



New College
of the Humanities

Postgraduate Student Handbook

ACADEMIC YEAR 2019-20

CONTENTS

WELCOME	4
Welcome from the Master of the College.....	4
ABOUT THIS HANDBOOK	4
HOW WE WILL COMMUNICATE WITH YOU	5
KEY INFORMATION ABOUT THE ACADEMIC YEAR	5
YOUR TIMETABLE	5
FACILITIES AT THE COLLEGE	5
The Registry	5
Audio-visual	6
IT support.....	6
Email	6
Printing & photocopying.....	6
Wi-Fi	6
Information sharing & phishing.....	6
HEALTH AND SAFETY	7
Fire evacuation procedure.....	7
STUDENT AND ACADEMIC SERVICES (SAS)	7
Members of the Student and Academic Services	7
Members of the Quality Team.....	8
STUDENT SUPPORT	9
Academic Tutors	9
Personal Tutors	9
STUDENT WELBEING TEAM	9
Support for students with medical conditions, disabilities and SPLDS.....	10
Student disclosure form.....	11
Tips for staying healthy and happy	12
Mental Health Adviser (MHA).....	12
Student Union Welfare & Diversity Officer	12
IF YOU NEED TO TALK TO SOMEONE URGENTLY	13
STUDENT HEALTH	13
General Practitioner (GP)	13
Dentists.....	13
Sexual health and awareness	14
PREVENT DUTY	14
ATTENDANCE	14

STUDENT VOICE	15
Student-Staff Liaison Committee	15
Teaching, Learning And Enhancement Committee	15
STUDENT UNION AND STUDENT SOCIETIES	16
Sports	16
OTHER USEFUL INFORMATION	16
Student conduct	16
Safety and crime	16
Tips for managing your money	16
Cost of student living in london	17
Books.....	18
Insurance	18
TV licence	18
Budget calculator.....	18
Public venues	18
Part-time work	18
Places of worship.....	18
Complaints	18

WELCOME

WELCOME FROM THE MASTER OF THE COLLEGE

'Welcome to New College of the Humanities (NCH). To bright and enthusiastic minds we offer an outstanding university experience of the highest quality.

Our intense but rewarding programmes are taught by world-class academics dedicated to guiding, challenging and inspiring our students, combining the two great traditions of university learning: the depth of degree studies based on one-to-one tutorials, and the breadth of the liberal arts tradition as a framework around them. Study at NCH is rigorous and challenging, but at the same time supportive and personal: we are a college, which means a community of colleagues learning and working together.

Our beautiful Grade I listed townhouse is in the heart of Bloomsbury, close to all the cultural amenities of London which we encourage our students to enjoy and benefit from: the galleries, museums, theatres, bookshops and concert halls, the cafes and pubs for discussions after lectures – and the lively social life of the many higher education institutions in London and their many thousands of students, but with the friendly, collegial and intimate atmosphere of NCH always to come back to.

The humanities constitute the great conversation that humankind has with itself about everything that matters in life.

Study at NCH is aimed at preparing its students for both personal life and careers, by helping them to be versatile and accurate thinkers, possessing at the same time a broad and comprehensive view of the world. A dedicated careers service helps those with their onward journey; the excellence of our programmes is a platform for whatever paths our students choose: great careers or further academic study.

NCH is growing, but it will always treasure its intimate and personal atmosphere, because it is the individual student who matters to us. The wonderful aim of higher education – which is to foster the talents and capacities of individual minds, empowering them 'to see things steadily and see them whole', and to think with acuity and intelligence – is at the heart of all we do.

Our outstanding faculty, personal style of teaching and learning, our unique tutorial-based, liberal-arts framed programmes, our place at the heart of a city of culture with our high aspirations for the development and success of our students, makes us a unique institution.

Professor AC Grayling

MA, DPhil (Oxon) FRSL, FRSA

Master of the College

ABOUT THIS HANDBOOK

This handbook provides you with information about the College and all the facilities.

