



**NEWCASTLE
COLLEGE**
UNIVERSITY
CENTRE

YOUR ENROLMENT INFORMATION



ncl-coll.ac.uk



A DEGREE WITH A DIFFERENCE



Welcome to Newcastle College University Centre. I'm delighted that you've chosen to study one of our degrees, developed in collaboration with industry, to ensure that you'll learn the technical skills and knowledge you'll need to succeed.

As part of our University Centre community, we are committed to providing you with quality, higher technical education, and the opportunity to train and study in sector-leading facilities with expert lecturers who will support you to achieve your potential. We want to make sure you have the best possible experience with us, and that includes supporting you and your wellbeing during your time with us. You'll have access to academic support, as well as pastoral and mental health support resources from our dedicated Disability Support Team (DST).

Higher education at Newcastle College University Centre is more than just a degree. Take every opportunity as they arise! We want you to get involved – become a Student Fellow, take part in an exhibition or show, represent your group at the Student Assembly or take your research proposal to parliament. Whether you're with us for two, three or four years, squeeze all you can from every minute.

You are the North East of England's future. My advice is to work hard, follow your passions and make the most of everything we can offer you here. Your time at Newcastle College University Centre will go beyond your studies. During your degree you'll become part of a diverse and vibrant community where you'll be challenged, inspired and supported to achieve your full potential, whilst enjoying a brilliant student experience.

Jon Ridley
Deputy Principal and Executive Lead HE

WELCOME TO NEWCASTLE COLLEGE UNIVERSITY CENTRE

Hello, and welcome to Newcastle College University Centre. It's fantastic that you have chosen to study with us, I am very much looking forward to you joining our community. At Newcastle College University Centre, we pride ourselves on offering higher education that is vocational, current and accessible. We work closely with employers to ensure your degree will provide you with the skills required in industry, as well as being put on the right path for employment in your chosen career. Our campus is vibrant and lively, offering you a great academic and social experience.

As a University Centre, we recognise your journey to this point is unique to you; you may have studied at Newcastle College as a further education student, or another education provider, you might also have decided to embark on a degree later in your life. We understand you could be studying alongside working, raising a family, or both! Whichever route you've taken to get to us, we are here to support you through this journey. Which is why we pride ourselves on not only ensuring you have high quality delivery but also fantastic support services, who are all here to ensure you have the support you need in order to succeed. You will hear all about these services when you start your studies. Speaking from personal experience (I studied in higher education whilst

working and raising a family), take as much support and guidance as you can.

I am excited for you to experience the fantastic range of specialist facilities we have, ranging from real-working environments and our specialist simulation room (to name just a few). We have dedicated areas for our higher education students, including the HE Hub, a gym and a dedicated computer suite, as well as tailored higher education VLEs and resources. In addition, there are a wide range of subject-specific resources, experiences and opportunities to enhance your studies.

Lastly, I just want to wish you the very best of luck on your journey, embrace every minute and make lots of memories. I look forward to seeing you on campus.

Maria Gibson
Head of Higher Education

WE'RE INVESTING IN YOU!

We've been awarded £8million to invest in higher education facilities across Aviation, Digital, Energy and Engineering. Find out more at www.ncl-coll.ac.uk/investing-in-you

YOUR ENROLMENT INFORMATION

Every summer we invite our applicants, who have successfully achieved their place, onto campus to complete their enrolment. This includes signing your learning agreement and collecting your lanyard – meaning that you're on your way to becoming a Newcastle College University Centre student!

ENROLMENT DETAILS

Our enrolment dates are as follows:

- **Returning students** (CertHE onto Foundation Degree, Top-Ups and Masters) (Level 5 and above with confirmed results): from Tuesday 1 August 2023.
- **New students** (UCAS applicants and Internal Progression (those continuing their studies from Newcastle College)): from Thursday 17 August 2023 (A Level Results Day).

Main enrolment in the HE HUB will end on Friday 8 September but don't worry – our Late and Clearing Enrolment event will take place in our Rye Hill House reception area from Monday 11 to Friday 29 September 2023.

