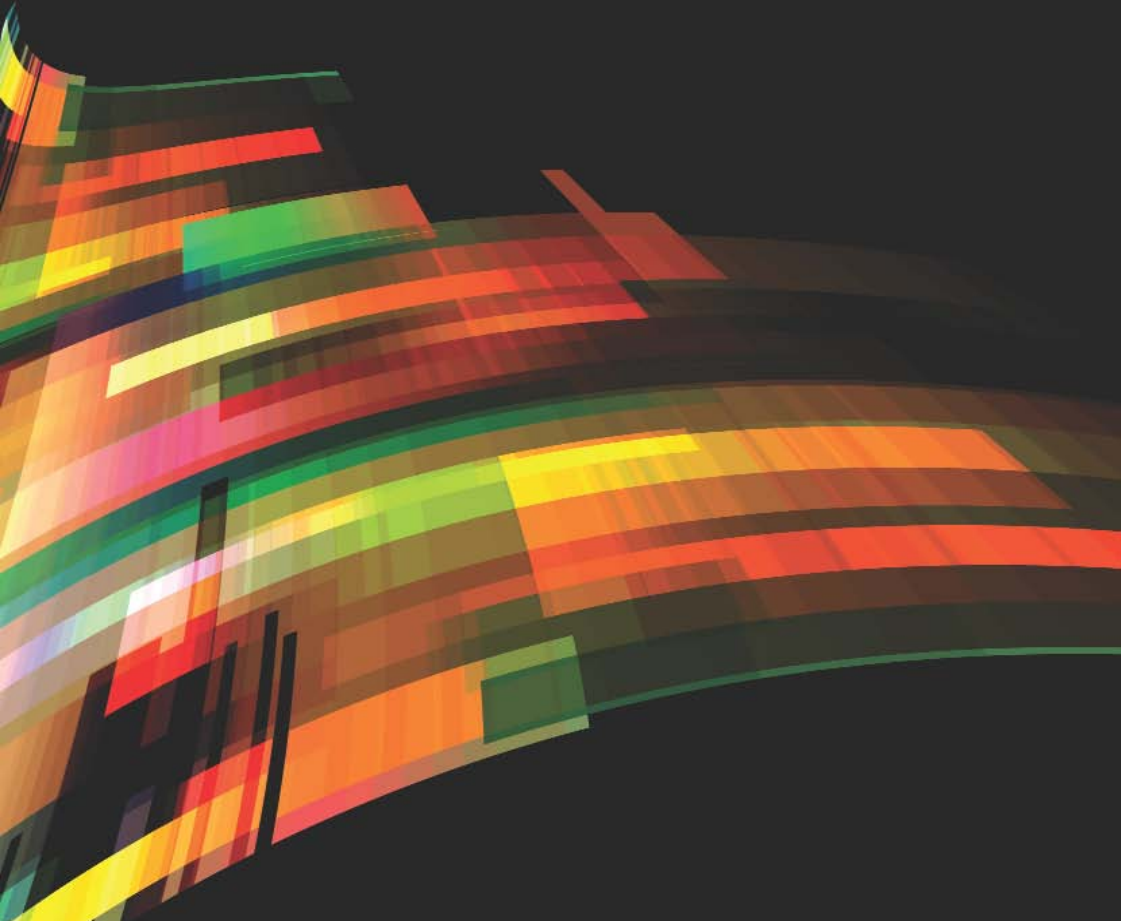




New College Durham

Student Handbook 2011/12

EVERYTHING YOU NEED TO KNOW ABOUT STUDYING AT NEW COLLEGE DURHAM



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Message from the Principal

Welcome to New College Durham

When you look around our campus, I'm sure you will agree that we have some of the best teaching and learning facilities in the region. It is a fantastic place for work, study and to get to know other people. You can do your bit throughout the year by helping us to look after it and keep it clean and free from litter.

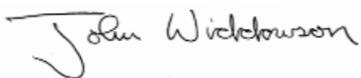
Of course, coming to College isn't just about buildings. Our aim is to ensure you make the most of your time here and that at the end of your course you leave with the qualifications you need to get a good job or go on to higher level study. Hundreds of students do that every year and we will do everything we can to ensure that you do the same.

You have to play your part too. This means attending classes regularly and punctually. It also means doing the work required for your course to the right standard and submitting it on time. Your lecturers are here to help you to do that. They will help if you have any problems with your course and can direct you to our team of specialist advisers if you need a little extra help. Working together, staff and students at the College have achieved consistently high results, making us an "Outstanding" College in our last Ofsted inspection in June 2009. In March 2010, New College Durham also received recognition of its excellence and innovation after being awarded the prestigious 'Beacon status' by the Learning and Skills Improvement Service (LSIS). A total of 12 learning and skills sector organisations, only four of which were further education colleges, were officially awarded Beacon status. LSIS Beacon status is granted in recognition of excellence in further educational and skills sector provision, as well as promoting peer review and skill sharing with other organisations.

As well as following your chosen course, you can also take part in a wide range of activities outside the classroom, many of which are organised by the Students' Union. The Students' Union is your voice in the College, helping us to make sure that from the Board of Governors down, students' views are heard and taken into account. Playing an active part in the Students' Union and supporting its activities is one way to get more out of your time here. It can also help you to make new friends and try new things.

Whatever your course and no matter how long you spend with us, I am sure you will enjoy your time here at New College Durham.

Have a great year!



John Widdowson,
Principal & Chief Executive

Did you know..?

Healthy College

New College Durham is a recognised Healthy College. This means that we are always improving our support to keep you healthy both physically and mentally. We actively promote physical activity and healthy eating and organise regular events to raise awareness of emotional and sexual health.

Foundation Degree Awarding Powers

New College Durham is the largest provider of Higher and Further Education in County Durham and one of only two colleges in the country to be granted the power to award its own Foundation Degrees.

We have a high quality portfolio of over 30 Foundation Degrees and other Higher Education provision, including Honours Degrees, in a wide range of subject areas. If you want to stay local rather than leave home, joining a Higher Education programme at New College Durham, with affordable tuition fees, may be a suitable option for you.

Highly Trusted Sponsor

Under the new regulations for International students set by the Government we are proud to be listed as an approved education provider with the 'Highly Trusted Sponsorship Status'. We fulfil all our obligations on the highest level and we also make sure that our students meet the terms of their visa or permission of stay.

Students' Charter 2011/12

In our Students' Charter, we set out our commitments to you and also what we ask of you in return, so that together we can make New College Durham a great place for you to study and learn.

The Charter states the aims of the College. While we will attempt to achieve these aims, no legal liability is assumed and no part of the Charter forms a part of any contract between the College and any third party.

Our commitments to you:

1. To make entry onto our courses as easy and fair as we can.
2. To provide high quality courses that meet the needs of our students.
3. To provide high quality student support services.
4. To operate fair and effective procedures for feedback and appeals.

1. We aim to make entry onto our courses as easy and fair as we can

We will do our best to:

- Provide full and accurate information about our courses and other services.
- Respond promptly and appropriately to all requests for information.
- Implement an equal opportunities policy that is widely communicated.
- Process course applications quickly and fairly.

In return we ask you to:

- Take note of the information provided about your course and in the Student Handbook.
- Ask our staff at an early stage if there is anything you do not understand.
- Attend punctually any selection interview or assessments for your course.
- Keep us informed of your intentions when you are offered a place on a course.
- Provide full and accurate information on application forms and enrolment forms.
- Inform the College of any changes to your personal circumstances.

Students' Charter 2011/12

2. We aim to provide high quality courses that meet the needs of our students

We will do our best to:

- Keep our courses under review to ensure they match the needs of our students.
- Respond to suggestions from students, employers and others for new courses or new units.
- Provide you with a schedule of important dates and deadlines for your course.
- Develop our staff, facilities and resources to meet your needs in College.
- Ensure that all staff providing advice and guidance are aware of progression routes from courses.
- Help you to take responsibility for managing your own learning.
- Give you regular and constructive feedback on your progress.
- Raise the levels of students' achievements across all programmes.

In return we ask you to:

- Behave in a way which respects the needs and aspirations of others to learn, teach and live within the community of the College.
- Give us feedback to help us to improve our courses and services.
- Attend lectures and other events which you are scheduled to attend regularly and punctually.
- Inform the appropriate member of staff as soon as possible if for any reason you are unable to attend a lecture or other scheduled event.
- Undertake course work diligently and submit all assignments on time to your tutors.
- Show due courtesies to College staff, other students and visitors.
- Familiarise yourself with the College's health and safety regulations, comply with those regulations and act at all times with due regard for your own safety and that of others.
- Respect the property of the College.
- Support staff and other students in the maintenance of a clean and tidy environment throughout the College.

Students' Charter 2011/12

3. We aim to provide high quality student support services

We will do our best to:

- Provide effective advice and guidance both before and during courses.
- Offer you an induction programme.
- Offer you tutorial support throughout your course.
- Make available a range of services through ASC (Advice Support Careers), including careers, funding and welfare advice and personal counselling services.
- Give you advice about the specialist equipment and support available to help with your studies.
- Make all buildings accessible to all students, wherever practicable.
- Publicise the available financial help (including Learning Support and Access to Learning Funds, bursaries and childcare) and make the applications and appeals procedures straightforward.

In return we ask you to:

- Seek help when you need it.
- Take advantage of the support offered.
- Attend all tutorials and reviews.

Students' Charter 2011/12

4. We aim to operate fair and effective procedures for feedback and appeals

We will do our best to:

- Publicise and operate a clear and effective system for receiving and acting upon comments, suggestions and complaints.
- Operate a fair system of academic appeals.

In return we ask you to:

- Discuss issues in the first instance with your course tutor or course leader.
- Follow our procedures if you wish to make a complaint, comment, suggestion or appeal.