This handbook is accompanied by information on the NCH website, which can be found [here](#).

If any changes are necessary, the NCH Student Handbook will be updated and the most recent

version will be available on the College's Virtual Learning Environment (VLE).

COMMENT

If you have any comments on this handbook, what you found useful or what you think could be included to make it better, please email:

rebecca.morrison@nchlondon.ac.uk

Rebecca Morrison

Head of Quality Assurance

HOW WE WILL COMMUNICATE WITH YOU

Outside of induction meetings, personal tutor meetings, lectures, tutorials, or other scheduled sessions, the College email system and Moodle will be the main methods of relaying important information to you. Emails will be sent to your NCH email address, which you need to check regularly. Any hard copy correspondence will be sent to the address on your student record. It is important that you keep this up to date via your account details held by Student and Academic Services (SAS).

Other methods of communication are via noticeboards and Moodle, as well as announcements in lectures.

KEY INFORMATION ABOUT THE ACADEMIC YEAR

The Academic Year governs the College's academic operations and service provision and within this, we have set term dates and examination periods.

The key term dates in 2019-20 can be downloaded and viewed from the Programme Handbook section of the faculty homepage on the VLE.

YOUR TIMETABLE

Students can view their timetables via CELCAT, the College's timetabling application. During induction in Freshers' week, training sessions on how to use CELCAT are held, and a 'how to' guide can be found on Moodle.

FACILITIES AT THE COLLEGE

THE REGISTRY

The Registry is the main building of the College; the building is typically open Monday to Friday from 08:00-21:30. It is located at: 19 Bedford Square, London WC1B 3HH.

During exam periods or under special circumstances the College can be open at the weekends. You will need to contact the Sanjay Nair, Facilities Coordinator, as far in advance as possible for this to happen.

Click [here](#) to find your way around the Registry.

For access to the Bedford Square Gardens, located on the square, please go to Central Office for a key. You will be asked to hand over your ID card, and this will be returned once the key

has also been returned. The keys cannot be lost or damaged.

AUDIO-VISUAL

The Registry has been fitted with a good range of A/V for all events. Apart from the standard projectors and sound systems that are needed in the lecture rooms, we also have an outstanding Mackie sound system. The PA is available to students if they have had the adequate training.

If you have any questions about audio visual equipment, please contact the Facilities Coordinator, whose details can be found [here](#)

IT SUPPORT

For technical support, please contact the Facilities Coordinator, whose details can be found [here](#).

EMAIL

You will be issued with a College email address when you register. All College communications will be sent to this email address, and you are therefore required to check your email at the beginning and end of each day during term-time and vacation periods so that you do not miss important messages.

Students are given 5GB of disk space on Google Drive. This space is only for non-Google documents (i.e. PDFs, Microsoft files, movies, pictures, etc.) which means that any Google document is not counted. This 'cloud' filestore is less risky than using a USB stick: it is regularly backed up so your data will always be safe. It also has the benefit of enabling you to access your files anywhere in the world with Internet service.

PRINTING & PHOTOCOPYING

Printers and scanners are available in the Registry and Senate House Library. Student Union Officers will have access to free printing and scanning during the election campaign, and for promoting clubs and events.

WI-FI

The wireless service provides Internet access from your own computer and from some smart phones. There are numerous wireless hot-spots situated around the Registry. If you have your own laptop you can connect to the college network in various locations by using the wireless network.

INFORMATION SHARING & PHISHING

The Internet exposes you to constant risks from malware and from criminals who want to defraud, harass or harm you.

To combat this, you need a combination of common sense, security awareness and the right software tools. You also need to be alert to the possibility of 'phishing', i.e. attempts, generally via email messages, which trick you into divulging personal information such as bank account details, credit card numbers or passwords. Some phishing takes the form of bogus websites. Therefore, be cautious of any site which claims to be part of the College but is not within the nchlondon.ac.uk domain. The College recommends free antivirus software, such as AVG.

