



Ustinov College

Members' Handbook

2005 - 2006

Welcome from the Principal

Dear Member

This letter is to welcome you to Ustinov College and the University of Durham, and to wish you a happy and successful time here.

As a postgraduate student, you have already achieved significant academic success, and you will be looking forward to carrying that forward in the course you have come here to follow. We very much hope that you will also find the time, whether or not you are resident in Ustinov accommodation, to enjoy participating in the social and cultural life of the College.

By becoming a member of Ustinov College, you join a community of 1500 graduate students, the largest postgraduate college in the UK, and the largest College in Durham, with more than 100 nationalities represented. Ustinov College members are studying for a wide range of degrees and professional qualifications, and come from very diverse backgrounds. As well as people pursuing academic research, we have lawyers, doctors, teachers, social workers, economists, bankers and many others in our midst, and others studying to join those professions.

This is an exciting time for the College, with the completion of its accommodation buildings at Howlands Farm and Dryburn, and its new office and social facilities. As its new Principal, I am committed to building and developing the college community so that, as well as being a place to live for many of its members, it also provides a source of welfare and pastoral support and a centre for social and intellectual exchange. The Graduate Common Room is an extremely important focus for these activities, and the new purpose-built common room space – available for the first time this year – should offer all sorts of opportunities for members to involve themselves in the life of the College.

One of the major benefits of a postgraduate college is the opportunity it affords for interdisciplinary contact and discussion. In the coming year I hope, with other College officers, to be able to develop these opportunities, in particular through setting up informal seminars and other events which will give College members a chance to present their own work and interests and discuss them with others, and will also draw people in to the College from outside. I should be very glad to hear from anyone who would like to be involved in building up what I hope will become a significant part of the College tradition.

There are many ways, beyond as well as within your own department, in which you can develop your skills and interests in Durham – through the College, through University societies, or through the body which represents postgraduate students generally, the Postgraduate Students' Association. I would encourage you to make the most of your time as a graduate student at Durham by taking up some of these opportunities to complement your academic work. Finally I should like to extend my very best wishes for a stimulating and successful time as a postgraduate student in Durham. I look forward to meeting many of you in the coming year.

Dr Penny Wilson
Principal, Ustinov College

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Section 1 College Information

About the College

In this handbook you will find some information about Ustinov College, how it is run, and what you can expect. If you have any questions, please ask a member of College staff.

Ustinov College was established in 1965 as The Graduate Society. The College became Ustinov College in 2002, in honour of the then Chancellor of the University, Sir Peter Ustinov.

Membership of the College is only open to postgraduate students. Membership grows every year, as the postgraduate community at the university increases. In 2004-2005 there were approximately 1500 members, which is about 70% of full-time postgraduates. The College welcomes students from the UK, EU and overseas, and you will find students from all over the world living and studying together in an international community.

The College Office is in Fisher House, at Howlands Farm, where the main student facilities are located. The College also has residences at Dryburn and Palatine House. About 40% of members are in residence, the others mainly 'living out' in privately rented houses in Durham and the surrounding area.

Student members are represented by the Graduate Common Room (GCR). The GCR Committee meets regularly, and all students, whether they live in or live out of College, are encouraged to become involved in running and/or enjoying student events. The GCR also runs the bars, social events and entertainment, and helps organise sports clubs and societies.

For up to date information on the College, please visit the College website, www.durham.ac.uk/ustinov.college or the College's pages on DUO.

The information in this handbook is correct as at August 2005.

Copies of the Handbook are available in large print or electronic format, and on the College Website, www.durham.ac.uk/ustinov.college. If you require an alternative format, please e-mail Ustinov.College@durham.ac.uk or telephone 0191 334 6404 (334 7240 after 15th September 2005).

College Officers & Staff

College Officers

Dr Penny Wilson, Principal

e-mail: ustinov.principal@durham.ac.uk

phone: 47232 or through 47245

Dr Wilson is responsible for the overall direction and management of the College. She also teaches and researches in the Department of English Studies. If you would like to see her, please contact the College Officers' Support Secretary

Theresa McKinven, Vice Principal & Senior Tutor

e-mail: theresa.mckinven@durham.ac.uk

phone: 47233 or through 47245

Theresa is responsible to the Principal for student welfare and academic issues. She works full-time in the College, but sometimes contributes to courses in the Language Centre and is an IELTS Examiner Trainer.

Tony Richmond, Bursar

e-mail: ustinov.bursar@durham.ac.uk

phone: 47234 or through 47245

Tony is responsible to the Principal for staffing, administration, buildings, services and finance. He works with the Vice Principal & Senior Tutor in advising students with financial difficulties. He is also Bursar for a new undergraduate college, due to open in September 2006.

College Staff

Brenda Ryder, Student Support Officer

e-mail: brenda.ryder@durham.ac.uk

phone: 47235 or through 47239

Brenda works with the Principal, Vice Principal & Senior Tutor and the Bursar ("The College Officers") and with other staff and tutors to provide advice, support, and help to College students during their time at Durham.

Alan Turnbull, Estate Officer

e-mail: alan.turnbull@durham.ac.uk

phone: 47236 or through 47239

Alan is responsible to the Bursar for all property related services for Ustinov College, and manages the Portering and Housekeeping operations. He carries out the same functions for the new undergraduate college.

Lynn Wood, College Administrator

e-mail: lynn.wood1@durham.ac.uk

phone: 47237 or through 47239

Lynn helps to provide an efficient secretarial and support system to the College Officers and is responsible for seeing that student records are maintained, for overseeing accommodation issues and for making sure that all within and outside the College who need information get it promptly and accurately.

Alison Gent, Finance Officer

e-mail: alison.gent@durham.ac.uk

phone: 47238 or through 47239

Alison is responsible to the Bursar for all finance related services for the College, and for the new undergraduate college. She looks after accounting, budgets, student billing and payments.

To be appointed, College Officers' Support Secretary

e-mail:

phone: 47329

The College Officers' Support Secretary provides secretarial services to the College Officers, and helps maintain contacts between the College, departments and College Tutors relating to student pastoral care and welfare.

Linda Wayman, Receptionist

e-mail: linda.wayman@durham.ac.uk

phone: 47239

Linda runs the College's front of house operations throughout the year. She provides an information service for all students and other enquirers, and is the first point of contact for visitors during the day.

Becky Mollon, Acting Student Services Secretary

e-mail: becky.mollon@durham.ac.uk

phone: 47241

Becky helps the College Administrator to provide effective and efficient College Office services.

Christine Clewes, Housekeeper

e-mail: c.j.clewes@durham.ac.uk

phone: 07793 268944

Christine is responsible to the Estate Officer for all cleaning and housekeeping services for all College buildings. She looks after a team of over 20 cleaning staff.

Portering Team

Mike Abson

Barry Charlesworth

Dennis Doran

Fred Douthwaite

George Faulkner

Bruce Fawcett

Alan Watson

College Opening Hours

	Times	Days	Telephone
Porters	24 hours	7 days per week	0191 33 45470 0773 6365153
College Reception	9 am to 5 pm	Monday to Friday	0191 33 45470

College Office Holidays

Friday 23rd December 2005 – Tuesday 3rd January 2006

Office reopens Wednesday 4th January 2006

Thursday 13th April – Tuesday 18th April 2006

Monday 1st May 2006

Monday 29th May

Monday 28th August

When the College Office is closed, a porter can be contacted. Details of how to contact a porter during the Christmas and New Year break will be sent by e-mail to members.

College Council

Members of College Council give support and advice to the Principal and other College Officers in furthering the interests of the College within the mission and policy of the University. It meets once a term, and its membership includes the College Officers, and representatives of the Graduate Common Room. The Chairman is Professor David Croisdale-Appleby, who is appointed by the University Council.

Communication with Members

The University often uses e-mail to communicate with members. The College Office has e-mail lists for all taught & research postgraduates (UV-taughtpg, UV-respg). You cannot unsubscribe to these e-mails since they often contain important information about the College or the University. Make sure you check your Durham e-mail address at least once per week.

The GCR also has an e-mail list, UV-Info, where you will find out about GCR meetings and social activities.

Notice Boards

There are notice boards displaying College information and social events in the entrance of Fisher House at Howlands Farm. There are also notice boards in the entrance of most blocks. You must make sure you read notices from the College Office. Please also see the Residents' Handbook, which resident members will find in their study bedroom.

Mail

If you live in College accommodation, mail will normally be distributed to pigeonholes at Fisher House and Dryburn. If you live out of College, all mail will be sent to you at your department. Parcels and registered or recorded mail will normally be retained at Fisher House reception or Dryburn porter's lodge for security and a note will be delivered to your pigeonhole. You will need to go there to collect and sign for it. Correct mail addresses can be found on page 44

When you leave your accommodation or finish your course, you should make sure that you let anyone who will be writing to you know your new address. This includes your department and the University's Student Planning and Assessment Office. Unfortunately, the College is unable to forward mail to students who have left its accommodation. You should be aware that mail will be returned to the sender. Whilst every precaution will be taken to avoid problems, the College cannot take responsibility for the safety or security of transferred mail.