A separate leaflet called “Procedures for Complaints, Comments and Suggestions” is available at all reception areas in the College and in the Students’ Union which provides full information about what to do if:

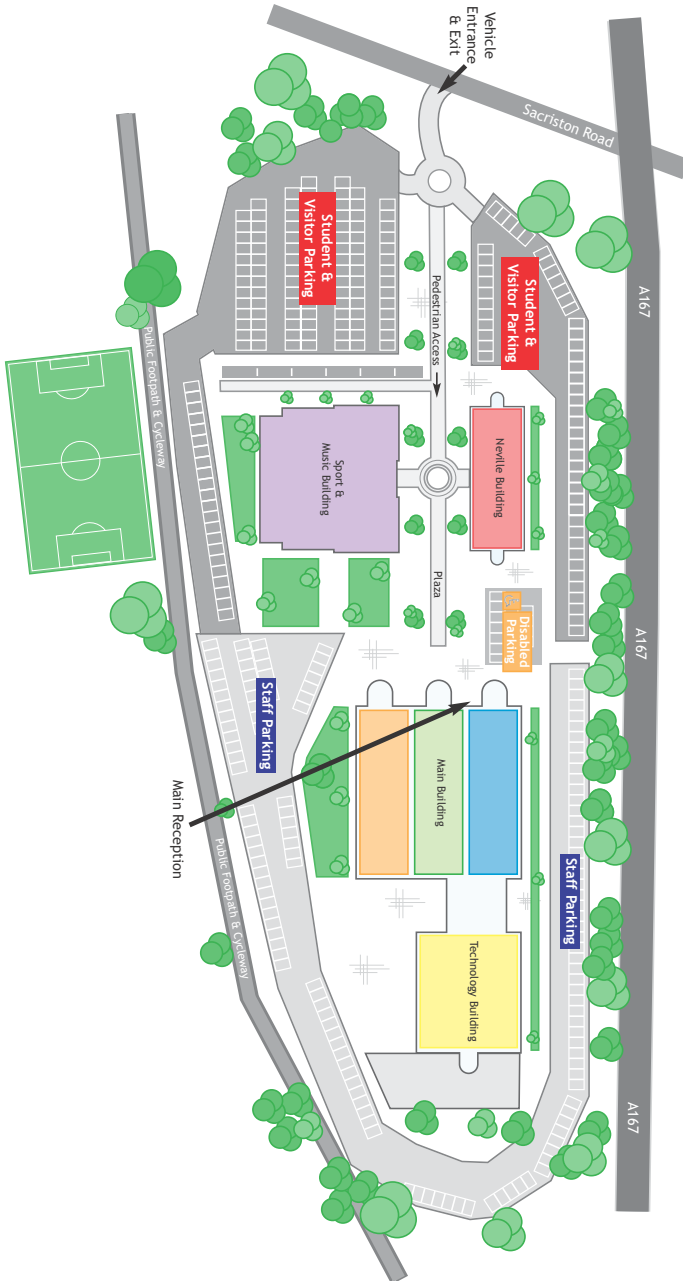
- You have an idea or suggestion you would like us to consider.
- You have any concern about the services you have received from the College.
- You wish to make a complaint.
- You are not happy about any aspect of your course.

college campus

2011/12



College Campus



Enquiries

Useful Telephone Numbers

| | |
|--------------------------------|---------------|
| Main Switchboard | 0191 375 4000 |
| Information & Main Reception | 0191 375 4040 |
| Admissions Office | 0191 375 4210 |
| ASC (Advice, Support, Careers) | 0191 375 4400 |
| Students' Union | 0191 375 4548 |
| Learner Development Officer | 0191 375 4546 |
| e-Learning Centre | 0191 375 4411 |
| LRC (Learning Resource Centre) | 0191 375 4370 |
| Apprenticeship Office | 0191 375 4932 |
| Examinations Office | 0191 375 4030 |
| Finance Office | 0191 375 4068 |

Information & Main Reception

Enquiries can be made at Information & Main Reception. Please do not hesitate to ask if you need help.

Opening Times

| | | |
|---------------------|-------------------|-------------------|
| Term Time | Monday-Wednesday | 8.30 am - 8.00 pm |
| | Thursday | 8.30 am - 5.00 pm |
| | Friday | 8.30 am - 4.30 pm |
| Holiday Time | Monday - Thursday | 8.30 am - 5.00 pm |
| | Friday | 8.30 am - 4.30 pm |

Students' Union

The Students' Union (SU) of New College Durham exists to support and represent the students of the College and to provide them with a range of student focussed services. As a student of New College Durham you are automatically a member of the Union, and entitled to take advantage of all the services it offers. The Students' Union can also assist you in obtaining an NUS Extra card. This is issued by the National Union of Students and enables you to obtain student discounts on a range of goods and services. The card is available for a small fee.

The SU office is on the ground floor of the Sports and Music Building. You will find it at the far end of the Sports Cafe Bar, and through the door. The office is the first room on the right. The SU President and the Learner Development Co-ordinator are both based in the SU office. The office is usually open during normal office hours (9.00am-5.00pm).

The President of the SU is the person responsible for managing the Union's activities, and for representing the student body on College committees, including the Further Education and Higher Education Student Forums, which meet twice a term. The President is also a member of the Corporation of the College, the body with formal responsibility for the business of the College.

The President is elected annually, in May. In the election all students of the College are entitled to cast a vote for the candidate they favour. The successful candidate takes up the post at the beginning of July. The post is full-time, and carries a salary paid by the College. Invitations to stand as President commence in March each year, and any student of the College is eligible to put their name forward.

The Students' Union President for 2011/12 is Katherine Cooper. Katherine completed a Higher Education programme of study at New College Durham in July 2011.

Students' Union

The President works closely with the Learner Development Co-ordinator, Julie Seaton. In addition the President is supported by a group of volunteer officers who have responsibility for particular Union functions. These are Entertainment, Charities and Sport; Welfare and Education, and International. The volunteer officers are appointed at the beginning of the academic year, and you are welcome to put yourself forward for any of these posts.

The SU is funded by the College but it also raises money through events and activities it organises. This income is used to support student activities and charities. The Union has a long history of effective, and often very original, fundraising for charitable causes.

During the last year the SU has organised social events, visits, sporting activities, receptions for new students, awareness raising of health and social issues, charitable activities and much more. It can offer help to students wishing to set up clubs and societies and can provide financial support to fund them. The SU is run by students for students so it needs your support. Check out our website, get involved, and help to ensure the SU continues to be dynamic and responsive in this academic year.

Whether you are a new student joining us at College for the first time, or you are continuing your studies from last year, the SU wishes you an enjoyable and successful year. We hope to see you soon!



Catering facilities

The catering facilities at New College Durham consist of:

The Mix (Main Building, East Mall, Ground Floor)

Open Monday to Friday 8:15am to 2:00pm, lunches served from 11:00am.

This is our main food court and sells the widest range of hot and cold food choices on site over the breakfast and lunchtime periods. Offering value for money wholesome foods, healthy options, vegetarian selections, hot and cold drinks and snacks, you can rely on finding something that will satisfy your hunger or quench your thirst here. Our range includes:

- A great breakfast offer with cooked breakfasts, porridge and cereals, a selection of toasted items, yoghurts and fruits, teas coffees and juices.
- At lunch-time the range of choice includes:
 - A live action station where our chef will cook your meal to order;
 - Freshly prepared meals of the day with potato and vegetable selections;
 - A jacket potato bar with a range of toppings and side dishes;
 - A salad bar;
 - Freshly prepared hot and cold snacks;
 - Special offer meal deals for those on a tight budget;
 - Chips and toppings;
 - Wide ranges of hot and cold drinks and snacks.

Costa Coffee (Main Building, East Mall, Ground Floor)

Open Monday to Wednesday 8:00am to 8:00pm,
Thursday 8:00am to 5:00pm & Friday 8:00am - 4:00pm.

Like a High Street outlet, this Costa Coffee bar sells a premium range of food and drink, including:

- Speciality Costa freshly ground bean to cup coffees, hot chocolates and chilled drinks;
- A range of tea infusions;
- Premium sandwiches & salads including a range of made to order “specials”;
- Hot snacks available on the day include panini’s, pizza’s, wraps and freshly made soup;
- Freshly baked scones, muffins, biscuits and cakes;
- Freshly squeezed juices and a select range of soft drinks.

Catering facilities

POD Express (Main Building, East Mall, Ground Floor)

Open Monday to Friday 8:00am to 4:00pm

A quick grab and go retail shop that offers a wide of range of those things that you like to have close at hand. The range includes:

- Hot and cold snacks and sandwiches;
- A wide range of hot and cold drinks;
- Newspapers and magazines;
- Groceries and emergency items;
- Greeting Cards;
- Healthy snacks and fruit;
- Confectionery & Crisps.

Cafeology.com (Sports and Music Building)

Open Monday to Thursday 7:30am to 7.00pm & Friday 7:30am - 5:00pm.

Revive yourself after a hard workout in the gym, relax with friends or grab a quick bite between classes, from fresh fruit juices to a wide selection of hot and cold drinks and snacks, this comfortable café is just what you need. The range of food available changes throughout the day with a breakfast service in the early hours and lunches available from 11.00am where you can get:

- Meal Deals of the Day, pizza, pasta and jacket potatoes with various toppings;
- Salad and sandwich bar;
- Freshly filled baguettes and sandwiches;
- Speciality bean to cup coffees and teas;
- Freshly baked muffins and pastries.

Vending Machines

Available 24 hours per day there are a number of machines located in the Neville Building, Sports and Music Building, Blackmoor Court and throughout the Main Building on the access bridges and stair landings. They sell:

- Hot and cold drinks
- Confectionery and crisps

Please note that the above opening times are term time only and subject to change throughout the year.

Sport and Recreation

Interested in Sport?

Being a student at New College Durham is not all about hard work and academic ability, it is also about 'learning for life' and preparing yourself mentally, physically and socially for your chosen vocation. During your time with us, we aim to help you achieve this by offering you a range of 'enrichment' activities to enhance your time at the College.

For the active ones amongst you, the College's Sports Development Department offers you a range of sporting activities throughout the year. These activities aim to cater for all ages, abilities and desires and hence are divided into two areas, recreational 'drop-in' sessions and competitive activities.

Sports facilities available to you in the sports complex:

- A huge sports hall;
- 2 first class football pitches;
- An extensive air conditioned fitness suite (Steps2Fitness);
- An air conditioned exercise studio;
- A Sports Café Bar;
- Full changing facilities.

We maintain extensive links with sporting organisations throughout County Durham, which will offer you additional exciting opportunities of sporting provision.

Sport and Recreation

Recreational activities in the Sports Complex

We can offer the following drop-in activities to all students: Football, Hockey, Basketball, Rugby, Table-Tennis, Martial Arts, Volleyball, Badminton, Cricket, Netball, Exercise and Dance Classes.

These activities will run at the following times:

- Lunch-times 12.00pm - 1.00pm
- Evenings 4.15pm - 5.00pm
- In your free lessons

Please visit the sports complex for times and location of each activity.

Competitive Sports

New College Durham is renowned in the region for sporting excellence and in previous years we have run: Men's Football, Mixed Volleyball, Ladies' Football, Track and Field Athletics, Netball, Hockey, Rugby League and Union, Men's Basketball and Mixed Tennis.

These activities take place on Wednesday afternoons from 1.00pm - 4.00pm. For further information about any of these teams please contact the Further Education Sports Co-ordinator.

Further Education Sports Co-ordinator

If you have any questions or ideas regarding sports and recreation at the College please contact the Further Education Sports Coordinator on 0191 375 4328 or visit Steps2Fitness in the sports complex.