The College will NEVER ask you to disclose personal information or your password in an email. You will only use your password to gain access to services. If you use any college websites to enter or update your personal information, always check for https:// and nchlondon.ac.uk in

the security certificate, which you can see by clicking on the padlock in the toolbar or footer of the web page. If you do inadvertently disclose any personal information, please change your password immediately so that we can protect your account.

On special occasions and in certain circumstances, the College can provide laptops to students. There is protocol in place regarding where they can be used and for what they are used.

Please familiarise yourself with the Acceptable Use Policy for Students (IT), which can be found [here](#).

HEALTH AND SAFETY

At the College, health and safety is a serious matter. Please take care and report anything you deem to be unsafe to the [Facilities Coordinator](#) located in the Central Office. The College has a Health and Safety committee, and anyone is more than welcome to come along and share their opinions. If you would like to attend, you should contact Sanjay Nair (Secretary to the Health and Safety Committee) at sanjay.nair@nchlondon.ac.uk

FIRE EVACUATION PROCEDURE

Routine fire alarm tests are run between 09:00 – 10:00 every Friday. These are announced beforehand.

In case of a fire:

- Stop what you are doing.
- Calmly leave the building.
- Do not stop to pick up your belongings.
- Exit the Registry, turn left and cross the road. Meet at the red post box at the corner of Bedford Square.

STUDENT AND ACADEMIC SERVICES (SAS)

As a student at the College your experience is personal, not anonymous. The smaller scale of the College means that there isn't the same sense of isolation that students might sometimes feel at other universities. All our members of staff are friendly, responsive and easy to contact. Whether you need guidance on day-to-day student life, academic matters, illness or other worries, whatever your question there is always someone who will listen and offer support.

The College has strong support structures in place to assist you in times when you require a little extra support.

MEMBERS OF THE STUDENT AND ACADEMIC SERVICES TEAM

SAS staff are there to support and advise you and are based on the ground floor of the Registry.

ROSALIND BARRS

Registrar

Contact details: rosalind.barrs@nchlondon.ac.uk

Rosalind has management responsibilities for student and academic administration, including admissions, examinations, quality assurance, registration, and timetabling. Please contact her

if any members of the SAS team cannot help you.

KATHERINE WALSH

Assistant Registrar

Contact details: katherine.walsh@nchlondon.ac.uk

Katherine supports the Registrar in managing the induction of new students, the College's academic databases and systems, the analysis of assessment data, and student and academic administration. She also works on administering aspects of student finance; and reviewing and processing College bursary applications.

LEE FENWICK

Academic Operations Officer

Contact details: lee.fenwick@nchlondon.ac.uk

Lee manages the timetabling needs of the College and is the main contact for any timetabling and attendance queries. He can also assist with any ad-hoc room bookings for study or event purposes. Additionally, he coordinates the provision of reading material for students with Senate House Library, and is the Deputy Prevent Officer and Deputy Data Protection Officer for the College. Lee is a first-aider and a fire warden.

IMOGEN PICKUP

Academic Services Coordinator

Contact details: imogen.pickup@nchlondon.ac.uk

Imogen coordinates the administrative processes for course assessment submissions, marks management and entry, examinations, and assessment board preparation; and this includes managing the VLE and Turnitin.

Imogen also maintains the College's Student Information System (Quercus), providing student and staff training on this system where necessary, and providing student letters and transcripts. She also supports the Assistant Registrar in the reporting of student data for statutory returns.

She also manages the undergraduate and postgraduate degree extenuating circumstances procedures. Imogen can also be contacted with general queries, including student letters and transcript requests.

SEAN O' DONNELL

Learning and Assessment Support Officer (LASO)

Sean provides support to prospective and current undergraduate and postgraduate students on disability queries (SpLD and/or physical), medical (non-mental health) queries, and general learning concerns (e.g. time management and study skills). He also oversees attendance monitoring. He plays a key role in the College's wellbeing provision, necessitating ongoing communication and positive relationships with students, professional staff, faculty and external contacts to ensure students are provided with the best possible support and guidance.

