

#1 University in  
England for Student  
Satisfaction-  
Complete University  
Guide 2025



Birmingham  
Newman  
University

# Student Handbook

2024/2025





# About this handbook

Your student handbook contains a range of information that will be valuable to you during your studies at Newman.

Some aspects of this handbook will be useful to you now, at the start of your time at Newman. Other aspects might be more useful in years to come. Additional information will be given to you at your induction, or you can find more information now on the welcome website (QR code below).

Information found in this handbook will sometimes need to be updated. Please regularly consult our online systems and your student email account for key updates and notifications and how they may affect your studies.

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# Welcome from the Vice-Chancellor

## I am delighted to welcome you to Birmingham Newman University.

Our mission at Newman is to provide a place where all are welcomed and supported to succeed and where diversity and inclusion are at the forefront of everything we do. At Newman, we aim to make you resourceful and caring citizens, independent thinkers, and as you enter the world of work or further study, we know that you can make a unique contribution to society.

Students, like you, are the heartbeat of our university. Providing a personalised student experience is a hallmark of the Newman offer. We are therefore really pleased to say that we are #1 University in England for Student Satisfaction- Complete University Guide 2025.

Furthermore, the National Student Survey (NSS) results for 2024 placed Birmingham Newman University seventh in the country for overall student satisfaction and number one in the West Midlands with an 85.4% overall positivity rating\*. We are also pleased to announce that the NSS 2024 placed Newman as fifth in England for teaching assessment and feedback, sixth for student voice, and third for use of marking criteria in assessing student work.

I hope your time at Newman is transformational and that it changes the way you view and interact with the world. I hope it challenges and stretches you, and in turn enables you to critique and challenge the world around you.

**Professor Jackie Dunne**  
Vice-Chancellor



\* The survey was measured by % overall positivity (Q1-24) of taught full-time first-degree students in NSS 2024.





# Who we are

**We know how much you are looking forward to being a university student, with a focus on academic work, as well as making the most of the opportunity to meet new friends.**



Birmingham Newman University offers the best of both worlds: the buzz of the UK's second city, which is just a bus ride away; and a focused life studying on campus, where you can chat to tutors, prepare for lectures with your friends and have access to 24/7 IT facilities.

A city life to keep you energised and a study life to keep you focused.

Everyone comes to Newman with a different story. We are all products of our heritage and experiences. At Newman we thrive on our differences. We are known for creating a diverse study environment and this diversity creates different perspectives and insights into studying and learning.

We recognise that our students have lives and responsibilities that stretch far beyond simply studying.

Many Newman students commute onto campus; some are mature learners; and most have part-time jobs. We have developed the campus to provide additional social space, for group working and catching up with friends, as well as providing a library where staff are on hand to help students with individual support and research.

Campus sports facilities provide 'time out' and the chance to be part of a team, or to exercise for personal wellbeing. Our Student Success team is always on hand to ensure you are able to actively participate in our vibrant academic community.

With our distinctive commitment to transformational impact, Birmingham Newman University maintains its mission to make a positive difference to individuals and communities through excellent research and scholarship. Scholarly work is undertaken across a wide range of academic and professional disciplines and attracts external funding from many national and local government sources, as well as local businesses.



# Getting started

Starting university is a significant step towards your future career ambition and we know that it can be a time when you're given a lot of new information in a short space of time. Full details of our enrolment process can be found on our welcome website, please make sure you follow this information carefully.

## Other useful information...

### University calendar

The university has official holiday breaks at Christmas and Easter; search 'Semester Dates' on the website or intranet for current holiday dates. All of the evidence suggests that students who engage proactively with their studies are better equipped to succeed in their studies.

### Timetable

Your personal timetable is accessed via your university email calendar. The timetable for the whole academic year is available. It is recommended that you look at semester 2 information in advance when making plans, as the timetable schedule can vary between semesters.

### Visit the student helpdesk

The helpdesk staff are here for you if you have a query about anything to do with your course, modules, or even the dates of your graduation. Drop in and see us, you'll find us on the campus map.



# Download the App



**Our Newman**

**Launching September 2024**

**Scan the QR code for more information.**





# Finding your way around

We are a single campus university located in the residential area of Bartley Green, only a few miles from Birmingham city centre, which creates a focused learning environment. The campus overlooks Bartley reservoir and the Worcestershire countryside beyond and its location makes it convenient for access to both the M5 and M42 motorways. We are also located on several major bus routes.



### Public transport

As part of our initiative to be a greener campus, we encourage you to travel to Newman by public transport wherever possible. Google maps and the Network West Midlands website can all be used to help you plan your journey to campus. You can also find more details of specific routes on our website, visit [www.newman.ac.uk/about-us/contact-us/maps-directions](http://www.newman.ac.uk/about-us/contact-us/maps-directions)

### Car parking

We have a dedicated student car park off Genners Lane. You will need to collect a student parking permit from the Security Lodge to park there. The Security Lodge can be found through the door to the right of the Lower St Chad’s Atrium entrance.

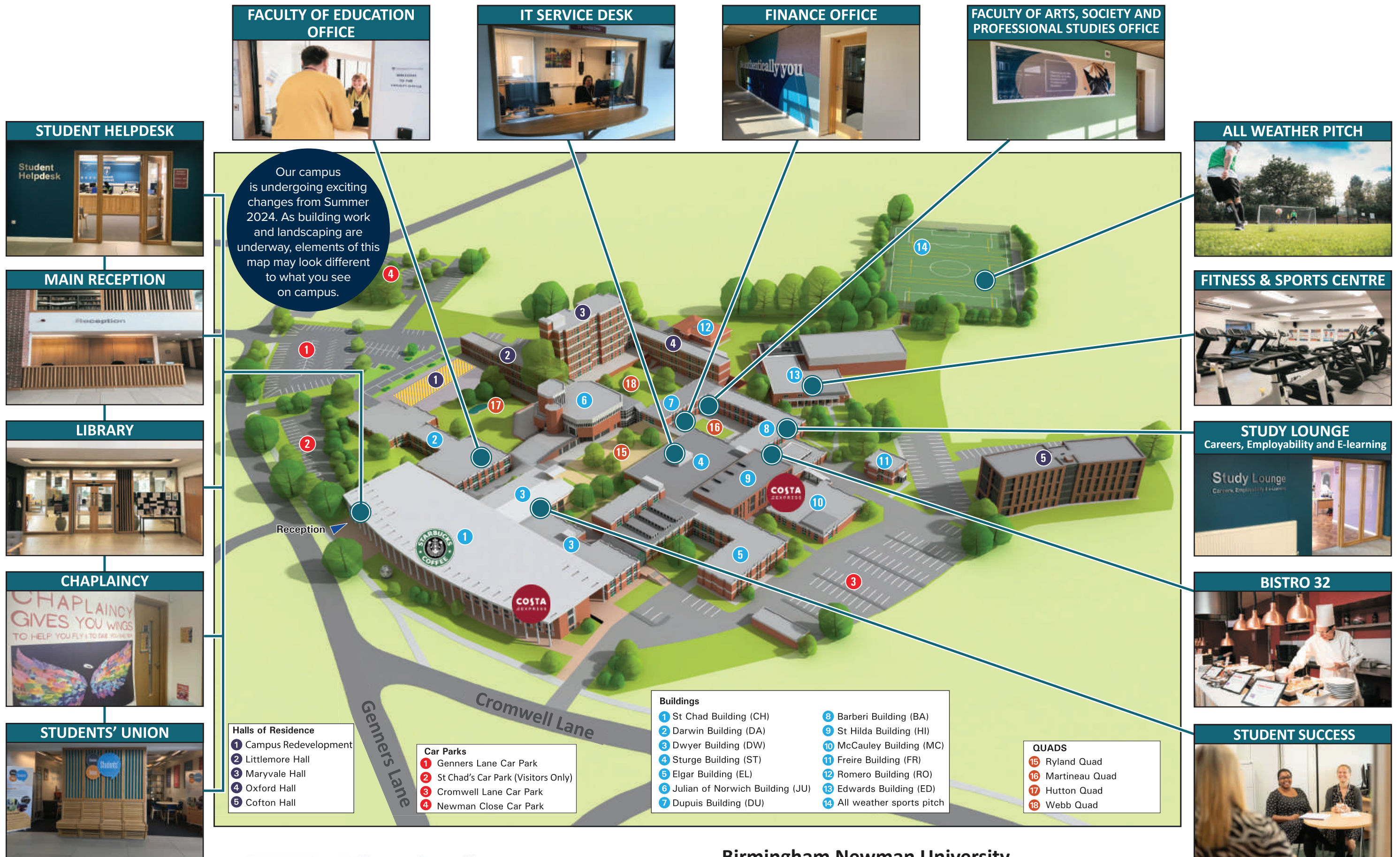
### Understanding room numbers at the university

