

International Student Handbook 2015



Welcome to Newcastle

We are delighted that you are preparing to join us
and look forward to welcoming you to Newcastle.

The International Office team,
Newcastle University

Congratulations on
receiving your offer
to study at Newcastle
University!

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For further
information see
[www.ncl.ac.uk/
international](http://www.ncl.ac.uk/international)



Why Choose Newcastle University?

Top 1% of world universities
(QS World University Rankings 2014–15)

A **top 20** UK university
(The Complete University Guide 2015)

A world **top 200** university
(QS World University Rankings 2014–15)

16th in the UK for **research power**
(Research Excellence Framework 2014)

High student satisfaction
(National Student Survey 2014)

UK top 20 for employability
(The Times/Sunday Times University Guide 2015)

City-centre campus in the heart
of student-friendly Newcastle

Students and staff from more
than **120 countries**

Multi-award-winning
Careers and Library Services

State-of-the-art INTO Newcastle
University Centre on campus

Britain's favourite city (Guardian Readers' Travel Awards 2014)

Low cost of living

Only three hours by train from London or just over an hour by plane

World-class **arts, culture, shopping and sport**

Great quality of life (University Quality of Life Survey, Lloyds Bank 2014)

Stunning countryside, castles and coastline

World-famous City, World-class University

You will be joining one of the best universities in the world with a proud history dating back to 1834 and a reputation for academic excellence, groundbreaking research and an amazing student experience.



- 1 Newcastle University campus
- 2 Haymarket Metro Station
- 3 Northumberland Street
(Newcastle's main shopping street)
- 4 Eldon Square Shopping Centre
- 5 St James' Park
- 6 Tyne Bridge
- 7 Sage Gateshead music centre
- 8 Quayside cafés, bars and restaurants
- 9 Gateshead Millennium Bridge
- 10 BALTIC Centre for Contemporary Art



Important Dates

Latest recommended arrival dates

Semester 1: Tuesday 22 September 2015

Semester 2: Wednesday 27 January 2016

International Welcome dates

Semester 1: Tuesday 22 September – Friday 25 September 2015

Semester 2: Wednesday 27 January – Friday 29 January 2016

Freshers' Week dates

Sunday 27 September – Friday 2 October 2015

Semester dates

Semester 1: Monday 28 September 2015 – Friday 29 January 2016

Semester 2: Monday 1 February – Friday 17 June 2016

Term dates

Autumn: Monday 28 September – Friday 18 December 2015

Spring: Monday 11 January – Friday 11 March 2016

Summer: Monday 11 April – Friday 17 June 2016

Vacation dates

Christmas: Saturday 19 December 2015 – Sunday 10 January 2016

Easter: Saturday 12 March – Sunday 10 April 2016

Postgraduate students: please check holiday dates with your University school, as they may differ for some postgraduate courses.

National holidays

Christmas: Friday 25 December – Monday 28 December 2015

New Year's Day: Friday 1 January 2016

Easter: Friday 25 March – Monday 28 March 2016

Early May Bank Holiday: Monday 2 May 2016

Spring Bank Holiday: Monday 30 May 2016

Summer Bank Holiday: Monday 29 August 2016

The University, as well as many businesses, will be closed on national holidays. The University will also be closed for several additional days for the Christmas and New Year holiday, from Thursday 24 December 2015 until Sunday 3 January 2016 inclusive.

Time changes

The UK puts its clocks forward and back to make best use of daylight hours. There are two time changes each year. On Sunday 25 October 2015 clocks will be put back by one hour and on Sunday 27 March 2016 clocks will be put forward by one hour.

International Welcome Week

For further information see www.ncl.ac.uk/international/prearrival/



When you arrive in Newcastle, we like to make sure that you feel welcome and settled in your new home. The University runs a number of events and services to make the transition from life in your country to life in Newcastle as easy and as smooth as possible.



Newcastle Airport Meet and Greet Service

University staff will be on duty at the airport to welcome you to Newcastle and offer information and advice during the following dates:

- **21–25 September**

On three of these days there will be an enhanced service offering transport, either to your University accommodation or, if you are in private accommodation, to a central point on the main University campus. The transport service will operate on the following dates:

- **Tuesday 22 September:** 8.30am–8pm
- **Wednesday 23 September:** 9am–8pm
- **Thursday 24 September:** 9am–5.30pm

When you come through the arrivals section at the airport, look for our staff members and our Meet and Greet ambassadors who will be wearing white T-shirts with red Newcastle University logos. Our Welcome Desk is situated opposite the International Arrivals area of the airport.

You must book your meet and greet transport by 10 September 2015 at www.ncl.ac.uk/international/prearrival/welcome/september/arrival

International Welcome programme September 2015

All new international students are strongly encouraged to take part in our International Welcome programme. The programme runs on Tuesday 22 September – Friday 25 September and includes important information about the University and city to help you as you start your life in Newcastle.

The table overleaf gives examples of the sessions you can expect. Some sessions will be given more than once to ensure that as many people as possible are able to attend at some point during the Welcome programme. The full programme will be available on our website in July and in a handout provided upon your arrival in September.

In addition, Newcastle University Students' Union (NUSU) organises a social activities programme for all international students to help you get to know the campus, the region and each other before your studies begin. Details of this Early Arrivals programme will be available on the NUSU website at www.nusu.co.uk/earlyarrivals

The Students' Union also runs a number of social events during the first few days of the semester to help all new students settle in. This is called Freshers' Week, and runs from Sunday 27 September to Friday 2 October 2015. To participate in Freshers' Week, you need to buy a wristband and to book in advance. Information will be available on the NUSU website at www.nusu.co.uk

International Welcome programme January 2016

The International Welcome in January is very similar in style to September's International Welcome – a programme of events to assist all new international students who begin their course at Newcastle in Semester 2. Most students participating in this Welcome programme are Study Abroad students, Non-EU Exchange students, Erasmus students and postgraduate research students.

This will take place on **27–29 January 2016**.

Details of when to arrive for Semester 2 will be provided in your offer letter but in most circumstances it is recommended that you aim to arrive on 27 January 2016, which is when the Meet and Greet Service from Newcastle Airport will take place. Places need to be booked online by 15 January 2016 and you can do this at www.ncl.ac.uk/international/prearrival/welcome/january

The information sessions will take place on 28–29 January, which is when you need to complete tasks such as registering with the University, paying your tuition fees and obtaining your computer login details.

Further details are available at www.ncl.ac.uk/international/prearrival/welcome or from the Welcome Team at welcome2015@ncl.ac.uk

International Welcome Information Sessions

Session	Description
Accommodation	An introduction to the University's Accommodation Service and different accommodation types, on campus and off campus.
Banking	How to open a bank account in the UK.
Careers Service 1	Information and advice on how to make yourself more employable.
Careers Service 2	Gaining work experience during your studies.
Immigration Advice	These sessions are essential if you hold a passport from a country outside the European Union.
Language Resource Centre	Open-access learning materials including satellite TV in different languages, and help with personal study plans.
Learning at Newcastle	An introduction to the different approaches to learning and teaching that you can expect to experience.
Library Service	How the University Library can support you in your studies.
Living in Newcastle	Making the most of your stay in the city – culture, shopping, eating out and more...
ncl+	Adding value to your degree – documenting work and life skills developed as part of your course and in your spare time.
Personal Safety	Keeping yourself and your environment safe.
Religion in Newcastle	Where to worship, whatever your faith.
SCAN	Student Community Action Newcastle (opportunities to volunteer).
Sports Centre	Sport and exercise facilities at Newcastle University.
Student Advice Centre	Student welfare information, including legal advice.
Students' Union	Social life on campus.

Your First Few Days

When you first arrive at the University there is a lot to do. The following information will help you with your first few days and the order that you should try to do things.



For further information see www.ncl.ac.uk/pre-arrival/registration



Things To Do When You Arrive

Full Registration instructions will be e-mailed to you during August so look out for this important e-mail.



- Contact your family to inform them you have arrived in Newcastle.
- Collect your Biometric Residence Permit (BRP) card before Registration from a designated local collection point within 10 days of your arrival (see page 13 for more details).
- We prefer you to complete part of the Registration process yourself before you arrive using the Student Self Service Portal (S3P): **www.ncl.ac.uk/pre-arrival/provisional**
Alternatively you can do this when you arrive in Newcastle at the King's Road Centre (Wednesday 23 September to Thursday 1 October 2015).
Please note, you will not be able to register at the University before Wednesday 23 September.
- Attend as many International Welcome information sessions and activities as you can:
www.ncl.ac.uk/international/prearrival/welcome/september/information
International Office staff will be available in the Herschel Building reception (ground floor) to help with any questions you might have from Wednesday 23 to Friday 25 September. The Students' Union also organises social activities for early arrivals:
www.nusu.co.uk/earlyarrivals
- Open a UK bank account (see page 21 for details).
- Arrange tuition fee payment. If you are a postgraduate student, the amount of tuition fees you have to pay is detailed in your Conditional Offer letter from the University. Details of different ways to pay are listed on pages 22–23. We strongly advise against bringing cash to pay for your tuition fees.
- All students are issued with a University Smartcard. You will need this to access the University's Library, Sports Centre and other University facilities. Smartcard-issuing locations and times for international students will be posted online: **www.ncl.ac.uk/pre-arrival/registration/smartcard**
You must collect your Smartcard as soon as possible after you arrive in Newcastle as you are only provisionally registered until you do so. It will contain a digital photograph and brief details including your name and card expiry date.
Before we can issue your Smartcard you must present proof of your identity. Please bring with you the following documents:
 - your Registration status print-out from the S3P system
 - photographic proof of identity, preferably a passport



There is no need to provide a photograph, as you will be photographed at the Smartcard issuing point.