Contact details: sean.odonnell@nchlondon.ac.uk

SHARON GODFREY

Mental Health Adviser (MHA)

Contact details: mentalhealth@nchlondon.ac.uk

Sharon is responsible for providing guidance, support and information for students with mental health concerns as well as promoting wellbeing events and workshops.

MEMBERS OF THE QUALITY TEAM

REBECCA MORRISON

Head of Quality Assurance

Contact details: rebecca.morrison@nchlondon.ac.uk

Rebecca is responsible for strengthening and developing the College's academic standards and its assurance and enhancement policies and procedures, ensuring that the College is compliant to its external bodies and collaborative partners, such as Solent University and the Quality Assurance Agency. She is also responsible for ensuring that the student have a "voice" at the College; that the student's feedback is heard and acted upon when appropriate.

MICHELE LONGHURST

Quality Manager

Michele is responsible for managing the quality assurance and enhancement aspects of the College's undergraduate and postgraduate programmes. She leads projects relating to the annual quality cycle, including yearly monitoring, student satisfaction surveys, programme and course modifications, and new programme approval events.

Michele is also the College's Prevent Officer. If you have any concerns or questions about Prevent or Freedom of Speech, please contact michele.longhurst@nchlondon.ac.uk.

STUDENT SUPPORT

Please familiarise yourself with the College's [Student Welfare Policy](#).

ACADEMIC TUTORS

You will get to know your tutors and lecturers from your very first day at the College. They will take a personal interest in your academic development both in the classroom and at the variety of subject specific events that take place throughout the year. Your lecturers and tutors are your first port of call if you have any queries or concerns about your academic performance, workload or specific assignments. They are friendly, approachable and responsive.

PERSONAL TUTORS

You will be allocated a member of faculty as your personal tutor. They do not have direct academic responsibility for the students assigned to them but they are tasked with taking an interest in your general academic progress and welfare.

STUDENT WELBEING TEAM

Please familiarise yourself with the College's [Student Welfare Policy](#).

The Student Wellbeing Team (SWT) is made up of the LASO and the MHA and is based in Central Office.

Through workshops and one-to-one appointments, the SWT can provide information, advice

and guidance on:

- Managing your condition(s) as a student.
- Applying for general learning support.
- Applying for extenuating circumstances.
- Contacting internal and external sources of support (including NHS and community-based resources).
- Planning your return to studies following a break resulting from illness.

The SWT work alongside other members of staff and students' GPs, all of whom can provide ongoing support.

In order to access support through the SWT you will need to register with a local GP and agree to information sharing with them. We advise students to register with [Holborn Medical Centre](#) at the earliest opportunity.

SUPPORT FOR STUDENTS WITH MEDICAL CONDITIONS, DISABILITIES AND SPLDS

At the College, we use the term 'disability' to include any physical, sensory and intellectual impairment (i.e. mobility impairment, visual impairment/blindness, hearing impairment/deafness), certain medical conditions (i.e. HIV, cancer, epilepsy, multiple sclerosis), mental health difficulties, Asperger's Syndrome, or specific learning difficulties (SpLDs) such as dyslexia, dyspraxia, dyscalculia, dysgraphia, or ADHD/ADD.

In general, a 'disability' is the result of interactions between an impaired person and the environmental and attitudinal barriers they may face. The Equality Act (2010) defines disability as: 'a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities'.

'Normal day-to-day activities' refers to everyday things like eating, washing, walking and going shopping. It is also defined as anything not unusual or individual. It doesn't necessarily mean it is something everybody does; it just needs to be fairly usual. Examinations, for example, would be seen as 'normal' activities.

We realise that many students, especially those with specific learning difficulties (SpLDs) may not regard themselves as 'disabled'. However, if you do have any of these conditions, we feel it is important that you are aware of support that could be arranged for you should you need it. You don't have to accept the word 'disability' as a label, but it can be used as a way to get support; remember that everyone, including those with or without a disability, can ask for help with their studies.