Non Resident Members

If you are not living in College accommodation, you should make sure we have your current address and phone number.

The College will not normally provide information about your address to someone from outside the University without your permission.

Please note, if you are living in private rented accommodation, University regulations require you to supply to the College the name and address of your landlord in addition to your accommodation address.

Cultural Diversity and Awareness

This College is a multi-cultural community with members from a wide variety of ethnic, national, social and religious backgrounds. Each member should be aware of and tolerant of the cultural traditions and sensitivities of others from different backgrounds.

We expect that members will treat each other with respect. However, if any insensitive, intolerant or bigoted behaviour of a cultural or racially motivated kind does occur, this will be regarded as personal harassment and dealt with as such.

Any student who experiences any harassment or incidents they believe to be racially motivated, are welcome to discuss this, in confidence, with the Vice Principal & Senior Tutor. If necessary, and if the student wishes, the Police University Liaison Officer will investigate.

The police investigate fully any racially motivated incidents. If you prefer, you can report the matter directly to them, on 0191 386 2444.

The Durham & Chester-Le-Street Ethnic Community Liaison Committee exists to monitor racial incidents in the Durham area. A number of staff and student members of

the University sit on this committee. If you are interested in the work of the committee, please contact the Vice Principal & Senior Tutor.

College Travel Fund

The College makes up to 9 grants of up to £100 per year to help members attend academic conferences. Three awards are made each term, in November, February and May. Application forms are available from the College Office.

Electoral Register

The College will make sure that all students living in College accommodation who are eligible to vote are put on the Electoral Register. If your spouse or partner is with you, the College will not register them, so they should register themselves. Students living in private accommodation or elsewhere are not registered by the College, so will need to register themselves. The address of the registration office is:

Chief Executive's Department, City of Durham, 4 Saddler Street, Durham DH1 3NZ

Cars & Bicycles

Parking is very difficult in Durham – students are advised not to bring a car with them, unless absolutely necessary.

To park on Ustinov College grounds, you will need to have a current Ustinov College and a University permit. You can collect application forms from Reception. The number of car parking spaces is limited, so permits will first be issued to resident members who can show they need a car for their studies or research (e.g. PGCE or Social Work students). If you need a car for research or field trips, then you should ask your supervisor for a letter to confirm this. You can only park at the site you have a permit for (e.g. if you have a permit for Howlands, you can't park at Palatine or Dryburn). Even if you already have a University permit, then you still need to apply for a College permit.

Non-resident members can apply for permits in certain circumstances, for example if they have a disability.

Parking is at the owners' own risk and neither the University nor Ustinov College accepts any liability or responsibility for damage to or for the security of vehicles.

Parking on University grounds without a current car parking badge is not permitted. Wheel clamping and fines are imposed on those parking without a permit.

There are facilities for storing bicycles at Howlands Farm and Dryburn.

For more information on parking in Durham, see www.dur.ac.uk/student.cars/.

Graduate Common Room (GCR)

Student affairs within the College are organised by the Graduate Common Room (GCR), which is similar to the Junior Common Rooms in other colleges. Elected representatives voice the opinions of students within the College, at College Council, and in the wider forum of the University. Graduate Common Room and its sub-committees also organise many of the College social events.

All members of the GCR are entitled to vote in elections for membership of the GCR Executive. Elections take place in October and April and all members are urged to take part, whether they live in or out of College. The College Officers have regular meetings with the GCR Executive.

The GCR and the College look after social areas at Fisher House on the Howlands Farm site, at Dryburn and at Palatine. There is a bar at Fisher House, and it is hoped to open a coffee bar, also. The bar is run by the College Bar Manager, with (paid) help from College student members. All the profits are used to provide better facilities for students – to improve communal areas, and help finance other activities such as the Ustinov College Ball, the Summer BBQ, and some other special projects. The Graduate Common Room also receives a grant from the University each year which is used for buying equipment for the various clubs and for providing services to the students such as newspapers, TV and videos and common room games.

In addition, the Graduate Common Room provides help to many of the Ustinov College clubs and societies. There's the Boat Club, the Cricket Club, the Film Club, Ustinov College football team, the Hellenic Society, and many others.

Please note that you should address any enquiries about these facilities to member of the Graduate Common Room committee and not to the College Officers.

Consult the GCR's own handbook for more detailed information about clubs and societies and life in Durham or the GCR webpages: www.dur.ac.uk/ustinov.gcr/ .

There is a GCR membership fee of £12. You will receive an invoice for this amount soon after the beginning of term.

You can opt out of membership of the GCR. If you decide you don't wish to be a member, you cannot stand in GCR elections or attend GCR meetings,

If you wish to opt out, you should do so by writing within 14 days of the start of the academic year. Write to Becky Mollon (becky.mollon@durham.ac.uk) in the College Office by 19th October 2005 stating you do not wish to be a member of the GCR. If you decide to opt out of membership this year, you can decide to rejoin next year. If your course starts in January or April, then you should contact Becky within two weeks of the start of term.

Students Resident in College

The College can at present offer accommodation to around half of its members; more accommodation is being built and should be available in September 2006.

If you are offered College accommodation, you are sent a Residence Agreement, which you must sign. You should read this very carefully, because it is a legal document which means that you agree to do a lot of things.

You should note the following points (this is a rough guide only; the wording of the Residence Agreement sets out the exact position).

- the Residence Agreement for most students is from 24 September 2005 – 8 September 2006 (earlier for some students on shorter courses). Please note that even if your dissertation is due after that date, or you have to retake an examination, we can't usually extend your stay in College accommodation beyond 8 September 2006, because new students will be arriving soon after.
- if you sign the agreement, you are agreeing to accept the accommodation for the whole term of the agreement
- if you need to move out early, you should collect a 'Request to Leave College Accommodation' application form from the College Office. You will need to give 13 full weeks' notice that you want to move out, unless you can find another student who wishes to move straight into your room after you have left. You will have to pay the Residence Charge in full for these 13 weeks.
- if you wish to change to another College room, you must fill in a room change application form, which you can collect from the College office. A charge of **£35** will be made for cleaning and administration. You should note there are few vacancies in College accommodation, so there is usually a waiting list to change room.
- College accommodation is allocated to you on the basis that you are a full-time student at the university and member of the College. If you cease to be a full-time student, suspend your studies, or change your registration to part-time, you will no longer be entitled to live in College. It is your responsibility to inform the College of this.
- if you go away for more than one week, you must hand in your keys to the porter or reception and leave a contact address.
- you are not allowed to share single rooms, or have more than 2 people in double/couple accommodation.
- if there is any damage to your room, or you cause any damage to College property, the cost of repair will be deducted from your deposit.

If you have to move out early for health or other exceptional reasons, please see the Vice Principal & Senior Tutor.

You are not allowed to smoke in any residence.

SAFETY AND SECURITY

All students in residences will be provided with a Residents' Handbook detailing College safety requirements and procedures. You will find this in your study bedroom when you arrive. If you cannot find this, please inform the College Office.

You should read this handbook carefully since all residents are expected to follow the guidelines set out in the booklet and failure to do so will generally be regarded as a serious breach of College regulations.

Security

The Residents' Handbook sets out recommendations with respect to security. It is an unfortunate fact of life that wherever there is a large concentration of students, security of property is always a major problem. Ustinov College is no worse than any of the other Colleges in the respect, but all residents can help themselves considerably by observing a few simple rules.

1. Whenever you leave your room ensure that windows and doors are locked, particularly if you live on the ground floor. You should do this even if you are going to the kitchen or bathroom or visiting a neighbour. Similarly, ensure that kitchen, bathroom or common room windows are closed when the premises are left unattended.
2. Do not let anyone into your building unless you can clearly identify them as having a legitimate reason for being there. If they are visiting residents, ensure they know the name of the resident, and particularly beware of callers who can only give a vague description of the person they are visiting.
3. Take great care of your keys at all times. Do not leave them in unattended bags or coats, particularly at disco and pubs. All locks have security keys and cannot be copied without a license.
4. If you suspect theft or major breaches of security, please report these without delay to a member of staff. See the information about how to contact a porter on page 5.

The College cannot accept responsibility for damage or theft to personal property and members are strongly advised to seek to insure their property.

Insurance

You are strongly recommended to insure your possessions against theft or damage whilst studying in Durham and to cover your own legal liability. The University does not insure against theft or damage to students' property. You can buy insurance from Endsleigh Insurance on New Elvet (www.endsleigh.co.uk). Insurance may seem expensive, but it is much cheaper than buying a new laptop.

Guests

You are welcome to bring guests to your room and to common rooms during the day. Remember that other students may be in their rooms studying, so please make sure you don't make too much noise. If you are inviting your friends for dinner, you shouldn't invite too many and you should let everyone else in your kitchen know in advance.