The first two letters of a room number indicate the building the room is located in. The room numbers follow, with the first indicating the floor level the room is found on, and the final number being the specific room number.

For example, H1104, can be found in the St Hilda Building on the first floor, and is room number 4.

Rooms prefixed by	Building
CH	St Chad
DA	Darwin
DW	Dwyer
ST	Sturge
EL	Elgar
JU	Julian of Norwich
DU	Dupuis
BA	Barberi
HI	St Hilda
MC	McCauley
FR	Freire
RO	Romero
ED	Edwards





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@Newman\_Uni



@newmanuni



# Digital student life

**We have a range of online facilities available for our students that will be essential to you throughout your studies with us. Additional support is available when you are using your online facilities; staff in all departments are happy to signpost you to help.**

## **Your Newman account and e-mail**

When your enrolment is complete, you'll be sent your Newman email and a link to set up your password. This will be sent to the email address you used when you applied.

You'll use this email and password to log in to all our systems, so make sure you choose a memorable and secure password. If you are having trouble logging in, please contact the IT Service Desk. To update this address, go to <https://login.newman.ac.uk/pw/update>.

Lecturers and support services will communicate with you through your Newman email so it's really important to check it regularly. It's also one of the key channels the university will use to communicate important messages and updates.

We'd advise downloading the Outlook app to your mobile device and adding your Newman email account. You can find instructions on how to do that through the university's self-service portal.

If you are buying a laptop, Windows devices are better for our systems.

## **The intranet**

This can be accessed at [www.newman.ac.uk/intranet](http://www.newman.ac.uk/intranet) and contains a range of information and resources from departments across the university that will be helpful to you during your time at Newman. If you can't find a piece of information you expected to be on the intranet, let us know by emailing [news-internal@newman.ac.uk](mailto:news-internal@newman.ac.uk)

## **The self-service portal**

The university has a Self-Service Portal where you can find solutions to many of your questions, or make requests. The portal has content from multiple support services around the university and new content is being added all the time. You can find links to it on the MyNewman home page, or on the desktops of all the PCs around campus. You can also scan the QR code in this handbook to access it on your mobile device.



SCAN ME





### IT service desk

If you need IT help and you can't find what you're looking for on the self-service portal, the place to go is the IT Service Desk. You can also contact the Service Desk via email on [ITServiceDesk@newman.ac.uk](mailto:ITServiceDesk@newman.ac.uk). The IT service desk is staffed Monday-Thursday 8.30am-4.30pm and Friday 8.30am-4pm, excluding bank holidays and University closures.

### Connecting to the Wi-Fi

All members of the Newman community can connect to the Wi-Fi on campus and to 'eduroam', a service which allows users to connect to Wi-Fi at institutions around the world.

You can find instructions for connecting to these networks on the self-service portal.

### Office 365

As part of the Newman community, you can download and install Office 365 for free on up to five devices, enabling you

to do your University work on your laptop, tablet, and mobile device.

Take a look at the Self-Service Portal to find out how to take advantage of this resource.

### Student ID card

Your student ID card is a vital thing to have with you. You'll need it to gain access to buildings, verify your identity, and to use our multi-function devices to print, scan, or copy. Depending on when you complete your enrolment, you should either receive this card in the post or you'll be issued it by a member of staff. If you lose your card or it is stolen, please notify the IT service desk. There is a £5 charge for replacing a lost ID card.

### Print, copy and scan on campus

When on campus you can print, scan or copy using any of the multi-function devices (MFD). They are spread around communal areas on site, including in the Library. You'll

need your student ID card to print, scan or copy. You'll also need print credit to print. Each student starts with £1 of credit; you can add more by going to the university's e-store. <https://estore.newman.ac.uk/product-catalogue/student-support-services/it-services>.

### Moodle

Moodle is Newman's virtual learning environment. This is where you will find online pages for each of your course modules and general pages that your tutors have prepared for your course.

Your tutors will use Moodle to share course information, online content and learning activities with you. It is where you will participate in online activities preparing you for on-campus classes, where you can access learning content to help you review and reflect on what you have learnt. It is also where you submit online coursework assignments.



### Library Search

You can look for all of the books and journals you'll need for your studies using the Library's specialised search box – Library Search (think of it like a search engine just for academic literature). This is where you'll discover all of our print books, e-books and journal articles. We aim to have all the essentials you need for your assignments, so if there is a book or an article that you can't find, just contact us and we will do our best to get it for you!

### Turnitin

Turnitin is an online tool that checks the text of your submitted online assignments against Turnitin's database of millions of journal articles, student submissions and other texts. It helps you and tutors check that you have followed appropriate academic writing practice and have cited and referenced your sources correctly. Turnitin also provides useful

tools for tutors to give grades and feedback on your work.

At Newman, Turnitin is integrated with Moodle so you will never need to go to a separate Turnitin site during your course. You access Turnitin similarity reports for your submitted work and your tutors' feedback in Turnitin via the relevant assignment in Moodle.

### SEAtS

SEAtS is the student attendance and engagement system at Newman. We use it to monitor student attendance and student engagement with Moodle in order to highlight to tutors those students who may need further help.

Personal tutors use the information in SEAtS to inform conversations with students about their progress and help those students who may be having difficulty get back on track with their course or signpost them to other support services at the university.