If you are disabled or have a special learning difficulty, the College will always try to ensure that your requirements are met in a way that suits you best. Under the Equality Act, colleges and universities have to make 'reasonable adjustments' so that disabled students are not 'substantially disadvantaged'. This means they have to put in place support to help you access the course and successfully complete your studies. The specific factors that may be relevant to take into account are as follows:

- The need to maintain competence standards.
- The financial resources available to the education provider.
- Any grants or loans available to the student (specifically Disabled Students' Allowances).

- The cost of the adjustment.
- How far it is practical to make the adjustment.
- The technology available.
- How far aids or services may be provided by others.
- Health and safety requirements.
- The relevant interest of other people, including other students.

Where a disabled student would otherwise use a facility located in the Registry but is unable to do so by reason of their disability, for example for tutorials, the College will arrange alternative accessible and/or adapted accommodation in nearby buildings.

The types of provisions and arrangements that might be made include:

- Flexibility regarding attendance and coursework deadlines (time off for appointments, etc.).
- Specialist equipment and/or software.
- Copies of handouts in advance of your lectures.
- Providing handouts on different coloured paper, or in a larger font.

Please note that this list is not exhaustive so additional adjustments could be made, based on your circumstances.

For further information please contact the LASO.

STUDENT DISCLOSURE FORM

In many cases, it's common for people with certain medical conditions to keep their information private and if the condition has previously been well-controlled there may be little need to disclose this information.

It is the student's choice whether to disclose their medical condition, disability (including physical and mental health-related conditions) or SpLD to the College. However, the College advises that students speak with a member of staff if it begins to have a detrimental effect on their ability to reach their full potential.

Students can disclose their disability to the College whenever they like, although it recommends that they inform the College as early as possible to avoid delays which may adversely affect their studies.

The Student Disclosure Form (SDF) is used to disclose any medical condition, disability (including physical and mental health-rated conditions) or SpLD to the College. The information on this form may be shared with the student's GP in line with the College information sharing process; however, it will not be shared with other members of staff unless consent has been given to share it with others.

The form can be found [here](#).

On receipt of a completed SDF, a member of the SWT will meet with the student to discuss their needs and contact relevant staff to inform them of any provisions or arrangements required. The information provided will be held in line with the Data Protection Policy and the General Data Protection Regulation.

TIPS FOR STAYING HEALTHY AND HAPPY

- Talk about your feelings
- Keep active
- Eat well
- Drink sensibly
- Keep in touch with friends and loved ones
- Care for others
- Take a break
- Do something you enjoy
- Be kind to yourself
- Ask for help

Additionally, the following resources might be helpful:

- **Samaritans** (24/7 listening support)
- **Nightline** (Term-time listening support) between 6.00pm and 8.00 a.m.
- **Papyrus** (Support line for those who are experiencing thoughts of no longer wanting to live)
- **Self-Injury Support** (Helpline for women affected by self-injury)
- **CALM** (Helpline for men experiencing emotional distress)
- **BEAT** (Helpline for those experiencing eating disorders)
- **Switchboard** (Helpline for those identifying as LGBT+)
- **Addaction** (Provides information and guidance on drug and alcohol use)
- **NHS Gender Identity Support** (Information for those questioning their gender identity)

Mental Health Adviser (MHA)

The MHA can advise, listen, provide information, signpost to external resources and services and escalate concerns if necessary.

Students can contact the MHA for general information, advice and guidance by sending an email to mentalhealth@nchlondon.ac.uk. In cases where a meeting will need to be arranged so that appropriate support options may be identified students can book an appointment.

Contact details: mentalhealth@nchlondon.ac.uk

STUDENT UNION WELFARE & DIVERSITY OFFICER

Each year, students elect a Student Union Welfare & Diversity Officer (SUWDO). This student acts as a focal point for pastoral issues within the student community. The SUWDO is there for students to talk to about something external to their programme of study which may be negatively affecting their College experience or academic performance. The SUWDO can provide impartial advice and access the resources available on matters such as health, a family crisis, a disagreement or settling into university life.

