Newcastle University



University Survival Guide

Student Handbook

Monday 27 - Wednesday 29 June 2016

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University Survival Guide

Student Handbook



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Welcome to University Survival Guide

Congratulations on being allocated a place at University Survival Guide (USG). We're looking forward to meeting you very soon. This handbook gives you more information about the event- you should read it carefully before you arrive and you may need to refer to it during the event.

We hope that by attending USG you gain a realistic insight into student life by hanging out with current students and experiencing what studying at university is really like. Not to mention having a tonne of fun and making a load of new friends along the way!

Students who attended USG last year really enjoyed the experience as you can see from the comments below:

'Would do it all over again'

'Enjoyable from start to finish.'

'Best three days of my life.'

If you have any questions after reading this Handbook, please do not hesitate to get in touch - otherwise we look forward to meeting you on Monday 27 June.

With best wishes

Faye, Ezra, Gillian, Lisa & Jack
USG Organisers

Travel Arrangements

USG begins on the morning of Monday 27 June. You should arrange to arrive at St Mary's College Halls of Residence, Fenham between 10.30am and 12.30pm for registration. Please don't arrive too early as staff will still be setting up! We will be getting a coach to campus at 12.30pm so you just need time to check in to your room before then.

USG is completely free to attend, and the cost of travelling to and from the event will be covered by the University. Unfortunately we are unable to reimburse parent/carer travel expenses if they wish to travel with you. **To claim back travel expenses you will need to fill in a travel form – this can be printed in advance from our website or picked up at registration. Please also bring any travel tickets, receipts or a record of car mileage.**

If your travel costs £10 or more, we will need details for a bank account sort code and account number to transfer the money to you. If your travel costs £9.99 or less, you will be reimbursed in cash for a return journey when you register on Monday 27 June.

Shuttle Bus Service:

A shuttle bus service will operate from **10.30am** between Central Station, Haymarket Metro Station and St Mary's College Halls of Residence. The bus will run every 15 minutes and **the last pick up will be at 12.10pm.**

Travelling by train?

Once you arrive at **Newcastle Central Station,** students wearing green Newcastle University t-shirts will meet you at the main entrance and make sure that you get on our shuttle bus service to St Mary's College Halls of Residence.

Travelling by Metro or public transport?

If you are travelling by Metro or public transport, please make your way to **Haymarket Metro Station**. Students wearing green Newcastle University t-shirts will be waiting at the Metro station to meet you and take you to the shuttle bus.

Travelling by car?

If you are travelling by car, please make your way directly to **St Mary's College Halls of Residence, Fenham, NE4 9YH**, where you will be met by USG organisers and Student Representatives. Please note we are not able to provide parking facilities but cars can access the car park to drop you off.



What to do if you're going to be late:

If for any reason you are delayed and expect to arrive after 12.30pm, or have any other problems during your journey, you should **call the USG Help Desk on 07855 489 679** giving your name and expected time of arrival.

Return Travel:

USG will finish on Wednesday 29 June at 4pm. There will be a shuttle bus service to take students to Newcastle Central Station.

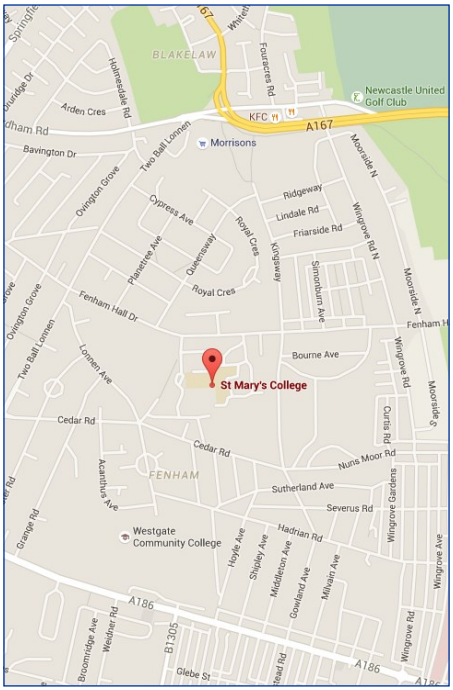
If you are booking your own return travel ticket we would advise you to book to travel after 5pm.