### Panopto

Panopto is the media server and video recording system we use at Newman. Your tutors use it to record relevant parts of classes to then share with you later. You can search easily for key parts of a recording, add notes directly to points of the recording and even join an online discussion connected to key sections of what you have watched.

You may also be required to use Panopto as part of an assignment on your course - to create a video or audio recording, perhaps on your own or with other students - to then upload and submit to an online assignment.

### Birmingham Newman University App

Our new university app is a portal to all of our online services, news, and key information from across the Newman community. To download the app, follow the QR code on page 7.





# About your course

We hope your time studying at Birmingham Newman University will be valuable and our aim is that you'll graduate as a confident, informed and well-grounded person, capable of making real change in your own life and in wider society.

Your course will be made up of a range of modules and you can find details of these modules within your course's Key Fact Sheet. This will be sent to you after enrolment.



## Your rights and responsibilities

By accepting an offer of a place on your chosen course, you have entered into terms and conditions with Birmingham Newman University for the provision of education and other services, supporting you throughout your academic studies.

As a student you have accepted and agreed to abide by our terms and conditions as outlined in our general academic regulations. It is important that you have read and understand the admissions policy. These documents can be found at [www.newman.ac.uk/knowledge-base/general-academic-regulations/](http://www.newman.ac.uk/knowledge-base/general-academic-regulations/)

## Course learning outcomes

Most of our full-time programmes are designed so that you would normally study 60 credits per semester. 1 credit is considered equivalent to 10 hours of student work. These credits are awarded upon

successful completion of your modules\*.

There are recognised credit levels in England which correspond to different types of courses in the UK and these include:

### Certificate level (Level 4)

corresponds broadly to year 1 of a full time honours degree programme or to a Certificate of Higher Education (CertHE)

### Intermediate level (Level 5)

corresponds broadly to year 2 of a full time honours degree programme, a Foundation Degree or Diploma of Higher Education (DipHE).

Foundation level is designed to provide a broad base of learning to help students bridge the gap between level 3 qualifications such as BTEC and A level qualifications and the Higher Education levels qualifications offered at university.

## What's a credit?

The notional number assigned to each module to indicate the student effort required. 1 credit is considered equivalent to 10 hours of academic work.

## What's a module?

A unit of study that has defined learning aims, an assessment requirement and a specified number of credits awarded upon successful completion.

## Honours level (Level 6)

corresponds broadly to year 3 of a full time degree programmes with and without Honours, a Professional Graduate Certificate in Education, a Graduate Diploma or a Graduate Certificate.

## Postgraduate/Master's level (Level 7)

corresponds broadly to a Postgraduate Certificate (PGCert), a Postgraduate Diploma (PGDip), a Postgraduate Certificate in Education (PGCE) or a Master's Degree (MA, MBA, MPhil, MRes, MSc).

## Doctorate level (Level 8)

corresponds broadly to a Doctoral Degree (PhD, Ed).

Course programme learning outcomes are written to show what you will have achieved having successfully completed your course.

\*A unit of study which has defined learning aims and assessment requirements.



# Learning and teaching: How it all works

Our students bring a diverse wealth of lived experiences with them. We work in partnership with our students, ensuring that we teach and learn with them, working together to make a difference.

- We make our commitments clear to you through your key fact sheet. This includes important details about how we will deliver your course.
- Our programmes are designed to be inclusive, taking into account our diverse range of learners.
- We make learning active, engaging and respectful of different cultural viewpoints, through collaborative working.
- We strive to make assessment flexible, holistic and relevant and to give you meaningful feedback that enables you to continue to improve your work.

**How learning is organised at Newman:**

- We operate two semesters each academic year, so a typical 3-year undergraduate programme starts in September of the first year and is made up of six semesters. Some of our programmes will have three semesters. Each semester lasts up to 15 weeks.
- In each semester you will study modules, usually two or three. Modules are blocks of teaching and learning around a particular theme. Although modules focus on specific topics, the knowledge, capabilities and experiences you gain in one module will be applicable to all other modules you are studying.
- Each module will have at least one assessment within it, designed to ensure you have met the learning outcomes for that module. The assignment brief for each piece of work you are required to do will indicate the learning outcomes addressed and will indicate what a good assignment requires.
- Some modules are compulsory, often called 'core'. Others are optional, meaning you will be able to choose between modules at certain points within your programme.
- Your welcome week timetable and first semester timetable will be accessible on our Welcome website.
- For a definition of credits and modules, see p. 17.



Different modules will use a range of approaches to engage you with your studies, including:

<b>Lectures</b>	Lectures are often used to provide an introduction to a subject, and help you structure your independent study. Lectures usually involve bigger numbers of students.
<b>Seminars</b>	Group sizes in seminars are usually smaller than those in a lecture, which provides an opportunity to talk about a specific topic in more depth. Seminars are generally more interactive than lectures, giving you an opportunity to present your views and ideas and hear what other students think about a topic.
<b>Tutorials</b>	Tutorials are a period of tuition given by your tutor on an individual or very small group basis.
<b>Practical Sessions</b>	Practical work may be carried out in a location separate to the university, depending on your course. Practical sessions give you an opportunity to practise the application of your knowledge and skills.
<b>Group Work</b>	There may be instances where you work alongside other students to complete a task. This will give you the chance to develop your team-working skills.
<b>Work placements</b>	Work placements provide an excellent opportunity to gain experience in a working environment.

<b>Independent study</b>	Throughout your course you will be expected to see the timetabled sessions as only part of the time you should allocate to your studies each week. Your lecturers will use the virtual learning environment (an online space they create to support each module) to share teaching materials and further resources. You can use this space as a springboard to diving deeper into your module topics.
<b>Workshops</b>	Sessions where you will be working, often in groups, on focused practical or theoretical tasks co-ordinated and supported by your tutor.
<b>Student partnership</b>	Working together with the tutor and other students to undertake projects or research, constructing answers to key questions raised on your module, in your studies, or more generally within your university life.
<b>Flipped learning</b>	An approach to learning and teaching where much of the content knowledge of the module is provided on-line for you to study in advance of your timetabled sessions. This allows more time to be spent at face-to-face sessions in discussion and interaction to test and build your capabilities and understanding.

**Higher Education Achievement Report (HEAR)**

As well as your degree certificate (awarded at the Graduation Ceremonies each year), you will also receive a Higher Education Achievement Report (HEAR), which is designed to provide greater detail on what you have studied and detail all the modules (including the type of assessments and individual element marks) you have taken. It is a national requirement that the HEAR includes any fail marks, the number of attempts taken to pass a module and any academic offences.

The HEAR is also a recognised Diploma Supplement which can be used across many countries to prove your achievements to employers and other universities. For a full list of participating countries, visit [https://ehea.info/page-full\\_members](https://ehea.info/page-full_members).

Section 6 of the HEAR also records (if applicable) any additional roles (such as Student Staff Consultative Committee representative) that you have undertaken.