Enrolment opening times are:

- 9am - 6pm – Mondays and Wednesdays
- 9am - 5pm – Tuesdays and Thursdays
- 9am - 4pm – Fridays
- 10am - 3pm – Saturday 19 August

We will also have an extended opening time on A Level Results Day (17 August) to 7pm.

Higher Education Enrolment will be held on the first floor of the HE Hub on the main Rye Hill campus. The HE Hub is situated at the bottom of campus, right next to the main car park – check out the map at the back of this booklet for more information.

Appointments to complete your enrolment can be made using our booking system. **You will receive a link via email to make a booking once your place is confirmed by our HE Admissions Manager.**

YOUR ENROLMENT CHECKLIST

We want you to be prepared as possible when you come to enrol. Take a look at our handy checklist to find out how to enrol at Newcastle College University Centre this summer.

OFFICIAL I.D

Both new and returning students must provide a form of official personal identification to enrol.

You can bring either a:

- Passport (in date)
- UK or EAA Driving Licence
- Original Birth Certificate
- Residency Permit.

FINANCE EVIDENCE/PAYMENT

- Loan Confirmation from Student Loans Company (or your SSN/Customer reference number if your application is being processed).

or

- Completed Employer Payment Form (if your employer is paying your tuition fees).

or

- For students paying their own fees – we can arrange a direct debit plan with you at enrolment. Please remember to bring your bank details with you.

RIGHT TO STUDY

If you are not classed as a British National, you will need to provide your right to study evidence - this is a share code from gov.uk <https://www.gov.uk/view-prove-immigration-status>

SMILE!

We will be taking your photo for your Newcastle College University Centre ID card (if you are a new student or if you're a returning student and would like an updated photograph). You will need to wear this lanyard whenever you are on campus.

If you require any assistance or have any further queries please contact the team on **0191 200 4448** or email HEAdmin@ncl-coll.ac.uk

ENROLMENT FAQs

We know that you'll have lots of questions about your enrolment before you come and enrol in August, but we're here to help. Here are some answers to our FAQs. We've got more FAQs on our website too, head to ncl-coll.ac.uk to find out more.

I haven't booked an enrolment appointment, can I turn up and wait to enrol?

Yes, you can wait and one of our staff will be able to enrol you, however your wait time will depend on how many bookings have been made on that day..

I've forgotten my ID, can I still enrol?

No, unfortunately we are unable to complete enrolment without a form of ID (see Enrolment Checklist on page 5). You will be asked to either re-book an appointment or return at the end of the day so please remember to bring your form of ID to your initial appointment.

My student finance hasn't been approved yet, can I still enrol?

Yes, you can still enrol. However, you must be aware that as part of enrolment, fees will be payable by you in the event of if the Student Loan Company default for any reason (e.g. loan reassessment, cancellation of loan). It's always a good idea to apply for your loan as soon as applications open.

When will I receive my Student Loan?

Once your student loan has been approved, Student Finance will pay your tuition fee directly to Newcastle College University Centre. If you are studying a Level 7 programme, you will receive a payment from Student Finance and you must pay your tuition fee directly to the University Centre.

If you have applied for a Maintenance Loan, payment will be received in line with the date set out in your payment schedule from Student Finance. Or, if you enrol after this date, it should be paid within three working days.

Please contact HEAdmin@ncl-coll.ac.uk for more information.

Where can I get a letter confirming the programme I am studying?

Once you have attended your course, you can email HEAdmin@ncl-coll.ac.uk with confirmation of your name, student number and date of birth. You can either collect it from Rye Hill House reception or we can post it to your current address or send it to you via email.

If I am paying my own tuition fee, how do I make the payment? Can I set up a payment plan?

At the point of enrolment, you will receive a fee payment factsheet containing all payment details. Payment can be made in full using internet banking.

If you wish to pay in instalments, you must select a payment plan (3 instalments or 7 instalments) at the point of enrolment. Our Credit Control department will then send you a direct debit mandate. This must be completed and returned within 72 hours from the date and time of issue. This method takes all of the stress away from you having to remember to pay each month!