If you wish to organise or book any sporting or fitness activities please contact the Steps2Fitness office on 0191 375 4479.

Childcare

Bright Beginnings Nursery

The College has an on-site nursery called Bright Beginnings. The Nursery aims to provide a safe, secure and stimulating environment where children can develop many skills through a wide range of learning experiences. As well as providing a caring and friendly atmosphere they ensure that children have fun in their development.

The Nursery is Ofsted registered, and parents/carers are encouraged to read the independent inspection reports prepared by Ofsted on Bright Beginnings. Ofsted reports can be obtained from the Nursery Manager or via Ofsted's website.

The Nursery is situated on the New College Durham campus. The location is close enough to allow parents/carers to visit with ease, but far enough to ensure that the children can play and develop away from the main student body. The Nursery also has a large, enclosed, outdoor play area.

The Nursery seeks to recognise that each child is an individual and meet their needs accordingly. To ensure that the needs of the child are best addressed the Nursery provides four rooms, which are:

- Blossoms: Aged between birth and approx 15 months;
- Buttercups: Aged between 15 months and two years;
- Sunflowers: Aged between two and three years;
- Poppies: Aged between three and four years 11 months.

Bright Beginnings Nursery



Where children bloom

Childcare

Each of the rooms are staffed by a team of fully qualified and dedicated staff who have the children's best interests at heart. All staff receive regular update training on the latest care and education practices, plus health and safety, food hygiene and first aid.

The fresh foods that the Nursery provides are, where possible, sourced from organic suppliers. They seek to promote healthy eating with fruit, healthy snacks and balanced meals being provided. The two course lunch is provided with a vegetarian option and they can accommodate children with special dietary needs.

Applying for a Place

The nursery offers a free 'taster' session for children/babies. To arrange a taster session or an informal visit please contact the Nursery Manager on 0191 375 4429.

LRC (Learning Resources Centre)

LRC (Learning Resources Centre)

The LRC has 2 parts; the Library and the e-Learning Centre. It is located in the West Mall of the Main Building.

All students enrolled on courses at New College Durham are able to use the LRC whether on a full or part-time course; based in College; at work or at an outreach centre.

The Library has an extensive collection which includes:

- Over 60,000 books;
- Subscriptions to more than 200 periodicals and magazines;
- DVDs, videos, and audio materials;
- Online resources, like: e-books, online journals & databases which you can access in college and at home;
- Over 200 networked computers all with MS software and Internet access.

Borrowing

You can borrow up to 10 items from the Library at any one time. You can extend your loans at the issue desk, by telephone or through the library catalogue, Heritage provided the items have not been reserved by another student. Please ask staff about joining the Library.

Please remember: fines are charged for any items that are returned to the Library late and you are responsible for any items loaned to you or issued on your card.

You can reserve items that are on loan to other students and they will be held for you when they are returned to the Library. An Inter-Library Loan service is also available for material that is not held in the Library collection.

LRC (Learning Resources Centre)

Equipment

The LRC has a range of specialist equipment, including: DVD players; a scanner; colour printer; specialist sensory support software; two video magnifiers for users with visual impairment; height adjustable desks & other specialist equipment.

There are 6 combined printers/copiers available in the LRC for you to use.

Study Spaces

The LRC has study spaces for individual and group work. There is a Quiet Study Area, for when you need to work alone. In The Coaching and Learning Zone you can work alone or in small groups and you can get assistance from the team of Personal Learning Coaches (PLCs) here too. Both of these areas are on the first floor. There are also spaces for group work on the ground floor.

Help & Assistance

All new students receive an Induction Tour of the LRC. This tour will help you to find your way around the LRC. You will be shown the e-Learning Centre; Quiet Study Area and Coaching and Learning Zone, as well as where to find books and journals for your subject area.

Staff in the Library and e-Learning Centre are there to support you. Please ask staff for help, if you need assistance.

Biometrics

We will be able to use finger scanning, as a means of identification when staff & students are borrowing or returning items to the Library. Please visit the LRC to find out more and get your fingers scanned.

LRC (Learning Resources Centre)

e-Learning Centre and Computers

This is located on the first floor and is where you will find most of the computers. At the start of each academic year you will be given a print credit account of 300 credits, which allows you to make 300 A4 black and white prints. When these are used up you can buy additional print credits.

Getting logged on

To log-on to the College network you use your student enrolment number as your username. Your password will be 'welcome', but you should reset this as soon as possible. Staff in the e-Learning centre will be able to help you do this. Your password must contain at least 5 characters and should include both letters and numbers, but no spaces or punctuation marks.

Remember - always log off when you have finished using College computers.

DO NOT share your username and password with anyone – even your friends.

Acceptable Use

The LRC is a place to work and study, so when you are in the LRC please think of others and behave appropriately. Some of the LRC rules are as follows:

- No eating and drinking in the LRC - food and drink is not allowed;
- Work quietly and don't disturb others;
- Do not play games or look at inappropriate material on college computers.

Please observe the LRC Code of Conduct at ALL times.

LRC (Learning Resources Centre)

Opening Times & Contact Details

Term-time opening hours are:

| | |
|-------------------|------------------|
| Monday - Thursday | 8.30am - 8.45pm |
| Friday | 8.30am - 4.45pm |
| Saturday | 9.00am - 12.45pm |

During holiday time the LRC is normally open:

| | |
|-------------------|-----------------|
| Monday - Thursday | 8.45am - 4.45pm |
| Friday | 8.45am - 4.15pm |

It is, however, advisable to telephone in advance to check opening times. You can phone the Library on 0191 375 4375 or the e-learning Centre 0191 375 4411.

NCD Online

What is NCD Online?

NCD Online is our Virtual Learning Environment (VLE). This simply means it is a system that is designed to aid your learning experience. Your tutors can upload course resources/information onto NCD Online and you can access them at a time convenient to you.

NCD Online can also provide lots more including:

- Important announcements;
- Course information;
- Course handouts/learning resources (documents, presentations);
- Links to external learning resources (websites);
- Contact details for your tutor(s) and students;
- Course discussions;
- Blogging, Wikis and Reflective Journals;
- Space to save your work;
- The ability to create e-portfolios;
- The ability to check your work against plagiarism software;
- Access to the College's ASC (Advice Support Careers) information;
- Access to library services and information.

All of this is accessible at any time of the day, anywhere in the World!

The logo for NCD Online features the text "NCD Online" in a blue, sans-serif font, positioned above a stylized graphic of three parallel blue lines that sweep upwards and to the right, creating a sense of motion and modernity.

NCD Online

NCD Online

How do I access NCD Online?

To access NCD Online from within the College open Internet Explorer and click on the NCD Online logo.

To access NCD Online from outside the College open your Internet browser and go to the College website (www.newcollegedurham.ac.uk). Once you have accessed the homepage, click on 'myNEWCOLLEGEDURHAM' (top right corner), look for the NCD Online logo and click on it. You will then be presented with the NCD Online 'home page'. From here you will be able to access information on College News, Student Policies, Health and Safety, ICT Support, ASC (Advice Support Careers), Access Fund, services such as Halo Hair and Beauty, Bright Beginnings Nursery and Steps2Fitness and much, much more.

Login

To login to NCD Online you will need:

Username: Your student enrolment number

Password: Your network password

NCD Online

Viewing your course(s).

Once you are logged into NCD Online you will see the courses you are enrolled on. Click on the name of the course you would like to access.

The basic layout to any course contains the menu down the left hand side and the content in the middle. When you first access a course you will be viewing the announcements page (this is where your tutor(s) can communicate with you as a group).

Other pages you may see include:

Course Information: Any specific information about the course.

Staff Information: Contact details and further information about your tutors.

Course Documents: Any learning materials provided e.g. lecture notes, presentations, images, handouts.

Assignments: Assignments that have been set by your tutor.

Discussion Board: If a discussion board has been setup for your class you may contribute here.

External Links: Any links your tutors find useful will be posted in here.

The menu and layout may change depending how your tutor(s) wish to display information. If the layout is different ask your tutor to advise.

NCD Online

Troubleshooting

If you are having problems with logging on to NCD Online or cannot access your course you should check:

1. You are using the correct enrolment number
2. Your password is correct

If you are still having problems accessing the system you should contact tt_ncdonline@newdur.ac.uk providing as much information as you can, e.g. name, student enrolment number, course, and the problem. We will do our best to reply as quickly as possible.

Further Information

NCD Online has lots of features and functionality. Your tutors will advise further on any specific areas they wish to use.

Media Store

Media Store

The Media Store supplies books, stamps, greeting cards, stationery items, art materials, blank CDs, memory sticks and much more. All specialist books can be ordered.

It is situated at the back of the West Mall past the Library.

Opening Hours (Term-time only)

Monday - Wednesday 8.45am - 5.00pm

Thursday 8.45am - 4.30pm

Friday 8.45am - 1.30pm

Le Nouveau Restaurant

Le Nouveau Restaurant provides the perfect ingredient for eating out

We offer you a friendly service in a professional and intimate environment where up-and-coming chefs use the finest and freshest ingredients to give you a meal that you'll want to savour.

The restaurant boasts seating for 60, a licensed bar and contemporary fittings and fixtures. With various events throughout the week from morning coffee to Table d'Hôte lunch and fine cuisine evening meals with silver service, we can cater for your every need.

Le Nouveau Restaurant is currently open for the following:

| | |
|----------------|-------------------------------------|
| Morning Coffee | 10.00am - 11.00am (Monday - Friday) |
| Lunch | 12noon (Tuesday - Friday) |
| Dinner | 6.30pm (Wednesday) |

To make a reservation or for further details call 0191 375 4095.

Le Nouveau Restaurant

Global Travel Agency

Global Travel Agency

Global Travel is an independent travel agent owned by New College Durham. It is a fully operational travel agency that caters for all your holiday and travel needs.

Global Travel isn't just a training facility, it's much more. You'll receive a great deal and a personal service whether you reserve a holiday abroad or a weekend break in the UK, Europe or Worldwide. Whether you need help booking flights or rail travel within the UK, if it's a cruise, or a coach tour you're after, then Global Travel can surely help you on your way to a great holiday!

Opening Times:

Monday 10:00am-3:00pm

Tuesday 10:00am-3:00pm

Wednesday 10:00am-3:00pm

Thursday 10:00am-3:00pm

Friday 10:00am-3:00pm

Contact:

Tel: 0191 375 4094/4555

Email: susan.bell@newdur.ac.uk

Fax: 0191 375 4203

Halo Hair and Beauty Salon

Halo Hair and Beauty

Halo, a commercial hair and beauty salon, is located within the College for staff, students and the general public to use. Have a cut, blow dry, perm, colour* or highlights, at very competitive prices, where stylists will use the latest techniques and equipment in our state-of-the-art salon.