International students should note that due to UK visa and immigration regulations, as part of the ID checking process we will take a scanned copy of your passport and visa that will be saved on your electronic student record.

You cannot be issued with a Smartcard unless you have the above items with you.

Once you have obtained your Smartcard, you will keep it for the duration of your studies. There will be no charge for your initial card, but should you lose it there will be a charge for a replacement.

Please note that if you do lose your Smartcard you should notify the Robinson or Walton Library immediately. If you have any problems with your Smartcard please e-mail **it.servicedesk@ncl.ac.uk**

- Take the University English Language Assessment (UELA) in the Herschel Building:
www.ncl.ac.uk/students/insessional/ucla
- Register with the police (see page 13 for more details).
- Register with a doctor (please visit our information stand in the Herschel Building during 23–25 September for information about registering with a doctor).
- Attend the Vice-Chancellor's Welcome Reception for international students at Newcastle Civic Centre on Friday 25 September. Tickets can be collected from the information stand in the Herschel Building on Thursday 24 September.
- Attend your school induction. Your school should e-mail you details about when and where to go for this but details will also be available online at **www.ncl.ac.uk/pre-arrival/welcome/induction**
- Attend Freshers' Week to get to know other students and join in student activities during your first few days at the University. Freshers' Week runs from Sunday 27 September – Friday 2 October 2015.
- For further information, please visit **www.ncl.ac.uk/pre-arrival**

Immigration Advice

Everyone arriving in the UK has to pass through Immigration Control. The rules and conditions regarding entry are strictly enforced by Immigration Officers, but if you have obtained all the necessary documents in your home country before leaving, you should not have any problems.

Who needs a visa for the UK?

If you are a national of the European Economic Area (EEA) or of Switzerland you do not require a visa or immigration permission to enter and remain in the UK while you are studying. Your passport or identity card will not be stamped when you enter the UK as there is no formal time limit on your stay. Further immigration guidance for European Economic Area Nationals is on the Home Office website: www.gov.uk/browse/visas-immigration/eu-eea-commonwealth

Most nationals of non-EEA countries will require immigration permission to enter the UK.

What type of visa do I need?

The main immigration routes for study at Newcastle University are Tier 4 General and Short Term Study visas.

Tier 4 General is offered to students who intend to stay in the UK for longer than six months or who may need to extend their stay for further study.

The Short Term Study visa route is used for study programmes of six months or less. An 11-month route is available for students who will be studying English language only.

Can I bring dependents with me?

Students making an application under the Tier 4 General category can apply to bring dependents (spouse/partner/children under 18 years of age) if:

- your intended programme of study is 12 months or more and is at NQF7 or above *or*
- you are a new government-sponsored student studying a programme of six months

Short Term Study visa holders may be able to bring their family members with them under the general visitor category.

Further information can be found at www.ukcisa.org.uk/international-students/preparing--planning/visas-and-immigration/bringing-your-family

How do I apply for a Tier 4 General visa?

To apply for a Tier 4 General visa you must first receive confirmation that the University will sponsor you under this category. This is called Confirmation of Acceptance for Studies or CAS.

You will also require appropriate financial evidence in the form of a sponsor letter or bank statements.

You can only apply for your Tier 4 General visa three months at the earliest before the start date of your programme.

To apply, you should:

- read the Tier 4 policy guidance very carefully at www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student
- go to www.gov.uk/apply-uk-visa to make your application

You must make sure that you apply under the correct category.

Depending on your country of origin, you may be required to submit a tuberculosis (TB) certificate as part of your application.

As part of the application process you will be required to attend an appointment to submit your biometric data (have your fingerprints and photograph taken).

You may also have to attend an appointment for a credibility interview. This is conducted by the Home Office to ensure you have genuine study intentions in the UK.

What happens next?

If your Tier 4 application is successful, you will be issued with an entry clearance sticker which will be valid for 30 days. You should ensure that you enter the UK as soon as possible within the 30-day period, as you will be required to collect a Tier 4 Biometric Residence Permit (BRP) card on arrival in the UK from a specified collection point.

Under the terms of your Tier 4 visa you should ensure that you:

- collect your BRP card within 10 days of arrival in the UK and before you register with Newcastle University. Refer to your decision letter to determine where you will need to go to collect your BRP card: www.ncl.ac.uk/students/progress/visa/BRP/BRP
- register with Newcastle University as soon as possible
- make arrangements to register with the police if required to do so: www.ncl.ac.uk/students/progress/visa/police
- attend your study programme as required (unauthorised absences will be reported to the Home Office)
- do not breach the work conditions of your Tier 4 visa (limits are set on the number of hours you are permitted to work and when. You must not be self-employed)
- do not switch to part-time study, as this may not be allowed under the conditions of your visa

How do I apply for a Short Term Study visa?

Entry clearance applications for a Short Term Study visa are optional for nationals of some countries, but it is advisable to apply for entry clearance before travelling to the UK to avoid any problems on arrival at the port of entry.

To apply for a Short Term Study visa you will need a letter from the relevant admissions team at Newcastle University outlining your intended programme of study.

You should then make your application at www.gov.uk/study-visit-visa/apply

For further information see www.ncl.ac.uk/international/visa



What are the conditions of a Short Term Study visa?

Students in the UK with a visa for Short Term Study may not:

- take paid or unpaid employment or be self-employed
- switch to any other immigration category whilst in the UK, or extend their stay in the UK

Students who may need to be in the UK for longer than six months should ensure they can meet the conditions as a Tier 4 General student.

Important information about travelling to the UK

Students who are subject to immigration permission should avoid entering the UK through the **Republic of Ireland**. There are no immigration controls between the UK and the Republic of Ireland. This means that students with entry clearance will not have their visas activated on arrival.

Students who have not obtained entry clearance before travelling to the UK and who arrive with visitor leave for the Republic of Ireland only will not be allowed to register at Newcastle University as they will not have the correct immigration permission to do so.

Further information to prepare for your arrival in the UK can be found at www.ncl.ac.uk/students/progress/visa/applying_student_visa/Prospective/Afteryouarrive

What is the immigration health charge?

From 6 April 2015, students applying for a visa to come to the UK for more than six months will be required to pay a health charge of £150 for each year of their intended study at the time of their immigration application.

The charge is based on the grant of leave appropriate to a student's stay, so students may also be subject to partial charges for any additional months on their visas.

The charge will also apply to the dependents of Tier 4 applicants. See page 38 for more information.

How can I apply for a visa to travel in Europe?

You may wish to use your vacation period to travel in Europe.

You should first check the immigration requirements of the country you wish to visit to find out if you need a visa. Most students will require a Schengen visa. Details of how to apply for a Schengen visa are available at www.ncl.ac.uk/students/progress/visa/Travelling

Further support

The Visa Team at Newcastle University provides advice and assistance on a range of student immigration issues. They are happy to hear from you if you have any pre-arrival immigration queries. For further details, please see www.ncl.ac.uk/students/progress/visa

Accommodation

Deciding where to live is important for all students coming to Newcastle.



Take a virtual tour at www.ncl.ac.uk/accommodation/about/virtualtours



At Newcastle, most undergraduate students spend their first year living in University accommodation and then live in private accommodation for the remainder of their course. Postgraduate students live in a mixture of University and private accommodation, depending on their personal circumstances.

We offer:

- an extensive range of great-value accommodation, from *en suite* to standard rooms
- accommodation close to our city-centre campus or within easy reach by public transport
- a range of options to suit your budget and preferences
- catered or self-catered facilities
- free personal possessions insurance
- free Internet connection

Most of our residences offer self-catered accommodation with kitchen facilities for you to prepare your own meals. We provide catered accommodation at our Castle Leazes site, which includes your breakfast and evening meal from Monday to Friday during term time. All food is freshly prepared on site and we provide small kitchens for the preparation of drinks and light meals.

For an overview of the accommodation available download a copy of the Student Accommodation brochure at www.ncl.ac.uk/accommodation/about/accommodationbrochures

Take a more detailed look at what each residence provides at www.ncl.ac.uk/accommodation

For information on options such as living in a large or small community, and mixed- or single-gender rooms, visit www.ncl.ac.uk/accommodation/students/accommodation/consider

Accommodation Guarantee

The following section applies to full-time international students completing their degree programme at Newcastle University. If you are an Erasmus, Non-EU Exchange or Study Abroad student, please go to the next section.

Undergraduate students are guaranteed accommodation for your first year, provided that you:

- accept our offer of a place at Newcastle as your firm choice university before 30 June 2015
- are coming alone to the University for the full academic year
- have completed the online Accommodation Application by 30 June 2015

Postgraduate international students are guaranteed accommodation for your first year, provided that you:

- have firmly accepted our offer of a place at Newcastle and met all conditions of the offer before 30 June 2015
- are coming alone to the University for the full academic year
- have completed the online Accommodation Application by 30 June 2015
- make an application fee payment of £500 (refundable against your summer term's rent) by 30 June 2015

Erasmus, Non-EU Exchange and Study Abroad students

Erasmus, Non-EU Exchange and Study Abroad students studying at Newcastle for the whole academic year are guaranteed a place in University accommodation if you meet the above conditions for undergraduate students.

If you are here for only part of the academic year, we cannot guarantee you a place in University accommodation, but still recommend that you make an application for accommodation. We anticipate being able to make you an offer of accommodation by early September. Your accommodation is likely to be a twin room, shared with a student of the same gender. If there are no rooms available, we can offer advice and assistance on finding private rented accommodation (see the private sector accommodation section on page 18).