If my employer is paying my tuition fee, how do they make the payment?

You must complete an Employer Fee Payment form with your employer. Once a completed form is submitted, we will invoice your employer for your tuition fee. If you'd like to be super organised and complete the form before you attend your enrolment appointment please get in touch (HEAdmin@ncl-coll.ac.uk) and we will email it to you.

What are the University Centre term dates?

Term 1:
Monday 11 September – Friday 22 December

Term 2:
Monday 8 January – Thursday 28 March

Term 3:
Monday 15 April – Friday 14 June

When will I receive my timetable?

You will receive your timetable during the enrolment process. If you do not receive this please email HEAdmin@ncl-coll.ac.uk

Can I request learning or pastoral support?

Yes, we have an award-winning student support team who offer one-to-one support to help you reach your full potential and achieve your goals. You'll regularly meet with a Personal Tutor who will help you to plan your learning journey and keep track of your progress. Our Learning Support Team can offer additional and specific support if you have any additional needs and/or disability. This includes support for sensory needs, learning and physical disabilities, autism and dyslexia. They can also help if you need advice and support for any issues relating to your mental health and wellbeing.

To request learning or pastoral support, you can contact our Higher Education Disability Support Team (DST) on **0191 200 4000** or email css@ncl-coll.ac.uk

TUITION FEES, SCHOLARSHIPS AND BURSARIES

You may be able to borrow money to help pay for university or college tuition fees and to help with living costs. You might get extra money on top of this, for example if you're on a low income, have a disability or have children. You only start repaying once you earn over a certain amount. The size of your monthly repayments will depend on how much you earn, not what you owe. Your tuition fee is paid directly to Newcastle College University Centre in three instalments once we confirm your attendance. We have three liability points in which these are paid (dependant on your attendance):

- ① Monday 11 September 2023
(25% of tuition fee)
- ② Monday 8 January 2024
(25% of tuition fee)
- ③ Monday 15 April 2024
(50% of tuition fee)

If you are receiving a Maintenance Loan from Student Finance England (SFE), this will be paid in line with the date set out in your payment schedule from SFE providing that you have enrolled prior to the first instalment date. If you enrol after this date then it should be paid within three working days.

Please note: Tuition Fee Loans and Maintenance Fee loans must be paid back.

BURSARIES

If you are starting a full-time, undergraduate higher education course at Newcastle College University Centre in 2023/24 and paying the full £9,250 per year fee, you may be eligible for one or both of our bursaries. For more information regarding bursaries please contact learnersupportfunds@ncgrp.co.uk

SCHOLARSHIPS

We are delighted to announce that Newcastle College University Centre is awarding Scholarships of £4,650 and £9,250 in the form of fee waivers over the duration of a degree programme.

Scholarships are available for two years for a Foundation Degree and three years for an undergraduate Honours Degree. Top-Up Degrees are also considered for a one-year scholarship.

To find out more about tuition fees, scholarships and bursaries, head to ncl-coll.ac.uk

HE SPACES AND FACILITIES

As a degree student on campus, you'll have access to some great facilities to help you study and socialise.

HE HUB AND PARSONS 10

Our HE Hub is an ideal place for students to study, socialise or collaborate with friends. Our licensed bar serves hot food, drinks and snacks with a comfy seating area, perfect if you need a change of scenery. Up on the tenth floor of Parsons you will find your own break-out area and computer suite with the latest specialist software. Relax, unwind and take in the stunning views across Newcastle.



CATERING

There are a range of places to eat on campus, such as:

Cafés – Mandela Kitchen (Mandela building), Costa Coffee (Parsons building) and Dancing Bean (Performance Academy).

Canteens – Trevelyan Refectory, Parsons First Floor canteen, The Hub (Bar), The Bistro (Lifestyle Academy) and the award-winning Chefs' Academy.



