



# **PARTNERS**

**Academic Summer  
School 2024**

**Student Handbook**

# Welcome to the PARTNERS Academic Summer School!

This document gives you the essential information for the Summer School, including contact details and further detail about attending PASS during your on-campus days, and accessing online activities, events, and services.

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# 1. The PARTNERS Academic Summer School

## 1.1. Welcome

Hello, and welcome to the PARTNERS Academic Summer School (PASS)!

The Academic Summer School will give you a unique opportunity to demonstrate your potential for studying at Newcastle University, and it will help you to develop the skills you need to be a successful university student. We expect you to work hard during PASS and to abide by the University regulations set out in this handbook. Like most things, you will find that the more effort you put into the Summer School, the more you will get out of it.

By the end of PASS, you will have achieved and developed the following:

- Knowledge, understanding and skills in your chosen subject area
- A range of skills needed for success at university
- Familiarity with the University campus
- Confidence in your ability to succeed at university
- Contact with some of the staff who will be involved in teaching you at the University

This handbook should answer many of your questions and give you some idea of what to expect from the Summer School. Please read it carefully.

If you still have questions once you have read this handbook, or there is anything you do not understand, please do not hesitate to contact us before the start of the Summer School or speak to us during the event – don't forget, we're here to help you!

## 1.2 The PARTNERS Academic Summer School

The PARTNERS Academic Summer School consists of two elements.

- **PARTNERS Induction week (Monday 24 – Friday 28 June)**

The Induction week is **optional** and does not count towards your PARTNERS lower offer, although we encourage you to participate in as much as you are able. The week is hosted on Canvas, Newcastle University's Virtual Learning Environment. Our Canvas site contains the PARTNERS Hub, in which you can access modules on HE Study Skills and Careers & Employability, as well as a range of other services.

- **PARTNERS Academic Summer School (Sunday 30 June – Friday 5 July)**

Attendance at the PARTNERS Academic Summer School is **required** for you to receive your PARTNERS lowered offer. You must participate in all required activities in this period, as outlined in the Code of Conduct. **Please note that all social activities are optional.**

### 1.3 Your Academic Subject Strand

During the Summer School you will attend sessions in your chosen subject area and undertake exercises and project work. Your subject strand and on-campus dates have been emailed to you.

If you do not know your subject strand and have not received communications from us, you must contact the PARTNERS team as soon as possible at [academicsummerschool@ncl.ac.uk](mailto:academicsummerschool@ncl.ac.uk).

The aim of this strand is to enable you to demonstrate your potential to be successful in Higher Education by showing a grasp of entry-level knowledge, understanding and specific skills in your chosen subject area.

Provisional information on the subject-specific syllabus that you will be studying is available to view online at: [www.ncl.ac.uk/pass/subjects/#timetables](http://www.ncl.ac.uk/pass/subjects/#timetables)

Take time before the Summer School to familiarise yourself with this information so you have an idea of what to expect from the Academic Subject strand (and what we expect from you!) once the Summer School begins. You may also be asked, in some subject areas, to do some reading or collect some information in advance of the Summer School.

### 1.4 Formative Assessment

The project work set by the academic School will be based on the information and knowledge that you are taught at the Summer School. If you are beginning a new subject at university, which you have not studied at school or college, you are not expected to have any prior knowledge of the subject.

#### 1.4.1 Academic Summer School Results

Students will be required to complete and submit a formative piece of work based on what they have learned during the Summer School. Although you are not formally assessed on your work, you are expected to engage in all academic sessions and put a lot of effort into your assigned tasks.

**Your overall Summer School result will be emailed to your Newcastle University email address on Monday 5 August 2024.**

#### 1.4.2 Feedback

Academics will provide feedback to all pupils who submit a project; you will be told about the arrangements for collecting this feedback during the Summer School.

If you're unsure about how to get your feedback, please speak with your academic during the Summer School. If you have any questions about this after the Summer School, drop the PARTNERS Team and email via [academicsummerschool@ncl.ac.uk](mailto:academicsummerschool@ncl.ac.uk).

## 1.5 The Academic Summer School Timetable

A final version of the timetable will be given to you via Canvas on Monday 24<sup>th</sup> June 2024, **but only if you have completed your Code of Conduct by 19<sup>th</sup> June.**

[Click this link from 24 June to get access to your final timetable \(you will require your Canvas login details\).](#)

During PASS, formal sessions may run from 9am – 6pm each day. Please note, the final timetable will replace any provisional timetable you have seen or been given in advance of the Summer School as there may have been changes.

On some days you will have private study periods when there are no scheduled sessions. These are indicated on the timetable, and you are welcome to use the quiet study areas within the Philip Robinson Library. You should use this time to complete work, prepare for your next session or meet up with your personal tutor.

There will also be time during the day for breaks, lunch, and opportunities to meet up with friends on the Summer School. As previously mentioned, you are expected to attend all of your academic sessions, regardless of whether they are online or on-campus.