How to apply

Provided you hold an offer to study at the University, take a look at our *Student Accommodation* brochure and choose your preferred accommodation. You should complete the online accommodation application form at www.ncl.ac.uk/accommodation/students/apply

To be covered under the guarantee you must complete the online application form before 30 June 2015.

If you encounter difficulties in completing the online form see www.ncl.ac.uk/accommodation/students/apply/process and refer to the Step-by-Step Guide at www.ncl.ac.uk/accommodation/assets/documents/HowtoApplyGuide or contact the Accommodation Service at www.ncl.ac.uk/enquiries

Your accommodation offer

You will be allocated your room when you have met the terms of your academic offer and have firmly accepted your offer to study at Newcastle University. No offers of accommodation should be expected before the end of April. Please refer to the 'What Happens Next' pages of our website at www.ncl.ac.uk/accommodation/students/apply/next

When you are offered University-owned accommodation, you will receive an e-mail that directs you to your online contract and you will have seven days to respond. If you accept this offer you are electronically signing a legally binding agreement in which you undertake to live in the accommodation for the full period of the contract. If you are offered a contract in one of our Managed Partnership schemes (where the University has



an agreement with a private provider to offer you accommodation), you will be sent *either* an e-mail directing you to the landlord's online system where you will register, review and accept the offer made to you, *or* an e-mail containing several attachments that you will need to print, complete and return (with a pre-payment if required) by the relevant deadline.

Your accommodation contract

Contracts for undergraduate students in University-owned accommodation are for 38 weeks, while in Managed Partnership accommodation they are for 42 or 43 weeks. All contracts include the Christmas and Easter vacation periods. This enables you to leave your possessions in your room during University vacation periods.

For postgraduate students in University-owned accommodation most contracts are for 50 weeks, meaning you will be able to stay in your room until the beginning of September 2016. If you are offered a shorter contract, alternative accommodation will be made available over the summer period.

You will be given a contract that will commence on Tuesday 22 September 2015 and you will not be able to gain access to your accommodation before this date.

If you would like to change your allocated room, you can register on our Facebook page for a room swap. If we can find another student who wishes to swap with you, we will issue new contracts prior to your arrival. Alternatively, on 2 November 2015 you may request a change of room if you would like to change your initial allocation, but this is subject to certain restrictions and fees and cannot be guaranteed.

How to pay for your accommodation

If you are able to pay your University accommodation fees in full by the date outlined in your contract, you may be eligible for a two per cent discount. Details of accepted payment methods can be found on pages 22–23. If you are not paying your fees in full, the preferred method of payment is by direct debit and you must have a current account with a UK clearing bank. Your first rent payment will be due on 1 November 2015 so please make sure there is sufficient money in your account prior to the due date. You must also make sure that you allow sufficient time if you are transferring funds from another account as it can take more than a week for a transfer of funds to be cleared.

If you are offered Managed Partnership accommodation you will be asked to make a payment in advance, such as a deposit and the first payment of rent, to secure your accommodation. If you are unable to provide a UK guarantor, you may be expected to pay the full-year accommodation fees in advance of your arrival. Further details will be outlined in your accommodation offer.

Private sector accommodation: NUstudenthomes

We strongly recommend that you apply for University accommodation in your first year of study, as this will help you make friends and settle in to student life at Newcastle. If you do not wish to, or are unable to live in University accommodation, you can live in the private sector. Our private sector accommodation service, NUstudenthomes, offers free help and advice for students who are searching for rooms and properties.

NUstudenthomes leases privately owned properties and rents them to student groups. For all available properties go to www.ncl.ac.uk/accommodation/private/search. The service gives information on popular student areas, rent levels, paying deposits and other aspects of a private sector tenancy. We can also help find suitable accommodation for groups, couples and families as well as single rooms in flats sharing with other students.

Searching for private-sector accommodation

As well as using NUstudenthomes, you can also search for private sector accommodation through a letting agency or estate agent or by looking for rooms or property to rent on the Internet and in newspapers.

Tenancy agreements (contracts)

When renting private accommodation in the UK, you will be expected to sign what is known as a tenancy agreement. This is a legally binding document that both you and the landlord of the property must sign, setting out the terms and conditions of your tenancy.

- Before you sign a tenancy agreement, always check the tenancy dates on the contract. Most student tenancies in Newcastle run for a 52-week (12-month) period. Once you have signed a contract, you are legally obliged to pay the rent for the period you have signed for. In nearly all cases, it is not possible to break this agreement. Please ensure you understand this when signing an agreement.

- Make sure that the amount of rent you need to pay is clearly stated on the contract and that you know when it is due to be paid. Always get a receipt for any rent that you pay.
- Most landlords ask for a deposit at the start of the tenancy. This is usually equivalent to one month's rent and should be refundable, provided you pay all the rent that is due under the agreement and do not damage the property.
- If you are in any doubt about the tenancy agreement you are signing, please seek advice from the Student Advice Centre before you commit to it. See www.nusu.co.uk/welfare/sac/advicepages/accommodation/international-housing

Some important points to remember when renting private accommodation

- Do not commit to any accommodation in the private sector or pay a deposit or any form of money until after you have arrived in Newcastle and have had a chance to view the accommodation and hopefully meet any flatmates.
- Never provide personal identity or banking information over the Internet. Only give this information to a landlord or agency once you have met them in person, viewed the property and decided to proceed with a tenancy agreement.
- When viewing properties, try to ask as many questions as possible so you get a good idea about the house, local area and people you would be sharing with. Ask if the rent is inclusive of utility bills (electricity/gas/water/Internet). If possible, take along a friend for advice, security and a second opinion.

Finance

To help you become familiar with our currency before you arrive, here is a guide to the coins and banknotes we use in the United Kingdom.



£50 note



£10 note



£20 note



£5 note



£2 coin



£1 coin



50p coin



20p coin



10p coin



5p coin



2p coin



1p coin

One hundred pence (100p) makes one pound (£1). The banknotes we use are £5, £10, £20 and £50. Make sure you are familiar with the different colours and values of notes, otherwise you could be spending more money than you intend!

Please note: some shops do not accept £50 notes so please exchange £50 notes for £10 or £20 notes when you arrive.

To convert your currency into UK currency, there are numerous currency converters available online, such as www.xe.com

Low cost of living

The cost of living in Newcastle is relatively low compared to many other cities in the UK. Undergraduate students should budget for nine months per year of study and postgraduates for 12 months.

Estimated average cost of living for single international students in the 2015–16 academic year:

Undergraduate: £8,500–£10,000

Postgraduate: £10,500–£11,500

www.ncl.ac.uk/international/finance/costs

Scholarships

We offer a wide range of University scholarships for undergraduate and postgraduate international students. Details of these scholarships as well as external scholarships available for international students can be found at www.ncl.ac.uk/international/finance/scholarships

For further information see www.ncl.ac.uk/international/finance



Opening a bank account

You will need to open a UK bank account to receive and make payments. Some banks in your home country may have links with UK banks that make it easier to transfer money or to open a UK bank account before you travel. We recommend you explore your options and make arrangements well in advance of your departure. It can take several months to clear a personal cheque that is drawn on a bank outside the UK.

Many UK banks have restricted opening hours from Monday to Friday, with some also open on Saturdays. Money can be changed at a Bureau de Change (usually found in a travel agent) outside these hours or you can withdraw money from the many ATMs (cash point machines) in the UK. You will need some cash for everyday expenses in the first few weeks until your UK bank account is opened and we recommend you have access to £600–£800.

We recommend that you make opening a bank account a priority, after you have moved into your accommodation. The main banks which can be found in the UK include:

- Barclays
- Halifax
- HSBC
- Lloyds
- NatWest
- RBS
- Santander
- TSB

The British Banking Association website also provides advice about bank accounts in the UK: www.bba.org.uk

UK banks usually require the following documents to open an account:

- proof that you are in full-time higher education – we can provide a University letter of introduction during the Registration period
- proof of your identity that includes your photograph and signature, eg passport or current valid European Union National ID card
- proof of your home address overseas, eg University offer letter
- proof of your UK address, eg your accommodation contract

Important dos and don'ts

Do:

- sign any personal documents or bank cards you receive immediately
- arrange to use any existing credit cards you have in the UK, because most UK banks will not issue credit cards to international students
- keep all of your bank statements – you will need them for financial management and for visa extension purposes
- remember it can take up to five working days for any cheques you pay into your account to clear so that the money is available to you
- look for the best currency exchange rates – travel agents may offer better rates than banks
- arrange to collect any new cheque cards or cheque books you order from your bank in person, rather than receiving them by post that reaches you in a shared flat or communal postbox
- report any loss or theft of cards/cheque books to your bank, building society or credit card company immediately using their 24-hour telephone service. You must also report the loss to the police

Don't:

- try to pay by cheque in UK shops as most no longer accept this form of payment
- spend more money than you have in your account and incur bank charges
- tell anyone your PIN (Personal Identification Number or security code number) or write it where someone could find or steal it
- carry a lot of cash or keep large amounts in your accommodation
- rely on store or credit cards as these often have very high interest rates and make it easy to get into financial difficulty

Paying your tuition fees

Tuition fees differ depending on your chosen degree. Details are available in our online prospectuses at www.ncl.ac.uk/postgraduate/courses/a-z and www.ncl.ac.uk/undergraduate/degrees

At the point of Registration you are expected to pay your tuition fees online, by bank draft, credit card (MasterCard, Visa or Amex) or bank transfer unless you are a sponsored or reciprocal exchange student. Details will be sent to you by e-mail in August.