You should note that all residents are entitled to expect reasonable silence and non-disturbance between 11 p.m. and 7.30 a.m. Guests should not normally be on the premises after midnight. For fire, health and safety regulations, members are not allowed to share single rooms, or to have more than two people in a couple flat.

You may have a guest to stay in your room if you inform the the College Office by e-mail (to ustinov.college@durham.ac.uk), giving the name of the guest and the length of their stay. The College Officers reserve the right at their absolute discretion to prohibit any such stays and to charge at a fixed rate of £20 a night for each guest where a guest stays for more than six consecutive nights in any one month.

It may be possible to rent a room for your guest if there are any available by contacting Lynn Wood, the College Administrator. It is highly unlikely that any rooms for guests will be available in October. Members will be held responsible for the behaviour of their guests whilst they are on the premises.

Children

You should note that it is the strict policy of the College that children are not allowed to be resident in any College property at any time, except in family flats at Dryburn.

Animals

Pets or other animals are not permitted in College properties at any time.

T.V. Licensing

If you have (own, rent, borrow) a television set for use in your room or flat, you must buy a television licence. If you already have a licence and are moving from an address in the U.K, you should notify the National TV Licence Records Office of your change of address. The College does not have a licence and the licences the GCR buy cover only the sets operating at Fisher House.

The maximum fine for operating a set without a licence is £2000.00. Student residences are checked very regularly by licensing inspectors.

You can buy a television licence from a post office.

International Members

College Tutors

All overseas & EU students in their first year are allocated a College Tutor, who will meet with them from time to time on an informal basis and who will be available to help with advice on living and studying in Durham. If you have returned the College Membership Form, you should receive a letter with this handbook informing you of the name and contact details of your College Tutor. You should keep in regular contact with your tutor, and try to see them at least once a term. Please see the College Information Sheet 'College Tutors' for more information.

All students are welcome to discuss matters of concern to them with the Vice Principal & Senior Tutor, Theresa McKinven, or the Student Support Officer, Brenda Ryder, at any mutually convenient time.

International Student Support

The International Student Support Service is located in The University Office (formerly known as Old Shire Hall), Durham and provides specialised information, advice, guidance and support to international students.

The Service produces a Handbook for International Students and pre-departure notes, which are sent to all overseas students with their offer letter. You can access this guide on-line at www.dur.ac.uk/international.office.

The International Student Induction Programme runs from Thursday 29th September until Saturday 1st October 2005. Students arriving at Newcastle International Airport or Durham Rail or Bus Stations on Saturday 24 – Wednesday 28 September can use the Meet and Greet facility to be taken to their College Accommodation. There is a £5 fee for transportation from Newcastle International Airport. Please complete the Confirmation of Arrival Form no later than Friday 16th September if you want to use this service. You can find this form at www.dur.ac.uk/international.

For more information about the International Student Support Service please contact: Duncan Myers, International Student Coordinator, telephone: 0191 334 6332
e-mail: international.support@durham.ac.uk

Police Registration

To complete the requirements of the Immigration Laws, some international students have to register with the Police. Many International students who will be in Britain for longer than six months must register with the Police within one week of arrival in this country. Please check your visa for the words "Report to Police". If these words do not appear you do not need to register with the Police. If you are in any doubt, please contact the International Student Support Service.

If you plan to travel to Durham within one week of arriving in the UK you should register with the Police when you arrive in Durham.

Police Registration Office (for Durham Students)

The Foreign Nationals Department
Durham Police Headquarters
Aykley Heads
Durham
Telephone: 0191 386 4929

To register with the Police you will need:

- your passport
- two passport size photographs
- a letter stating your address in Durham
- a registration fee (currently £34)

Please remember to notify the Police of any change of address or length of stay.

Members of a student's family may also have to register with the Police. Once you have registered you will be given a 'Police Certificate of Registration' which you must keep safely.

Visa Renewals

Leave to Remain as a student (often known as a student visa) always has an end date. Application forms to extend your student visa can be obtained from the International Student Support Service.

Please note: if you have been issued a student visa, then you are required to remain in full-time education. It is not possible for an overseas student to switch to part-time study.

Opening a bank account

If you don't have a UK bank account, you should open one as soon as possible. To open an account, you will need proof that you are a student here, identification and confirmation of your address in your home country as well as in Durham. Bring your University offer letter with you, as this can be used to supply some of the above information.

College Reception can provide you with a letter with some of this information to take to your bank. You can collect a form from Reception to fill in with the information the College will need to prepare the letter for the bank. It will take at least 3 working days for your letter to be ready (many students request these letters at the beginning of term), so you should not make an appointment with a bank until after you have received the letter from the College.

If you are not resident in College accommodation, it can be difficult to confirm your Durham address details. Please ask for advice at Reception.

All the major banks have branches in Durham, e.g. HSBC, Barclays, Lloyds TSB, Natwest, Co-operative Bank, Nationwide. Barclays Bank have a dedicated international student team at their New Elvet branch (opposite Elvet Riverside and Dunelm House). For more information, see www.internationalbanking.barclays.co.uk and click on overseas students.

The International Student Support Service has information on the bank accounts currently available to international students. If you have any queries about opening a bank account, please contact Brenda Ryder (brenda.ryder@durham.ac.uk) or international.support@durham.ac.uk.

International Women's Group

There is an International Women's Group, principally for the wives of Ustinov College students, which will meet on alternative Thursday mornings at Dryburn. Their programme includes social and cultural activities and outings. Details are available from Brenda Ryder and will be displayed at the Dryburn Porter's Lodge.

English Classes

English classes may be run at Dryburn for the spouses of students by the Education in the Community department (to be confirmed). There are usually two classes per week. More information will be available in September.

Cars and International Students

Driving is expensive in Britain. Petrol costs (in August 2005) about 90p per litre, you have to pay to park in most places, insurance is compulsory and can be very expensive. Please make sure you can afford to run and maintain a car before deciding to buy one.

If you decide to buy a car or motorcycle while you are in this country, it is essential that, in addition to your own valid driving licence, you have the following documents:

- A registration certificate which the person selling you the vehicle will give to you
- A Road Tax Licence which must be displayed where it can be seen on the vehicle
- A Ministry of Transport (MOT) Test Certificate if the vehicle is more than 3 years old.

You can pick up leaflets about owning and running a car from the Post Office.

(www.postoffice.co.uk/)

In-Sessional English for Academic Purposes

The Language Centre can help support your studies with its in-sessional Academic English programme. They offer a programme of 4 hours per week that will help with:

- academic writing & reading
- speaking and listening
- grammar & other language problems

There is a small charge, but if you are a full fee-paying student, you should ask your department to pay this for you.

Section 2 University Information

Term Dates

2005 – 2006	
Term 1 (Michaelmas)	5 th October – 14 th December
Term 2 (Epiphany)	16 th January – 17 th March
Term 3 (Easter)	24 th April – 23 rd June / 30 th September
2006 – 2007	
Term 1 (Michaelmas)	4 th October - 13 th December
Term 2 (Epiphany)	15 th January – 16 th March
Term 3 (Easter)	23 rd April – 22 nd June / 30 th September
2007 – 2008	
Term 1 (Michaelmas)	3 rd October – 12 th December
Term 2 (Epiphany)	4 th January – 14 th March
Term 3 (Easter)	21 st April – 20 th June / 30 th September
2008 – 2009	
Term 1 (Michaelmas)	8 th October – 17 th December
Term 2 (Epiphany)	19 th January – 20 th March
Term 3 (Easter)	27 th April – 26 th June

Some programmes, for example the MBA, Masters in Social Work, PGCE have different start and end dates. The dissertation submission date for many Taught Masters courses is currently mid September. You should check term dates and dissertation dates with your department.

Taught postgraduate students may find that most of their classes are during term time. However, you will be expected to study throughout the year, and you will probably have coursework and possibly exams between terms. During the summer (June – September) most masters students are writing their dissertations.

Research students are usually expected to study all year, and may have to arrange holiday time with their supervisors.

Registration

Postgraduate Registration is due to be held on Monday 3rd October. There will be an Induction Programme for Research postgraduates that day. Induction for Taught Masters students will be arranged by the department.

Please contact your department for more information.

Campus Cards

When you register, you will be given your Campus Card. This is your University ID card, library card, DSU/NUS membership card, and is also needed for access to some buildings, such as the Library. Please make sure you keep this card safe. There is a charge for replacement.

University e-mail addresses

The University e-mails students on their Durham e-mail address. You will see that the College Regulations require you to check your University e-mail account at least once a week. Please make sure you check your Durham e-mail address regularly.

Contacting the University

A number of students may have the same or similar names, which can lead to confusion. If you write to, fax or e-mail the University, please use your full name and include your University ID number (e.g. 000123456).

Student Finance

Information on student finance can be found in the Ustinov Student Finance Guide which is included with this handbook. It is also available on our website at www.dur.ac.uk/ustinov.College/arrival/payments/.