Please allow yourself time to find the locations for your sessions. At each session a register will be circulated for you to sign so that we can monitor attendance.

### 1.5.1 The first day of PASS (on-campus)

During your first on campus-day, registration will be at one of two locations:

- Sunday 30<sup>th</sup> June – Dame Margaret Barbour Building, NE2 4DR ([Map Reference 110](#))
- Wednesday 3<sup>rd</sup> July – Sports Hall 2, Newcastle University Sports Centre, NE2 4DR ([Map Reference 70](#))

All students (both commuting and residential) can arrive at any time **from 1pm-4pm**, though we strongly encourage commuting students to arrive no earlier than 2:30pm.

All students will be informed of their arrival date in a confirmation email from the PARTNERS team. If you do not have the email or are unsure of your arrival date, please get in touch with the team urgently.

## 1.6 Higher Education Skills

In this strand, we introduce you to the skills you will need to develop to be a successful university student and make the most of your time at university.

Sessions include, but are not limited to: Independent Learning, Critical Analysis, Academic Referencing, and Note Taking. Many of the skills you learn in this strand will be incorporated into your academic project work.

## 1.7 Employability

It's never too early to think about what you can do with your degree, and at the Summer School you'll take part in sessions developed by the Careers Service and our Alumni network, which will give you a broad overview of the services available while you're at Newcastle University and some ideas about what do after you graduate.

## 1.8 The PARTNERS Team

The central **PARTNERS Team** are all members of the Student Recruitment Team. Please get in touch with us if you have any questions about the Summer School, either by email (below) or via the different contact options detailed at the end of this section.

|                |   |
|----------------|---|
| Dawn Dowling   | PARTNERS Manager                          |
| Sam Mead       | PARTNERS Co-ordinator                     |
| Scott Douglass | PARTNERS Co-ordinator                     |
| Emma Green     | PARTNERS Support                          |
| Alex Lazzari   | PARTNERS Support & Social Activities Lead |

### 1.8.1 PARTNERS Student Reps

The central PARTNERS team is assisted by **16 Student Reps**, to help you settle in and make the most of your time during the Summer School—these Reps are current Newcastle University students, and many of them are PARTNERS Summer School graduates themselves, so they will be able to give you some excellent advice about your course and university life! You will be introduced to the Reps on the first day of PASS.

The '[Meet The PARTNERS Team & Student Reps](#)' page on Canvas gives a brief introduction to each of them and links to an 'ask us anything' discussion board, which the reps will cover **10am – 4pm every day of the Summer School**.

You can also contact the Reps by emailing [academicsummerschool@ncl.ac.uk](mailto:academicsummerschool@ncl.ac.uk) or by visiting them at PASS HQ in the Boiler House.

### 1.8.3 Contacting the PARTNERS team

For the duration of the Summer School, the below support will be available to you both on-campus and virtually via our remote helpdesk.

#### PASS Helpdesk (on-campus)

When you're on campus, we will be operating an in-person helpdesk based in the PASS HQ (Boiler House) which will be clearly signposted. This will be staffed by the central PARTNERS Team and Student Reps.

#### Email (response within 24 hours)

Contact us via the following address and we'll get back to you ASAP. During the week of PASS, this inbox will be monitored consistently between 9am-5pm.

[academicsummerschool@ncl.ac.uk](mailto:academicsummerschool@ncl.ac.uk)

This email address is available now, right through until after Results Day - feel free to get in touch!

### Telephone Call-Back

Call on us on the number below, leave a message (remember to leave your name & number!) and we'll aim to call you back within 24 hours:

**0191 208 6094**

- Helpdesk Phone (available Sunday 30 June – Friday 5 July only)
  - On campus helpdesk phone number: **07341682352**
  - Online helpdesk phone Number: **07769648501**

### Canvas Discussion Boards

Head to our Canvas Discussion boards if you've got a question or need help at all and one of our Student Reps will get back to you ASAP. These will be monitored between **9am-5pm** each day of PASS.

[Canvas Discussion Boards](#)

### Incident Report Form

If you have a serious complaint about the Summer School or incident which you would like to report, please complete our Incident Report Form by following the link below. Incidents could refer to any serious incident or misbehaviour, such as the use of racist, homophobic, or sexist language, the use or encouraging use of illegal substances, or any activity deemed to be a risk to health and safety. Upon receipt of the form, we will get in touch to outline any actions which will be taken by the PARTNERS Team. **Please note that this form is intended for use only in the instance of a serious complaint. Minor issues should be discussed using one of the contact methods above.**

[Incident Report Form](#)

### 1.8.4 Safeguarding/Child Protection

A small number of attendees will be under 18 during PASS and as such, we take safeguarding very seriously. All of the PARTNERS team are trained in child protection. However, if you are not comfortable discussing a situation with a member of the PARTNERS team, we also have a dedicated child protection phone number available



24/7 for the duration of PASS (except for overnight on Tuesday 2<sup>nd</sup> July) which will be manned by a trained member of staff from the University.