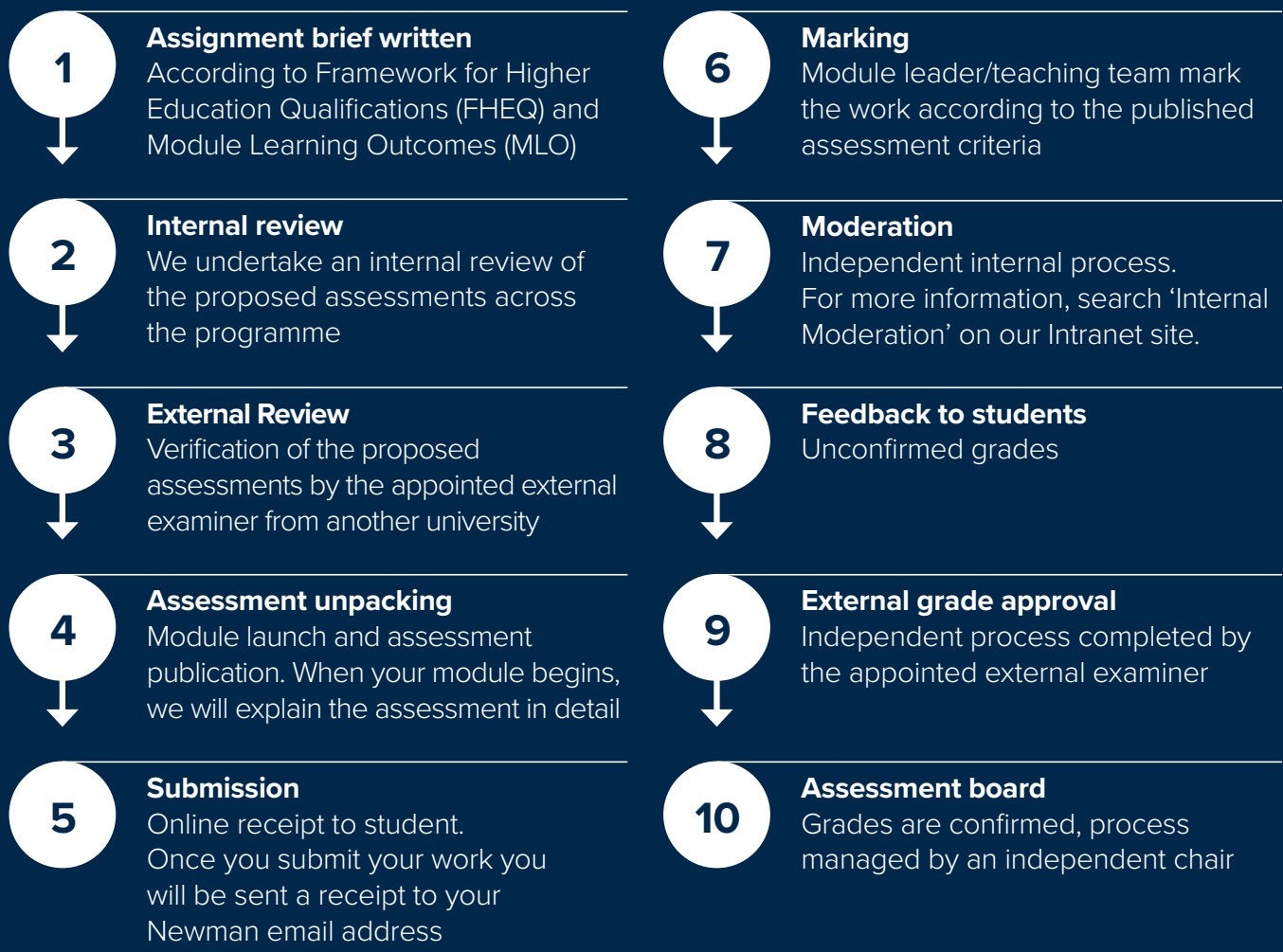
Both your degree certificate and your HEAR are provided at no additional cost to you following the completion of your programme.



# Assessment and feedback

**Assessment is the way in which you demonstrate your understanding and achievement.**

The way in which you will be assessed differs across course and modules, but in order to be awarded your credits you need to demonstrate your understanding of what you have been taught. The below outlines key principles within the assessment journey.



For information on grade boundaries, please see the table on page 22.

**Our General Academic Regulations cover the assessments process in more detail. You can see these at [www.newman.ac.uk/knowledge-base/general-academic-regulations](http://www.newman.ac.uk/knowledge-base/general-academic-regulations). You will also be able to get advice from your lecturers during your studies at Newman.**

## Presentation of work

Work is generally expected to be produced on a computer, and you will have a personal account on the university computer system allowing you to use the computers across campus. Very occasionally, hard copies of work might be required and these should usually be submitted to the registry support team. If a hard copy of work should need to be submitted, hard copies of work will need a completed A4 green cover form and a signed A5 green declaration form available from the student helpdesk.

## Disabilities, Dyslexia and learning difficulties

The Student Services team are available to discuss adjustments you may need to put in place as a result of your condition, disability, or long-term illness. Please get in touch with the team to explore your options; we recommend doing this as far in advance of your deadlines as possible, otherwise support may be limited.

## Word and time limits

Please stick to word and time limits given on your assessments. The university can make the decision not to mark the over-limit sections of any work.

## Tips:

- In-text references are included in the word limit. Word limits do not include reference lists, bibliographies, cover sheets or appendices (other than those explicitly specified).
- The total length of any appendices should not exceed more than 10% of the length of the assignment, with any exceptions to be highlighted in the assignment brief.
- For certain mathematical assessments, the number of pages, rather than word limits, will be used.

## Proof reading

Our policy is that academic staff should not proof-read or give advice which amounts to 'approving' your work prior to marking.

## Plagiarism and collusion

Find out more information on in the general academic regulations.

Please be aware that your work will be submitted to the Turnitin plagiarism detection service to safeguard against plagiarism and encourage proper use and citation of sources. You can try out the Turnitin software on the Moodle pages before you submit your work.

## Referencing

Generally, the method of referencing you will be expected to use is the Harvard system of referencing. Details of the system and its use, together with examples, are available on the Library website.

## Submitting your work

Find out more information in the general academic regulations.

- The deadline for coursework submissions is 12 noon on the date specified in your assignment brief (unless you have an extension).
- Most coursework should be submitted online through Moodle.





- Work submitted up to seven calendar days late of the submission date will, if deemed a pass, have 5 marks deducted from the mark awarded, or receive, if the mark is 45 or less, a maximum mark of 40% for undergraduate programmes, or if the mark is 55 or less a maximum mark of 50% for taught Master's and PGCE programmes.
- No work will be accepted for submission without an authorised extension if it is more than a week late and therefore will be recorded as a 'non-submission'.

If you have any problems or enquiries about this, contact the E-Learning team on [ELearningServiceDesk@newman.ac.uk](mailto:ELearningServiceDesk@newman.ac.uk) or report your issue through the Newman self-service portal.

## Exams

Find out more information in the general academic regulations which include exam arrangements for disabled students, invigilation arrangements, exam equipment, plus information around the use of calculators and dictionaries in exams.