Academic Information

The Graduate School Office is part of the Academic Office. It is responsible for postgraduate administration, including postgraduate admissions, assessing tuition fee status and thesis submission. The Graduate School prepares a guide for postgraduate students, with information on academic procedures and codes of practice. You will be given a copy of the Postgraduate Student Guide at registration. Graduate School Office is located at Mountjoy on the Science Site from September 2004. More information on Graduate School is available at www.dur.ac.uk/graduate.school/index.htm.

Graduation

Congregation (graduation) ceremonies take place in January and July each year. Further information is available online at www.dur.ac.uk/secretariat.section/ceremonial/congregation/.

Section 3 Student Finance

1. Budgeting for study – how much will you need?
2. How to pay your fees & occupancy charge
3. Other financial information

Budgeting for study

- How much you will need
- Tuition fees
- Accommodation charges
- Living expenses
- Exchange rate changes

This topic comes first in this section– it is extremely important you make sure you have sufficient funding available *before* you start your studies.

Every year a number of students start their studies without having arranged adequate funding. Many think that they can work to help support themselves. However, they then find that studying at postgraduate level is more demanding than they expected, leaving them with very little time to take paid employment. This is particularly true for students on taught Masters courses.

You should not rely on being able to find work during your course to help fund your studies. You may not have the time, or you may not be able to find suitable employment.

You need to make sure you have enough for your tuition fees, rent and living expenses, and for overseas students, budget for possible differences in exchange rates.

Tuition Fees

The Tuition Fee you have to pay is quoted on your offer letter from Graduate School. A summary of some of the fees charged is below, but it is only a guideline and you need to be sure exactly how much your fee is.

(See <http://www.dur.ac.uk/postgrad/feespg.htm>)

	UK/EU Students	Overseas/Islands
Lower cost subjects	£3085	£8550
Taught Masters in Management	£6500	£9500
Taught Masters in Finance	£7500	£9950
Lab based (science, engineering, technology)	£3085	£11 160
MBA:	£17500	£19 000

Accommodation Charges

In College

If you are living in College accommodation, the Residence Charge for single rooms and family flats also covers reasonable use of utilities (gas/electricity), water rates and Internet charges. The Residence Charge varies, depending on the room occupied. The amount is shown on the letter offering you College accommodation

Private Accommodation

Rents in private accommodation can seem cheaper than College, and some of them are. However, remember you will also have to pay for gas & electricity and may have to pay water rates. You should also think about transport to your department – the cheapest rents are in villages round Durham, so you may have to take public transport.

Average rents for 2004-2005

- in the centre of Durham (Viaduct area, Claypath, Elvet) rents were the most expensive at up to £70 per week.
- about a mile from the centre (Gilesgate, Belmont, Crossgate Moor, Neville's Cross, Framwellgate Moor, Pity Me, Newton Hall), rents averaged between £50 and £60 per week
- 2-4 miles from the university (Bearpark, Bowburn, Meadowfield, Ushaw Moor) rents were cheaper, at between £35 and £50 per week.

For information on private accommodation, please contact the DSU Accommodation Office, telephone (+44) (0) 191 334 1770, accommodation@dsu.org.uk, <http://houses.dsu.org.uk>.

Utilities (gas, electricity, etc)

Your rent probably won't include gas & electricity bills. You should count about £35 per month for this. You may also have to pay water rates (check whether this is included). This is about £20 to £40 per month depending on the size of the house, divided by the number of people living there.

Council Tax

As a full-time student you don't have to pay Council Tax. However, if any of the other residents aren't students, then Council Tax is payable on the property, so you should check whether they are paying the whole amount or expect you to pay part of it.

Transport

The local bus company (Arriva) offers weekly tickets for Durham District for about £12 and for Durham City for approximately £9.

For information on bus services & times, see <http://www.arriva.co.uk/northeast> and click on Durham.

Living Costs

The amount you will spend on your living costs varies for every person. Older students and those who are already in professions tend to spend more than younger postgrads, who may just have finished their first degrees (and are used to living on a student loan).

How much is enough is a very difficult question to answer, since it very much depends on the individual. The following table suggests minimum amounts for a single person:

	1 week	1 month	Academic Year (51 weeks)
Insurance			£39 + cover for laptop (£90)
Phone	£4.50 - £10	£18 - £43	
Food	£30 - £40	£120 - £170	
*Travel	£6 - £12	£27 - £47	+ travel to Durham
Leisure	£27	£110	
Clothing	£6	£25	
Toiletries	£4	£16	
**Course Costs	£10	£43	could be much higher
Subtotal	£87.5 - £109	£359 - £454	
+ rent/occupancy charge	£50 - £80	£210 - £340	
Total	£137.5 - £199	£527 - £794	

* Could be higher, particularly for PGCE or Social Work students.

**Not Tuition Fees – books, research costs, field trips. This is a minimum amount, and could be much higher if your subject requires expensive equipment or field trips.

Families

Students who are bringing their partners and/or children should budget for at least £3000 for their partner and £2000 for each child. The minimum a student bringing a partner requires is about £10 500, while those with one child need about £12 500. Many families find they can manage reasonably when they arrive, but the arrival of a new baby makes it much more difficult.

Your partner may be able to work in the UK, however it may be difficult to find a suitable job (particularly if his/her English isn't very good), so you shouldn't rely on this when planning your finances.

Exchange Rate Changes (Overseas & EU students)

A number of students have been quite badly affected by changes in the exchange rate between sterling and their home currency (or the US dollar). This was particularly the case for students who didn't change all their financing into pounds sterling at the beginning of the year, hoping the exchange rate would improve. For some students this has led to them having difficulty paying their fees or living expenses.

You should make sure you have budgeted a reasonable amount to cover possible exchange rate changes.

How to pay your tuition fees & accommodation charges

Tuition Fees

All students will be sent a 'Tuition Fee Form'. This is to find out if you have any sponsors and if so how much of your fees your sponsors are paying.

Self-Financing Students

Under the University regulations, tuition fees are due at the start of the academic year or the start of your course if you do not start in October.

The amount of your tuition fee should be on the official offer letter you received from Graduate School. If it wasn't, or the fee for 2004-2005 was quoted, please see <http://www.dur.ac.uk/postgrad/feespg.htm> to check what your fees will be for this year.

You can either pay the whole amount of tuition fee at the beginning of the academic year, or you can pay in 3 instalments. The first instalment is one-third of the fee and it is due when you register in September/October. The second and third instalments are both for one-third of the tuition fee. The second instalment is due 16th January 2006 and the third instalment by the 24th April 2006.

Paying Tuition Fees

You should be ready to pay the first instalment of your fees when you arrive. You can also pay it before you get here. Payment can be made by credit card, cheque, bank transfer or direct debit.

Paying by Credit/Debit Card

- in person at Treasurer's department, Old Shire Hall
- by e-mail to Kathleen.fall@durham.ac.uk
- by telephone (+44) 191 334 6917 or 191 334 6963

Paying by cheque on a UK bank account

Your cheque should be made payable to 'Durham University'. You can send this to Alison Gent at Ustinov College or pay at College Reception when you arrive. Please make sure you write your full name, student ID number (this starts with 000 and has 9 numbers, i.e. 000123456) & 'Tuition Fees' on the back of the cheque.

By Bank Transfer

Barclays Bank, Market Place, Durham, DH1 3ND, England
Sort Code: 20-27-41
Account Name: University of Durham General Account
Account Number: 60897507
Europe: IBAN GB46 BARC 2027 4160 8975 07
Worldwide: Swift Code BARC GB22 202741
Reference: Student ID or Invoice Number (if you have one)

There may be a charge for bank transfers which you will have to pay.

By direct debit from a UK bank account

Direct debit is a convenient and easy way to pay. You fill in a form with your bank details, and your fees are debited from your account automatically. The University will write to you 10 working dates before the money is debited to let you know the date of the debit and the amount.

To set up a direct debit you need to fill in a direct debit mandate. You can collect this from the College Reception or from Treasurer's department in Old Shire Hall.

Students funded by Research Councils

You will be sent a 'Tuition Fee Form' before you register. You should complete and return this with a copy of the letter from the Research Council confirming your award.

Students with ORS awards

The ORS award covers the difference between Overseas student fees and Home fees. You should fill in the 'Tuition Fee Form' and send a copy of the letter confirming your ORS award.

You will need to make arrangements to pay the rest of the fee. See the notes for Self-funding students about how to make payments.

Students with other Sponsors

You should fill in the 'Tuition Fee Form' and send a copy of any letters detailing what support is available to Graduate School. The information about the funding that is available should be clear and specific, i.e. it should say how much funding is available and for how long.

If your funding from sponsors doesn't cover the full amount of your fees, you will need to make arrangements to pay the rest. See the notes for self-funding students above.

PGCE & Social Work Students

The majority of PGCE and Social Work students are entitled to some funding. In order to get the funding, you must apply for it.

Social Work Students – Most Home (UK) students are entitled to some support for living expenses and fees. Please see www.gsc.org.uk/bursaries.htm for information on how to apply for a bursary & tuition fee support.