Discounts

Discounts of two per cent are available to all self-financed students who are able to pay their tuition fees for the full academic year at or before Registration.

Paying in instalments

It is possible for students who pay their own fees to pay in two instalments: one at or before Registration and one later in the academic year towards the end of January. If you decide to pay your fees in this way you will not receive a discount.

Currency differences

If you do not pay your fees in Pounds Sterling you may be liable to pay a small additional amount on your arrival at the University to account for exchange rates.

Sponsored students

If a business or organisation (not a friend or relative) is paying your fees, they should provide a letter addressed to the University with full details of their sponsorship. Your sponsor is expected to pay your fees in full on being invoiced by the University.

Students on reciprocal exchanges

Students participating in exchange schemes such as the Erasmus programme do not normally pay tuition fees.

Paying by credit or debit card online

Paying by credit card or debit card online is the preferred method of tuition payment. Payments can be made online at <https://payments.ncl.ac.uk>

Paying by banker's draft

While paying by banker's draft means you must pay a fee to the bank in your own country, there are no additional charges within the UK. You can request a Pound Sterling cheque from your own bank if it has a UK clearing bank. The cheque should be made payable to 'Newcastle University'. This is probably the safest way to bring money with you.

Paying by bank transfer

If it is more convenient, you may pay your tuition fees by electronic transfer before you come to Newcastle. Newcastle University has teamed up with Western Union Business Solutions who provide a simple and low-cost method of paying your tuition fees in your local currency. This helps to eliminate problems caused by fluctuating exchange rates and expensive or unforeseen bank charges. Using this service ensures that Newcastle University receives 100 per cent of your payment and your enrolment will be processed quickly.

Western Union Business Solutions guarantee you an exchange rate for 72 hours to give you time to make the payment via your personal online or telephone banking, or at your local bank. You will be sent an e-mail confirmation as soon as your payment is received. To pay your fees via Western Union Business Solutions please go to www.ncl.ac.uk/pre-arrival/registration/tuition/intlpayments

If you have any questions you can contact Western Union's dedicated student support helpline on +44 (0) 1733 871871 or e-mail GPStudents@WesternUnion.com

Students from China

Western Union Business Solutions have partnered with China Union Pay to offer Newcastle University students the opportunity to pay using their Union Pay card and account details. When selecting your country choose China Union Pay. You will then be redirected to the China Union Pay pages to make the payment.

Countries subject to economic sanctions

The University's bankers, in common with other UK banks, are subject to a series of regulations surrounding payments that originate, directly or indirectly, from a number of countries that are subject to economic sanctions. These countries are Cuba, North Korea, Myanmar (Burma), North and South Sudan and Syria.

Students must not make payments to Newcastle University originating from these countries without the University's prior approval.

Queries

If you have questions about how to pay your fees, please contact the Tuition Fees team on +44 (0) 191 208 5520 or e-mail tuition-fees@ncl.ac.uk or visit the Cash Desk, Level 2, King's Gate.

Paying for your accommodation

The above payment methods can be used to pay your accommodation charges, but you should refer to your University contract for specific details of costs and instalment terms (see page 18).

Studying at Newcastle

We've invested heavily in providing outstanding facilities and IT to support your learning and have plans to spend over £200 million more over the next three years.



Take a virtual tour of our study facilities at www.ncl.ac.uk/tour/academic



Depending on your subject choice you could benefit from our high-spec science labs, purpose-built music studios, specialist libraries or award-winning Language Resource Centre.

Teaching and learning

As an international student you may find certain ways of studying at a UK university, as well as the ways we deliver our teaching, are different to your own country.

- **Lectures:** University academic staff present information to a large number of students, whilst you take notes to help you study later. You will also be directed to use online learning resources connected to the topic of the lecture.
- **Seminars:** involves a small group of students working together with their tutor to discuss ideas in detail.
- **Tutorials:** you will attend personal tutorials with your Personal Tutor about general academic matters as well as welfare issues if you need to discuss these.
- **Small group learning:** working in teams to solve problems, work on a presentation or carry out a project. This is helpful in developing your social and team skills, which are important qualities to many employers.
- **Practical sessions:** some subjects, such as engineering or science, offer hands-on experience, experimenting with high-tech equipment or working outdoors.

- **Self-directed study:** we encourage you to be an independent and active learner. You will be expected to devote a lot of time to reading, researching, revising and making notes on your own.

Academic support

If you have any concerns about your studies your Personal Tutor or Degree Programme Director will meet with you to offer guidance.

You can also seek advice from:

- our Student Wellbeing team: www.ncl.ac.uk/students/wellbeing
- our specialist Academic Adviser in the Student Advice Centre, based in the Students' Union: www.nusu.co.uk/sac

Did you know?

- Our Library Service is ranked 1st in the Russell Group and 4th in the UK
- We are joint 6th in the UK for student satisfaction (*National Student Survey 2014*)
- We received a 90% overall satisfaction score from international students in the International Student Barometer Autumn 2014 – above the global average

English language support

Our free In-sessional English language programmes are designed to support you during your studies. See page 28 for more information.

Assessments

At Newcastle University, each taught degree programme is divided into a series of modules. Some of these modules are compulsory while some degree programmes offer a choice of optional modules. Each module has its own assessment method. This can take the form of exams, essays, presentations or group work.

There are three main University examination periods each academic year:

- Semester 1 examinations (January)
- Semester 2 examinations (May/June)
- re-sit examinations (August)

For exact dates please visit www.ncl.ac.uk/students/progress/exams/exams/ExaminationDates

The majority of formal written examinations are timetabled within these periods, but some academic schools may hold examinations at other times of the year. Details will be provided in your *Degree Programme Handbook*.

Plagiarism

The word 'plagiarise' means to copy work from another person or source without acknowledging or referencing it. Newcastle University takes this very seriously and if a student is guilty of plagiarism they can expect to be disciplined. It is not acceptable, for example, to copy pieces of work from the Internet or books into a piece of academic work. Rules on this may be different in your home country so please consult with your academic school on arrival at the University.

The Writing Development Centre on campus can assist if you feel you need to refresh or improve your writing: www.ncl.ac.uk/students/wdc/learning/conduct/plagiarism

Research students

Research students who would like more information on research training and the support available should visit www.ncl.ac.uk/students/progress/student-resources/PGR

Student Support

Our support services include a dedicated student services building in the heart of the campus, King's Gate, and a Student Advice Centre in the Students' Union.



English language support

We offer a range of courses, facilities and resources for students who need to improve their English skills before or during their academic studies.

INTO Newcastle University

If you are not a native speaker of English and need to improve your English before beginning your studies, our INTO Newcastle University Centre provides courses on-campus.

Its state-of-the-art facilities cater for up to 1,000 students and include excellent student support services provided 24 hours a day, e-learning facilities and a café offering international cuisine.

On-campus accommodation is available and INTO centre students enjoy full access to the University's study and recreational facilities.

English for University Study

These courses run throughout the year and offer regular intakes with flexible course durations.

Pre-sessional English

Successful completion of the INTO Pre-Sessional English course will allow you to progress to your degree at Newcastle without needing to retake the IELTS (or equivalent) test, if you have already met the University's academic entry requirements and any other outstanding conditions.

For more information about English for University Study and Pre-sessional English programmes please visit www.ncl.ac.uk/international/programmes/english

For advice on the range and length of English courses available, or any other questions you may have regarding the University's English language support, please contact:

INTO Newcastle University
The INTO Building
Newcastle University
Newcastle upon Tyne NE1 7RU
United Kingdom

Tel: +44 (0) 191 208 7535
E-mail: into@newcastle.ac.uk
www.intohigher.com/newcastle

Applications for all INTO Newcastle University courses must be made directly to www.intohigher.com/newcastle

English language assessment

If you are not a native speaker of English and have not already studied on an English language course at our INTO Newcastle University Centre, we ask you to take a short University English Language Assessment (UELA) during the Registration process: www.ncl.ac.uk/students/insessional/ucla

The purpose of the UELA is to advise you as early as possible of your current English language level so you can benefit from the English support relevant to you. For example, you may benefit from free English language classes offered by the University on our In-sessional English language programme.

Learn English free of charge while you study

Depending on your UELA results, you may be able to take up to eight hours of in-sessional classes per week. The classes start at the beginning of

the academic year, helping you achieve your full academic potential by bridging the gap between general English and academic English. Classes are available free of charge to all students whose first language is not English: www.ncl.ac.uk/students/insessional

The University's Language Resource Centre also provides open access facilities and resources to support independent language learning (English and other languages). These include self-study materials in over 50 languages, 24 satellite channels in 17 languages and a tandem learning scheme matching you with an English-speaking student interested in your home language who can help you with your English skills in turn: www.ncl.ac.uk/langcen

Free maths support

Maths-Aid is a free service providing assistance to undergraduate students from any discipline with their numerical and mathematical skills in a supportive environment: www.ncl.ac.uk/students/mathsaid

Student Wellbeing

The Student Wellbeing team provides information, advice, guidance and support for a wide range of student issues, including finance, disability support and counselling and mental health support. The service is free, confidential and available to all students. This support has been designed to enable you to maximise your potential and have the best experience you can while at University.