If you are travelling home by car you should arrange to be picked up from **Newcastle University City Centre Campus** at 4pm. Unfortunately we are unable to provide car parking on campus.

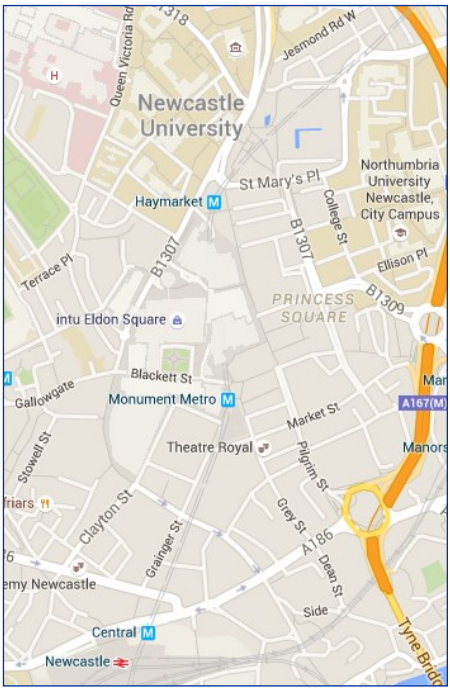
Please note that if you are asked to leave USG early due to misconduct then you will be liable to arrange and pay for your own transport home. Newcastle University will not cover any costs incurred if this situation arises.

Maps

St Mary's College Halls of Residence
Fenham Hall Drive, Fenham, NE4 9YH



Newcastle University City Centre Campus, NE1 7RU



Accommodation



During USG you will be given a single bedroom in St Mary's College Halls of Residence.

Each bedroom...

- is in a single-sex flat
- has a wash basin and central heating
- will be in a flat with a single-sex shared bathroom and toilet facilities
- will have bed linen and towels provided
- will be lockable, and can be used for the safe storage of your belongings during your stay

TOP TIP! Remember to take your key whenever you leave your room.

You should bring any toiletries or personal items that you will need during your stay, as these will not be provided. A suggested packing list is on page 8.

Members of the Student Recruitment Team will be staying at the Halls of Residence and will be contactable overnight.

Meals

Continental **breakfast** packs will be provided in the kitchens in your flat.

A **packed lunch** (sandwich, crisps, fruit and water) will be provided each day on campus. There are also several outlets on the University campus that you can purchase additional food and refreshments at, if necessary.

An **evening meal** will be provided at ZaZa Bazaar on Monday evening. On Tuesday evening you will eat at the Beach Party at our students' union.

You will be provided with a Newcastle University **water bottle** that can be refilled in your kitchen and at fountains around campus– don't leave your flat without it! **Snacks** will also be provided during breaks throughout the day.

Appropriate food will be provided for those who have told us that they are observing Ramadan or those that have individual requirements (e.g. vegetarian, dairy free, etc.). If you haven't already told us of any requirements you have then please do so **immediately via email at survival@ncl.ac.uk** so we can make the necessary arrangements.

Due to some students having severe allergies, **there will be a ban on the consumption of nuts and nut containing products** during USG. Please bear this in mind if buying your own snacks.

Programme

A provisional programme for USG is available on our website. After check in, we will begin with an **Induction Session** where we will go through the timetable and explain each session in detail. At this point you will also meet the rest of your group and your Student Representatives.

You will then take part in a range of **'Icebreaker'** activities to help you get to know the rest of your group. Please come dressed in **comfortable clothes** and **flat shoes**. You will not be able to get changed once we travel to campus.

USG gives you the chance to try out new things. We have organised a variety of subject taster and personal development sessions for you to attend.

Subject Taster Sessions

You will attend two subject taster sessions, which will be interactive and will give you an idea of what it's like to study that subject at university. You'll also get to meet University teaching staff and use University facilities. Don't worry - you will not be expected to complete any assessments or hand any work in during USG!