You need to return a copy of the award letter with your tuition fee form to Graduate School. Otherwise, you will be sent a bill for your tuition fees.

PGCE Students – Most Home (UK) & EU (EEA) students are entitled to the £6000 training salary and tuition fee support. Overseas students don't receive funding from the UK government. You should apply to your LEA for tuition fee funding. EU students should apply to the DfES Tel 0870 0012345, Eligibility and Financial Support Team.

You need to send a copy of your financial assessment to Treasurer's department as soon as you receive it. Please write 'PGCE' on the top of the form.

College Charges

Accommodation

You have a choice about how to pay your residence charge. You can either pay

- in 10 instalments by direct debit from a UK bank account (1st Nov – 1st Aug)
- in 4 instalments by cheque, credit card or cash

When you collect your keys, you will be given a 'Residence Charge' form and a direct debit form.

By Friday 7th October 2005 you should

- return this to College Reception *and*
- complete a direct debit form to pay in 10 instalments OR
- pay the residence charge for first term.

To help you pay your residence charge, and to provide advice, College staff will be available in Fisher House at Howlands Farm and at the Common Room at Dryburn during Induction week and the first week of term. Please see the information sheet 'How to Pay Your College Bills' for more information.

If you decide to pay in 4 instalments, one quarter of the total residence charge is due each time, on 1st October, 1st January, 1st April & 1st July.

Paying by direct debit

To pay by direct debit you need a UK bank account and your student ID number. You can collect a direct debit form from College Reception. You will be notified of the amount to be debited 10 working days in advance of collection.

Paying by Credit/Debit Card

- in person at Treasurer's department, Old Shire Hall at College Reception
- by e-mail to Alison.Gent@durham.ac.uk
- by telephone 0191 334 6403 (College Reception) or 0191 334 6917 / 6963 (Treasurer's Department)

Paying by cheque on a UK bank account

Your cheque should be made payable to 'Durham University' at College Reception. Please make sure you write your full name, student ID number & 'Residence Charge' on the back of the cheque. Please note that it could take 2 weeks for your cheque to clear.

Please note, the College cannot accept cash payments for tuition or residence fees.

GCR Levy

At Induction you will also be able to pay your GCR Levy and receive your GCR membership card. Please see the information sheet 'How to Pay Your College Bills'.

Other financial information

Payment deadlines & administration charges.

You need to meet payment deadlines when paying your tuition fees or occupancy charge. If you don't, then you will be charged an administration charge.

Students paying **tuition fees** in 3 instalments.

	Date due	Payment deadline
Term 1	6 th October 2004	*5 th November 2004
Term 2	16 th January 2005	28 th January 2005
Term 3	24 th April 2005	6 th May 2005

*or date of invoice

Students paying **accommodation charges** in 4 instalments.

	Date due	Payment deadline
Term 1	1 st October 2004	31 st October 2004
Term 2	1 st January 2005	15 th January 2005
Term 3	1 st April 2005	15 th April 2005
Summer Term	1 st July 2005	15 th July 2005

If payment is not received by the payment deadline, you will be charged a **£50** administration charge.

The **£50 administration charge** is made in the following circumstances:

- late payment of tuition fee
- late payment of occupancy charge (see above)
- late registration (after 1st November)
- late return of tuition fee form (after 1st November)
- late LEA assessment form (mainly PGCE students)

A **£25 administration fee** is made in the following circumstance:

- a cheque being returned unpaid
- a direct debit being returned unpaid
- change of sponsor details

Other Charges

There may be other charges you have to pay. These could include

- Graduate Common Room membership fee £12 per year
- Library fines for overdue books
- Changing to another room in College (£35)

If your registration is withdrawn for non-payment, there will be a charge of **£75 for reinstatement**.

Financial Difficulties

If you are having problems paying your accommodation charge or tuition fee on time, contact the College Officers' Support Secretary as soon as possible.

Withdrawing from your course

Occasionally some students find the course they have chosen isn't right for them. If you are considering withdrawing from your course, you should discuss this with your supervisor or course director. For students starting in October, if you withdraw before the 1st December, the tuition fee you have paid will be refunded. If you withdraw after the 1st December, you pay for each term. That means if you withdraw after the 16th January you pay for the second term, and after the 24th April you pay the fees for the whole year.

If you are resident in College accommodation, you should contact the College accommodation office if you intend to withdraw from your course.

Queries

If you have any queries about tuition fees or residence charges, please contact:

Graduate School (+44) 191 334 6117 s.j.graham@durham.ac.uk
amount of tuition fee

Treasurer's Department (+44) 191 334 6936 kim.holmes@durham.ac.uk
payment methods

College
Residence charge (+44) 191 334 6406 alison.gent@durham.ac.uk

Section 4 Academic Services

University Library

The University's main library is based on the Science Site. It contains almost 1.5 million items, reflecting the breadth of subjects taught at the University.

Library sites include the Main Library, Education Library, Palace Green Library and the Queen's Campus Library (Stockton).

The Library OPAC is the online catalogue where you can search for books, journals, e-journals and other resources. You can also check your library record, request items and renew books.

Information about how to use the library, the number of items you can borrow and other library services is available on the library website www.dur.ac.uk/library/use/index.htm.

The library organises Tours & Workshops for postgraduate students to become familiar with the library facilities. See www.dur.ac.uk/library/use/postgrad.htm for information.

Information for students with disabilities, including the Northern Rock Foundation Study Rooms which are only available to students registered with DUSSD, is available at <http://www.dur.ac.uk/library/use/spneeds.htm>.

There are a number of carrels (small private study spaces) available for students, with preference given to research students and those writing dissertations. Online booking is available on the library website www.dur.ac.uk/library/opac/carrel.htm.

Your Campus Card is also your library card. You will need this to enter the main library and to check out books at any of the library sites. The library often sends notices to students reminding them of the deadline for returning books. Please make sure the University has your correct address and that you check your e-mail regularly, or you may have to pay library fines.

Library Opening Hours

During Term	Main Library	*Education	Palace Green	Queens
Monday – Thursday	08.30 – 24.00	09.00 – 21.00	09.00 – 21.00	08.45 – 22.00
Friday	08.30 – 20.00	09.00 – 17.00	09.00 – 17.00	08.45 – 20.00
Saturday	09.00 – 17.00	09.00 – 13.00	10.00 – 17.00	10.00 – 17.00
Sunday	10.00 – 22.00	closed	14.00 – 21.00	13.00 – 17.00
Out of Term	Main Library	*Education	Palace Green	Queens
Monday – Friday	09.00 – 20.00	09.00 – 17.00	09.00 – 17.00	09.00 – 17.00
Friday	09.00 – 17.00	09.00 – 17.00	09.00 – 17.00	09.00 – 17.00
Saturday	09.00 – 17.00	09.00 – 13.00	closed	closed
Sunday	14.00 – 18.00	closed	closed	closed

* Term dates for Education Library differ – please check with the library.

Information Technology Service

The university has a Computer Centre located on the Science Site and sites across the University offering the following facilities;

- 24 hours a day all year round access to most computing facilities
- the networked PC service
- the Unix/Linux service
- over 1300 networked PC service computers
- classrooms of networked personal computers on the Science Site, Elvet Riverside and in the School of Education
- software and consumables at attractive prices
- campus network facilities including e-mail, the library services and the campus information service. The network connects all IT service and most departmental and College facilities
- the computer literacy programme, offering training and University certification in basic computing skills.
- a College computer facility is provided at Howlands. All rooms and flats have University data lines (ESOL) installed for private use.

For details of ITS training programmes, see www.dur.ac.uk/its/training/ .

You should be aware of, and abide by, the University Computing Regulations (www.dur.ac.uk/ITS/Regulations/).

Careers Advisory Service & Job Shop

The Careers Advisory Service provides facilities to help students find employment after they finish their studies. It's located at the side of Dunelm House, the student union building. You can find information on employment, career planning, self-assessment tools and you can make an appointment to see a Careers Advisor.

You can find the Careers Advisory webpages at www.dur.ac.uk/careers-advice/.

The Careers Centre also runs the Job Shop, which can help students find part-time work. You can register online and receive e-mails about jobs that are available. See www.dur.ac.uk/DurhamJobshop/ for more information

Language Centre

The Language Centre provides tuition in a number of languages, including Arabic, BSL, Chinese, Mandarin and Russian. The Self-Access Centre has satellite TV, language laboratories, CD, DVD, tape and print-based language tuition.

A number of low-cost evening (January – March) and afternoon (July, August) English language courses are offered.

You can find the Language Centre office on the top floor of the Elvet Riverside building, with the Self-Access facilities in the basement.

Please see the Language Centre website (www.dur.ac.uk/language.centre/) or e-mail Language.Centre@durham.ac.uk.

Durham University Online (DUO)

Duo is the University's on-line learning environment. It is now used by two-thirds of students across the University. A number of your modules may be supported in DUO. You might find lecture notes and handouts, assessments, assignment information or online discussions.