While you are there why not try one of the many beauty treatments - from manicure and pedicure to eyelash tints, aromatherapy to anti-cellulite packages and massages to makeovers. For the ultimate in indulgence try the Dermalogica facial or a Pamper Day.

For opening times, to book an appointment or just to find out more contact:

Halo: 0191 375 4294/4295

Salon Manager: 0191 375 4920

Email: salon@newdur.ac.uk



* All colours used are Wella

student support

2011/12



ASC (Advice Support Careers)

ASC (Advice Support Careers)

New College Durham is committed to providing a high quality, confidential and impartial information, advice and guidance service. ASC offers information, advice and guidance on careers and financial support and personal counselling. Our Learner Development Co-ordinator, based in the Students' Union, can also help with social and health related issues.

You can contact the ASC team before you start College and throughout your course you are entitled to a careers education programme and opportunities to discuss future options, career plans, funding opportunities, welfare issues or any personal concerns. ASC also have a careers library and information centre, which you can access during our opening times. ASC information and resources are available to view and download via the College intranet, NCD on-line, and to pick-up in the LRC, Neville Building and the Sports Building.

Advice on Funding and Welfare

- Funding for further and higher education courses, including fees for home, EU and overseas students;
- Loans, grants and bursaries;
- Applications to Educational Trusts and Charities;
- Budgeting, debt management and managing money;
- Welfare issues;
- Travel Information;
- Childcare information;
- Conditions of employment.



The Frank Buttle Trust

ASC (Advice Support Careers)

Careers Information, Advice and Guidance

Practical help in career planning:

- Choice of course and career options
- Options on what to do next
- Preparation for work placement interviews
- Preparation for higher education
- Preparation for employment
- Finding voluntary work.

Learner Development Co-ordinator (LDC) based in the Students' Union

The LDC provides a confidential, information and referral service for all students covering a variety of social, health and wellbeing including sexual health enquiries and support.

Chlamydia and Sexual Health (CASH) Clinic's are held in the First Aid Room in the Sports and Music Building every Tuesday 11.30am – 1.00pm.

C-Card Scheme is available every weekday 8.30am – 9.00am in the Students' Union.

The LDC can also provide information on the College Peer Mentoring Scheme, volunteering opportunities and organises a range of fun and exciting activities in the College malls.

Contact the LDC on 0191 375 4546 (Monday - Friday), check out posters, the College health page on the intranet and NCD on-line announcements for further details.

ASC (Advice Support Careers)

Emergency Support

Evening and weekend emergency support is available through:

| | |
|-------------------------------------|-------------------------------------|
| Samaritans | 0191 384 2727 |
| NHS Direct | 0845 46 47 |
| Social Care Direct | 0845 850 5010 |
| National Domestic Violence Helpline | 0808 2000 247 |
| MIND | 0191 388 3411 |
| Saneline | 0845 767 8000 (6pm - 11pm everyday) |

ASC Contact details and opening times:

Advice Support Careers
New College Durham
Framwellgate Moor Campus
Durham
DH1 5ES

0191 375 4400
asc@newdur.ac.uk
personalsupportasc@newdur.ac.uk

| Term-time | |
|--------------------|-----------------|
| Monday - Wednesday | 8.30am - 6.30pm |
| Thursday | 8.30am - 5.00pm |
| Friday | 8.30am - 4.15pm |

| Holiday Time | |
|-------------------|-----------------|
| Monday - Thursday | 8.30am - 5.00pm |
| Friday | 8.30am - 4.15pm |

ASC (Advice Support Careers)

Preventing Bullying and Harassment

We are committed to providing a safe and supportive College where everyone can achieve their full potential.

All students, staff and visitors are entitled to:

- Be treated with respect and understanding;
- Take part in any activity free from intimidation.

Bullying and harassment of any kind is unacceptable at New College Durham.

This bullying and harassment definition was agreed by the Students' Forum. "Bullying is a behaviour by an individual or group which is usually repeated over time, but can be a one-off incident, that intentionally hurts another individual or group either physically or emotionally".

Harassment can be defined as "any unwanted behaviour which is offensive, demanding or threatening".

Bullying or harassment may be:

- Verbal and psychological;
- Mocking, making offensive comments, spreading hurtful and untruthful rumours excluding from social groups;
- Physical;
- Kicking, hitting, pushing and taking belongings;
- Cyber-bullying;
- Inappropriate text messaging, emailing or telephone calls, sending offensive or degrading images by phone or via the internet.

If you are being bullied or become aware of someone being bullied tell someone you trust about your concerns and get some help (e.g. your tutor, member of staff, Personal Learning Coaches, Learner Development Co-ordinator, ASC's confidential Counsellors, Students' Union, parent/carer or friend). You can also email ASC or ask about the College's Complaints Form.

A member of staff will help you to identify possible options, explain College procedures and further support available.

Further details on the College's prevention of Bullying and Harassment Policy (Learner), College support systems, specialist helplines (Childline 0800 1111) and websites (www.anti-bullyingalliance.org.uk) are available from the College intranet.

ASC (Advice Support Careers)

Third Party Reporting Centre

New College Durham is a Third Party Reporting Centre. A Third Party Reporting Centre is a safe, neutral place where people can report a hate crime as a victim, witness or third party without having to visit a police station or having an officer call to see them at home or work.

Contact ASC reception (0191 375 4400) for further details and to arrange to talk to someone in confidence.

International Office

Broaden your horizon...

Leaving your friends and family to study in a different country can initially be daunting but there are lots of benefits. You are not alone; many international students are in the same position. Students from over 60 countries study with us so there are a lot of experiences to share. The College offers a wide range of support mechanisms to make your studies abroad a memory which would last you a lifetime.

Our International Office is here to help and support you with all practical matters before your arrival, during the programme and after you have finished your studies. It is one of our major aims to provide you with important information and help you planning and preparing for your study experience in the UK.

We offer advice and assistance on non curriculum issues and provide help and support on UK Border Agency matters.

Our International Office is involved in several European student initiatives such as the Erasmus and Leonardo da Vinci Programme helping us to maintain good links with partner colleges in numerous countries.

We will deliver a series of cultural, informative and future orientated sessions for you over the academic year. In addition, the Society of International Students (SOIS) also organises events and trips to enhance your learning experience, to build relationships between international and local students and form communities.

Struggling to find accommodation?

There is plenty of privately rented accommodation in Durham. The College has teamed up with Durham University Accommodation Services. This initiative offers the best service to future and current students. For general information, please visit on www.durhamstudentpad.co.uk or contact by email Caroline.Heslop@durham.ac.uk or call 0191 334 1770.

Come and see us

We're based in the Neville Building in room N2.14. We are always happy to see you!

David Taylor - Head of International Partnerships (call 0191 375 4157)

Mareen Schoenfelder - International Development & Admissions Co-ordinator (call 0191 375 4151)

Highly Trusted Sponsor
Educating and Supporting International Students

Study Support

We're here to support you!

The College is committed to supporting you to do well in your studies. We have a qualified specialist team who can provide you with a range of support services.

If you need support with any of the following, or you would like to talk to someone about your support needs, please telephone one of the contacts below. Alternatively, you could talk to your course tutor. You may feel that you need significant support or perhaps you need only a small amount - either way, some support could make all the difference to your success.

Study Support (reading, writing, spelling and maths skills)

Ann Robson or Helen Dixon 0191 375 4380

Any type of learning difficulty including Dyslexia, Dyspraxia, ADHD, Autism Spectrum and any other related difficulties

Kay Bowes 0191 375 4391

Sensory, Medical and Mobility Support

Karen Blackburn 0191 375 4387

Mental Health Support

Bev Baldasera 0191 375 4248

English Language Support for Speakers of Other Languages (ESOL)

Jo Fayram 0191 375 4383

For further information please contact:

The Learning Support Office 0191 375 4380

Tutor Support

Personal Tutor System

What is tutoring about?

Tutoring is about providing the support you need to enable you to be successful and to make the most of your time with us.

Tutor Support

All full-time students have a personal tutor with whom they will meet on a regular basis. Your tutor will hold group tutorials, covering career and educational progression, and personal and study skills development. He/she will also meet with you individually at least once a term to complete your Individual Learning Plan (ILP) and ensure you are progressing well.

For part-time students your course lecturer will often also be your personal tutor and will support you in your studies. Where necessary he/she will be able to direct you to other College support services.

Your tutor will help you to:

- Settle into College
- Organise your time
- Plan for progression
- Set targets and review your progress
- Improve your study and personal skills
- Deal with any difficulties

We expect you to:

- Attend all classes
- Complete all work on time
- Complete your course and achieve to the best of your ability
- Be punctual
- Inform the College if you are unable to attend
- Treat the facilities and environment respectfully
- Show respect to others

Personal Learning Coaches (PLCs)

The Personal Learning Coach (PLC) team can help you make the most of your time and the opportunities available in College. Each member of the team can offer advice and encouragement, as well as helping you set achievable targets. Each PLC has the time, expertise and energy to help students develop, mature and reach their own unique potential.

There is a Personal Learning Coach based in each school and vocational area in College. All PLCs are trained to listen to and support the students in their area. They are able to access a range of resources, including internal and external agencies who can also offer you help.

For more information contact the team at plcsupport@newdur.ac.uk

Finance

Information on Finance

The Finance Office

The Finance Office is located in the West Mall on the ground floor of the Main Building. Please ask at Main Reception for directions.

The Finance Office provides information and help concerning fees. If you have any queries please contact them as soon as possible on 0191 375 4068/4072 or email income@newdur.ac.uk. In addition, all payments and queries regarding fees should be directed to the Finance Office.

Finance Office Opening Hours

Term-time

| | |
|-------------------|-----------------|
| Monday - Thursday | 9.30am - 8.00pm |
| Friday | 9.30am - 4.15pm |

Holiday Time

| | |
|-------------------|-----------------|
| Monday - Thursday | 9.30am - 4.45pm |
| Friday | 9.30am - 4.15pm |

Student Loans, Grant and Bursary Payments

Students who are entitled to payments from the Student Loans Company must bring their Financial Notification and Payment Schedule forms and confirmation of attendance form to the Finance Office in order to receive their payments from the Student Loans Company.

Student Support Scheme

Full-time students in Higher Education (HNC, HND, Foundation Degree, BSc, BA etc) are eligible to apply for Student Finance. Some part-time learners on these courses may also be eligible.

All students must apply on the appropriate form available on-line at www.studentsupportdirect.co.uk. Podiatry students must also apply to the NHS at www.nhsstudentgrants.co.uk.

For further information on student funding also see page 47 or contact ASC: asc@newdur.ac.uk or 0191 375 4400.