Personal Development Sessions

You will attend four Personal Development Sessions. These sessions have all been designed to equip you with knowledge and ideas that will help you to prepare for taking your GCSEs and find out more about uni life.

Group Work

We're not going to give too much away, but this will be a fun and interactive project that you will work on with your group. This will be a great chance to build on your confidence and team working skills.

Social Programme

You will be able to choose between watching Independence Day: Resurgence and The Secret Life of Pets at the **cinema** on Monday night. You may also have the option to watch Euro 2016. On Tuesday night we are holding a **Beach Party** at the students' union just for students attending USG. Fancy dress is optional for the Beach Party, however if you would prefer not to dress up just wear something you would wear for a party (there's no strict dress code!).

Free Time

During USG you will get some free time to hang out with your friends. You will have access to Wi-Fi in the social areas and the option to take part in some sport activities. Please remember, once we have returned back to the Halls of Residence each evening you will be unable to leave the premises.

It is compulsory that you attend all sessions during USG, and we ask you to rearrange any appointments or commitments. If you have a valid reason for missing part of USG we will need to know in advance and require a note from your parent/carer explaining when and why you need time off and what arrangements have been made to collect you and bring you back to USG. **You should hand this note to one of the USG organisers when you register.**

Health and Safety

On the first day you will be briefed about the University's and St Mary's Halls of Residence's Health and Safety policies and Fire Regulations. Staff who have been trained in First Aid will be on duty at all times in the Halls of Residence and during the day on the University campus. In the event of any accident or health problem you should contact your Student Representative in the first instance, or one of the USG organisers.

You should have already told us about any medical conditions or individual requirements you have.

If you haven't, please contact the USG organisers on 0191 208 5895 or survival@ncl.ac.uk immediately so we can put arrangements in place.

Rules and Regulations

To make sure everyone who comes to USG is safe and has an enjoyable experience, you are expected to comply with all of the rules and regulations during your stay at Newcastle University.

For your own safety and security, we have already asked you to read and agree to a Code of Conduct form stating that you agree to abide by USG regulations.

Students who do not comply with the rules and regulations will no longer be able to participate in USG and will be asked to leave. Under these circumstances, the University will not pay travel expenses, and we will expect your parents or carers to arrange your travel home.



Suggested Packing List

Clothes: ***(enough to last for three days)***

- ☐ Selection of clothes for warm & cool weather
- ☐ Waterproof outdoor clothing
- ☐ Comfortable shoes - you will be doing a lot of walking
- ☐ Pyjamas / Dressing Gown
- ☐ Underwear and socks
- ☐ Something smart/casual that you would wear to a party OR appropriate beach themed fancy dress
- ☐ Clothes that you can move easily in for icebreakers & flat shoes
- ☐ Sports kit (optional)

Please don't bring:

- Expensive jewellery or other items (e.g. iPads, laptops)
- Any items of high value
- Large amounts of money

You may also need to bring:

- ☐ Any medication that you need
- ☐ Toiletries (soap, toothpaste etc.) & other personal items
- ☐ Comb/hairbrush/hairdryer/ straighteners
- ☐ Glasses/contact lenses/ solutions
- ☐ Books/magazines for spare time
- ☐ Mobile phone & charger
- ☐ Travel ticket (including return ticket)
- ☐ Small bag to carry things during the day
- ☐ Sun cream
- ☐ Alarm clock
- ☐ Umbrella
- ☐ Spending money (we strongly recommend you do not bring any more than £20)

The University cannot be held responsible if any of your belongings are lost, damaged or stolen.

And finally...

We know that we have given you a lot of information to take in at this stage, but it should help you settle in quickly. However, if you have questions about USG please contact us on **0191 208 8379** or **survival@ncl.ac.uk**. There is also lots more information on our website:

www.ncl.ac.uk/survival

We are looking forward to meeting you! We intend to make your stay enjoyable and hope to help you to make an informed decision about your future.

Students in the past have thoroughly enjoyed summer schools, but like most things in life, the more you put in...the more you get out of it!