Coming to study in another country can be a challenging time and there may be some things that you struggle with such as:

- missing home, family and friends
- adapting to new teaching styles
- making new friends
- meeting people in the local community
- finances

If you are finding any of the above difficult we would encourage you to participate in the many activities available through the University or seek help through Student Wellbeing at www.ncl.ac.uk/students/wellbeing/about/international/students

Student Advice Centre

Based in the Students' Union, trained advisers can meet with you to talk over any worries you may have about your course, employment questions, health and legal matters, personal and family issues, accommodation, and financial concerns. In addition, a Baby Equipment Service is available where students can hire rather than buy baby equipment. More information is at www.nusu.co.uk/sac

Visa Team

The University's Visa Team offers free help and advice with student immigration issues. They are available to assist with any queries you might have about student visa application processes and can advise on rules and conditions relating to student visas. The team is based in King's Gate and can be contacted at visa@ncl.ac.uk

When You Are Not Studying

Find out more about what our Students' Union has to offer at www.nusu.co.uk



Student life is about more than just studying. We offer a wide range of activities and projects to make sure you get the most out of university life.



Activities

- **Students' Union:** our Students' Union is the central meeting point for students from all over the University. Whether you want to meet your friends for a coffee, listen to a band in our event space or participate in one of our clubs or societies, the Union is a great place to meet people, have fun and forget your studies for a while.
- **Student societies:** there are over 160 student-led societies you can join. Practise your English and make new friends from across the University, the country and the world! With choices ranging from circus skills to debating, there is something for everyone to get involved in. A full list is at www.nusu.co.uk/activities/societies
- **Student sport:** we are one of the best universities in the UK for student sport. Our Sports Centre offers students the chance to get involved in a wide range of sports at all levels with a great range of facilities on offer. We have over 60 sports clubs and a hall sports programme and are sure there will be something to suit you. See a full list of clubs at www.nusu.co.uk/activities/sports/a-z and find out about our Centre for Physical Recreation and Sport at www.ncl.ac.uk/sport
- **Global Conversation:** this project offers free, informal drop-in sessions where you can practise your conversation skills, whether English is your first language or not. It takes place in the Students' Union Building and gives you the opportunity to meet people from around the world. If you want to chat about different cultures to your own, make new friends and enjoy some free food, this is the place to go! See www.nusu.co.uk/activities/giveitagot to find out more.

Other events to look out for

- **Give it a Go and Go Play:** for all of our students we offer one-off activities, such as go-karting, cookery lessons and dance classes, as well as six-week courses in sports such as golf, basketball and gymnastics. We also arrange trips to other cities or local attractions such as Edinburgh, York and Alnwick Castle.
Information on the Give it a Go and Go Play programmes can be found at www.nusu.co.uk/activities, by visiting the Activities Office in the Students' Union Building and picking up a brochure, or by e-mailing gigaj.union@ncl.ac.uk
- **Christmas activities:** for students staying in Newcastle over the Christmas holidays, the University arranges a number of activities to ensure you never feel bored or alone. Further details of this will be advertised during your first semester.
- **International Community Day, Wednesday 28 October 2015:** a free event for all international students who are new to the city and want to get involved with the community, find out more about the city and region and meet students from all over the world: www.internationalcommunityday.co.uk

Please note that upcoming event details are correct at the time of going to print in April 2015. Please check online for the most up-to-date information.

HOST

HOST is a voluntary organisation, a network of friendly UK residents who welcome adult international students to their homes for a visit. Visits are usually for a weekend but a day visit programme has also been introduced. These visits provide you with the opportunity to fully experience British culture while sharing your own. The actual HOST visit is free, although there is an administrative charge: www.ncl.ac.uk/students/wellbeing/about/international/students/host



Go shopping... with Eldon Square, Northumberland Street and the nearby Metrocentre, shopping in Newcastle is not to be missed.



Visit the BALTIC... a free international contemporary art gallery.



Sample the restaurants

... from Chinatown's finest to Italian, Indian, Mexican, Spanish, Turkish, Vietnamese, and, of course, traditional English cuisine.



Experience the world-famous Newcastle nightlife... with many pubs, clubs and bars all over the city, areas such as Collingwood Street and The Gate are particularly popular with students.

10 Things to Do In and Around Newcastle



Enjoy a football match at St James' Park... where 52,000 fans pack this iconic football ground to cheer on 'the Magpies' – Newcastle United.



Watch a live concert... at one of the city's music venues including the Metro Radio Arena, the O2 Academy and the City Hall.



Take a trip to the Tyneside Cinema... popular for its international cinema and unique cafés, bar and cinema rooms.

Go to the beach... Tynemouth is a popular coastal getaway for students. Just a 20-minute Metro ride away, enjoy fish and chips and watch the changing colours and waves of the North Sea.



Explore Northumberland... home to some breathtaking scenery and beautiful ancient castles, including Bamburgh, Dunstanburgh, Warkworth and Alnwick.

Take a walk along the Quayside... home to the famous Tyne and Millennium Bridges and The Sage Gateshead music centre.



Careers and Employability

As a world-class university we produce world-class graduates with excellent career prospects. Newcastle ranks in the top 20 in the UK for employability (*The Times/Sunday Times University Guide 2015*).



Find out more at
www.ncl.ac.uk/careers/explore/international



Our multi-award-winning Careers Service is one of the best, largest and most innovative in the UK.

Workplace-relevant study

Depending on your chosen course, you can benefit from:

- work-related skills development
- Careers Service modules
- professional accreditation
- employer delivered lectures
- commercial training and work experience

Work experience during your studies

Regardless of your subject, you can build work experience into your study programme:

- **The Newcastle Work Experience Scheme** – paid work placements with a local business in term time or the summer vacation
- **JobsOC (Jobs on Campus)** – temporary or casual work assignments on campus incorporating professional development as a key element
- **Student Ambassador Scheme** – join our team supporting initiatives and events on campus, such as the University's Open Days
- **Passport to Work** – gain an insight into a variety of professions via our unpaid work experience and work shadowing opportunities

Practical skills development

Our skills development workshops will help you prepare for the future, from learning how to build your CV to succeeding at interviews. Why not also try:

- **Rise Up** – free masterclasses about starting your own business
- **volunteering** – get involved in the community and develop your skills through the Students' Union's organisation, Student Community Action Newcastle (SCAN)
- **ncl+** – a professional development initiative including opportunities such as working on the student newspaper or leading a student society

Tailored careers advice

Thinking about your career early and making full use of the opportunities available at the University will help you succeed upon graduation. The Careers Service can help with:

- one-to-one advice
- business start-up support
- finding graduate jobs and postgraduate courses

Find out more at www.youtube.com/user/careersncl

Visa regulations

You may have restrictions on the number of hours you can work and the type of work that you can do while you study depending on the type of visa you hold. Further information is online at www.ncl.ac.uk/students/progress/visa/WorkEmployment/work_during_studies

Living in Newcastle

Take a virtual tour of the city, and see what Newcastle has to offer at www.ncl.ac.uk/tour



Watch a video
of city life at
[www.ncl.ac.uk/
video](http://www.ncl.ac.uk/video)



British customs and culture

Greeting people

When meeting someone for the first time, it is polite to shake hands with the right hand, say hello and ask the person how they are. You may find people use expressions such as 'how's it going?' or in Newcastle you may hear a simple 'all right?'

Queuing

In the UK we form orderly queues (standing in line) and wait patiently for our turn.

General politeness

British people are quite relaxed but like good manners. We use 'please' and 'thank you' a lot and it is polite to say 'excuse me' when wanting someone to move out of your way and 'sorry' if you accidentally bump into somebody.

Punctuality

British people are very punctual and usually arrive on time for appointments. If you are going to arrive late, you should contact the person you are meeting beforehand to let them know.

Eating

If you are invited to somebody's house for a meal, it is considered good manners to take a gift. A bottle of wine, flowers, or chocolates are popular gifts. People in the UK generally eat with a knife and fork and put them together on the plate at the end of the meal to signal that they have had enough to eat. If you eat in a restaurant you may wish to tip the waiter if you have received good service, but it is not compulsory.

Alcohol

You must be over the age of 18 to drink alcohol. If you do not drink alcohol, then you may be slightly anxious if you are invited to a pub or a bar. Don't worry – pubs are popular meeting places and sell non-alcoholic drinks as well as alcohol. Both men and women visit pubs and bars in the UK.

Equality

Men and women have equal rights in the UK. It is illegal to discriminate against anyone according to race, gender, age, religion, sexual orientation or disability. British attitudes to sex and sexuality may be different from those in your own country. You are free to live according to your own personal standards, ethics and beliefs and should not feel pressured to adopt those of any of your fellow students.

Weather, climate and clothing

The climate in Newcastle can be quite variable. Our summers are mild with temperatures rarely exceeding 21°C while in winter daily temperatures may not rise above 2°C. It is advisable to bring warm clothes such as jumpers and a coat for winter or you can buy them when you arrive. Many people also choose to wear hats, scarves and gloves. Most British homes have a central heating system.

Smoking

It is illegal to smoke in enclosed public places in England, such as lecture theatres, trains, pubs, restaurants and University accommodation. Newcastle University is a smoke free campus. If you do smoke, you will need to use the smoke free shelters provided.

For further
information see
www.nhs.uk



Religion

Newcastle upon Tyne is a large and diverse international city. All of the major world faiths worship in the city. The University greatly values the contribution that people of all faiths make towards its life.

Newcastle University Chaplaincy is the main contact for all religious faiths within the University. The Chaplaincy offers prayer and worship, confidential listening, space to work, support, faith exploration, spiritual discussion and meditation, as well as social events, fun and friendship. The Chaplaincy works closely with the University and Students' Union. The Chaplaincy team is currently made up of several Christian chaplains, as well as Buddhist, Jewish and Muslim chaplains.