Child Protection number - 07563251779

This number should only be used in emergencies. Please do **not** call this number with general queries, use the helpdesk for this.

## 2. Support During PASS

### 2.1 Personal Tutor

During the Summer School you will be allocated a **Personal Tutor**. This will be either Dawn Dowling, Scott Douglass, or Sam Mead from the PARTNERS Team. You will be notified who your Personal Tutor is, alongside their email address, in your PASS welcome email.

If you are struggling to cope during the Summer School for any reason, we would encourage you to contact your Personal Tutor as soon as you can. The earlier we know about a problem, the more we can do to help you.

### 2.2 Academic Tutors

All the staff involved in teaching at the Summer School are here to help you develop the skills you will need to make the transition from school/college to university and to help you succeed at university.

### 2.3 Summer School Helpdesk

If you need any help, advice, or support, or if you get lost, there will be a helpdesk in the PASS HQ (Boiler House), on each day of the Summer School. A member of staff or PARTNERS Rep will be available to answer your questions. You will be shown the location of the helpdesk on the first day of the Summer School.

A first aid kit is kept at the helpdesk at all times. All Summer School staff are qualified to provide first aid care.

### 2.4 Student Wellbeing Service

The Student Wellbeing Service provides information, advice and guidance on a wide range of student support issues including help with finances, support for students with a disability, long-term medical condition, specific learning difficulty or long-term mental health condition, and counselling for students experiencing emotional or psychological difficulties. The service is without charge and is available to all current students, including all those who are attending the Summer School.

Members of the University's **Specialist Learning, Disability Support**, and **Mental Health** teams are available for drop-in, one-to-one appointments at lunchtime (**12-2pm**) each day of the Summer School. Appointments will be available in-person, or online via

Teams/Zoom. Contact the PARTNERS team via the Helpdesk to make an appointment at a specific time.

For non-urgent contact, please contact the teams via email: [DisabilityAdvisor@ncl.ac.uk](mailto:DisabilityAdvisor@ncl.ac.uk).

If you would like to make an appointment during the Summer School, please contact the relevant address above or PARTNERS Academic Summer School Team ([academicsummerschool@ncl.ac.uk](mailto:academicsummerschool@ncl.ac.uk)) and they will be able to help direct your query.

Alternatively, you can contact the Student Wellbeing Service by phoning 0191 208 3333, when you call, please notify the call handler that you are a PARTNERS student in attendance at the Summer School.

## 2.5 Careers Service

As part of the Higher Education Skills strand of the Summer School you will be given information about the University Careers Service. They support current students and recent graduates with practical support (CVs, interview techniques etc.), help students to find employment, internships, and work experience while they are at the University or once they graduate, and work with employers to advise students on the skills they need to develop whilst at university.

For more information you can visit [www.ncl.ac.uk/careers](http://www.ncl.ac.uk/careers).

## 2.6 Library

You will receive guidance on how to use the University Library within the Higher Education Skills module on Canvas. As a student on PASS, you can access our Library's full range of services, both online and in person. You will also receive a smart card for use during the Summer School which can be used for photocopying. All physical books that you have borrowed must be returned to the Library **BEFORE Monday 22 July**. Failure to do so may result in you failing the Summer School.

You can access more information about the library via [www.ncl.ac.uk/library](http://www.ncl.ac.uk/library)

## 2.7 Travel to School or College

If you don't have reliable internet access at home and need to travel to school/college to access computer systems, we are able to reimburse your travel costs to and from school/college for each virtual day of the Summer School (including extra days allocated before your assessment hand-in date).

Please contact us at [academicsummerschool@ncl.ac.uk](mailto:academicsummerschool@ncl.ac.uk) with the subject line 'School Access for Virtual Days' to liaise your expenses after PASS.

## 2.8 Childcare Costs

If you have children, you may be entitled to claim financial support to help offset the cost of childcare during the Summer School. If you would like to discuss your own requirements, or find out more about the application procedure for childcare support,

you should contact Scott Douglass prior to the Academic Summer School, by emailing [academicsummerschool@ncl.ac.uk](mailto:academicsummerschool@ncl.ac.uk) with the subject line 'Childcare Costs during PASS'.

## 2.9 Safety and Security

The University has a 24/7 Security team, available to contact in the event of an emergency. Security regularly patrol University-owned residences, including Park View Student Village.

You can contact them 24 hours a day, seven days a week on 0191 208 6817.

### 2.9.1 Safezone App

Safezone is a free app that connects you directly to University Security. If you raise an alarm or call for help on-campus, Security will be alerted so they can help you quickly and effectively.