The College also uses DUO to communicate with members. Please make sure you log onto DUO regularly (www.duo.dur.ac.uk).

Postgraduate Training Programme

The postgraduate training programme is open to all research students in the university. This covers core skills for researchers, writing and presenting your research results, career development and personal effectiveness.

If you are studying for a research degree, you will be provided with a Postgraduate Training Handbook at Induction, and will also have access to Postgraduate Training information on DUO.

Section 5 Student Support

In College

Reception

College reception can be very helpful with routine requests or enquiries, or suggest who else you could speak to if they can't be of help. They can also make an appointment for you with the Vice Principal & Senior Tutor or the Bursar.

College Student Support

The Vice Principal & Senior Tutor, Student Support Officer and College Tutors work together to provide support for College members. If you have a problem - financial, academic, personal – you can make an appointment to talk to the Vice Principal & Senior Tutor or Student Support Officer, or come to one of the drop-in sessions. Overseas & EU students also have a College Tutor, who are members of the College Senior Common Room. This is a point of contact for new members, to advise on common problems many new students have when they arrive, and to help students settle in to living and studying in Durham.

For more information on College Student Support, please see the College Information Sheet 'Student Support'.

Ustinov College Graduate Common Room

The GCR represents the voice of students within the College. The Welfare Officer and the House Representatives may be able to offer help.

Specialist Support Services

Counselling Service

Durham Students Union runs a counselling service for all University members. They offer a safe and confidential place in which students can help resolve personal and emotional difficulties. For information or an appointment telephone 42200 (334 2200 from outside the university), e-mail counsel.service@durham.ac.uk or visit their website <http://www.dur.ac.uk/%7Edcn0www1/>.

Service for Students with Disabilities (DUSSD)

This is the recognised Service in the University which has the responsibility for advising on and organising special academic facilities in Colleges and departments for all students with disabilities. This includes physical disabilities as well as long-term physical and mental health problems.

Under the Special Educational Needs and Disability Act 2001, the University is required to make 'reasonable adjustments' in order to allow students with a disability the same access to education as students without a disability. Please do not be embarrassed to seek help if you need it to continue your studies.

If you would like further advice or information please speak to the Vice Principal & Senior Tutor or contact disabilities.service@durham.ac.uk or see their website www.dur.ac.uk/dussd/.

UK disabled students should check the DfES website to see what funding is available www.dfes.gov.uk/studentssupport/formsandguides/gui_guides.shtml.

International Student Support

International students have access to the International Student Support Service, based in Old Shire Hall. The International Student Co-ordinator and his team provide welfare and pastoral support to overseas students (international.support@durham.ac.uk).

Durham Students' Union

All students of the University are automatically members of Durham Students Union (DSU). The Union is located in Dunelm House, New Elvet and provides a wide range of services to students. These include a shop, a bar, a cafeteria (the riverside café), entertainments, a travel bureau and space to hold meetings. DSU runs over 100 student societies, which give student the opportunity to join with others who share their interests and try new activities.

DSU represents students within the University government and campaigns on issues relating to students.

The Postgraduate Association represents and supports postgraduate students. You can find out more about the PGA by visiting their website <http://www.pga.dsu.org.uk/>.

DSU Advice Centre

The Students Union Advice Centre provides a free, independent, confidential service offering information and advice on issues affecting students. This includes accommodation, financial, academic and other problems which may affect you as a student. You can find their website at www.dsu.org.uk/advice/index.php.

Night Line

Nightline is run by students and for students. The service is equivalent to the Samaritans, and provides an anonymous listening service. You can contact them to listen to any problem you might have, however big or small. The service is confidential, non-judgemental and non-directive (i.e. they will not give you advice). It is located at the rear of the Dun Cow. You can telephone them on 334 6444 (46444 internal), e-mail nightline@durham.ac.uk or visit their website www.dur.ac.uk/nightline/.

Religion

Amongst students there are groups who are practising believers of all the major religions in the world. The centre of Durham is dominated by the world famous Cathedral (Church of England) and there are many Christian churches in and around Durham of various denominations.

The University has provided a Prayer Room for Muslims, near the Dun Cow lecture theatre on Old Elvet. They meet every Friday for prayers at 1.00 p.m. If you would like further information please e-mail the Durham University Islamic Society Islamic.society@durham.ac.uk.

Many religious societies are supported by the students Union and act on a University-wide basis, including Catholic Society, Interfaith, Jewish Society, Merhaba, and the Student Christian Movement. Please see www.dsu.org.uk/societies/list.php for further information.

There is a Chaplaincy Service available for different faiths. Please see www.dur.ac.uk/Directory/units/CHA.html for information on Roman Catholic, Baptist, Quaker, Methodist, Reform Church and Orthodox chaplains. Due to the diverse nature of the membership, Ustinov College does not have a Church of England chaplain. Details of a chaplaincy contact for C of E members can be obtained from the Vice Principal & Senior Tutor, or you may wish to join one of the local churches.

Health Centre

When you begin your first term with the University you will normally be required to register with a General Practitioner (GP). You can register with the University Health Centre, based at 42 Old Elvet, Durham or with your local GP.

If you are worried about your health, you may find it useful to get in touch with *NHS Direct* on 0845 4647, www.nhsdirect.nhs.uk.

If you are ill and miss lectures or tutorials you should submit a medical certificate. You can self-certify illness up to a maximum of two occasions each term for no more than a total of 10 days.

You can collect a medical form (a yellow form) from College Reception to take to your GP if you are ill and are unable to sit an exam or submit a summative assignment. This should be signed by the Vice Principal & Senior Tutor before you visit your doctor for the medical certificate.

You can find more information about the Health Centre on their website at www.dur.ac.uk/university.health-centre/.

For more information on Health Services, please see the College Information Sheet.

Child Care

There is a University Nursery for children below school age. There are also care arrangements for older children (over 5 years) during the school holidays. The nursery is open from 8.30 am to 5.30 p.m. Monday to Friday throughout the year. They close only when the University is closed over Christmas, Easter and August Bank Holiday.

For details and information about fees, contact the nursery at the address below. As a student of the University, you will pay a reduced rate (2004 prices from £95 to £122 per

week). UK students may be able to get help with nursery fees from the Access to Learning Fund.

There are always waiting lists for nursery places and students should enquire well in advance of their intended arrival in Durham. For further information please see their website www.dur.ac.uk/university.nursery/.

There is also a crèche attached to Cranmer Hall at St. John's College. For more information, please see www.dur.ac.uk/st-johns.College/College/creche.htm.

Sports

The University has its own sports centre, the Graham Sports Centre, at Maiden Castle. Facilities include: multi-gym, indoor sports hall, badminton courts, gymnasium, squash courts, and 400-meter running track. There are also squash courts at the race course pavilion. The University playing fields cover 64 acres (at Maiden Castle and the Race Course) and include football, rugby, cricket, hockey and lacrosse pitches, a multi-purpose all-weather pitch and netball and tennis courts.

Rowing is a particular popular sport in Durham, and a famous regatta is held each year in Durham.

See www.sportdurham.com/index.php for information on university sport.

Ustinov College Personal Development Programme

You have come to Durham to obtain a taught postgraduate degree, or research a topic you are particularly interested in. You will be hoping after you finish to go on to employment or further study. It will be important to you to have the necessary skills to achieve your goals, and be able to demonstrate this to prospective employers. In addition to your main subject studies, all students are expected to complete a Personal Development Plan. The College will be offering evening seminars on Tuesday and Wednesday evenings to support members' personal development planning. Content for these could include:

- what is personal development planning?
- identifying your strengths & weaknesses
- cultural awareness, and working in multi-cultural groups
- time management
- budgeting and financial planning
- information skills
- study skills & referencing
- presentation skills
- presenting your research

Further information, and an Information Sheet, will be made available at College Induction.

Section 6 General Information

Health & Safety

The College takes the health & safety of its staff and employees very seriously. In order to help make sure the College is a safe place to live and work, you should make sure you keep common areas clean and tidy, and don't crowd out kitchens and common rooms. When you hear the fire alarm, you should vacate the building immediately. It is also important that you do not sublet your room, or allow anyone else to stay in it, as this can also be a safety risk. Members will be fined for behaviour that compromises health & safety.

Members seeking private accommodation should ensure that landlords can provide gas safety certificates. It is a legal requirement for landlords to provide current safety certificates for each gas appliance in use.

Harassment

The University has codes of conduct on harassment, which is in the University Calendar (Policy on Diversity & Equality: www.dur.ac.uk/university.calendar/volume1/codes/cap8.pdf, Respect at Work & Study www.dur.ac.uk/university.calendar/volume1/codes/cap2.pdf).

The advice is to try to confront the offending person by telling them that their behaviour is unacceptable. If this does not stop the problem, you are advised to keep a note of incidents and then report them to the appropriate person, i.e. Vice Principal & Senior Tutor, DSU Welfare Officer, DSU President, Chair of the Board of Studies or medical staff at the University Health Centre. There is also a University Harassment Officer.

