medical Group, 7 Saville Place, Newcastle upon Tyne NE1 8DQ
  Telephone: 0191 232 4274
- Lloyd-Jones and Fraser
  The University Medical Centre
  Claremont Road, Newcastle upon Tyne NE2 4AN
  Telephone: 0191 232 2973

Elswick:
- Turner, Antoun, Pilkington and Brougham
  Cruddas Park Surgery, 178 Westmorland Road, Newcastle upon Tyne NE4 7JF
  Telephone: 0191 226 1414
- Elswick Health Centre, Meldon Street
  Newcastle upon Tyne NE4 6SH
  Telephone: 0191 273 4102
- Palmer, Francis, Heardman, Hanratty and Ferrie
  West Road Medical Centre, 170 West Road, Newcastle upon Tyne NE4 9Q8
  Telephone: 0191 273 6364

Fenham:
- Cogan, Burton, Waugh and Ashley
  Fenham Hall Medical Group,
  Fenham Hall Drive, Newcastle upon Tyne NE4 9XD
  Telephone: 0191 274 3724
- Cookey, Thick and Chandniri
  Dilston Medical Group, 23 Dilston Road, Newcastle upon Tyne NE4 5AB
  Telephone: 0191 219 6975
- Archer, Kellher, Gallagher, Coates, Wilkes and Carman
  Prospect House, Prospect Place Newcastle upon Tyne NE4 6QD
  Telephone: 0191 226 0226

Gosforth:
- Anand and Saigal
  Elmfield Health Group
  18 Elmfield Road, Newcastle upon Tyne NE3 4BP
  Telephone: 0191 285 1663
Burdon and Turley
The Avenues Medical Group
2 7–29 Roseworth Avenue,
Newcastle upon Tyne NE3 1NB
Telephone: 019 1 23 2392

Blades, Neilson, Foo, Schwabe,
Burdon and Douglas
The Grove Medical Group,
1 The Grove,
Newcastle upon Tyne NE3 1NU
Telephone: 019 1 21 6680

Winterton and Winterton
Gosforth Memorial Medical Centre
Church Road,
Newcastle upon Tyne NE3 1TX
Telephone: 019 1 28 5119

Dalal, and Locums
Broadway Medical Group
164 Great North Road,
Newcastle upon Tyne NE3 5JP
Telephone: 019 1 29 6900

Heaton:
Knight, Jackson, Gray and Mather
Hawthorn House Medical Centre
28–30 Heaton Road,
Newcastle upon Tyne NE6 1SD
Telephone: 019 1 26 5543 and 6246

White, Scott and Steel
Falcon House Surgery
17–19 Heaton Road,
Newcastle upon Tyne NE6 1SA
Telephone: 019 1 26 5361

Lovedale, Leeder, Woolley and Netts
Medical Centre, 37A Heaton Road
Newcastle upon Tyne NE6 1TH
Telephone: 019 1 26 58121

Wilkins, Rutt and Brookes
The Surgery, 42 Heaton Road
Newcastle upon Tyne NE6 1SE
Telephone: 019 1 26 55911

Morrison, Higgins and Lee
41 Heaton Road, Newcastle upon Tyne
NE6 1TP
Telephone: 019 1 26 5509

Jesmond:
Wadge and Price
48 Osborne Road, Newcastle upon Tyne
NE2 2AL
Telephone: 019 1 28 14060

Edmunds, Cummins, Moore,
Hughes and Pennington
Holy Medical Group, 17 Osborne
Road, Newcastle upon Tyne, NE2 2AH
Telephone: 019 1 28 4588

Conrad and Rye
5 Osborne Avenue, Newcastle upon Tyne
NE1 1PQ
Telephone: 019 1 28 10041

Borthwick, Darling, Lovedale and Browell
200 Osborne Road, Newcastle upon Tyne
NE2 3LD
Telephone: 019 1 28 14777

Longbenton:
Morrison, Higgins and Lee
31 West Farm Avenue,
Newcastle upon Tyne, NE12 8LS
Telephone: 019 1 26 62215

Burdon, Maers, Iqbal and O’Keith
The Avenues Medical Group
2 Swarland Avenue, Benton,
Newcastle upon Tyne, NE7 7TD
Telephone: 019 1 215 0141

Shieldfield:
Watson and Green
Shieldfield Health Centre
Stoddart Street, Newcastle upon Tyne
NE2 1AL
Telephone: 019 1 23 24872

AT A GLANCE

Key Dates in the University Year

International Student Welcome
Tuesday 19 September to
Thursday 28 September 2006

Students Union Freshers Week
Sunday 24 September to
Thursday 28 September 2006

Terms and Semesters 2006–07

Semester 1
Monday 25 September 2006 to
Friday 26 January 2007

Semester 2
Monday 29 January 2007 to
Friday 15 June 2007

Autumn Term
Monday 25 September 2006 to
Friday 15 December 2006

Spring Term
Monday 8 January 2007 to
Friday 23 March 2007

Summer Term
Monday 23 April 2007 to
Friday 15 June 2007

The Christmas vacation falls between
the Autumn and Spring Terms (16
December to 7 January); the Easter
vacation falls between the Spring and
Summer Terms (24 March to 22 April).

Examinations 2006–07

Semester 1 Monday 15 January to
Friday 26 January 2007

Semester 2 Monday 21 May to
Friday 8 June 2007

Summer Resits Monday 13 August to
Friday 24 August 2007

Graduation Ceremonies 2006–07
(provisional dates only)

Tuesday 5 December and
Wednesday 6 December 2006
Friday 20 April 2007 (Higher and
Honorary Degrees)
Tuesday 10 July to Saturday 14 July 2007

CONTACT INFORMATION

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Newcastle upon Tyne, NE1 7RU
United Kingdom
019 1 222 6000 [+44 19 1 222 6000]
www.ncl.ac.uk

The main University switchboard number
is answered 24 hours a day, although
between 5:30pm and 8:30am calls are
routed to the University Security Office.
In an emergency calls should be made
directly to 019 1 222 6817, or to x6666.

This Guide is produced by the Student
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student-progress@ncl.ac.uk
We welcome feedback on this guide.