If you have exams as part of your course assessments, the exam timetable will be made available through the intranet. You will also be notified about exam arrangements in advance by email. No holidays should be booked during these examination periods. If you have any questions or concerns around exams, contact [assessments@newman.ac.uk](mailto:assessments@newman.ac.uk)

## Group assessments

Sometimes you may be required to be part of a group assessment. If you have to do a group presentation during your studies, your module leader should give you sufficient time to prepare for this within your group.

## Marking and feedback

Find out more information in the general academic regulations.

You can find the marking criteria for individual modules in detail in the assignment brief. Our general academic regulations also provide details on the rules of a compensated pass, anonymous marking, second marking and double marking and moderation.

## Feedback/return of work

The university operates a target of a three-week turnaround time for the return of work. Similar targets are also operated for Birmingham Newman University students studying at partner institutions. Please be aware that this target does not apply to work submitted late or work submitted with an extension.

Feedback is designed to help you with your assessments and how you can further improve future assessments.

The university monitors the time taken, through Moodle, to return your feedback to you and academic staff are required to ensure that the University set target of at least 75% of all work to be returned within three weeks (excluding public holidays and University closures) is met.

## Resits

If you do need to have another go at an assessment, our academic teams will support you as you as you rework your submission based upon feedback given.

## Classification

See the below tables for grade boundaries.

### Undergraduate Degree Classifications

Degree classification	Mark band
<b>First Class Honours</b>	70% and above
<b>Upper Second Class Honours</b>	60% - 69%
<b>Lower Second Class Honours</b>	50% - 59%
<b>Third Class Honours</b>	40% - 49%
<b>Pass Degree</b>	(300 credits)

### MA/MSc (Master's) Programmes Classifications

Academic Award	Minimum number of credits/modules to be passed
<b>Masters</b>	180 (including dissertation/major project)
<b>Postgraduate Diploma (PGDip)</b>	120
<b>Postgraduate Certificate (PGCert)</b>	60

To find out how to work out your degree classification, search 'degree classification' on the intranet.

## Academic integrity

Academic integrity is central to the University's mission. Maintaining high academic standards is essential for our credibility and reputation. We will support you to develop an understanding of good academic practice, but we know that sometimes mistakes, deliberate or accidental, can be made.

Examples of academic misconduct can include commissioning (getting someone else to do the work for you, including paying other people), plagiarism (not acknowledging anything taken from other work including books, journals, other students work or the web), collusion (working with someone else to produce a piece of work where not allowed in the assessment) and

cheating. We take these very seriously and if misconduct does occur, there are procedures and policies in place to deal with this.

The university expects that all work submitted for assessment by students is their own work, without falsification of any kind. Students are expected to offer their own analysis and presentation of information gleaned from research, even when group exercises are carried out. Any sources used in whatever format must be referenced and the references should be presented using the guidelines for their subject.

## Complaints

The university regards a complaint as any expression about our action or lack of action, or about the standard of service provided by or on our behalf. You can read the complaints procedure in full in our general academic regulations and on the intranet.





# We are all here to help



## Personal tutors

Newman provides each student with an academic personal tutor. The tutor's role is to support your academic development and should be your primary point of contact with the university. If you have problems beyond the academic, for example, with finance or with health, your tutor will guide you towards the relevant support services.

All subject areas have their own personal tutor policies and there are a range of approaches towards personal tutoring at Newman. When you meet your lecturers, they will introduce you to your personal tutor and details will also be available through Moodle.

### Faculty offices

The University has two faculties; The Faculty of Education (FED) and The Faculty of Arts, Society and Professional Studies (FASPs). The course you are studying will come under one of these faculties.

### The Faculty of Education

The Faculty of Education office team are on hand to provide support, guidance and direction to all students studying Education pathways, as well as offering friendly and supportive signposting to those who are not and just need some help!

The team are knowledgeable in a broad depth of faculty and university operations and each covers specialist areas within the faculty structure. Students are welcome to visit the office in person, call or email with queries, or when they need some support or guidance on who to speak with or where to go. The office is located in DA126 and is open Monday-Thursday 8.30am-5pm and Friday 8.30am-4.30pm. You can contact them with any email enquiries as detailed below.

As the team covers different areas of the faculty's business, please choose the email contact as appropriate from the following list:

**For Primary ITE Programmes** please email [primaryfed@newman.ac.uk](mailto:primaryfed@newman.ac.uk)

**For Primary School Experience** please email [primarySE@newman.ac.uk](mailto:primarySE@newman.ac.uk)

**For Secondary ITE Programmes** please email [secondaryprogrammes@newman.ac.uk](mailto:secondaryprogrammes@newman.ac.uk)

**For Secondary School Experience** please email [secondaryfed@newman.ac.uk](mailto:secondaryfed@newman.ac.uk)

**For Education, Childhood and Professional Studies** please email [EMPPEC@newman.ac.uk](mailto:EMPPEC@newman.ac.uk)

### The Faculty of Arts, Society and Professional Studies (FASPs)

The Faculty of Arts, Society and Professional Studies office team provide help and guidance to all students studying on a range of programmes in the Schools of Arts, Humanities and Human Science, Business and Law and Nursing & Allied Health.

The team cover all areas of the faculty's business and therefore students are welcome to visit the office in person, call or contact via e-mail should they require any assistance. Their office is located on the ground floor of the Dupuis building in DU005 and is open Monday-Thursday 9am-5pm and Friday 9am-4.30pm.

Any e-mail enquiries may be sent to the following:

**For the School of Arts, Humanities and Human Sciences or the School of Business and Law** please email [fasps@newman.ac.uk](mailto:fasps@newman.ac.uk)

**For the School of Nursing and Allied Health** please email [nursingandalliedhealth@newman.ac.uk](mailto:nursingandalliedhealth@newman.ac.uk)



### Coursework extensions and mitigating circumstances

If needed, you can apply for an extension for your coursework. If your deadline has not yet passed, you can apply for an extension online via Moodle. If you require a longer extension, or you are experiencing exceptional circumstances that you feel have prevented you from submitting coursework or attending exams such as illness, bereavement, an accident, or domestic circumstances, you are able to apply for mitigating circumstances up to 28 days after your deadlines. Approval of any extension is based on your circumstances and the evidence provided to us. Details of appropriate evidence is available at <https://www.newman.ac.uk/intranet/knowledge-base/mitigating-circumstances/>.

For further details on extensions contact our academic support advisors (ASA) on [asa@newman.ac.uk](mailto:asa@newman.ac.uk) and for mitigating circumstances, contact the assessments team on [assessments@newman.ac.uk](mailto:assessments@newman.ac.uk)

### Doubts about your course

You have made a great choice to study at Newman, but sometimes students may wonder if they are on the correct course. If you have just started your degree, you may be able to transfer to another course on advice from your programme leader. If you would like to stop studying for a while (i.e. for one semester or one year) and have reasons for asking, you could suspend and return to your studies later. If you want to leave the course entirely and do not intend to return, you must complete a withdrawal form for the process to become official.