Newcastle University Chaplaincy

University Co-ordinating Chaplain:

Revd Catherine Lack
19–20 Windsor Terrace
Newcastle upon Tyne NE2 4HE

E-mail: chaplaincy@ncl.ac.uk or
catherine.lack@ncl.ac.uk

Tel: +44 (0) 191 208 6341

www.ncl.ac.uk/students/chaplaincy

Religion in the city

Visit www.ncl.ac.uk/students/chaplaincy/places for contact details of the major places of worship in the city. If you have any questions about these, please get in touch with the University Chaplaincy using the details provided above.

Healthcare

If your study visa is for more than six months, an annual healthcare surcharge of £150 will be payable at the time of your visa application (see page 14). This is applicable for both students and their dependents. Free healthcare will then be available on the UK's National Health Service (NHS) to all students studying in the UK for longer than six months and their dependants (spouse and children aged up to 16, or 19 if the child is in full-time education), as well as to all students from EU countries and those with reciprocal health agreements. Any student who is studying for less than six months is advised to take out health insurance as detailed later in this section. You may be asked as part of your visa application to produce a TB (tuberculosis) certificate from an authorised TB testing centre.

Register with a doctor

If you are studying for six months or more, you must register with a local doctor (also called a general practitioner or GP) in order to be eligible for free healthcare. A list of doctors available in the area can be obtained during Registration or from Student Wellbeing or the Student Advice Centre in the Students' Union. Most doctors' surgeries have female as well as male doctors, and if you prefer you can ask to be put on a female doctor's list. If you only want to be seen by a female doctor, you will need to say so whenever you make an appointment.

Can I get free medicine?

If a doctor recommends a medicine, they may write a prescription for you. The prescription authorises a pharmacist to give you a particular medicine. You will be asked to pay a fixed

prescription charge (£8.05). Depending on your circumstances, you may qualify for exemption from prescription charges – application forms are available from the Student Advice Centre.

If you are already suffering from an illness before you come to the UK (a 'pre-existing' condition), it may not be covered by the NHS and you should consider taking out private health insurance. An insurance policy that gives you access to private medical care could also give you much quicker access to healthcare. It could also cover additional possible costs resulting from illness, such as lost tuition fees and travel costs if you return home.

It is always advisable to have a health check before you leave your home country for a long period, and in some cases you may be asked to produce evidence of this when you apply for your visa (see pages 12–14 of this Handbook for the section on immigration advice).

If you are expecting to stay in the UK for less than six months, you will not be eligible for free medical care (unless your own country has a reciprocal arrangement with the UK) and you should therefore take out health insurance before you leave home. If you are from the EU and are staying in the UK for less than six months, you must hold a valid European Health Insurance Card (EHIC), which you should obtain from your home country before your departure in order to receive free medical treatment.

Dental treatment

Try to have a dental check-up in your own country before you leave for the UK. If you are not entitled to NHS treatment, or the dentist you choose does not take NHS patients, you will have to pay for the full cost of your treatment.

Optical treatment

Eye care is provided by opticians who usually operate from high street shops. You will normally have to pay a minimum charge for an eye test on the NHS (around £20). If the test shows you need glasses or contact lenses, the optician will give you a prescription.

Dealing with medical emergencies

For emergency services: dial 999

If you need immediate medical assistance (for example, because of an accident), telephone 999. The call is free, including from mobile phones.

Emergency services should only be used in the case of a real emergency.

If you need urgent treatment, but you are well enough to travel, you can also make your own way by public transport or taxi to a hospital Accident and Emergency (A&E) department. These departments are open 24 hours a day and deal with patients needing emergency treatment of serious illness or injury only.

When it's less urgent than 999, you can call 111. This is an NHS service for people who need medical help fast and you will be directed to the local service that can help you best.

Travel and Transport

With our international transport links, you should have a smooth journey to Newcastle. Once you're here, you'll find Newcastle an easy city to get around.



Getting here

How do I travel to Newcastle?

If you are travelling from outside the UK, we recommend flying to Newcastle International Airport. Newcastle has direct connections to four major international hub airports: Amsterdam, Dubai, London Heathrow and Paris. If no direct flight is available for you, you should look to connect through one of these airports.

www.newcastleairport.com

Stopover in London

Some students choose to travel to London on their way to Newcastle. You can reach Newcastle from London by the following means, but remember you can easily visit London at any time from Newcastle.

Coach or bus

www.nationalexpress.com

www.megabus.com

Train

www.thetrainline.com

Plane

www.heathrowairport.com

www.gatwickairport.com

Tier 4 applicants should travel onwards to Newcastle as soon as possible to collect their BRP card within 10 days of arrival in the UK.

For further information see
www.ncl.ac.uk/about/visit/travel



How do I reach my accommodation?

Arriving by plane in Newcastle

Newcastle University International Office operates a Meet and Greet Service from Tuesday 22 September – Thursday 24 September 2015 for all students staying in University accommodation. This is free of charge. We recommend that you use this service. We will collect you from the airport and take you to your accommodation.

For further details and how to book please refer to the 'Newcastle Airport Meet and Greet Service' section on page 7.

Important travel notes

- Students from outside the EEA are advised not to enter the UK via the Republic of Ireland, as there is no immigration control at the border and you may not receive the correct immigration permission to study in the UK.
- If you intend to travel to the UK via another airport in a third country, you may need a 'transit' visa even if you will not be leaving the transit lounge. You should ask at the embassy of the transit destination in your home country about the visas you will require.
- Be aware that you may be charged at the transit airport for any goods in your hand baggage that would normally be subject to customs duty. Baggage consigned to the hold of the aircraft will not usually be searched at the transit airport.
- You are advised to book your travel as far in advance as possible – ticket prices can increase nearer the date of travel.

Arriving by train, coach or bus in Newcastle

Newcastle Central Railway Station and Newcastle Coach Station are both located in the city centre. If you arrive by train or coach, it is probably best to take a taxi to your accommodation as this will be the quickest and easiest way, especially if you are carrying a large amount of luggage. The maximum you can expect to pay is around £15.

Arriving in Newcastle – frequently asked questions

Q. My luggage has not arrived – what should I do?

- Immediately contact the office of the airline that you travelled with. Most airlines will have offices in the airport when you arrive. At Newcastle Airport, an attendant in the baggage hall will be able to take you to the correct desk.
- Explain that your luggage has not arrived, and give them your flight details. A copy of your baggage label will have been given to you when you checked in your luggage. Give the number on this to the baggage desk along with your flight details.
- Provide the baggage desk with the details of your accommodation in Newcastle so that the airport can deliver your luggage to you.

Q. I haven't booked University accommodation. Can I use the airport pick-up service?

- Yes, to the University campus only. However, it is easy to get a taxi from the airport to take you directly to your private accommodation. A typical fare will be around £20–£25 to the city centre.

Q. I have arrived late, and I have missed the Meet and Greet Service. How do I access my University accommodation?

- If your flight is delayed and you have missed the Meet and Greet Service, or if you arrive outside of normal office hours, then you will need to telephone the University's 24-hour security service on +44 (0) 191 208 6817. They will ask you for your student number or UCAS number – please make sure you have either with you. The security service will arrange to meet you at a central location. University security staff wear dark blue uniforms bearing the University logo or bright yellow jackets and carry identification (ID).
- You should then take a taxi direct to your destination from the taxi rank outside the arrivals gate at the airport.

Getting around Newcastle

Travelling around Newcastle is very easy. The city centre is compact and you can walk between most places within 15 minutes. Students mostly get around the city by bus, Metro and bicycle.

Bus

Regular bus services run from various points within the city centre to other areas of the city and surrounding areas. When boarding a bus you should state your destination to the driver and pay the amount he or she asks for. It is advisable to take the correct amount of money if at all possible as bus drivers often do not accept large banknotes. A pre-paid student travel card will save you money if you will be using buses a lot.

Metro

Newcastle's local rapid transport rail system, the Metro, links the city centre with the suburbs, Gateshead, Sunderland and towns on the coast. Tickets can be bought using cash from a ticket machine at any of the stations. If you are planning on using the Metro a lot, you can purchase a Student MetroSaver from a Nexus TravelShop that will be loaded on to your Newcastle University Smartcard.

Local bus, Metro, train and ferry routes can be found at www.nexus.org.uk, as well as details of prices and student discounts.

Bicycles

Many students choose to travel around the city on a bicycle (bike). There are many cycle lanes around the city for you to use. If you purchase a bike in the UK, you should buy a relatively inexpensive one as thefts can occur.

Make sure you buy a strong lock for your bike (U-locks are recommended) and fix it to a bike stand, not railings or a lamp post. The University has many bike racks on campus for students to lock their bikes. When travelling by bike, you should wear a helmet and ensure your bike has working lights. Wearing fluorescent colours will make you more visible at night.

Taxis

Taxis in Newcastle are a convenient but expensive way to travel. There are two types of taxi that operate. Black cabs or hackney carriages operate from designated taxi ranks around the city. Before you start your journey, you should ask the driver how much the journey will cost and ensure you have enough money with you. A private hire vehicle needs to be booked in advance of your journey, normally by calling the company direct. Some of the larger private hire companies in Newcastle are listed below:

ABC Taxis: Tel: +44 (0) 191 233 1000

Blueline Taxis: Tel: +44 (0) 191 262 6666

Dean Taxis: Tel: +44 (0) 191 444 4444

LA Taxis: Tel: +44 (0) 191 287 7777

Noda Taxis: Tel: +44 (0) 191 222 1888

Getting around the UK

Travelling within the UK can be affordable if you book well in advance and travel times are generally quite short.