We highly recommend that you download the Safezone App, prior to arriving to campus:

[Safezone on the App Store](#)

[Safezone on Google Play](#)

## 3. On-Campus PASS Days

### 3.1 Travel expenses

We can book travel for you, provided you intend to travel by coach, train, or plane. If you choose to book your own travel, or will be using local bus/metro services, we will reimburse your travel costs providing that you travel by the cheapest method possible.

If you are staying in University accommodation, we will reimburse you for one return journey from your home address. If you are travelling to the University each day, we will only reimburse return travel for your timetabled contact days.

Arrangements for reimbursement of travel expenses will be explained to you during the Summer School induction session. Please be aware that we may be unable to reimburse costs until September 2024.

### 3.2 Lunch vouchers

We will issue lunch vouchers from the helpdesk in PASS HQ (Boiler House) **for all PASS students** each day. You can use the vouchers at any EAT@ catering outlet on campus (excluding any in NUSU). The amount will cover the cost of a sandwich and a drink, so you might want to bring money for extra drinks and snacks.

### 3.3 Accommodation

Students who are unable to travel to University each day have been offered the opportunity to stay in student accommodation at Newcastle University free of charge

during the Summer School. If you are staying in accommodation, you will receive breakfast and dinner each day.

Please refer to your Accommodation confirmation email detailing your arrival date. Students will be provided with keys during an Accommodation briefing once you arrive to campus.

### 3.4 Local students commuting to campus

If you are deemed to be local to the Newcastle University campus, you won't have been eligible for travel and accommodation. However, we can reimburse travel costs of up to £25 during your on-campus days of the Summer School. You can visit the helpdesk at PASS HQ to claim your expenses - please retain your travel tickets as proof of purchase.

Additionally, you will receive lunch vouchers during your on-campus days to spend at University catering outlets.

### 3.5 Prayer Rooms

There will be a Muslim prayer room available on campus for anyone who wishes to use it during PASS, as well as other quiet and reflection zones. Further details on opening times and locations can be found at [www.ncl.ac.uk/chaplaincy/faith-values/facilities/](http://www.ncl.ac.uk/chaplaincy/faith-values/facilities/).

If you wish to access the prayer room, please visit PASS HQ (Boiler House), so a Student Rep can direct you to the correct location. Please note any students aged under 18 during PASS, will require a Student Rep to accompany them to the Prayer Room.

### 3.6 Sport and Fitness Centre

During on-campus days, PARTNERS students will be able to access the University Gym free of charge. Show your Student ID card to the desk at the Sports Centre, and mention to staff that you are a PARTNERS student on the Summer School, and they will let you in. To find out more about the sports facilities, opening times and more, visit the Sports Centre webpage here: <https://www.ncl.ac.uk/sport/>.

## 4. Email and Online Safety

### 4.1. Your University email account

Your email is accessible via <http://office365.ncl.ac.uk/> . This address also gives you access to **Office365**, including **OneDrive, Word, Excel, PowerPoint, and Teams**.

Login using the same login details you used for Canvas. Enter your email address in the format c98460279@newcastle.ac.uk

Academic staff and the PARTNERS team will be using this email address to contact you, so please **check it regularly!**

## 4.2. Staying safe online during PASS

Please remember that you understand and have agreed to abide by the following rules about online activity over the course of the Summer School:

- Be responsible for your behaviour when using the internet
- Do not search for or share material considered to be offensive or illegal. If you accidentally come across any such material, report it immediately to a member of staff
- Do not give out any personal information about you or others online
- Do not allow anyone else access to the online platform
- If you are concerned or upset about anything you see on the platform or any messages that you receive, please report it as soon as possible
- All live sessions will be recorded, it is your responsibility to turn off camera and sound if you do not wish to be seen
- You have agreed to the online usage agreement set out in the Code of Conduct. You can view the Code of Conduct at any time on our website – [www.ncl.ac.uk/pass](http://www.ncl.ac.uk/pass)

## 4.3 Etiquette for online seminars

In your Academic Subject Strand you will have the option to take part in live online sessions via Zoom. All live sessions will be recorded and uploaded to Canvas so you can catch up. In order to get the most out of live sessions, here are a few tips:

- Try to find a quieter place with fewer distractions
- Do what you can to ensure you have good internet and phone signal. For example:
  - If your bandwidth or signal is low and unstable, try turning off your video.
  - Close tabs and applications you won't need, particularly those with notifications.
- Make sure you sign into the Zoom session with your full name and your Newcastle University email address.
- All live sessions are recorded. Zoom will give you a prompt when recording starts; if you do not wish to be recorded on the seminar session it is your responsibility to ensure you turn your video off at this point
- Stay on 'mute' unless asked to contribute
- To ask a question either type it into the chat panel or use the raise hand function
- Treat online seminars as you would a real face-to-face seminar. Please arrive promptly, dress appropriately and check what's in your background!
- All live sessions are recorded, so you will be able to watch and listen after the live event if you are not able to attend in person