Fees policy

Part-time Further Education (PTFE)

Where fees are payable, any student who does not comply with the payment policy will not be enrolled and will therefore not be guaranteed a place on the course.

- Aged 16 - 18 year olds - FREE.
- Aged 19+ - Fees of up to £200 are to be paid upon enrolment.
Fees of £201 and above a 20% deposit is required on enrolment and the balance to be paid in the first three months of the academic year by Direct Debit.
(Six instalments available at an additional charge of £30 on fees over £550)*
- Any student being supported by an employer or sponsor must provide a letter of authorisation upon enrolment.
- In receipt of JSA or Work Related ESA - FREE.
(Continuing students please contact finance as differing rules may apply.)
- Adults who enrol on their first full Level 2 course - FREE.
- Adults aged under 25 who enrol on their first full Level 3 course - FREE.
- Adults who are taking a first full Level 3 course without having a full Level 2 qualification - FREE.

Full-time Further Education (FTFE)

- Aged 16 - 18 year olds - FREE.
- In receipt of JSA or Work Related ESA - FREE.
- Adults who enrol on their first full Level 2 course - FREE.
- Adults aged under 25 who enrol on their first full Level 3 course - FREE.
- Adults who are taking a first full Level 3 course without having a full Level 2 qualification - FREE.
- Adults who do not fall into any of the above categories - a £350 fee is payable.
- Discretionary fee remission may also apply.
- All non European Union students fees are payable.
- Any rejected Direct Debit collections are subject to a £15 administration fee.

Fees policy

Part-time Higher Education (PTHE)

- All fees are payable (no fee remission applies)
- Payment terms are the same as Part-Time Further Education Aged 19+ (listed opposite)
- Financial help may be available through Student Finance England who can be contacted directly at www.direct.gov.uk/studentfinance.

Full-time Higher Education (FTHE)

- Fees are payable through a tuition fee loan or
- In three instalments due at the beginning of each term or
- Fees are payable by the Strategic Health Authority (SHA) (Podiatry students only)
- Financial help may be available through Student Finance England who can be contacted directly at www.direct.gov.uk/studentfinance.

Non European Union students please contact our Finance Department or visit our website for fee information.

Refund policy for Further and Higher Education

- All students who withdraw prior to the end of the third week will receive a full refund of the tuition fees plus any third party fees (such as awarding body fees) not yet paid to that third party.
- Students who withdraw after the third week will not be eligible for a refund.
- Students on full-time higher education courses who withdraw prior to 1st December are entitled to a full refund. Students who attend beyond 1st December are liable to pay the full tuition fee.

In cases of hardship the Deputy Principal and Chief Executive will make recommendations to the Deputy Chief Executive and Principal who will make the final decision.

Where the College cancels a course a full refund will be made.

Full Cost Courses (Course title's prefixed with FCC)

- All fees must be paid upon enrolment in full or a sponsor/employment letter must be provided.
- No fee remission is available for full cost courses.
- No refunds apply unless the College cancels the course.

Access Fund

The Government has previously provided funds to assist students in their studies. If these funds continue, they will be administered by the College based on the prevailing guidance. The funds are split into two categories:

- a. Discretionary Learner Support Fund (Further Education)**
- b. Access to Learning Fund (Higher Education).**

The College has a dedicated team administering this policy. For further assistance/guidance please contact the Access Fund Administrator on 0191 375 4205 or email access.fund@newdur.ac.uk.

Alternatively, please drop into the Access Fund Office (Blue 0.21) near main reception during the following times:

Monday to Friday
8.30am - 9.30am
10.30am - 11.00am
12.00noon - 1.00pm
3.00pm - 4.30pm

New College Durham continuing students only Educational Maintenance Allowance (EMA)

Courses commenced in 2009/10

If you first successfully applied for EMA in 2009/10 you will continue to receive payments at the level set out in your EMA guarantee for each week you are in education or training, until the end of the 2011/12 academic year.

Courses commenced in 2010/11

If you successfully applied for the maximum weekly EMA payment of £30 in 2010/11 you will be eligible for £20 for each week you are in education or training, until the end of 2011/12 academic year.

For more information please contact the Access Fund Administrator on 0191 375 4205 or email access.fund@newdur.ac.uk. Alternatively call the Learner Support Helpline on 0800 121 8989 or visit www.direct.gov.uk/ema.

Access Fund

New College Durham continuing students only Adult Learning Grant (ALG)

If you currently receive ALG, and your courses are continuing, you will continue to receive payments during 2011/12. You will receive a Notice of Entitlement for 2011/12 to enable you to complete your current course and receive weekly payments from the Learner Support Service.

For more information please contact the Access Fund Administrator on 0191 375 4205 or email access.fund@newdur.ac.uk. Alternatively call the Learner Support Helpline on 0800 121 8989 or visit www.direct.gov.uk/alg.

This information was correct at the time of publication. The College accepts no responsibility for any change to the EMA, ALG or Government Bursary Policies.

Bursaries

The Government has developed bursaries to help those students who would have received EMA (Educational Maintenance Allowance) or ALG (Adult Learning Grant).

Flex and Travel

This is our travel scheme in co-operation with Arriva and Go North East to help support you with your travel to and from College. For full information on your eligibility please see pages 48-52.

New College Durham Guaranteed Bursary Scheme Aged 16-18; full time students

If you're in care, a care leaver or on income support you are guaranteed a bursary of £1,200 a year. Income support is paid to teenage parents, young people with disabilities or those living away from their parents. This bursary cannot be combined with the Discretionary Bursary below. Consideration will be taken of the benefits already received by you from New College Durham.

New College Durham Discretionary Bursary Scheme Aged 16-18; full time students

This bursary will be means tested and, depending on your household income, you could qualify for additional financial help. This bursary cannot be combined with the Guaranteed Bursary above.

Access Fund

19+ Adult Bursary

If you are aged 19 and over you may be eligible for additional assistance by applying for a means tested College bursary. For further information please contact the Access Fund Administrator on access.fund@newdur.ac.uk or call on 0191 375 4205.

Access Fund Childcare Support (Adults 20+)

If you are aged 20+ on 31 August at the start of the academic year you may be eligible for support with childcare costs from the Learner Support Fund. Those childcare payments will help to support your attendance of classes, tutorials or placements.

In order to qualify you must satisfy the following criteria:

Have a gross household income of:

- less than £11,810 in the previous tax year (2010/11) if living independently
or
- less than £20,817 in the previous tax year (2010/11) if living with Parent(s)/Guardian(s)/Partner.

And subsequently satisfy all of the following criteria:

- Have an attendance record of 90% or greater and a satisfactory tutor report;
- Be up-to-date with all course work/assignments;
- Be receiving six or more guided learning hours per week;
- The childcare provider who is receiving payment via the Discretionary Learner Support Fund must be registered with Ofsted.

Each household will be limited to a maximum childcare support of £160 per child/per week.

For further information please contact the Access Fund Administrator on access.fund@newdur.ac.uk or call 0191 375 4205.

Access Fund

ASC (Advice Support Careers) Additional Funding

County Durham Community Foundation Funding

The County Durham Community Foundation have offered our students a possible funding opportunity. The Trustees from this local educational and charitable foundation are particularly looking to offer some financial support to young people:

- who are carers; or
- who have certain disabilities themselves; or
- look after someone with certain disabilities; or
- who are or have been in the looked after system; or
- who need help with training and employment.

They will consider awards of up to £1,000 to fund items for your course such as computers, software, stationery, books, work clothing and equipment, as well as course fees.

For further information and details about the application process for additional funding support, please contact the Funding and Welfare Advisers in ASC on 0191 375 4400 or call in to ASC Reception and book an appointment with us.

Childcare Support (16-19 years of age)

Care to Learn - If you are aged under 20 when you start your course, you can receive help with the cost of childcare. For more details ring 0800 121 8989 or go to www.direct.gov.uk/caretolearn or contact ASC at the College on 0191 375 4400.

Flex and Travel

Welcome to Flex and Travel

New College Durham has teamed up with Arriva and Go North East to bring you Flex & Travel for full-time further education students. You can use your bus tickets throughout the academic year until the end of the summer term when attending College.

Flexible Study

Flex & Travel lets you select the transport options which best suit your studies at College. You may want to stay later to use the Learning Resource Centre, the internet, or you may want to get to College earlier to study before your classes; the choice is yours. You can only use your bus ticket between College and your home address, please see terms and conditions for details.

FREE travel to and from College

Flex & Travel offers you travel to and from College on weekdays during term time only up until 6.00pm, on services operated by Arriva or Go North East depending on your ticket choice. Although we have outlined the key terms and conditions of the Flex & Travel scheme in this document, you should check with each bus operator for more information, please see terms and conditions for details.

Qualifying criteria for all students

All students will need to meet the College's qualifying requirements of:

- Attending a full-time further education course;
- Living at least 2 miles from the College;
- Having an attendance record of 90% or greater;
- Having a satisfactory tutor report and being up-to-date with all course work/assignments;
- Having satisfactory behaviour both at the College and whilst travelling on Arriva/ Go North East transport;
- Any grants or bursaries received from the Government, Council or other bodies for transport must be utilised in full prior to any support provided by the College.

Flex and Travel

Aged 16-18 continuing students (second year of current course) living in County Durham (under 19 years of age on 31 August 2011)

- If you live in County Durham and are under 19 years old at the start of your course and are continuing on the second year of your programme you must apply to Durham County Council for your travel assistance award. Allowance for travel costs is determined by the distance you live from the College. You must also apply to your chosen bus operator as early as possible.
- If your application to Durham County Council is approved, the College will pay any outstanding balance directly to your chosen bus operator.

For further information on eligibility and an application form call the County Hall Transport Entitlement Team on 0191 383 5500.

All other students aged 16-18 starting a new qualification living in County Durham (under 19 years of age on 31 August 2011)

- All other students must apply direct to the College for free travel assistance. You must apply either online at www.newcollegedurham.ac.uk/travel or contact the Access Fund Administrator on 0191 375 4205 or email access.fund@newdur.ac.uk. You will be required to register your chosen bus operator at the time of application. All travel tickets will be issued by your chosen bus operator and sent direct to your home address.

Flex and Travel

Aged 16-18 continuing or starting a new qualification living outside County Durham (under 19 years of age on 31 August 2011)

- If you live outside County Durham and are under 19 years old at the start of your course, you must apply to your Local Education Authority for any travel subsidy available. If you meet the aforementioned College qualifying requirements, New College Durham may reimburse the cost of your bus tickets. An application form can be picked up from ASC or the Access Fund office (BL0.21) at the start of term.

Aged 19 years and over when you start your course (over 19 years of age on 31 August 2011)

- If you are over 19 years old at the start of your course and you meet the aforementioned College qualifying requirements and also have a joint household income below £20,817, or if living independently less than £11,810, New College Durham may reimburse the cost of your bus tickets.