By train

Newcastle Central Railway Station is located on the main east coast train line and has good links with other towns and cities across the UK. You can buy train tickets online, at train stations and at most travel agents. Booking online is usually the easiest and most cost-effective way of buying tickets. Prices vary enormously, depending on the number of days in advance a ticket is purchased, the time of travel and if a concessionary railcard is used by the ticket holder (see below). For example, an open return to London can cost anything between £25–£300 depending on when the ticket is booked and the time and date of travel. It is sometimes worth buying two single tickets instead of a return ticket as this can be much cheaper.

www.thetrainline.com

16–25 Railcard

If you intend to travel by train in the UK during your time in Newcastle, it is worth buying a 16–25 Railcard, which is available to all students in full-time education, regardless of their age. The cost is £30 if bought online at www.16-25railcard.co.uk and the card entitles you to a 33 per cent discount on rail travel throughout Great Britain for a whole year. Students planning to stay in Newcastle for three years or longer can buy a three-year Railcard for £70. You can often recover the cost of your Railcard from your first journey.

By coach

Exploring the UK by coach is often a cheaper alternative to rail travel although the journeys can be long and less comfortable. Prices can vary depending on the number of days in advance the ticket is purchased, the time of travel and the day of travel. A return journey to London could cost as much as £55, for example, while the same trip could cost as little as £10 if booked far enough in advance. Newcastle Coach Station is close to Newcastle Central Railway Station.

www.ncl.ac.uk/about/visit/travel/bus

By plane

Newcastle International Airport has daily scheduled flights to a number of major British cities, including Belfast, Bristol, Cardiff and London. If travelling to London, British Airways flies to and from London Heathrow Airport while easyJet and Flybe operate services to London Gatwick Airport and London Stansted Airport. Prices can vary from around £65–£400 depending on the time and date of travel and when the flight is booked. Try to book early to get the best prices. Remember you will have to add the cost of travelling from the airport to the centre of London onto your journey.

www.newcastleairport.com

By car

It is not necessary for you to own a car to travel around Newcastle. You will find that very few British students own a car. Petrol, insurance, licensing and tax are very expensive in the UK, as are the costs of any repairs. It is a criminal offence to use a car without a valid licence, insurance, MOT and tax. Parking in the city centre is expensive and it is extremely difficult to find a parking space on

the University campus. If you wish to travel around the UK with a group of friends, hiring a car from a company such as Avis, Enterprise or Europcar could be an option. If you and a few friends share the cost of the car hire and the petrol, then it can be quite a cheap way of getting around and also to get to places that mainline trains don't reach, such as parts of the Lake District.

If you do drive, remember it is illegal in the UK to drink alcohol and drive. We drive on the left-hand side of the road and everybody in the car must wear a seatbelt.

Getting around Europe

Due to the close proximity of the UK to mainland Europe, many students choose to do some travelling there, particularly in University vacation periods. (Please note, you will need to arrange a Schengen visa for this if you come from outside the EU – see page 14.)

Aside from travelling to London to take the Eurostar, the best way of travelling to Europe from Newcastle is by plane. A large number of airlines and tour companies operate from Newcastle travelling direct to major European cities such as Paris, Rome, Amsterdam, Dublin, Barcelona, Krakow, Prague and Geneva. You can also fly to destinations such as Ibiza, Sofia (Bulgaria), Larnaca (Cyprus), Malaga (Spain), Nice (France), Palma de Mallorca and many more. The major airlines flying to Europe from Newcastle are Air France, easyJet, Ryanair, KLM, Jet2.com and Flybe.

For a full list of destinations visit

www.newcastleairport.com/destination-map

Newcastle Airport is about seven miles north west of the city. A taxi from the University to the airport will cost approximately £20–£25. Alternatively you can take the Metro from Haymarket Metro Station (opposite the University) to the airport which takes about 25 minutes and costs £3.40.

For onward travel from Europe to other destinations in the world, it is best to fly to London, Amsterdam, Paris or Dubai – these are international hub airports with connections to most other countries.

Minimum travel times to Newcastle within the UK

City	Air	Rail	Road	Distance
Belfast	55 mins	–	6h 30 mins*	352km
Birmingham	1h	2h 50 mins	3h 30 mins	331km
Bristol	1h 5 mins	4h 30 mins	5h	475km
Cardiff	1h 15 mins	5h 10 mins	5h 30 mins	520km
Durham	–	10 mins	30 mins	30km
Edinburgh	–	1h 30 mins	2h 15 mins	170km
Glasgow	–	2h 30 mins	2h 45 mins	245km
Leeds	–	1h 30 mins	1h 50 mins	158km
London	1h	2h 50 mins	5h	454km
Manchester	–	2h 30 mins	2h 35 mins	230km
York	–	1h	1h 45 mins	140km

* Including ferry

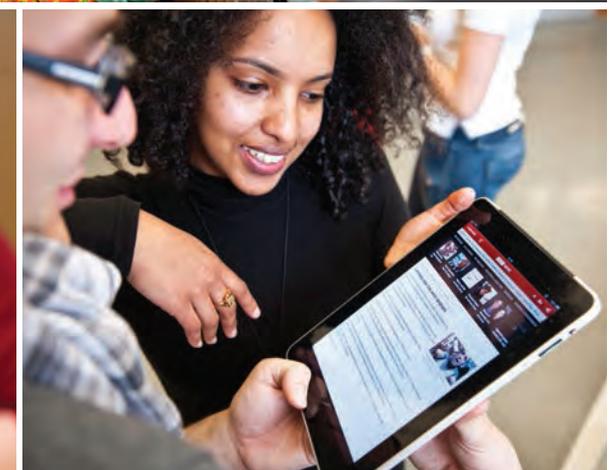
Major direct international destinations and airlines from Newcastle Airport

City	Airline	Website	Flight time
Amsterdam	KLM	www.klm.com	1h 20 mins
Barcelona	easyJet	www.easyjet.com	2h 30 mins
Dubai	Emirates	www.emirates.com	7h 30 mins
Dublin*	Ryanair	www.ryanair.com	1h 5 mins
	Aer Lingus	www.aerlingus.com	1h 5 mins
Geneva	easyJet	www.easyjet.com	2h 5 mins
Krakow	Jet2.com	www.jet2.com	2h 35 mins
Paris	Air France	www.airfrance.co.uk	1h 45 mins
Prague	Jet2.com	www.jet2.com	2h 15 mins
Rome	Jet2.com	www.jet2.com	3h 15 mins

* Please see page 14 for important information about entering the UK through the Republic of Ireland

Communications

Staying in touch with your family and friends is an important part of your student life. We recommend you contact home at least once a week during your stay to let your family know that you are safe.



Internet and e-mail

As a student, you are given free access to the Internet and e-mail, either in one of our computer clusters on campus or in your room in University accommodation.

Skype

A great way of calling home is via Skype. The programme can be easily installed on a laptop and is free of charge to connect to another PC. This allows you to video chat with family and friends: www.skype.com

Telephone

Be careful when making international calls from a mobile phone as it can be expensive. Also be careful when using a mobile phone from your home country in the UK as this will be very expensive. Contact your network provider to find out the cheapest option for you. We recommend that you buy or use a mobile phone under one of two payment schemes:

- **Pay as you go:** you pay a fixed rate for the handset/phone and SIM card and then buy 'credit' which allows you to make calls up to that value. Credit can be bought at most supermarkets, post offices, newsagents and mobile phone shops. These types of phones allow you to keep control of your spending but can be more expensive.

- **Contract phones:** you pay a monthly rental fee, which is debited from your bank account every month. The rental fee usually includes the cost of a certain number of calls, texts and Internet usage and will usually include the cost of the handset too. The contract periods are usually for a minimum of 12 months.

International calling cards can be purchased that will often save you money on international calls.

Social media

There are various forms of social media which are very interactive ways to communicate. It is possible to download apps for social media websites so that you can use them on your mobile phone. Popular social media websites include www.facebook.com and www.twitter.com

Post

Postal services operate from post offices, which open from 9am–5.30pm Monday to Saturday, although some smaller offices may have more limited hours. For details on costs of posting letters or packages overseas visit www.postoffice.co.uk

Contact Us

Contacts within the University

For information about:

- courses
- tuition fees

please see

www.ncl.ac.uk/undergraduate

www.ncl.ac.uk/postgraduate

For information about:

- education agents
- acceptable qualifications
- pre-arrival information
- cost of living
- scholarships
- visas

please see

www.ncl.ac.uk/international

For information about:

- disability support
- dyslexia support

please see

www.ncl.ac.uk/students/wellbeing/disability-support

INTO Newcastle University

Tel: +44 (0) 191 208 7535

E-mail: into@newcastle.ac.uk

www.intohigher.com/newcastle

Students' Union (includes Student Advice Centre)

Tel: +44 (0) 191 239 3900

www.nusu.co.uk

Keep in touch

-  www.ncl.ac.uk
-  www.ncl.ac.uk/enquiries
-  @NUInternational
-  /nuinternational
-  /newcastleuniversity
-  /newcastleuni
-  +44 (0) 191 208 3333

Checklist

Preparing to become a student (one to three months before you come to Newcastle)

- Have you received your unconditional offer?
- If you are a non-European student, have you received your Confirmation of Acceptance for Studies or CAS so that you can apply for your student visa?
- Do you know what the fees are for your course and how much money you will need for general living costs?
- Have you booked our Meet and Greet Service (airport pick-up)?
- If you are not using our Meet and Greet Service, do you know how to get to your accommodation?
- Do you have a disability, and if so, have you contacted the Student Wellbeing team for advice? www.ncl.ac.uk/students/wellbeing
- Have you read your Registration and Induction information?