IF YOU NEED TO TALK TO SOMEONE URGENTLY

Call Samaritans any time you like, talk in your own way, and off the record – about whatever’s getting to you: 08457 909090.

London Nightline provides emotional support to students in distress. Their phones are manned from 18.00 to 08.00 during term time: 020 7631 0101.

Providing you are registered with a GP you can contact your local Crisis Team who are available 24 hours a day, 7 days a week. If you are registered with Holborn Medical Centre your Crisis Team contact number is 020 3317 6777. If you are registered elsewhere, please contact your GP for further details.

STUDENT HEALTH

GENERAL PRACTITIONER (GP)

We strongly recommend that you register with a local GP within two weeks of arrival for the duration of your studies. The College’s local GP surgery is The Holborn Medical Centre. You can only be registered with one GP at a time.

The Holborn Medical Centre
64-66 Lamb’s Conduit Street
Holborn
London
WC1N 3NA
020 3077 0044

<http://www.holbornmedicalcentre.com/>

DENTISTS

The College’s local dentist is [Holborn Dental Centre](#).

If you are 19 or older, you do not automatically receive free NHS dental care. You may be eligible for an HC2 Certificate, which will entitle you to financial assistance with NHS charges. You can apply for an HC2 Certificate by completing an HC1 form, which is available from your dentist. The application process normally takes up to six weeks and is dependent upon your means. Please note, the HC2 Certificate also entitles you to free prescriptions and eye tests. It is only valid for six months and requires re-application after that time.

If you require dental care and have not got a HC2 Certificate yet, you must pay for your NHS dental care. If you keep your receipts you can obtain a refund of your charges when you receive your certificate.

Holborn Dental Centre
3 Lion Court, Procter Street
Holborn
WC1V 6NY
020 7242 7212

enquiries@holborndental.co.uk

SEXUAL HEALTH AND AWARENESS

For many students, university marks the point in their lives when they become sexually active. The best way to protect yourself and your partner is to always use a condom and try to carry one at all times if you are sexually active. If you do have unprotected sex (or the condom splits/comes off) go to your local sexual health clinic as soon as possible, to talk about STI tests and emergency contraception. Condoms are available in the student bathrooms.

It is also important to remember that you have complete autonomy over your body – never do anything that you don't feel totally comfortable with and report any abuse or violence to the police or SAS.

The local Sexual Health clinics include:

1. The STI Clinic, 12 Harley St, London W1G 9PG
8.00 -18.00, 020 7419 8762
2. Marie Stopes International, 1 Conway St, London W1T 6LP
8.00 17.30, 020 7636 6200
3. Better2Know, 55 Wimpole St, London W1G 8YL
0844 561 0750
4. Soho NHS Walk-in Centre, 1 Frith St, London W1D 3HZ
8.00 – 20.00, 020 7534 6500
5. Urgent Care Centre, 42-52 Nottingham Place, London W1U 5NY
8.00 – 22.00, 020 7908 2144

Other useful links may be found at [here](#) and click on 'Sexual Health and Wellness'.

PREVENT DUTY

The Prevent duty in the Counter-Terrorism and Security Act 2015 imposes a duty on specified authorities, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism. The College's Prevent Policy is in place to safeguard students and staff. If you are worried that a student or member of staff is becoming radicalised or is radicalising others, you must report this to the Registrar (for concerns about students) or the Human Resources and Operations Manager (HROM) (for concerns about staff) who will pass the matter on to the Prevent Officer to investigate where appropriate.

Please familiarise yourself with the College's [Prevent Policy](#).

ATTENDANCE

The College recognises that you come to the College as adults and are expected to work independently and be responsible for your own decisions and actions. However, the College has a responsibility to you and to external bodies to ensure that you are attending and studying, so as to comply with the relevant regulatory requirements, and the College's, and its awarding bodies', requirements.

The College expects you to attend all your timetabled teaching, as well as compulsory College events, such as Prize-giving. Your attendance is monitored, as consistent attendance is closely linked to good academic performance, so it is in your best interest to attend each session if you want to be successful in your studies.