### Getting advice

You may feel you need some personal advice about your circumstances and the impact on your studies. The academic support advisors in Student Success can offer you guidance about your options so you can make an informed decision. They can refer you to other colleagues for individual advice. Email [asa@newman.ac.uk](mailto:asa@newman.ac.uk)

### Study skills

Our learning development tutors in Student Success offer workshops and one-to-one appointments as well as online guidance to help you develop your academic skills around writing style, critical reading, essay planning and essay structure or critical analysis. Many students also want to develop their skills in note taking, essay planning, time management, or exam preparation; for any study skills questions you have, just ask! Our student peer mentors are trained to offer support with writing, IT and maths skills too. Find out more on our Moodle pages by searching for learning development and academic writing in Moodle or by emailing [learningsupport@newman.ac.uk](mailto:learningsupport@newman.ac.uk)

### Pregnancy and parenthood

If you are pregnant when starting your course or become pregnant during your studies and want to explore your options, you can contact the welfare adviser in Student Success or an external organisation such as your GP or Umbrella for advice and support. For students continuing with a pregnancy, for partners of pregnant students or for students

who have recently become parents (including through adoption), your personal tutor or programme leader will be able to advise you about study leave options and how to keep engaged with your course.

### International

You can study, work or volunteer abroad to help you develop confidence, employability skills and stand out from the crowd. We can also advise you about funding options to help cover many of the costs of an overseas placement and help you plan your opportunity. Find out more by contacting us at [goabroad@newman.ac.uk](mailto:goabroad@newman.ac.uk) and search 'Turing' on the Newman website.

### Discrimination, bullying and harassment

If you think you or someone you know has experienced discrimination, bullying or harassment, there are a variety of support options available:

- Contact your Academic Professional Tutor (for students training to be teachers), Personal Tutor or a member of academic staff from your course.
- Student Success has a range of confidential services which may be helpful including the Welfare Adviser, Counsellor and the Inclusion (Disability) and Mental Health Team. The team provides advice, support and guidance for students on inclusion-related issues, including practical adjustments to your studies.
- Accommodation Manager. If you are a student living in Halls, our Accommodation Manager provides guidance and support for students experiencing difficulties on campus.





# Student Success and wellbeing

**We want you to feel well supported during your time at Newman and we have a range of services available to you during your time here.**

## Study Essentials

Birmingham Newman University cares about your academic, professional, and personal growth. We offer a wealth of resources to support your development, though locating them can be challenging. Study Essentials eliminates this hurdle by providing you with essential information for success exactly when you need it.



The Study Essentials page on the App serves as a central hub where you can discover information about campus departments and services that contribute to your success. You'll also receive a monthly newsletter linking you to crucial support throughout the year. Keep an eye out for the Study Essentials logo on campus screens and scan the QR code on page 7 to access the latest workshops, events, and services.

## The Disability and Inclusion Service

Our advisers can support any student with a disability, Specific Learning Difficulty, or long-term health condition. We also support those who are investigating a potential diagnosis.

Support may include:

- Acting as the first point of contact for queries relating to your disability, Specific Learning Difficulty, or long-term health condition.
- Implementing reasonable adjustments both for your lectures and exams.

- Support on applying for Disabled Students Allowance (DSA) and guiding you on arranging this support.
- Offer guidance on how to obtain a diagnosis for Dyslexia, Dyscalculia, Dyspraxia, ADHD.
- Create learning support plans for individual arrangements, which are then shared with your academics.
- Information about campus accessibility and car parking requirements.
- Creating personal evacuation plans in conjunction with our health and safety team, and facilities.
- Advice on accessibility and reasonable adjustments for placements.

## Disabled Students' Allowances (DSA)

You may be eligible for additional funding from your funding body to help cover some study related costs.

DSA can fund a range of support including:

- specialist equipment
- non-medical helpers such as an interpreter, study skills tuition or specialist mentoring
- extra travel costs to help you to attend your course or placement.
- other disability-related study support costs.

For further information please speak to one of our advisers.

Application details are available from [www.gov.uk/disabled-students-allowance-dsa](http://www.gov.uk/disabled-students-allowance-dsa).



## Advice and Wellbeing

It's normal for challenges to crop up from time-to-time during your time at university, and our Advice and Wellbeing team are here to help you navigate them. Whether you need to talk to an experienced professional about your mental health, a difficult personal circumstance, a challenging interpersonal dilemma, or if you are just having a bad week, then the team will provide a safe, non-judgemental space for you to find solutions.

Here at Birmingham Newman University, we see mental wellbeing as an important part of student success and the Advice and Wellbeing team run 1-1 sessions, drop-ins, events and workshops throughout the year. The team are friendly, approachable and knowledgeable and can help connect you to the support and guidance that will help you thrive during your time at university and beyond.

The team offer advice, information, and support on mental health and wellbeing, financial support, emergency housing, personal circumstances, and much more. They can be found in the Student Success space across the bridge over the Atrium from the Library. The team can be contacted via [studentsupport@newman.ac.uk](mailto:studentsupport@newman.ac.uk).

## Tell Us

If you need to speak with anyone regarding bullying or harassment of any kind, if you have been the victim of sexual assault or misconduct, or if you have been the victim of a criminal act, then the Advice and Wellbeing team can help. You can contact them via [studentsupport@newman.ac.uk](mailto:studentsupport@newman.ac.uk) or by visiting the team in the Student Success space. The team can provide a safe space to share your experience, offer support and guidance and help you navigate both internal

University reporting processes and can link you up with external organisations as required.

## Chaplaincy

Chaplaincy is

- space to be you
- space to pause
- space to make a difference
- space to pray
- space to reflect
- space with support

Chaplaincy is your space for spiritual, religious and pastoral support, or any combination or one of these.

Whatever your faith or world view, there's a space for your views, your questions, your gifts, simply for you.

Join us and find out more <https://linktr.ee/nuchaplaincy>. Here for all - our particular traditions within the team are Catholic and Muslim.



# Library

The library is here to help you with every stage of your studies at Newman – providing you with the resources, environment and staff support to see you through your course.



The Library is here to help you with every stage of your studies at Newman – providing you with the resources, environment and staff support to see you through your course.

- Every course has its own dedicated **academic service librarian**. Your academic service librarian will teach you everything you need to know about referencing and finding information for your assignments. They have also created a **subject guide** for your course, providing helpful links to specialist databases and journals tailored for you. This is also where you can contact your librarian directly or book a one-to-one appointment with them.

- If you are not sure how to do something, or need a reminder of how the Library works, you can also take a look at our short **video guides**.
- We have computers and study desks available in different **study zones**, so whether you like to work with a group of friends or in complete silence, there is a place to suit you.
- We offer workshops throughout the year to help you develop your skills and we have an online chat and email service for any quick questions you may have.

- The Library is open until midnight every day of the week, so even when we're unstaffed you can come and use a computer or borrow a book using our easy to use self-service kiosks.