YOUR HE ADMIN TEAM

Our friendly HE Admin team are located in Rye Hill House at the top of the campus and are here to help you whilst you study with us. The team can help you with a whole range of things, including:

- student finance – confirm attendance/registrations
- council tax forms
- parking permits
- letters confirming study
- banking letters
- educational reference requests
- replacement ID cards

- update details on student record e.g. home address, contact numbers, email address

- processing Employer Fee Payment Agreement forms

- taking tuition fee payments

- issuing student grade transcripts

- answering any of your email queries within 48 hours of receipt, plus much more!

If you need any help during your degree, you can head up to Rye Hill House reception and speak to a member of the team.

You can also email HEadmin@ncl-coll.ac.uk and the team will be happy to help you.

STUDENT SUPPORT

We know that studying a degree is a big deal, and sometimes you might need some extra help. We have lots of student support that you can access whilst you study with us.

ACADEMIC SUPPORT TEAM (AST) AND EMPLOYABILITY COACHES

We want all of our students to have the best possible experience and the Academic Support Team (AST) is here to help you develop the higher-level academic skills necessary to ensure success. Our coaches are highly experienced professionals who offer workshops, group support, proofreading and one-to-one coaching to every higher education student. Every curriculum area has a named coach, and they will be your point of contact throughout your studies.

Academic coaching focuses on:

- improving confidence
- academic writing
- referencing
- critical thinking
- study skills
- research skills.

HE DISABILITY SUPPORT

We offer disability specific advice, guidance and signposting, including:

- Advice on accessing Disabled Students Allowances (DSA)
- Alternative Assessment Plans
- Exam Access Arrangements
- Screening and Diagnostic Testing for Dyslexia.

**CLICK
ME**

Find out more
about our
student support.

STUDENT LIFE ON CAMPUS

Alongside studying your degree, we want to offer you as many opportunities as possible to make the most of your degree – be it through student-led events, becoming a Student Fellow or representing your fellow students by becoming an Officer at our Students' Union.

WHAT IS A STUDENT FELLOW?

A Student Fellowship is designed to help you stand out from the crowd by strengthening your CV and adding to your studies with employability and work-based skills such as teamwork, leadership and presentation skills. As a Student Fellow you'll get the chance to work on extra-curricular projects in collaboration with University Centre staff and you may get the opportunity to attend and present your work at external conferences. What's more, you'll be able to say that you're making a real difference to your course and the University Centre!

WHAT IS A STUDENT REP?

Student Reps are elected members of each class tasked with representing their class during informal and formal meetings and forums. As a Student Rep you are the voice of your fellow students. You have a positive role to play by helping to promote change. You will act as a bridge between staff and students, providing feedback to both parties on issues, upcoming changes, and the future direction of the University Centre.

**CLICK
ME**

Take a look at
Student Life
on campus.

STUDENT DISCOUNTS

Once you've completed your enrolment and have your student ID card and email address, you can apply for student discounts using any of the following apps for free!

UNIDAYS

Head to www.myunidays.com

STUDENT BEANS

Head to www.studentbeans.com

NUS TOTUM

Head to www.totum.com



HEALTH AND SAFETY ON CAMPUS

YOUR SAFETY

We want all of our students to feel safe while they are at the University Centre and we strive to make our campus a safe and welcoming place, with a range of measures in place to protect our community.

This includes making sure all of our staff and students wear lanyards (which you'll receive at Enrolment), having Security on campus all year round and CCTV throughout our buildings.

DEFIBRILLATOR LOCATIONS

We have numerous defibrillators on campus. They are located in:

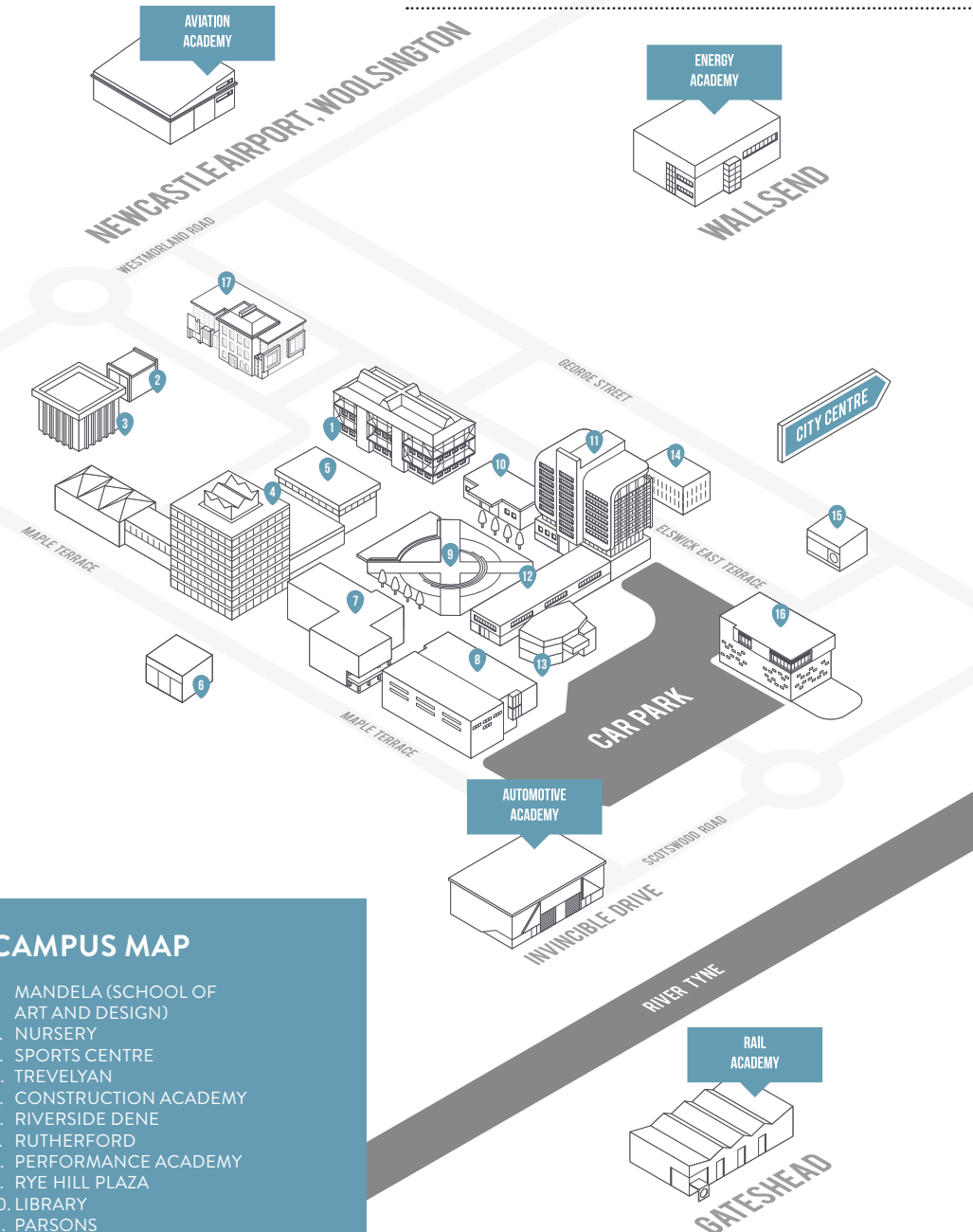
- Lifestyle Academy Gym
- Rye Hill Security Office
- Aviation Academy Reception
- Energy Academy Reception
- Rye Hill Sports Hall Reception
- Rail Academy Staff Office

**SCAN
ME**

Read more about
how we keep our
campus safe.

CAMPUS MAP

1. MANDELA (SCHOOL OF ART AND DESIGN)
2. NURSERY
3. SPORTS CENTRE
4. TREVELYAN
5. CONSTRUCTION ACADEMY
6. RIVERSIDE DENE
7. RUTHERFORD
8. PERFORMANCE ACADEMY
9. RYE HILL PLAZA
10. LIBRARY
11. PARSONS
12. ARMSTRONG HOUSE
13. HE HUB
14. ESTATES
15. TEACHING DEVELOPMENT CENTRE
16. LIFESTYLE ACADEMY
17. RYE HILL HOUSE



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