An application form can be picked up from ASC or the Access Fund office (BL0.21) at the start of term.

Flex and Travel

General Terms and Conditions

- Flex & Travel does not apply to apprentices, part-time further education students or students on higher education programmes.
- If a student fails to attend College, without notification for 4 weeks, the College will suspend the travel ticket.
- Travel is only permitted to and from College during term time weekdays up until 6.00pm. Minimum connecting times apply between services if you have to change buses to and from College.
- The student bus ticket remains the property of Arriva/Go North East and will not be valid if you no longer attend the College.
- Your ticket must be returned to New College Durham if you no longer attend your course, failure to do so may result in individuals incurring the ongoing costs of the ticket.
- The College will only make payment(s) for term time, weekday travel to and from College each term. (To a maximum rate of contribution)
- All student bus tickets will be issued by Arriva or Go North East.
- Travel is only permitted on Arriva or Go North East within the regions/boundaries outlined by each bus operator. If you wish to travel outside these areas, or with other travel operators, normal ticket prices apply. These tickets are not covered by the Flex and Travel scheme.
- Travel on both Arriva and Go North East are subject to the operators normal terms and conditions. The operators retain the right to refuse travel.
- You will be responsible for paying for the costs of any replacement bus tickets.

Flex and Travel

How to get your student travel ticket (aged 16-18)

Arriva

- Once you have checked out which is the best bus service for you, you also need to apply to your chosen bus operator as soon as possible.
- If you have chosen Arriva your student travel will be a 'Student Saver' ticket.
- You can request an application form from the customer services team on 0844 800 44 11.
- Once the College has confirmed your eligibility with the bus operator, your 'Student Saver' ticket will be issued by Arriva and sent directly to your home address.

You can top-up your Arriva ticket for unlimited travel during the academic term, for £35 per term for a County Durham/Darlington area ticket or £50 per term for a regional ticket. Call Arriva Customer Service Team on 0844 800 44 11.

Go North East

- If you have chosen Go North East your student travel will include a 'Get Around' ticket which is credited onto a 'Get Around' key smartcard, which also acts as ID.
- To apply for your Get Around key smartcard, you can complete an online application form at www.simplygo.com/getting-your-key or call the customer services team on 0845 60 60 2 60.
- Once the College has confirmed your eligibility with the bus operator, your 'Get Around' key smartcard will be remotely credited by Go North East.
- Information can also be found on the Go North East website at www.simplygo.com/getting-your-key or you can contact the Go North East Customer Services Team on 0845 60 60 2 60.

Go North East can offer you a top-up on your Get Around key smartcard for unlimited travel throughout the year for £99 or you can top-up each term for £35 (academic term only). Contact the Go North East Customer Service Team on 0845 60 60 2 60 quoting 'New College Durham top-up'.

academic information

2011/12



Examinations

Notice to Candidates - Written Examinations

A. Regulations – make sure you understand the rules

1. Be on time for all your examinations, arrive at least 15 minutes before the start time. If you are late, your work might not be accepted.
2. Do not become involved in any unfair or dishonest practice during the examination.
3. If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4. Only take into the examination room the materials and equipment which are allowed.
5. Do not take into the examination room any unauthorised materials or equipment which might give you an unfair advantage. This includes notes, calculator cases/ instruction leaflets, bags, TVs/stereos, digital equipment, reading pens, electronic or radio communication devices, including mobile telephones, iPods, MP3 players and pagers. Any pencil cases taken into the examination room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
6. You are not allowed food, sweets or snacks unless for medical reasons and have a letter stating this. You are allowed a small bottle of water with the label removed. Carbonated water, fizzy drinks and cans are not allowed.
7. Do not use correcting pens, fluid or tape, highlighters or pale coloured gel pens in your answers.
8. Do not talk or try to communicate with or disturb other candidates once the examination has started.
9. If you leave the examination room unaccompanied by an invigilator before the examination has finished, you will not be allowed to return.
10. Do not borrow anything from another candidate during the examination.

B. Information – make sure you attend and bring what you need

1. Know your dates and times of all your examinations.
2. Arrive at least 15 minutes before the start of each examination.
3. If you arrive late for an examination, report to the invigilator running the examination.
4. If you arrive more than one hour after the published starting time for the examination, you will not normally be allowed to take it.
5. Only take into the examination room the pens, pencils, erasers and any other equipment which you need for the examination.
6. You must write in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc, unless the instructions printed on the front of the question paper state otherwise.

Examinations

C. Calculators, Dictionaries and Computer Spell-Checkers

1. You will be informed if calculators are allowed.
2. If you use a calculator
 - make sure it works properly; check that the batteries are working properly
 - clear anything stored in it;
 - remove any parts such as cases, lids or covers which have printed instructions or formulas;
 - do not bring into the examination room any operating instructions or prepared programs.
3. Do not use a dictionary or computer spell checker unless you are told otherwise. Electronic Dictionaries are not allowed.

D. Examination Instructions

1. Listen to the invigilator and follow their instructions at all times.
2. Tell the invigilator at once:
 - if you think you have not been given the right question paper or all the materials listed on the front of the paper;
 - if the question paper is incomplete or badly printed.
3. Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4. Fill in all the details required on the front of the question paper and/or the answer booklet before you start the examination.
5. Remember to write your answers within the designated sections of the answer booklet.
6. Do your rough work on the proper examination stationery. Cross it through and hand it in with your answers.

Examinations

E. Advice and Assistance

1. If on the day of the examination you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2. Put up your hand during the examination if:
 - you have a problem and are in doubt about what you should do;
 - you do not feel well;
 - you need more paper.
3. You must not ask for, and will not be given, any explanation of the questions.

F. The End of the Examination

1. If you have used more than one answer booklet and/or any loose sheets of paper, place them in the correct order. Remember to fasten them together with a treasury tag before you leave.
2. Do not leave the examination room until told to do so by the invigilator.
3. Do not take from the examination room any examination stationery, used or unused, rough work or any other materials provided for the examination.
You must stay in the examination room until at least one hour (or a period equal to the duration of the examination if this is less than one hour) after the published starting time for each examination.

Examinations

Warning to Candidates - Written Examinations

1. You must be on time for all your examinations, arrive at least 15 minutes before the start time. You must remain under supervision until at least one hour (or a period equal to the duration of the examination if this is less than one hour) after the published starting time for each examination.
2. Remember: you must not become involved in any unfair or dishonest practice in any part of the examination.
 - Sitting an examination in the name of another candidate or allowing another person to sit in your name, is gross misconduct and may amount to a criminal offence.
 - You must not have in your possession any unauthorised material or equipment which might give you an unfair advantage such as notes, calculator cases/ instruction leaflets, bags, personal TV's/stereos, reading pens and electronic or radio communication devices, including mobile telephones, iPods, MP3 players and pagers. You must not have in your possession any instrument which can capture a digital image. Any pencil cases taken into the examination room must be see-through.
 - If you have any unauthorised items that need to be stored during the examination, so that they are not in your possession, you must inform the examination invigilator. If you are in any doubt, you must ask an invigilator before the examination starts.
 - Possession of unauthorised material is breaking the rules, even if you do not use it, and you will be subject to penalty and possible disqualification.
 - You must not talk to, attempt to communicate with or disturb other candidates once the examination has started.
 - You are not allowed to borrow materials from other candidates during the examination.
3. The head of centre must report to the awarding body/assessment board all cases of irregularity or misconduct connected with the submission of coursework or occurrences in the examination room.
4. If the Awarding Body/Assessment Board is satisfied that you are involved in any irregularity, misconduct or dishonesty, your results may be cancelled. For involvement in serious offences, you may also be disqualified from the current examination and debarred from future examinations of the awarding bodies.

Examinations

Notice to Candidates - For on-screen tests

A. Regulations - make sure you understand the rules

1. Be on time for your on-screen test(s). If you are late, you may not be allowed to take the test.
2. Do not become involved in any unfair or dishonest practice during the on-screen test.
3. If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4. Only take into the examination room the materials and equipment which are allowed.
5. You must not take into the examination room the following items which might give you an unfair advantage:
 - Notes;
 - Calculator cases/instruction leaflets;
 - Bags;
 - Personal TV's/stereos, reading pens and electronic or radio communication devices, including mobile telephones, iPods, MP3 players, pagers or any other products with text/digital facilities.

Unless you are told otherwise, you must not have access to:

- The Internet, e-mail, data stored on the hard drive, or portable storage media such as CD's and memory sticks;
- Pre-prepared templates.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

6. You are not allowed drink, food, sweets or snacks unless for medical reasons and have a letter stating this.
7. Do not talk or try to communicate with or disturb other candidates once the on-screen test has started.
8. If you leave the examination room unaccompanied by an invigilator before the on-screen test has finished, you will not be allowed to return.
9. Do not borrow anything from another candidate during the on-screen test.

B. Information – make sure you attend and bring what you need

1. Know the date and time of your on-screen test(s).
2. Arrive at least 15 minutes before the start of your on-screen test.
3. If you arrive late for an on-screen test, report to the invigilator running the examination.
4. If you arrive more than 15 minutes after the published starting time for the on-screen test, you will not normally be allowed to take it.
5. Your centre will inform you of any equipment which you may need for the on-screen test.

Examinations

C. Calculators, Dictionaries and Computer Spell-Checkers

1. You may not use a calculator unless you are told otherwise.
2. If you use a calculator
 - make sure it works properly; check that the batteries are working properly;
 - clear anything stored in it;
 - remove any parts such as cases, lids or covers which have printed instructions or formulas;
- do not bring into the examination room any operating instructions or prepared programs.
3. Do not use a dictionary or computer spell checker unless you are told otherwise.

D. Examination Instructions

1. Listen to the invigilator and follow their instructions at all times.
2. Tell the invigilator at once:
 - if you have been entered for the wrong on-screen test;
 - if you experience system delays or any other IT irregularities.
3. You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions.

E. Advice and Assistance

1. If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2. Put up your hand during the examination if:
 - you have a problem with your computer and are in doubt about what you should do;
 - you do not feel well;
3. You must not ask for, and will not be given, any explanation of the questions.

F. The End of the Examination

1. Ensure that the software closes at the end of the on-screen test.
2. If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You must not share your work with other candidates and make sure that another candidate does not collect your print out.
3. Do not take from the examination room any examination stationery, used or unused, rough work or any other materials provided for the examination. You must stay in the examination room until at least one hour (or a period equal to the duration of the examination if this is less than one hour) after the published starting time for each examination.