You must also take note of the **terms dates** and make sure you are available for the full length of each term.

STUDENT VOICE

The student voice is a key priority within the College. Students opinions have a valuable role in informing the development and enhancement of programmes and courses and shaping all aspects of the learning experience. There will be many opportunities to share views such as:

- Programme Satisfaction Survey
- Diploma Survey
- Student-Staff Liaison Committee (via student representatives)
- Faculty Meetings (via student representatives)
- The College Student Union Office for Academic Affairs, who sits on Academic Board; or other Student Union officers
- Informal feedback during scheduled sessions
- Taking part in Programme Development/Periodic review panels/focus groups

To become a student representative for a degree subject: elections will be held in whole-year subject lectures at the beginning of each Michaelmas term, during which students will be asked to self-nominate and to give a brief speech explaining why they wish to be elected. Once all nominees have spoken, the rest of the group will write the name of their chosen representative on a piece of paper and hand it to the lecturer, who will then count the votes and announce the winner.

To become a student representative for a Core Course, an enrichment course, or for LAUNCH: once degree subject representatives have been elected, elections will be held in whole-year core lectures, during which students will be asked to self-nominate and to give a brief speech explaining why they wish to be elected. Once all nominees have spoken, the rest of the group will write the name of their chosen representative on a piece of paper and hand it to the lecturer, who will then count the votes and announce the winner.

If you are interested in becoming a Student Union Officer, you should speak to the LASO, or any current Student Union Officer, about how to put yourself forward for the elections, which are normally held in October.

The College's Student Voice Strategy may be read [here](#).

STUDENT-STAFF LIASION COMMITTEE

The aim of the Student-Staff Liaison Committee is to discuss feedback, complaints and suggestions relating to students' studies. There are elected student representatives for degree subjects, from each cohort. The Committee meets once a term. Committee agendas and minutes can be found on the VLE.

Further information can be found in the [Principles and Guidance for Student Representation](#).

TEACHING, LEARNING AND ENHANCEMENT COMMITTEE

The aim of the Teaching, Learning and Enhancement Committee is to enhance the teaching, learning and assessment for all the programmes delivered at the College. One elected student representative for each Faculty sits on this committee, which sits at least once a term.

STUDENT UNION AND STUDENT SOCIETIES

The Student Union provides support and information to students at the College and gives you the opportunity to join a number of student societies. For further information follow the link to the Student Union's [webpages](#):

SPORTS

The College and its links with Student Central and other London-based organisations offers opportunities to get involved in competitive and recreational sport, volunteering opportunities, and other forms of participation. For further information, please click [here](#).

OTHER USEFUL INFORMATION

STUDENT CONDUCT

The College prides itself on being a place of learning, discussion, enquiry and discovery. The College is a community of colleagues, staff and students alike, together engaged in the adventures of ideas. It is therefore important the students and staff are respectful of other people's beliefs and views. The Student Code of Conduct and Disciplinary Procedures defines the behaviour expected of students. Students are advised to review this policy which can be found on the College website [here](#).

SAFETY AND CRIME

Although London is a relatively safe city in which to be a student, it is still important to be vigilant, especially at night. We all drop our guard sometimes, especially when we have had a few drinks or are tired and stressed after a long day of studying. Adopting a few sensible precautions and being aware of the dangers will help you to avoid becoming a victim.

The 'Opportunist Thief' commits 80% of crime, which implies that many crimes could be prevented. The bulk of crime includes burglary, theft of and from cars and theft of pedal cycles. The fact is that a few elementary precautions, which make it more difficult for the thief, may well prevent you from becoming another crime statistic. These include:

- Keep valuable items such as phones and MP3 players out of sight.
- Avoid travelling alone in quiet areas, especially at night.
- Walk facing traffic so that you can see all on-coming cars.
- Be extra vigilant when using cash machines – protect your PIN.
- Never leave your drink unattended.
- Try to let someone know where you are when out.
- Only use authorised cab companies or black cabs.
- Do not hitchhike or accept lifts from strangers.
- Cover up expensive looking jewellery.