If problems do occur, do not feel afraid to talk to any of these people. They are all sympathetic, and may have dealt with similar situations before.

What is harassment? This is a very difficult question to answer. Harassment is defined as behaviour which causes offence to someone, whether or not the person causing offence meant to. A 'reasonable person' should agree that the behaviour constitutes harassment. Harassment is usually on the grounds of nationality, religion, gender, sexual orientation or disability.

Harassment can be something you say or do, e.g. something said to or about someone, or can even be looking at someone in a way that they find intimidating.

Often people who are accused of harassment have no idea that their behaviour has caused offence and are surprised to hear that they have upset someone. This can be a particular problem if the people involved have different cultural expectations. You should be aware that 'acceptable' behaviour at Durham may differ to what you are used to.

For more information, please see the College Information Sheet 'Personal Harassment'.

Student Discipline

By registering with the University, you agree to observe discipline regulations, for the University and the College. By signing the residence agreement, you agree to the terms of that agreement.

In a community of postgraduate students, discipline problems are very uncommon. However they do occur, and are taken very seriously by the College and the GCR. The College Regulations are included in this Handbook.

You should be aware that rudeness to other students or members of staff will be regarded as a disciplinary offence (under Regulation 3d).

Public Transport

Durham is a small city, so many students don't use public transport. There is a good bus service from the city to many parts of Durham, including Howlands Farm. See www.arriva.co.uk/northeast for more information. There is also a free service to Queens Campus in Stockton (www.dur.ac.uk/stockton/carshare/udscbus.htm). Durham train station is on the East Coast mainline, and provides fast and frequent services to Newcastle, Edinburgh, York & London, and many other places. Students can buy a Student Railcard, providing savings on most train journeys. Students with families might find the Family Railcard is more suitable, if they intend to travel around with their children.

The Park and Ride at Howlands Farm is due for completion in November 2005. This will provide a fast, frequent service to Durham centre, and on to Dryburn during day time. Further information on times and costs of services will be available in the College Information Sheet 'Transport in Durham'.

Council Tax

Council Tax provides financing for local authority services. Houses in different price 'bands' pay different amounts of Council Tax.

Full-time students who live in College residences, or in private rented accommodation where all the other residents are students, do not pay Council Tax.

If you share a house with someone who is not a student, there is a 25% deduction on the bill. If there are two non-students, then the full bill is payable. If you rent a house privately and share with non-students, you should make sure whether they expect you to pay any council tax.

If non-students are not British citizens, and are prevented by the terms of their 'leave to remain' from taking paid employment or claiming benefit, then normally neither they nor their spouses will have to pay Council Tax.

If you have any questions about this please contact

Durham City Council
John Street South,
Meadowfield,
Durham
Telephone 0191 386 6111

International Student Support will also be able to give advice.

The University issues certificates, which prove student status for the use of Council Tax purposes only. These can be obtained from the Student Planning and Assessment section, in the University Office, Old Shire Hall, which is on Old Elvet. Certificates cannot be issued by the College or by department.

Change of Address

If you change your address, you must notify the College, your department and your Council Tax Office.

Section 7 Durham City & Around

Shopping

In the centre of Durham you'll find a couple of small shopping centres. Around the Market Place, there's a Marks & Spencer's (clothes & food). Woolworths (various), Boots (chemist), BHS (clothes/household), Next (clothes), W.H. Smith (newspapers), Superdrug (chemist), Dorothy Perkins (women's clothes), Mothercare (children's clothes), Clarks (shoes) and some other local and high street chain shops. A little further down there's a Morrisons for food shopping. Off the Market Place there's an indoor market selling a variety of items, including food. Waterstones, the main bookstore, has two branches on Saddler Street (at the top of Elvet Bridge). The main post office is opposite Marks & Spencer. Most shops in the centre open from 09.00 to 17.30 Monday to Saturday, with some also opening for a shorter period on Sunday.

Beyond Gilesgate there is a large Tesco (supermarket). The Arnison Centre, in Pity Me, also has a large Sainsbury (supermarket), Iceland (frozen food), Homebase (household & DIY), Halfords (car accessories & bikes), a large Boots (chemist) and electrical shops.

The Metrocentre (large shopping centre, which also has an IKEA) is about a 15 minute drive from Durham city centre north along the A1. Newcastle also has a wide range of shops, including Chinese supermarkets, and is approximately 15 minutes by train.

Banks

There are a range of banks in Durham. Barclays, HSBC, Lloyds TSB & NatWest are near the Students Union on New Elvet. In the Market Place, you will also find the Nationwide Building Society, the Co-Operative Bank, Barclays, Abbey, Lloyds TSB, with the Halifax a little further down the road.

Restaurants & Cafes

For a small city, Durham has quite a number of restaurants. There are a number of popular Italian restaurants, some Chinese restaurants and buffets, a Thai restaurant and a couple of good Indian restaurants. In addition to the chain cafes, such as Café Nero, Subway, Costa & O'Briens, there are also some very good local cafes, such as The Vennel (near Waterstones) and the Alms Houses (on Palace Green).

If your parents are visiting, Bistro 21 in Aykley Heads is a good place for lunch or dinner.

Cinema & Theatre

Durham has a cinema and theatre, in the Gala Theatre on Millennium Place. The cinema shows first run films, with a variety of plays, dance and music in the theatre. More information is available on their website www.galadurham.co.uk. The Tyneside Cinema in Newcastle shows more alternative and foreign language films (www.tynecine.org).

Large theatre productions often visit the Theatre Royal in Newcastle (www.theatroyal.co.uk). The Sunderland Empire also has a varied programme.

Durham Tourist Office

You will find Durham Tourist Office in the Gala Theatre (near the Market Place). Here can you collect information on local attractions and places to visit. You can see their website at www.durhamtourism.co.uk/home.html.

Sports & Leisure

In addition to University facilities, Durham City Council also provides leisure facilities. The public swimming pool is near the river, behind Old Elvet. There are regional sports centres in surrounding villages just a few miles from the city centre, in Pity Me, Coxhoe, Meadowfield, Sherburn and Ushaw Moor (Deerness). You can pay for individual visits, or join for the year. A yearly membership costs about £210 to £225. For more information, see www.durhamcity.gov.uk/html/leisure/centres/.

A number of students are also members of private gyms and sports clubs, for example Meridian Health and Fitness, near the river (www.meridianhealthandfitness.com), and Bannatyne Health Club, near Tesco in Gilesgate (www.bannatyneleisure.com/). Different types of membership are available, usually for a minimum of 6 months' or 12 months'. Membership fees vary between about £35 to £45 per month, depending on type of membership, and there may also be a joining fee. Both Meridian and Bannatyne have swimming pools, fitness classes and gyms.

Ustinov College Regulations

1. These Regulations, approved by Ustinov College Council on 31 May 2005, apply to all Student members of Ustinov College. All Students are also subject to the General Regulations of Durham University, which can be seen on www.dur.ac.uk/university.calendar/volumei/volumei/regulations/index.htm.
2. The College Regulations are designed to provide a framework of practice within which members of the College can pursue their studies and their other interests, without interfering with those of other members or of the general public. College members are also reminded that, while they are on premises belonging to another Durham college, they must observe the regulations laid down by that college concerning student conduct on those premises, and that in such circumstances a breach of another college's regulations is liable to be treated as if it were a breach of Ustinov College Regulations.
3. Student members of the College are required:
 - (a) to observe the General Regulations of the University;
 - (b) to accept the authority of the College Officers and those acting under their instructions;
 - (c) to accept responsibility for the consequences of their actions;
 - (d) to treat with respect other College members, College staff and College property.
4. Part A of these Regulations applies to all Student members of the College, and describes general principles, disciplinary procedures and the appeal process.
5. Part B describes in considerable detail the main terms and conditions under which Student members live in College accommodation, and forms part of the Residence Agreement. It is set out in full in the Residents' Handbook.

PART A

DISCIPLINE

1. In a community of intelligent adults there should be little need for formal discipline. The basic understanding is that you are free to do whatever you like provided that it is legal, complies with these Regulations and Codes of Practice of the University, and does not harm, inconvenience or cause damage to yourself, other people or anyone else's property. You should of course realise that living in a community demands self-discipline and consideration for others.
2. On the rare occasions when the need arises, the Principal, the Vice-Principal and the Bursar (the College Officers) are responsible for discipline in the College, in close collaboration with the GCR President.
3. If the College Officers – normally the Vice-Principal and the Bursar, acting together – believe that a breach of these Regulations has taken place they will

write to any Students who may have been involved asking them to come and explain their conduct. It is expected that Students will respond to such invitations, although the timing of the meeting may be changed at their request if it clashes with academic or other important commitments. When they appear before the College Officers Students may bring with them one or two members of the GCR Executive or other Student members of the College.