Examinations

Warning to Candidates - For on-screen tests

1. You must be on time for all your on-screen test(s).
2. Remember: you must not become involved in any unfair or dishonest practice in any part of the examination; providing your ID and password to another candidate and allowing that person to sit the on-screen test under your name is gross misconduct and may amount to a criminal offence.
3. You must not have in your possession the following items which might give you an unfair advantage:
 - Notes;
 - Calculator cases/instruction leaflets;
 - Bags;
 - Personal TV's/stereos. Reading pens, electronic or radio communication devices, including mobile telephones, iPods, MP3 players, pagers or any other products with text/digital facilities.
 - Any pencil cases taken into the examination room must be see-through.
4. If you have any unauthorised items that need to be stored during the on-screen test, so that they are not in your possession, you must follow the instructions issued by your centre. If you are in any doubt, you must ask an invigilator before the on-screen test starts.
5. Unless you are told otherwise, you must not have access to:
 - the Internet, email, data stored on the hard drive, or portable storage media such as CD's and memory sticks;
 - Pre-prepared templates.
6. Possession of unauthorised items is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
7. You must not talk to, attempt to communicate with or disturb other candidates once the on-screen test has started. You are not allowed to borrow any materials from the other candidates who are taking the examination.
8. At the end of the on-screen test you must not remove any examination material, such as printouts or question papers, from the examination room.
9. The head of your centre must report to the awarding body all cases of irregularity or misconduct in the examination room.
10. If the awarding body is satisfied that you are involved in any irregularity, misconduct or dishonesty, your results may be cancelled. For involvement in serious offences, you may also be disqualified from the current examination and debarred from future examinations of all the awarding bodies.

Examinations

Examination Rules and Regulations

1. Only material listed on the examination question paper is permitted in the examination room. You must not have on or near you any other material. You are not allowed food, sweets or snacks unless for medical reasons and have a letter stating this. You are allowed a small bottle of still water. Carbonated water, fizzy drinks and cans are not allowed.
2. If you are found to have any material with you which is not allowed, even if you had no intention of referring to it, this will be reported to the Examination/Assessment Board. The normal practice in such circumstances is to disqualify the candidate from the paper or the subject.
3. Check in your pockets that you do not have any unauthorised material such as notes, books, papers, calculator case or lid, calculator instruction leaflet, electronic device or mobile telephone. Files, notes, coats and bags must be left at the front/rear of the Examination Room. Handbags may be kept.
4. Mobile phones, or any other electronic communication devices, must not be brought into the examination room. Possession of a mobile phone or other electronic communication devices is an infringement of the regulations and could result in disqualification.
5. You may not communicate in any way with another candidate. You may not give assistance to any candidate or ask for assistance from another candidate.
6. You must write only in blue or black ink or ballpoint pen, except for drawings and rough notes.
7. All rough work must be written in your answer book and neatly crossed through with a single line. Any mistakes should be crossed through. Correcting fluid must not be used.
8. Candidates must stay in the Examination Room for at least one hour for examinations of 2 hours or more. For examinations of less than 2 hours candidates must stay in the room for half the duration of the examination.
9. If you have any queries on any aspect of the examination please ask the invigilator. You must not shout out during the examination but please raise your hand in the air to attract the invigilator's attention.

Any breach of the above regulations will be reported to the Examination Assessment Board for their action.

Examinations

Cheating and Plagiarism

It is clearly not acceptable to cheat in examinations. Plagiarism is copying from other students, from books, from the Internet or from anywhere else and pretending it is your own work. This is also not acceptable. You will receive guidance from your tutors about how to give references to material you have quoted from other sources.

If you are suspected of cheating or plagiarising the matter will be investigated. If you are found to have cheated or plagiarised your results will be affected and marks may be deducted, or the examination or assignment might have to be repeated.

A copy of the College's Procedures for Dealing with Cheating and Plagiarism is available from the acting Academic Registrar on 0191 375 4109.

Examination Results

As soon as possible after results are made available they will be posted to you by the College. Therefore, it is important that we have your correct address. Please note that examination results will not be given over the telephone. Information regarding the issue dates of results is available from the Examinations Office.

Challenges to Academic Decisions

Any issues you experience with grades/results in your formal assessments should be discussed first of all with your subject tutor or course leader. In most cases it should be possible to resolve your issue in this way.

You need to be aware that the marking of your assessments is carried out using clearly set out criteria which your tutor will have followed. This means that the assessments are marked objectively. It is College policy that a sample of marked work is considered by another member of the College's academic staff. This is referred to as second marking or internal moderation. It ensures that appropriate objective standards are being maintained. You should also remember that teaching staff are using their professional academic judgement when they assess student work.

If however you wish to formally dispute an assessment you have been awarded you may consider the Academic Appeals Regulations of the College. These provide that following the decision of the Board of Examiners (Assessment Board) you must inform the Principal in writing within seven days of your appeal, giving the grounds on which you are basing it. Possible grounds for appeal are:

- i. the assessment was not carried out in accordance with the published regulations for your programme, or
- ii. there were mitigating circumstances which cause your performance to be unrepresentative and of which you were unaware at the time you undertook the assessment.

Further details of these Regulations are available from the College Quality Unit. You can also find them on the College Intranet.

If your programme of study at the College is one validated by a university then you should refer to the academic appeals regulations of the university rather than the regulations of the College. You will normally have received a copy of these regulations during your induction, or alternatively have been given information about how to access them.

If there are mitigating circumstances which you feel have affected your performance in an assessment you may, subject to the assessment regulations applying to your programme, raise the mitigating circumstances before the meeting of the Assessment Board. Your course leader will be able to advise you about the process you should follow.

In the case of NVQ appeals every attempt will be made to resolve difficulties before the formal appeals procedure is initiated.

general information

2011/12



General information

Important Rules to Remember

Please do not forget:

- No offensive weapons;
- No aggressive behaviour towards staff or other students;
- Mobile phones must be switched off in teaching and learning areas;
- There is no smoking on the College Campus;
- Put all litter in bins provided;
- No animals, except guide dogs;
- No computer hacking or misuse;
- No alcohol or illegal drugs.

Lost Property

Should you lose or find any property, please contact the Security Office or a member of Security Staff via Information & Main Reception.

The College cannot accept responsibility for the safety of students' personal possessions. If you wish, you can take out your own personal insurance.

Details are available from the Students' Union.

Procedures for Comments, Suggestions & Complaints

If you want to make a complaint whilst studying at College, a form can be obtained from Information & Main Reception. Once completed, the form is to be returned to the Principal's Office. You will receive an acknowledgement receipt and details of the person who will be responding to your complaint within five working days. A formal response will be sent to your home address within 10 working days.

General information

Keeping safe!

Health & Safety

The College are committed to ensuring that all learners are safe within the College and when on College activities. Detailed information on Health and Safety and what to do in any kind of emergency is contained in the Health and Safety Handbook and the Health, Safety and Welfare Policy Manual on the Intranet.

Please read these documents so you know what to do

Exit routes to be used if you have to leave College buildings quickly are shown by green and white running man signs all around the College. Make sure you know how to get out of buildings, and where to go to in an emergency.

If you see a fire, contact a member of staff or ring 0191 375 4433 immediately, make sure you and others evacuate the area and proceed to the assembly point.

The College applies a broad approach to Risk Management across all College activities. All students should be aware of the risks arising from their actions to themselves and to others and should take active steps to reduce that risk.

If you see anything dangerous to yourself or others please report it at once on 0191 375 4433.

We expect everyone to help make the College a positive and safe place to learn. Any form of bullying or harassment will not be tolerated.

If you have any concerns or worries about anything you see with regard to bullying or personal safety, please talk to your tutor, another member of staff, ASC or a student representative about it so that the College can respond to your concerns.

General information

Student Parking

Students should park their vehicles in the marked bays. The College roads have a 15mph speed limit and this should be observed at all times. Vehicles parking in disabled bays must display the appropriate badge. Students must not park their vehicles in unauthorised areas, bus bays or on double yellow lines. Cyclists and motorcyclists should use the specific parking areas provided and should not use car parking bays.

No Smoking on Campus

From 1 July 2007, new legal restrictions on smoking in public places came into force. A smoking zone has been identified at the rear of the Sports and Music Building, anyone wishing to smoke must do so only in that area. Smoking is absolutely prohibited on any other part of the campus. The College strongly encourages all students to stop smoking. Advice on smoking cessation can be obtained from the Students' Union on 0191 375 4546.

Data Protection for Students

The College has a Data Protection Policy which outlines its commitment to the Data Protection Act 1998. A full explanation of how this policy may affect you is available on the College website at www.newcollegedurham.ac.uk, along with the Freedom of Information Policy.

For more information contact Suzy Taylor, Records Manager, on 0191 375 4422 or email suzy.taylor@newdur.ac.uk.

Respecting our Local Community

As a student of New College Durham you are also part of a wider community which includes people who live locally, shops and services which you will pass through and use during your time at the College. As a student you are also an ambassador of the College and you are expected at all times to:

- show courtesy and respect to our neighbours by not littering, using foul language, using threatening behaviour or creating excessive noise.
- ensure that we are good neighbours by acting responsibly.

General information

Use of Computer Facilities

By enrolling with the College you have undertaken to comply with the following policy. If you do not comply with the provisions shown below you may have your network privileges withdrawn and may be subjected to disciplinary action.

Acceptable Use Policy

You may use the College network and computer equipment for any legal activity that is in furtherance of the aims and policies of the College.

The College network and computer equipment must not be used for any of the following:

- deliberately attempting to gain access to restricted areas within the College or other locations via the Internet;
- visiting, viewing, transmitting or downloading any Internet material which is counter either to legislation, College policies (e.g. equal opportunities, bullying and harassment) or to commonly accepted standards, or is likely to be offensive or indecent to reasonable people. Members of staff may access this kind of material only for bona fide academic purposes;
- the creation or transmission of material (including email and instant messages) which is designed or likely to cause annoyance, inconvenience or needless anxiety, or which breaches College policies (e.g. on Bullying and Harassment);
- downloading, copying or transmitting to third parties the works of others without their permission. Written material, images and software are protected by the laws on copyright as well as the College policy on plagiarism;
- the transmission of unsolicited commercial material;
- corrupting or destroying other users data;
- violating the privacy or disrupting the work of others;
- using the network in a way that denies service to other users, for example, deliberate or reckless overloading of the network or computers;
- deliberately introducing viruses onto the College network;
- putting on the Internet any material, which incites, encourages or enables others to gain unauthorised access to the College's computer system.

In addition, you must not:

- install hardware on an individual PC;
- attach devices to an individual PC;
- subscribe to Internet services via the College network;
- load, install or modify software;
- encrypt data (the college will remove any encrypted data from the systems).

Any misuse of computer equipment or breaches of this policy should be reported to your tutor or Course Leader. If the misuse breaches the law, the College may choose to inform the police.