You will find Library Search, your subject guide, our video guides and everything else you need to know about the Library on our website: <https://libguides.newman.ac.uk>



# Money matters

## Managing your money

Our welfare adviser offers financial advice about student finance, welfare benefits and tax credits, dealing with debt, planning a budget, housing and childcare costs and difficulties. Our adviser can check that you are aware of and claiming all of your financial entitlements and assist you to explore your options if you are in financial hardship that may impact on your ability to continue to study. We can offer support and advice about applying for the Newman Support Fund and other external charitable grants. We also support students who are care experienced or estranged from their families to identify and access all of their financial entitlements.

## Funding and financial support

The Newman Support Fund can provide assistance for students who find themselves in genuine financial hardship that might impact their ability to continue on their course at Birmingham Newman University. This assistance would be towards the cost of studying such as living costs or course related costs such as childcare, travel and books.

For more information, contact the finance team on [finance@newman.ac.uk](mailto:finance@newman.ac.uk) or visit the Student Helpdesk in the main atrium.

If you are experiencing a delay in receiving your loan following enrolment, our welfare adviser may be able to assist. You can contact them at [studentsupport@newman.ac.uk](mailto:studentsupport@newman.ac.uk)

## Fee liability

It is important that you are aware that you are individually liable for payment of tuition fees, irrespective of whether these are being paid directly, by an employer or other sponsor, or via the Student Loan Company. Throughout the academic year, there are three liability points relating to payment of your tuition fees and the fee you are liable to pay. It is vital that if your circumstances change, affecting your ability to attend or enrol, you advise our registry team immediately. They can be contacted on [registry@newman.ac.uk](mailto:registry@newman.ac.uk). For more information on fees and payment, contact the University Finance Team on [finance@newman.ac.uk](mailto:finance@newman.ac.uk).

## How to pay

If you are paying your own fees, we offer flexible interest-free payment plans over 6 monthly instalments or 3 terms. Payment plans can be set up as part of the online enrolment process via Newman's secure payment portal. For more information please visit our payment portal: [www.newman.ac.uk/payment-portal](http://www.newman.ac.uk/payment-portal).

## Council Tax

If you are a full-time student you may be entitled to a discount or full exemption from council tax. After enrolment you will be able to request the relevant documents through your MyNewman page.

# Sustainability

## Sustainable campus

Our values as an organisation include developing an approach to sustainability. Students have an important role to play in this by getting involved in initiatives such as using sustainable travel and using the recycling points we have across campus.

## As a university we are proud to say:

- We have been ISO14001 and ISO50001 accredited since 2019 (annual audits)
- We produce nearly 20% of our own electricity energy through our solar panels
- Our campus has FairTrade status
- Our prospectus is produced using paper that contains post-consumer waste, pre-consumer waste and product from well-managed forests

- We promote sustainable travel wherever possible and have reserved car parking spaces for car sharers
- We have cardboard, aluminium and plastic recycling in all our on-site accommodation and at numerous recycling points across the campus
- We are committed to become Carbon Negative by 2035
- As of 2024 we have installed electric charging points for staff and students who use EVs

To find out more, search 'sustainability' on our website.





# Careers

**At Birmingham Newman University we don't just want you to gain employment at the end of your course. We want you to develop your skills and knowledge while gaining valuable experience that will help you be more employable and attractive to employers and course providers.**

The careers service is available to our current students and anyone who has graduated from the university with a level 5 qualification or above for 3 years after the completion of their course. The careers team can be found in the Study Lounge in the Barberi building.

## **My Career**

My career is your personal online careers portal accessed via <https://mycareer.newman.ac.uk>

Here you can:

- Access careers resources and information through our Careers Discovery feed and Pathways Programmes, available 24/7.
- Book on to and manage careers appointments workshops and events.
- Sign up to receive targeted e mails and news.
- Access the Birmingham Newman University jobs board for part-time work, work placements/ experience, voluntary positions, and graduate jobs, with the option to sign up to receive e mail alerts for relevant opportunities you may be interested in.
- Complete awards through the pathways tab.

## **We provide a range of services to our students including:**

- One-to-one careers guidance and job and placement shop appointments
- Careers progression coaching
- Careers education provision in the curriculum
- Workshops held throughout the year on a variety of careers-related topics
- Careers fairs and employer events held throughout the year
- Opportunities for part-time work, work placements/ experience, voluntary work and graduate jobs advertised for you through your My Career account
- Newman Volunteering Award with the opportunity to get your volunteering validated on your HEAR
- Access to a range of careers resources online 24/7
- Access to projects to enhance your employability

For more information, contact the careers team on [careers@newman.ac.uk](mailto:careers@newman.ac.uk)



# Campus life



## Accommodation

### University student accommodation

Living on campus has many benefits to offer:

- A choice of accommodation types to suit all tastes and budgets
- Easy access to all facilities on site (Library, Senses Bar, computer room, etc.)
- Free gym membership
- Bills inclusive package
- Unlimited access to a 24/7/365 mental health confidential telephone helpline
- 24-hour security on-site
- Possessions insurance
- No charge for Wi-Fi

Further information is available on the accommodation webpages and the intranet or you can chat to the friendly accommodation team in person. Alternatively e-mail them on [accommodation@newman.ac.uk](mailto:accommodation@newman.ac.uk)



## Campus catering

### Atrium Café

The Atrium Café is located near the reception area in the St Chad building. The Atrium Café gives you the perfect opportunity to treat yourself to a delicious Starbucks beverage from the We Proudly Serve Starbucks Coffee range. You could also grab a snack or lunch from the wide range of great quality sandwiches, toasties, paninis, fresh fairtrade fruit, cakes and chocolates.

### Bistro 32

Bistro 32 is located in the Barberi building and is the main university cafeteria, offering a variety of hot meals, a salad bar, fresh fairtrade fruit, handmade baguettes, sandwiches, snacks and drinks. Bistro 32 also offers all of your favourite We Proudly Serve

Starbucks beverages. As well as daily specials there is a set menu available, with options for a range of dietary requirements. Follow Bistro 32's Instagram & TikTok @Bistro32\_Newman for more information and daily specials menu.

### Senses Lounge

Senses is the on-campus student bar, it has a pool table, darts board, retro arcade games machines and some sofas to chill out on. It has a garden area with plenty of outdoor seating and grass to enjoy the summer weather. It hosts a wide variety of student entertainment including live music, comedy shows and TV sports. It can even be booked for private events such as birthdays and societies' events. We regularly host freshers events here so make sure you know where we are and follow us on social media – Instagram & TikTok @Senses\_Lounge.



## Sport

Newman's Sport and Fitness Centre is located on campus in the Edwards building. Facilities include cardio and resistance training suites, a group cycle studio, sports hall, 3G pitch and squash court. Memberships can be activated at the sports centre reception; further services include personal training and exercise classes.

Newman Sport co-ordinates the student sport and physical activity programme. Please contact them for opportunities to participate in competitive and recreational sport.

For any enquiries please email [sports-centre@newman.ac.uk](mailto:sports-centre@newman.ac.uk)

Follow the Sports Centre on Instagram @newmansportscentre.