4. If the College Officers believe that the circumstances justify it, they may impose a penalty, which may include a fine. In urgent and exceptional cases, acting together, they may impose exclusion from the College for a period of up to 24 hours.
5. In serious cases the Principal, a "properly recognised authority" under the General Regulations of the University, may impose exclusion from the whole or any specified area of the College. Any appeal will lie to the Senate Discipline Committee, as described in the General Regulations of the University.
6. Any penalty will be confirmed in writing, and failure to abide by it may result in exclusion from the College.
7. Where misconduct by a student or against a student involves the police, procedures are explained in the University Code of Practice on the Notification of Misconduct to the Police and Internal Action.
8. In cases where a student is accused of a Major Offence within the meaning of the Disciplinary Regulations of the University, the matter will be dealt with under the procedures of those regulations, but temporary measures as detailed above may be taken until such time as the procedures are completed.
9. Any student who is penalised under the disciplinary procedure may appeal in writing, within seven days of imposition of the penalty to the Principal, who will investigate the matter and give a decision within 21 days.
10. If students are dissatisfied with the Principal's decision they may appeal in writing to the College Council, which includes representation from the University Council and the GCR. Such appeals should be given to the Bursar, as Secretary to the College Council. A special appeal meeting will be called, which may, in the absence of the Chairperson, be chaired by any of the members nominated by the University Council.
11. Students shall have the right to be accompanied at the Appeal by a College Tutor or a friend. The procedures of the Appeal shall be generally consistent with the appeal procedure set out in the General Regulations of the University.
12. The College Council in coming to its decision shall discount the votes of the Principal and any College Officers or GCR member involved at earlier stages.
13. The decision of the College Council shall be the final stage in the College Appeals Procedure, but the matter may then be referred to the Dean of Colleges on the application of either the student or the College Officers.

HARASSMENT

14. This College is a co-educational, multi-cultural community with members from a wide variety of ethnic, national, social and religious backgrounds. Such diversity within our community requires that each member should be aware of and tolerant of the cultural traditions and sensitivities of others from different backgrounds. Any form of inappropriate, insensitive, intolerant or bigoted behaviour, however expressed, will be regarded as personal harassment and dealt with as such.

ALCOHOL AND DRUGS

15. The College bar, which is largely staffed by students, is an important part of social life, a place to meet and drink in a civilised atmosphere. Both the Bar and the College have a policy of active opposition to alcohol abuse and its consequences. Excessive consumption of alcohol may cause anti-social behaviour but never forms an acceptable excuse for this. All games and challenges involving alcohol are banned.
16. The Bar Steward and Members of the Bar Committee, representing the Licensee, are fully authorised to ban students from the bar for misbehaviour, reporting their decision to the Licensee. Please be aware that a ban from the College Bar may well result in a complete ban from all University Bars.
17. Although many of the effects can be the same, the legal position on drugs is different from that of alcohol. The use or possession of any controlled substance on college or University premises is an offence and will lead to disciplinary action.
18. The University's Code of Practice specifically defines the following as **major disciplinary offences**, punishable by expulsion:
 - a) The possession of prohibited substances with an intention to supply others on University premises.
 - b) The theft or attempted theft of dangerous drugs from University stocks or elsewhere.
 - c) The manufacture or attempted manufacture of dangerous drugs or prohibited substances using University equipment or premises.
 - d) The receipt or intended receipt of prohibited substances through the post.
19. **When College Officers are aware that someone is abusing alcohol or drugs, they are always willing to help. Their prime concern is not to punish but to deal with the problem, and they can arrange for assistance. Only if a student is unwilling to tackle the problem or if poor performance or misconduct continues will more formal action be taken.**
20. **If the College Officers believe that a criminal offence has been committed, they will inform the police.**

COMMUNICATIONS

21. The College needs to be able to keep in touch with students, who are therefore required to check their University e-mail account **at least** once each week. You are strongly advised to check much more frequently, preferably daily.
22. The College needs to know the whereabouts of its members during their period of study here, so:
 - a) You should give the College your Durham address (unless you are resident in College property) within 14 days of your registration.
 - b) If you change your address you should tell the College within 14 days of moving there.
 - c) You should tell the College of any fixed or mobile phone number on which we can contact you.
 - d) If you are going to be away from your usual address for more than 7 days you must tell the College by e-mail (ustinov.accommodation@durham.ac.uk), stating your name and Durham address, your address and phone number while you are away, your date of departure and when you plan to return.

PORTERS

23. College Porters, who have a responsibility with regard to College safety, security and property maintenance, act under the instructions of the College Officers. All members of the College are expected to heed their instructions and requests, and Porters have been told to report any significant problems to the College Officers.

RESIDENTIAL LICENCING OF MOTOR VEHICLES

Durham is a comparatively small city and the parking and garaging facilities which it offers are limited. The proportion of students to the total population is exceptionally high and the streets, for the most part, are exceptionally narrow. The University has neither the space nor the finance to enable it to make adequate provision for parking or garaging facilities for more than a very small proportion of students and staff. University policy is therefore to strongly discourage unnecessary usage of motor vehicles by students within the city.

1. Every student of the University who lives within the designated area of Durham City and who keeps or causes to be kept for his/her use, any motor vehicle must obtain a University Motor Licence issued on the authority of the Dean of Colleges and Student Support Services on the written recommendation of the Head of House of their College/Society or a duly appointed deputy.
2. To be eligible for the granting of a licence, a student must be:
 - a. A graduate living in College (see page 7 above), or
 - b. An undergraduate living in College/Society accommodation who has exceptional individual special needs such as medical need or need related to academic work, or
 - c. An undergraduate living in College/Society who will use the vehicle for the agreed purposes of a University Department, or a University or College/Society club or society.
 - d. A student living out of College/Society. The issue of a licence will be subject to any other parking restrictions operating in the area in which the car will be parked or garaged.

Please note, an undergraduate student in his/her first-year of study will not normally be eligible for the granting of a licence except in circumstances covered in (b) above.

3. Applications for a licence must indicate what parking or garaging facilities are intended which shall be to the satisfaction of the Dean of Colleges and Student Support Services.
4. An application for a licence must be made no later than seven days after the vehicle being brought into the designated area. Once granted, a licence shall be valid until the end of the current academic year.
5. The issue of a licence will be conditional on the person to whom it is issued being able to provide relevant documentation to the Dean of Colleges and Student Support Services, to include a current insurance policy document, vehicle registration (VIN) document and driver's licence.
6. The issue of a licence does not in itself constitute permission to park on any land controlled by the University for which a separate permit will be required. This includes Palace Green. Such permission will only be granted when a specific need is

identified. Vehicles entering on to University property shall be subject to any additional regulations (e.g. wheel clamping) as are advertised from time to time.

7. Breaches of regulations may lead to the imposition by the relevant Head of House of fines not exceeding levels to be determined annually by Council for first and subsequent offences.

Note: In 2004/05 the maximum fine for a first offence will be £50 and the maximum fine for any subsequent offence will be £100

8. These regulations do not apply to the short-term hiring of motor vehicles or the receiving of driving instruction.
9. A student who intends to drive a group transport vehicle, or to tow a trailer as part of an activity organised through or by the University (including its Colleges/Society, Departments and Student Organisations), must comply with the University Code of Practice for Group Transport as set out in this Calendar and meet the requirement for the Approval of Drivers.
10. For the purposes of the above sections
 - a. The Dean of Colleges and Student Support Services may, on behalf of Council, appoint an appropriate person to administer and control the issuing of licences within these regulations.
 - b. The “designated area of Durham City” will be defined from time to time and shall be specified areas within a 5-mile radius of Durham Cathedral, within which the Dean of Colleges and Student Support Service, in consultation with the President of DSU, deems it convenient to travel on foot or by public transport.
 - c. Land controlled by the University and University property will be taken here to include land and property owned by the Recognised Colleges of St Chad’s and St John’s.

STUDENTS RESIDENCES

Telephone Numbers

If telephoning from outside the UK, use the international dialling code (often 00), followed by the country code (44) then the number without the first zero: i.e. for the College Reception 00 44 191 334 7240.

Howlands	<i>internal</i>	<i>external</i>
GCR Office	47247	334 7247
Alder	45481	334 5481
Birch	45473	334 5473
Box	45472	334 5472
Cedar	45478	334 5478
Cherry	45475	334 5475
Chestnut	45476	334 5476
Cycas	45474	334 5474
Cypress	45477	334 5477

Public Phones 0191 383 2936
 0191 384 3907
Fisher House 0191 384 3601

Palatine House 0191 386 4481
 0191 383 2053

Dryburn To be confirmed

Mail Addresses

Howlands Farm, South Road, Durham, DH1 3TQ

Keenan House, Old Dryburn Way, Durham DH1 5BN
Brackenbury, Old Dryburn Way, Durham DH1 5BP

Palatine House, Rear Anchorage Terrace, Durham, DH1 3DL

**Ustinov College
Fisher House
Howlands Farm
DURHAM
DH1 3TQ**

Telephone +44 (0) 191 334 7240 Fax +44 (0) 191 334 7231

E-mail Ustinov.College@durham.ac.uk

Website: www.durham.ac.uk/ustinov.College