TIPS FOR MANAGING YOUR MONEY

A little research will go a long way in helping to stretch your money. The web is the perfect place to start tracking down special offers – [Student Beans](#) and [Save the Student](#) are worth looking at and this is Save the Student's guide to [student bank accounts](#).

Here are some top tips:

- Study resources, most notably books, can be purchased second hand on several websites saving a great deal of money.
- Socialising costs (including clubbing, going to bars, cinema, and eating out) can be kept down by using places that provide student discounts or offer specific student nights. Check out discount voucher websites for 2 for 1 meal deals.
- Students can buy discounted public transport Oyster Cards and London has a bike scheme (see [Transport for London](#) for details).
- Make the most of London’s free museums, galleries and festivals – it’s the ideal way of experiencing the city without denting your budget.
- Go to swap shops when you get a shopping craving – everything is free and your wardrobe gets a clear out.
- There are numerous opportunities for students to work part-time in London, and a good way of doing this is to register with a local temp agency. Working part-time is a great way of covering living costs, although it is important that this work does not affect your studies and you should not work more than 15 hours per week.
- Invest in a decent cookbook and head to the local supermarket on a full stomach with a list in your hand. If you plan your meals for the week, you will save on impulse buys. Pack a lunch to save money.

COST OF STUDENT LIVING IN LONDON

This is a rough guide to how much you might expect to spend on a weekly basis during your time in London. Aside from accommodation, living expenses will generally take up the majority of your budget. Of course, this is entirely dependent on the kind of lifestyle you lead and the amount of money you like to spend. There is a perception that London is more expensive than other cities in terms of living costs. This can be the case, but there does tend to be some degree of exaggeration.

Based on our research we anticipate the following will be a sufficient weekly budget for living costs for an average student lifestyle in London. The weekly budget costs are an average and you may spend less or more, depending on some a variety of factors and money saving tips.

Type of Cost	Average per week
Accommodation Halls of Residence (includes heating, electricity, water, wireless, contents insurance)	£211.00
Books	£10.00
Food, toiletries & general housekeeping	£50.00
Socialising & entertainment	£40.00
Transport (18+ Oyster card zones 1-2)	£24.50
Contingency	£10.00
Total	£345.50

BOOKS

We recommend that you use the excellent library facilities available to our students and that where possible you purchase your books from second-hand book shops or buy second-hand books online to minimize your expenditure in this area

INSURANCE

If you stay in our recommended accommodation contents insurance is included in your weekly rent. If you choose to stay elsewhere, possessions insurance is optional, but we do recommend that you have your possessions insured either through your parents' household contents policy or one of the specialist student contents insurance providers.

TV LICENCE

If you stay in our recommended accommodation, you will have a flatscreen Freeview TV in your shared living area. For this, you do not need a TV licence. However, if you choose to watch IPTV live or have your own TV in your bedroom, you are required to have your own [TV licence](#) which costs £154.50 per year.

BUDGET CALCULATOR

Use a [budget calculator](#) to ensure that you aren't spending more than you should.

PUBLIC VENUES

Making the most of London's free museums, galleries and festivals is the ideal way of experiencing the city without denting your budget.

PART-TIME WORK

There are numerous opportunities for students to work part-time in London, and a good way of doing this is to register with a local temp agency. Though working part-time is a great way to cover living costs, it is important that this work does not negatively affect your studies.

PLACES OF WORSHIP

The College has no religious affiliation and welcomes students from all religious backgrounds. SAS can provide information, advice and guidance of local places of worship upon request.

COMPLAINTS

We hope that you never need to make a complaint whilst at NCH, but we recognise that problems can occasionally arise. If you feel something has gone wrong, please do not suffer in silence – raise your concerns with someone immediately.

For more information please familiarise yourself with the full [Student Complaints Policy and Procedure](#).