General information

Data Protection for Students

Our Data Protection Policy

The College has a Data Protection Policy which you can read on the website. For more information on Data Protection you may contact the Records Manager, Suzy Taylor at foi@newdur.ac.uk or on 0191 375 4422.

The College holds the following data on students:

- personal details provided at enrolment and volunteered by students to assist in the administration of courses they enrol on;
- exam and assessment submissions and results;
- attendance and progress records;
- personal details collected for the purposes of administering student support services (e.g. ASC, Library and Resources Centre, Access Fund).

The College will hold this information during your registration with the College and for up to six years afterwards. Basic details of your enrolment may be kept for longer to enable the College to provide references when requested and copies of assessments may be retained to fulfill the requirements of funding bodies.

The College will keep your personal details secure and will pass relevant data to the Young People's Learning Agency, Schools Funding Agency, Higher Education Funding Council, Learner Records Service, relevant Examining Boards, the Police, the Department for Education, Durham County Council and other local authorities or their agents for the purposes of administration; securing College funding; confirming entitlements to grants and disbursements; providing careers advice and guidance; preventing and detecting plagiarism; preventing and detecting crime.

You are entitled to access information the College holds about you using the guidance on 'Making a Data Protection Request' (DPI - available on the College website) or in the first instance by contacting the CIS Helpdesk.

You are encouraged to ensure information the College holds is accurate by filling in a 'Change of Name/Address Form' (available from Reception or from the 'Student Information' section on the Intranet) when appropriate.

In addition, other services offered by the College may carry out customer surveys or maintain personal data in mailing lists. Each of these collections of data will be managed under the provisions of the College Data Protection Policy.

The Learner Records Service

The information you supply at enrolment will be used by the Chief Executive of Skills Funding, to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record. Further details of how your information is processed and shared can be found at www.learningrecordsservice.org.uk/documentlibrary/ documents/privacynotice. Individuals can opt-out of sharing this participation and achievement data. For details contact the Learning Records Service helpdesk on 0845 602 2589.

Governance

As a College of Further and Higher Education, New College Durham is governed by regulations issued by the Secretary of State for Education. These regulations take the form of an Instrument and Articles of Government that set out the basic structures for the management of the College and the responsibilities of the Governing Body, Principal and Clerk to the Corporation. A copy of this document and many others relating to the governing of the College are available on the College website and in the Learning Resources Centre.

The Corporation Secretary and independent Clerk to the Corporation, Susan Dring, advises and assists in the running of the Governing Body and its committees and is happy to give information about the governance of New College Durham. She can be contacted through the main switchboard on 0191 375 4000.

New College Durham has a Students' Union to support students during their time at College. The President of the Union, elected by all students, is a member of the Governing Body and therefore able to represent student interests at the highest level. The Student Union President for 2011/12 is Katherine Cooper.

There are two Student Governors on the board. In order to widen representation from the student community, the Governing Body invited both Higher and Further Education Student Forum representatives to nominate one of their members to be the second Student Governor. Sandra Hope has been duly nominated as Student Governor for 2011/12.

The Governing Body operates through several committees including a Quality, Curriculum and Students' Committee. This committee looks at student issues in College and allows an opportunity for students to give their views to Governors at first hand. The Student Union President regularly gives reports on matters he/she considers of importance to this committee.

Further information on any matter of College Governance can be obtained from the Corporation Secretary.

Diversity and Difference

Our Commitment to Celebrating Diversity and Difference

At New College Durham we strongly believe that everyone is entitled to:

- Be treated fairly and with respect.
- Be regarded as of equal value.
- Work and learn in an environment that is free from harassment, discrimination and victimisation.

The College actively celebrates diversity and promotes equality of opportunity for everyone, whatever their sex, race, religion or belief, age, marital/civil partnership status, intellectual or physical capability, political beliefs, sexual orientation, social or cultural background and gender identity.

All students and staff are responsible for ensuring that they:

- Do not discriminate against or harass others.
- Actively discourage any discriminatory behaviour.
- Report any incidents of harassment or discrimination - all such incidents are considered to be serious misconduct and will be dealt with promptly.

As a student you will have a part to play in helping us to create a college environment which welcomes, values and builds on Diversity and Difference.

How to find us

From A1(M) Northbound

- Leave the A1 at Junction 62 (signed Durham, A690 and Cossett)
- At the roundabout at the top of the slip road, join the A690 (Carville Link Road) towards Durham
- At the roundabout junction with the A181, take the third exit and proceed downhill to next roundabout and go straight ahead across the bridge
- At the traffic lights turn right onto the A691
- Continue under the railway bridge and at the next roundabout, join the B6532
- At the next roundabout turn left
- Continue straight over the next roundabout
- The College Campus is the first turning on the right (see over page).

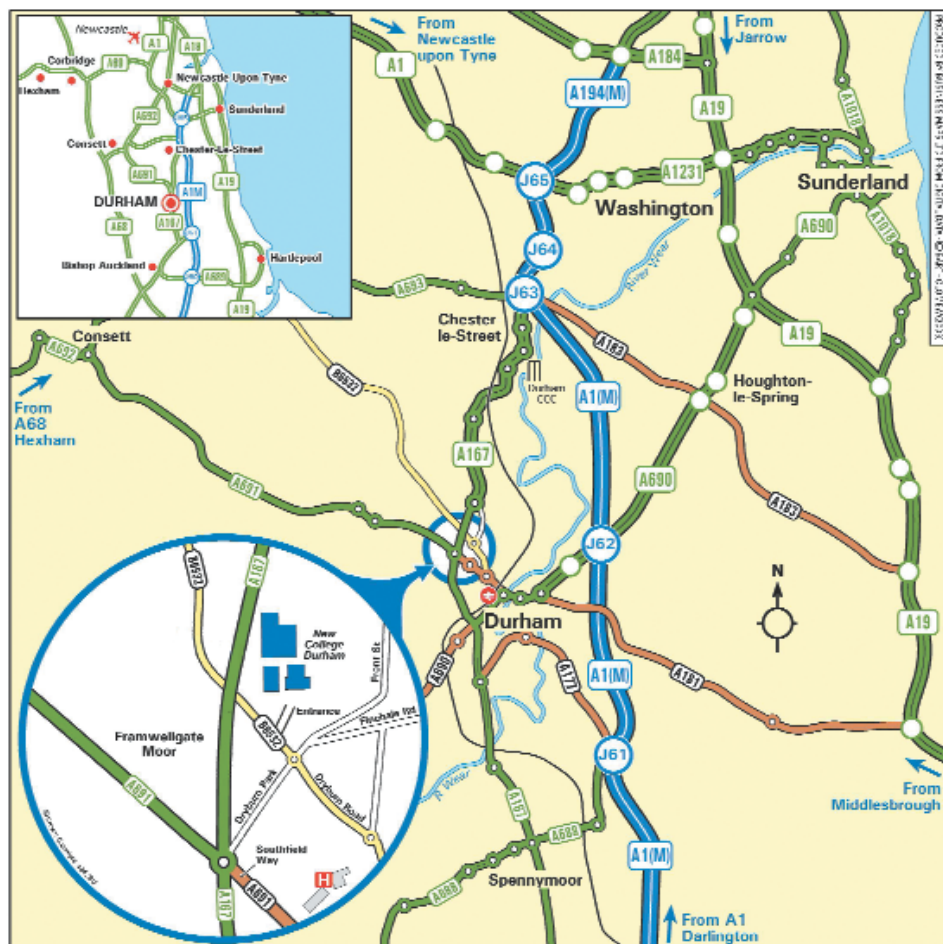
From A1(M) Southbound

- Leave the A1(M) at Junction 63 (signed Chester-le-Street and A167)
- At the roundabout at the bottom of the slip road, join the A167 towards Durham
- Remain on the A167 over 4 roundabouts (passing 'The Riverside' cricket ground on the left)
- At the fifth roundabout, take the second exit onto Front Street and continue to the roundabout junction with the B6532
- Turn right at the roundabout onto the B6532 and the College Campus is located on the right (see over page).

By Train

Rail services from Newcastle, Darlington, York, London and Edinburgh.

Where to find us



important dates and religious festivals

2011/12



College Term Dates 2011/12

| | |
|---------------------------------|--|
| Enrolment Week/Induction | Tuesday 30 August 2011 |
| All FT FE courses start | Monday 5 September 2011 |
| All PT FE courses start | Monday 12 September 2011 |
| All HE courses start | Monday 19 September 2011 |
| Half-term (FE only) | Monday 24 October – Friday 28 October 2011 |
| End of term | Friday 16 December 2011 |
| Spring term starts | Tuesday 3 January 2012 |
| Half-term (FE only) | Monday 13 February – Friday 17 February 2012 |
| End of term | Friday 30 March 2012 |
| Summer term starts | Monday 16 April 2012 |
| Half-term | Monday 4 June – Friday 8 June 2012 |
| End of term | Friday 29 June 2012 |

FT/PT - Full time/Part time

FE - Further Education

HE - Higher Education

Notable Diary Dates 2011-12

| | 2011 | 2012 |
|-----------------------------|-------------|-------------|
| Public Holiday | 3 January | 2 January |
| Public Holiday (Scotland) | 4 January | 3 January |
| St. Valentine's Day | 14 February | 14 February |
| St. David's Day (Wales) | 1 March | 1 March |
| Ash Wednesday | 9 March | 22 February |
| St. Patrick's Day (Ireland) | 17 March | 17 March |
| Mothering Sunday | 03 April | 18 March |
| Good Friday | 22 April | 6 April |
| St. George's Day (England) | 23 April | 23 April |
| Easter Monday | 25 April | 9 April |
| Royal Wedding | 29 April | - |
| Early May Bank Holiday | 2 May | 7 May |
| Spring Bank Holiday | 30 May | 4 June |
| Queen's Diamond Jubilee | - | 5 June |
| Whit Sunday | 12 June | 27 May |
| Summer Bank Holiday | 29 August | 27 August |
| St Andrew's Day (Scotland) | 30 November | 30 November |
| Christmas Day | 25 December | 25 December |
| Boxing Day | 26 December | 26 December |
| Public Holiday | 27 December | |

| | 2011 | 2012 |
|---------------------------------|--------------|--------------|
| Chinese New Year | 5 February | 25 January |
| Baisakhi (Sikh New Year) | 14 April | 13 April |
| Wesak (Buddha Day) | 17 May | 5 May |
| Rosh Hashanah (Jewish New Year) | 28 September | 16 September |
| Diwali (Hindu New Year) | 26 October | 13 November |
| Al Hijra (Islamic New Year) | 26 November | 14 November |



New College Durham

0191 375 4040

www.newcollegedurham.ac.uk

Every effort was made to ensure that the information in this handbook was correct at the time of publication (August 2011). New College Durham reserves the right to amend information at any time.

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