## Newman Students' Union

Newman Students' Union is here for all students whilst here at Birmingham Newman University. The SU puts students first and is one of the main ways to make the most of your university experience. As soon as you enrol at Birmingham Newman University, you automatically become a member of the SU which means that you are able to access all of our services such as:

- Societies
- Becoming a Course Rep
- Events and Activities
- Campaigns
- Raise and Give (charity opportunities)
- Running in our Elections
- Advice Centre

## Your Voice

The SU promises to make your voice the loudest whilst you're at Newman. One of the ways in which we do this is by students becoming Course Reps. Our Course Reps are the main point of call for students for course and university feedback. We also have Faculty Reps who support Course Reps at a departmental level to ensure that the student voice is heard and acted upon.

## Your Opportunities

The SU promises to put you at the heart of an exciting Newman community. We do this in a variety of ways such as being a part of one of our amazing student groups, which we call our societies, taking part in one of our wide ranges of events and activities, or by taking part in some of the campaigns that we run.

The SU is run for students through our student elected officer team. We also have a team of professional staff who are employed to facilitate the smooth running of the SU's day-to-day operations and activities.

The SU also offers free and impartial advice for your academic queries. They can offer general advice on university life as well as guiding you through academic processes, misconduct appeals or complaints. You can access this by visiting the SU office in the main atrium or by emailing [su-advice@newman.ac.uk](mailto:su-advice@newman.ac.uk).

You can also find the SU on all social media platforms and at [www.newmansu.org](http://www.newmansu.org).



## Alumni and ambassadors

As a member of our alumni network you'll have access to a range of benefits, including a 10% discount when enrolling on a full Masters degree programme\* and support from our careers service for up to 3 years following your graduation (if you studied and completed a Level 5 course or above). Alumni are also entitled to discounts on library and sports centre memberships and on Newman's counselling and psychotherapy services.

Currently, we employ student ambassadors from a range of subjects and years of study. These include a mixture of students from different year groups, including postgraduate students. Ambassadors get involved in different types of events and activities, such as giving campus and accommodation tours, working at campus and off-campus events, supporting student life talks and Q&A sessions. If this is an opportunity you would be interested in, please email [marketing@newman.ac.uk](mailto:marketing@newman.ac.uk) to find out more.





# Keeping you safe on campus

**Your health, safety and welfare is our priority.** You can feel safe and well on campus as we believe that Health & Safety (H&S) is everyone's responsibility. The university highlights its H&S policy statement online and provides the following to meet students' health, safety and wellbeing needs:

- In person Health & Safety induction for halls based students.
  - Online induction information for all students.
  - Web-based H&S information and signposting on our web and intranet sites.
  - First aiders on site during core hours, and first aid trained security officers 24/7, First Aid for halls accommodation. You can request first aid assistance at security lodge or at any reception point.
  - Online H&S accident/incident report form which you should complete if you experience an incident on site. Our first aiders will also complete a form if they need to attend to you or your visitors. You can also report a dangerous occurrence or suspicious activities directly to Security.
  - Regular fire drills for you to experience fire emergency arrangements. Please follow your induction information to evacuate safely and effectively.
  - Students with mobility impairment will have personal emergency and evacuation plans. We have a range of accessible evacuation chairs and trained staff to fully assist in difficult areas.
  - We have a number of fully automatic AED defibrillators located around campus.
  - We have a welfare room which is available should this be needed; a first aider will ensure that you can gain access. This room is also a private room which is equipped to support new mums with breastfeeding requirements.
  - While we are keen to operate as a non-smoking campus for health & environmental reasons, we do have a number of smoking shelters which are available around campus.
  - We support allergy awareness on campus; we can support you with your action plans and arrangements if you are concerned. Contact Student Success Services for more details.
  - A Health & Safety committee which ensures students needs are reflected through representation from Student Union and various departments.
  - The university supports and plans for a number of events focused on physical and mental health. Look out for these events and displays of information.
- For general health and safety queries, contact [health\\_and\\_safety@newman.ac.uk](mailto:health_and_safety@newman.ac.uk)



## Security

Our friendly security lodge staff can help you with parking permits and lost property. They are also there to keep the campus safe, carrying out nightly dog patrols and monitoring our campus CCTV systems. If you have any safety worries or concerns while you are on campus, you can visit them day or night in the security lodge which is located opposite the lower level of the library. You can email them at [security@newman.ac.uk](mailto:security@newman.ac.uk). If you feel concerned or unsafe and would prefer to speak to someone on the phone, the security team is available on mobile: 07535 519828 or 07535 519689. We recommend you save the Security team's contact details to your phone for future reference.

## Reporting Incidents on Campus

To report a security incident on campus, you can email [EstatesServiceDesk@newman.ac.uk](mailto:EstatesServiceDesk@newman.ac.uk) and your report will be dealt with via TopDesk. If it is a Health and Safety Incident, please contact the H&S team directly.

## Campus closures

In the event of a campus closure, you will be notified via your university email. This is usually accompanied by updates on our website and social media channels.

## Top tips

Please be careful with your personal belongings, we strongly advise you consider insuring your valuables.

- In the event of an emergency, you can call 999 for assistance.
- The safer students' website is designed to give you all the information you need to make sure your time as a student in the West Midlands is safe and enjoyable. To find out more about the Safer Student Scheme, visit: [www.saferstudents.co.uk](http://www.saferstudents.co.uk).

The University works hard to respond quickly to any Health and Safety situations, with robust contingency planning and measures being quickly put in place if we need to adapt quickly to unforeseen circumstances, such as those seen in the restrictions of the COVID-19 pandemic.



# Student Futures

Here at Newman we are committed to listening to the diversity of student voices in order to ensure we are delivering a great student experience.

We have created a Student Futures Manifesto made up of 24 pledges – promises we are making to our student body.

These pledges will inform everything we do in the coming years. If you want to get involved in helping us to bring the pledges to life, look out for how you can get involved with Student Staff Partnership Projects once you have enrolled.



# Get Ahead

Here at Birmingham Newman our aim is to help you adapt to student life as quickly and smoothly as possible. In addition to welcome and induction talks and activities once you have enrolled, we also want to help you feel confident and prepared in the run up to your arrival.

We will be running our HEADstart programme in the run up to the start of term and it will comprise both bookable and drop-in sessions; you'll be contacted directly to let you know more details.

Our aims in these sessions will be to build your confidence, offer encouragement, allow you to become familiar with the campus and introduce you to some key colleagues who can help you navigate those initial weeks (and beyond).

HEADstart is optional and we will repeat sessions throughout the Autumn, but we'd love to see you there. You will be able to pick and choose the sessions you're interested in attending and we will have a mixture of on-campus and online events.

You will be contacted directly with more information but if you have any questions, please email [studentsupport@newman.ac.uk](mailto:studentsupport@newman.ac.uk).



*"I love it- this course was amazing!"*  
PREVIOUS PARTICIPANT

*"Taking part in Headstart made such a positive difference to my start at Newman- it made me feel much more confident in all aspects, such as navigating the campus and making new friends on my course."*  
PREVIOUS PARTICIPANT



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