Preparing for living in the UK

- Have you booked your accommodation and paid your deposit?
- Have you reviewed and accepted your accommodation contract?
- Have you packed some warm clothes?
- If you are an undergraduate student, have you booked a bedding pack (pillows, sheets and/or duvet)?
- Have you packed an adaptor plug so you can use your electrical items in the UK? (UK plugs are 3 pin, not 2 pin.)

Health

- Have you obtained a tuberculosis (TB) certificate? Check www.ukvisas.gov.uk to see if this is required.
- Do you have a short medical history that will help when you register with a doctor in the UK?
- Have you had a check-up at your dentist?
- Have you obtained a letter from your doctor for any prescribed medicine you may need to bring with you?
- If you are a European student have you got your European Health Insurance Card (EHIC)?

Preparing to travel

- Do you have a valid passport?
- Have you obtained any necessary student visa/entry clearance for study in the UK?
- Have you bought your travel tickets and travel insurance?
- Have you made all the necessary arrangements for any family, if they are travelling with you?
- Do you know how many bags and the weight of baggage allowed by your airline? Please remember you can buy things here in the UK too, you don't have to bring everything you own with you! Put labels on your luggage with your name and address in your home country AND the address of your accommodation in Newcastle.

It is advisable to keep copies of the following documents in a safe place, and send an e-mail of scanned copies to yourself so that you can access them in an emergency:

- passport
- Entry Clearance documents (including your Visa Decision letter, which you should also e-mail to compliance@newcastle.ac.uk)

- a copy of your CAS statement
- accommodation contract
- vaccination certificates

Useful information to give your family and friends:

- your e-mail address
- University term dates
- your accommodation address in Newcastle
- University address and telephone number (International Office telephone: +44 (0) 191 208 6856 – in case of emergency only please)
- copies of any important documents to keep in case of emergencies

Preparing your finances

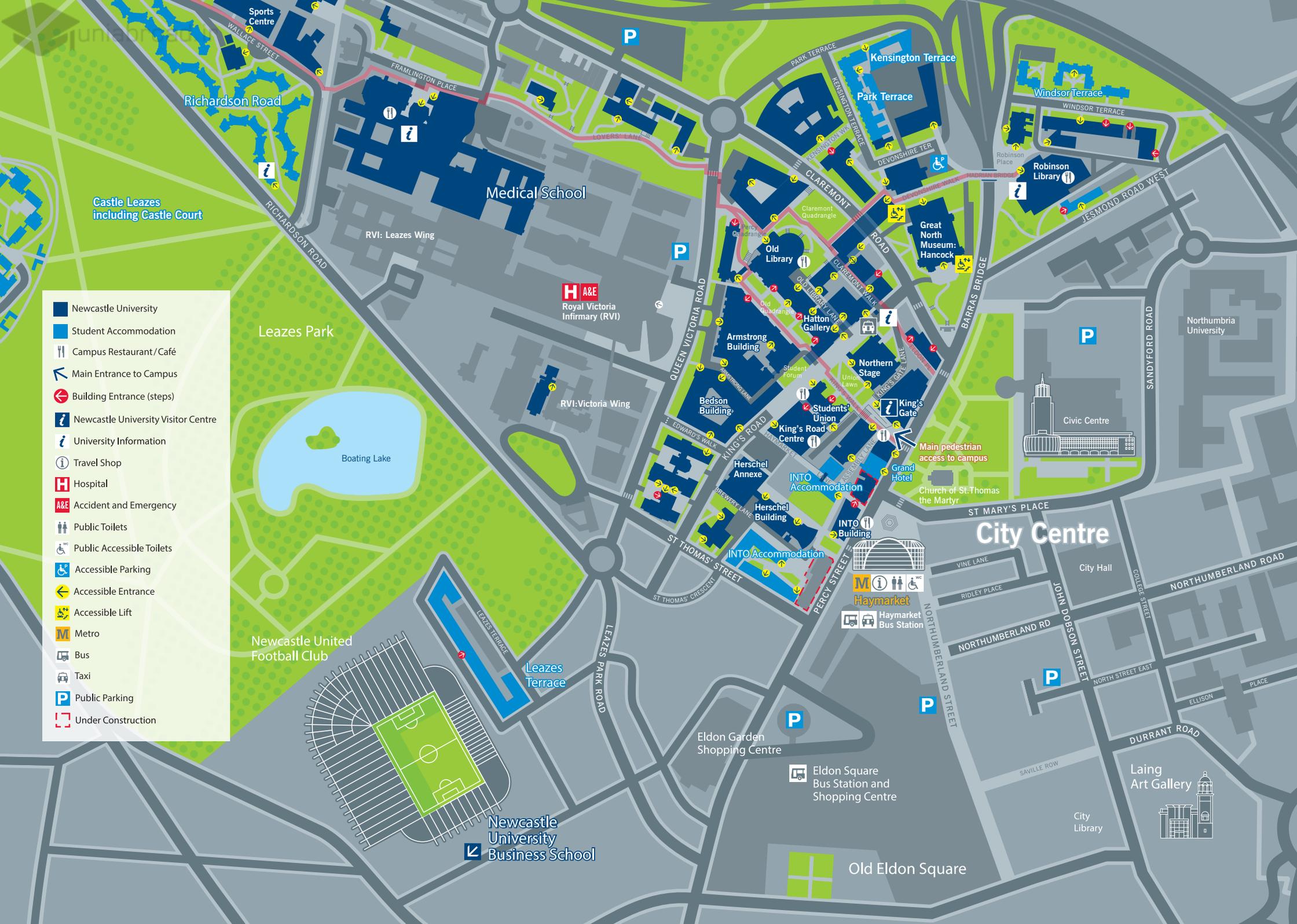
- Have you checked whether you need permission to transfer money to the UK?
- Have you checked whether your own government has restrictions on the amount of money you can take out of your country?
- Have you investigated whether you can open a bank account at home that you can use in the UK?
- Do you have a bank letter or reference from your home bank?
- Do you wish or need to apply for a credit card (if you don't already have one)?
- Have you arranged travel and personal insurance?
- Have you ordered British currency for your immediate arrival expenses? (We suggest a sum of £600–£800.) For further information see www.ukcisa.org.uk
- Do you have appropriate currency for any small purchases, such as snacks during airport changes (for example, Euros for Amsterdam Airport)?

Important items to pack in your hand luggage:

- passport
- tickets
- Entry Clearance documents including your Visa Decision Letter
- University Registration and Welcome information
- a copy of your CAS statement
- your offer of accommodation and contract
- any relevant vaccination certificates
- for non-European students – evidence of a recent medical check-up and X-ray and TB certificate (if these were recommended when you applied for your visa)
- documentary evidence that you can meet the cost of your programme of study and all of your living expenses (this can include a banker's draft, written evidence of having been awarded a scholarship, or a letter from your sponsor)
- travel insurance documents
- credit card
- £600–£800 in cash to help you over the first few weeks
- driver's licence (if you intend to drive whilst in the UK)
- a warm jumper and/or jacket for when you arrive in the UK
- passport photos to use for bus/Metro/rail passes
- a list of emergency phone numbers, including the University's 24-hour security service +44 (0) 191 208 6817, in case of flight delays
- this Handbook!

Please note: there may be additional items you need to consider for your journey so this may not be your final list.

-  Newcastle University
-  Student Accommodation
-  Campus Restaurant/Café
-  Main Entrance to Campus
-  Building Entrance (steps)
-  Newcastle University Visitor Centre
-  University Information
-  Travel Shop
-  Hospital
-  Accident and Emergency
-  Public Toilets
-  Public Accessible Toilets
-  Accessible Parking
-  Accessible Entrance
-  Accessible Lift
-  Metro
-  Bus
-  Taxi
-  Public Parking
-  Under Construction



Richardson Road

Castle Leazes including Castle Court

Leazes Park

Boating Lake

Newcastle United Football Club

Medical School

RVI: Leazes Wing

Royal Victoria Infirmary (RVI)

RVI: Victoria Wing

Leazes Terrace

Newcastle University Business School

Kensington Terrace

Park Terrace

Windsor Terrace

Windsor Terrace

Robinson Library

Great North Museum: Hancock

Old Library

Hatton Gallery

Armstrong Building

Bedson Building

Students' Union

King's Road Centre

King's Gate

Grand Hotel

Herschel Annexe

Herschel Building

INTO Accommodation

INTO Accommodation

Haymarket

Haymarket Bus Station

City Centre

City Hall

Eldon Garden Shopping Centre

Eldon Square Bus Station and Shopping Centre

Old Eldon Square

Laing Art Gallery

City Library

Northumbria University

Robinson Place

BARRAS BRIDGE

SANDYFORD ROAD

ST MARY'S PLACE

VINE LANE

RIDLEY PLACE

NORTHUMBERLAND RD

NORTHUMBERLAND RD

NORTH STREET EAST

DURRANT ROAD

SAVILLE ROW

ELLISON PLACE

JOHN DOBSON STREET

NORTHUMBERLAND ROAD

ST THOMAS' STREET

ST THOMAS' CRESCENT

BREWERY LANE

KING'S ROAD

LEAZES PARK ROAD



Airports with connecting flights to Newcastle



Ferry from Amsterdam



Details are correct at the time of going to press in April 2015.

This brochure is for information and guidance purposes only.

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