# 5. Canvas

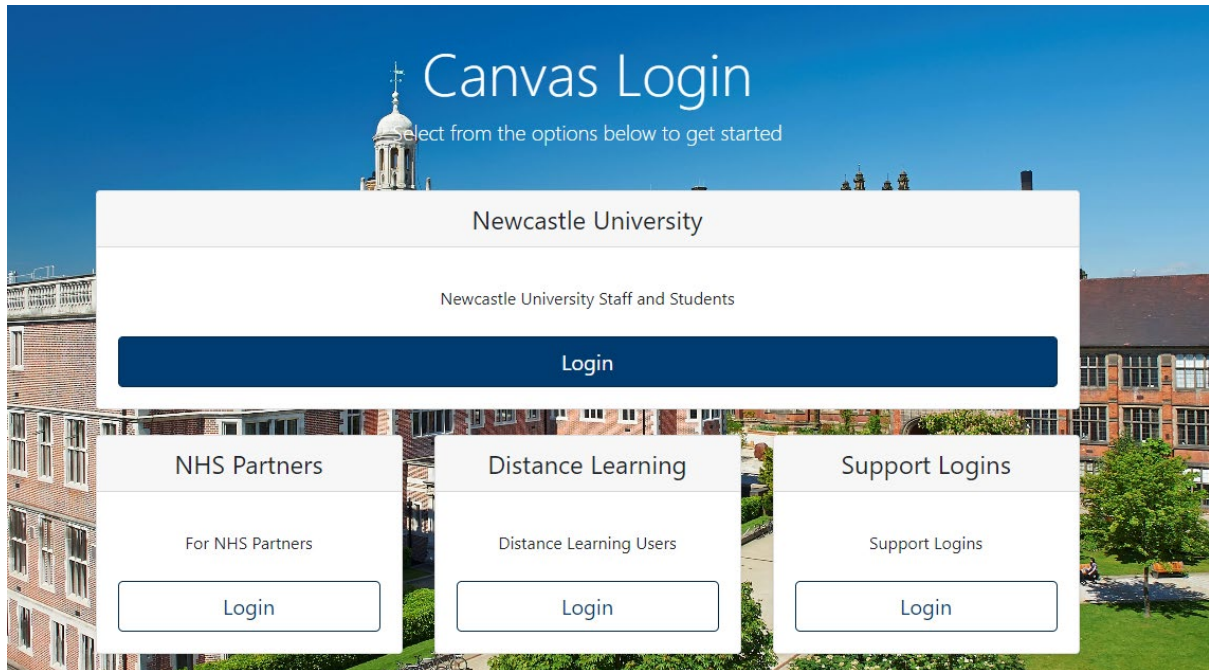
## 5.1 Logging into Canvas

You have received login details (your **student number** and **password**) that give you access to **Canvas**, which is our online Virtual Learning Environment (VLE). All main

elements of the PARTNERS Academic Summer School will be delivered through Canvas.

To log in, follow these steps:

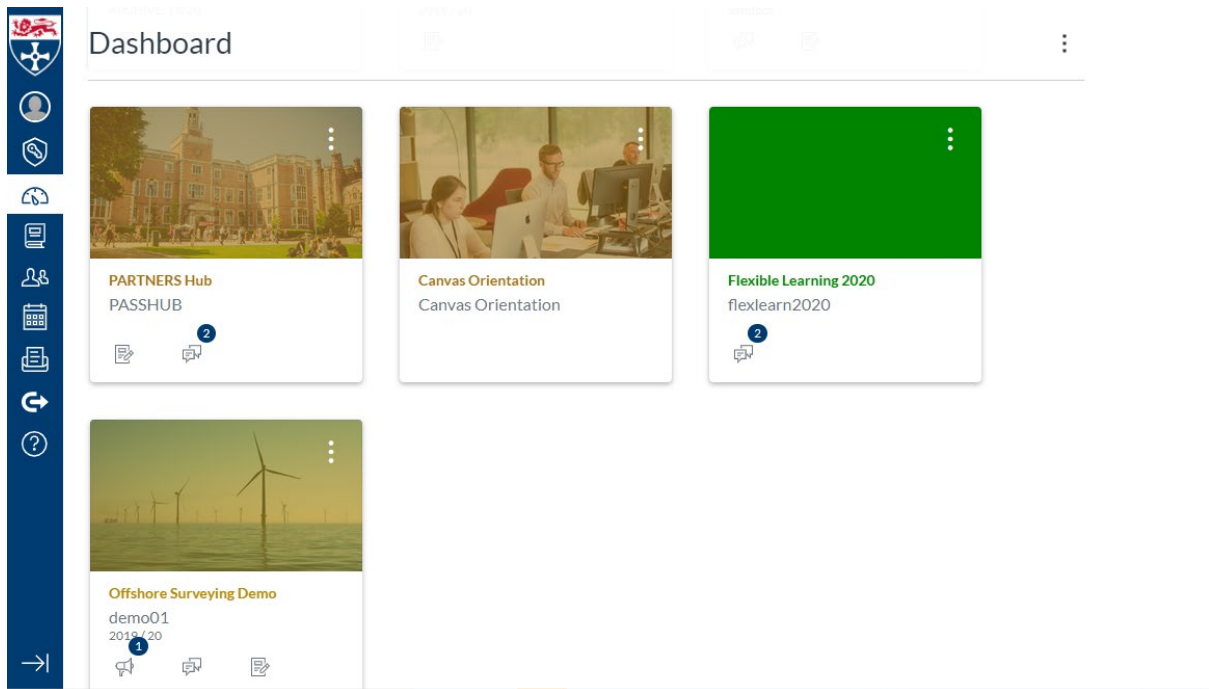
1. Go to <https://canvas.ncl.ac.uk/login/>. You will come to a landing page that looks like this:



2. Click on the blue 'Login' button and enter your student number and password.

- You must enter your username in the format [username@newcastle.ac.uk](mailto:username@newcastle.ac.uk)
- Remember to enter your password in the exact format that is specified in your email from the PARTNERS Team.

3. Once you have entered Canvas, you will find a dashboard page that looks like the image below, with all the PASS courses you are registered for. **Please note: this dashboard will also contain your subject-specific course (from Monday 1<sup>st</sup> July), which will be included with the other course on the main part of the page.**



4. Before you start with the PARTNERS Hub or your subject-specific strand we recommend you click on the 'Canvas Orientation' course, which will give you a quick guide to navigating around Canvas.

## 5.2 Canvas overview

From the Canvas dashboard you will be given access to two courses within Canvas:

- The **PARTNERS Hub** (available from **24 June if you have completed your Code of Conduct by 19 June**, the start of PARTNERS Induction Week)

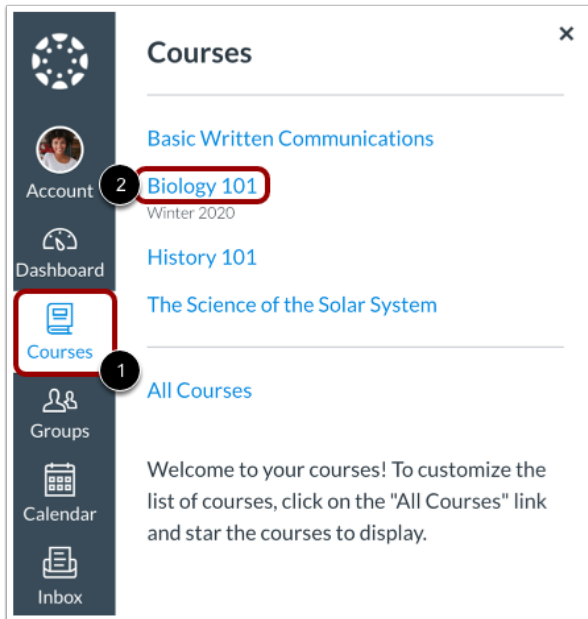
The Hub contains four sections:

- Welcome to the PARTNERS Hub page: contains introductory material and useful links, as well as your subject syllabus and student timetable
  - Higher Education Study Skills: an introduction to university teaching and learning
  - Careers & Employability: an introduction to careers and employment opportunities at the University and in your subject area
  - University Life: includes information on accommodation, student finance, wellbeing, BAME support, and Clubs and Societies
  - Social Activities: quizzes, tours, and more!
- Your **Academic Subject Strand** (available from **1 July**)
    - Please note, engineering students will receive two academic courses: Maths for Engineering, plus your specific engineering specialism.

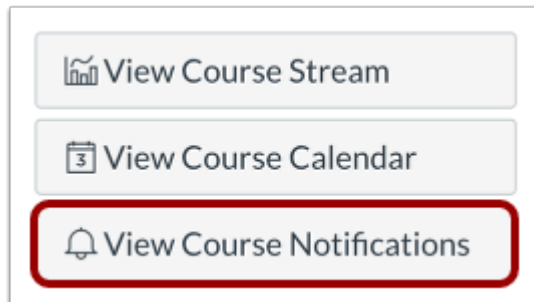
## 5.3 Notifications

During the Summer School you will participate in a lot of different activities, so we recommend you adjust your notifications settings. Follow the steps below to make these adjustments:



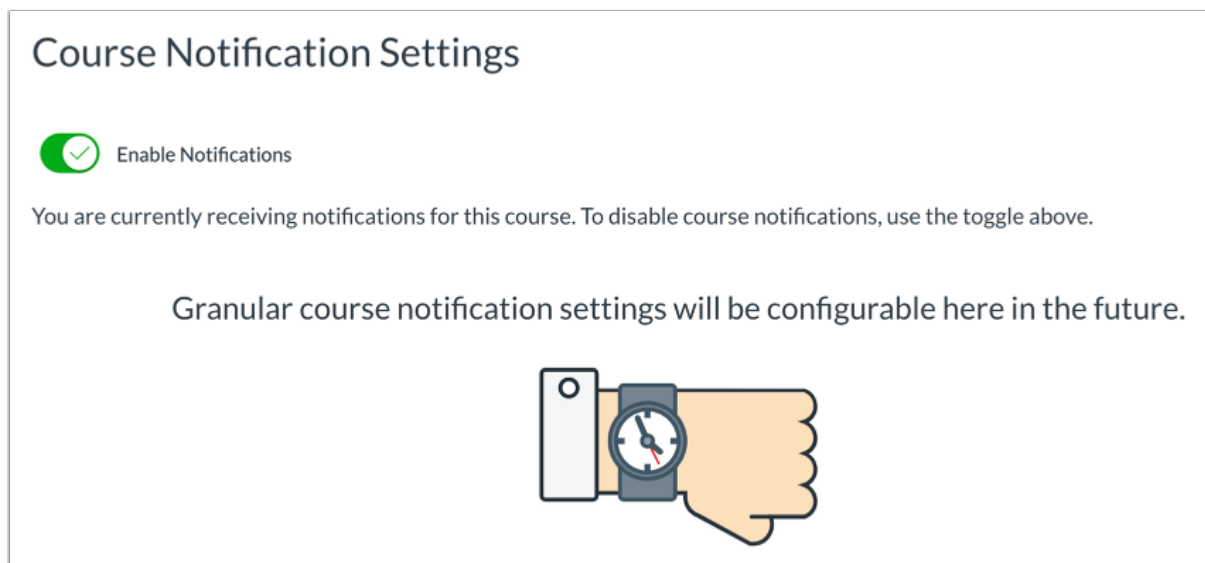


1. On the main Canvas landing page, go to the main navigation bar on the left. click the **Courses** link [1], then click the name of the course [2].



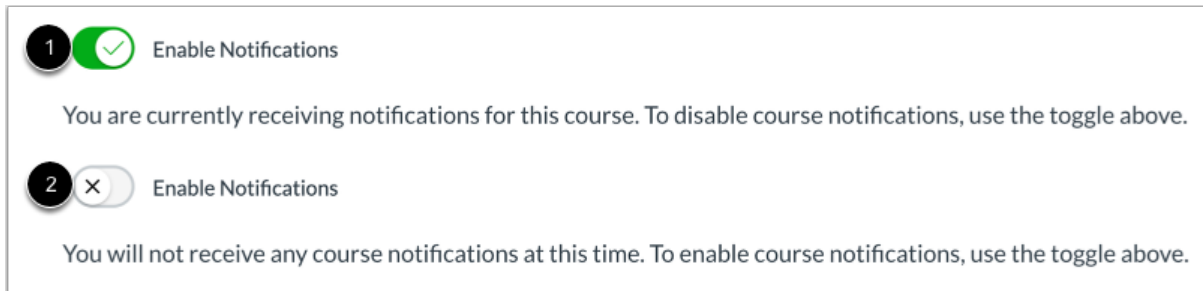
2. In the course home page sidebar, click the **View Course Notifications** button.

3. You can then manage notification settings for the course in the Course Notification Settings page.

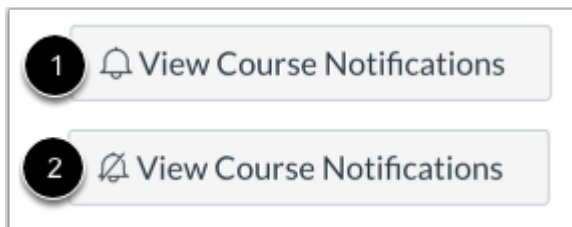




4. To manage your course notification settings, click the Enable Notifications toggle. When notifications are enabled for the course, the toggle displays a checkmark icon [1]. When notifications are disabled for the course, the toggle displays an X icon [2].



5. You can view your course notification status on your course home page. The View Course Notifications button icon displays if course notifications are enabled [1] or disabled [2].



## Canvas Help & Support

In addition to the support available from the PARTNERS Team, if you have any questions about the Canvas platform, such as access or technological issues, you can contact the Canvas Support Hotline:

+44 808 189 2336

Alternatively, you can chat to an online adviser. Please enter your email address as @newcastle.ac.uk when prompted when you access this feature:

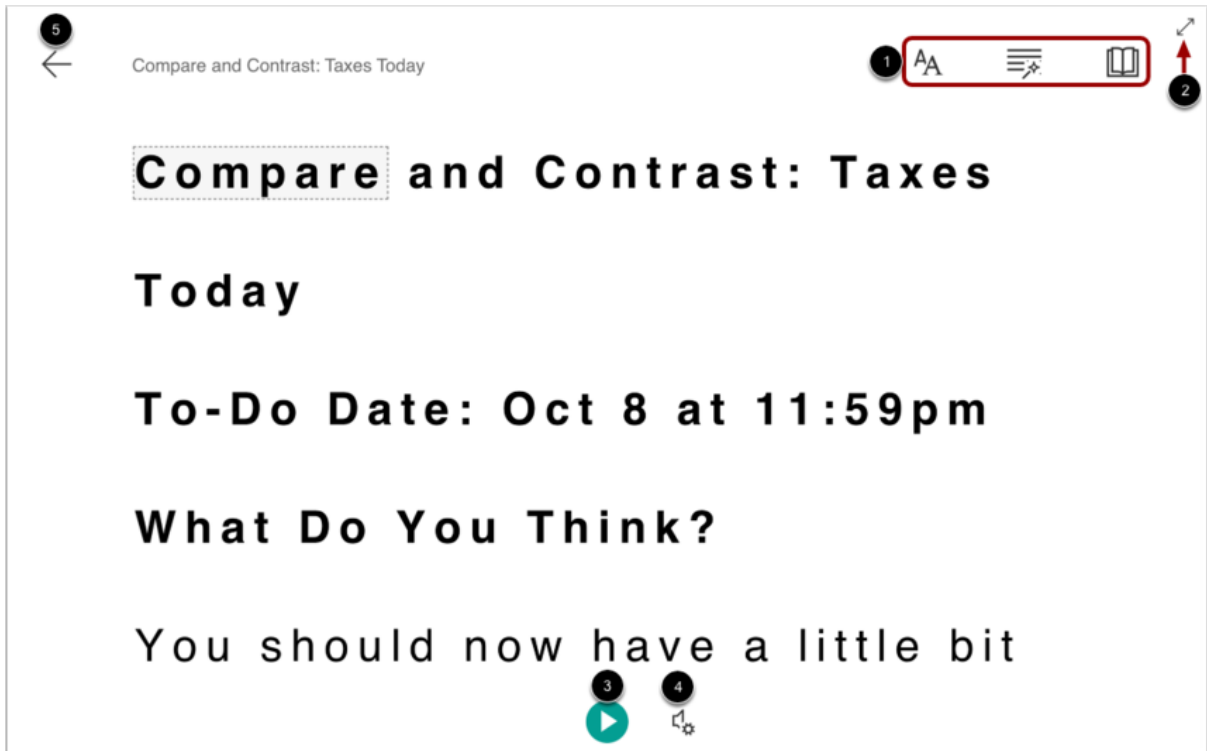
**[Chat with Canvas Support \(Students\) \(Links to an external site.\)](#)**

### 5.4 Immersive reader

Canvas has an immersive reader function that you may find helpful. You will see this button in the top right of each page:



Clicking this button will take you through to an immersive reader version of the page you were viewing:



The Microsoft Immersive Reader displays a variety of tools and options to enhance your reading experience.

You can manage text, grammar, and reading preferences using the toolbar [1]. To expand the reader display, click the **Full Screen** button [2].

To hear the page text read aloud, click the **Play** button [3]. To adjust audio settings, click the **Voice Settings** button [4].

To close the reader and return to Canvas, click the **Exit** button [5].

### 5.5 Canvas Student app

There is an app available for free download if you'd like to access Canvas through a mobile device. Please make sure you download the **Canvas Student** version of the app, via the links below:

- [Click here to download the Canvas Student app for Apple](#)
- [Click here to download the Canvas Student app for Android](#)

## 6. Social Activities and Diary Dates

### 6.1 Social Media

The Reps manage our Instagram page for all students who will be attending the Academic Summer School. You can use the Instagram to ask the Reps questions, post pictures and chat to other students attending the Summer School. Don't forget to tag us in any posts/stories @nclpartners!



### 6.2 Social activities

We are running a range of optional social activities throughout the week of PASS and the week before, both on-campus and virtually so you can wind down after each day of PASS. Keep an eye out for activities such as city tours, quizzes, mindfulness sessions and much more!

More details, including how to register for social activities, can be found on our [PASS social page](#). Please note that registration for some social activities will close when full capacity has been reached.

### 6.3 Parent, Carers and Guardians' Event

We will be hosting an optional live event during PASS Induction Week on **Wednesday 26 June at 6pm** for your parents, carers, and guardians to attend, where they can find out more about the Academic Summer School and what the University will be like for you when you start in September.

This session is not compulsory, and parents and carers can register to attend the event by clicking the link below:

[Parent, Carer and Guardians Sign up Form](#)

The event will take a blended approach, guests are welcome to join us on campus at Newcastle University (room location to be shared in due course) or join remotely via Zoom Webinar.

### 6.4 Careers & Employability Strand & Industry webinars

The Careers & Employability strand in the PARTNERS Hub will be hosting industry webinars on **Tuesday 2<sup>nd</sup> and Thursday 4<sup>th</sup> July**. This event is compulsory, and a great opportunity for you to meet and speak to professionals about what you could do with your degree once you graduate and start making some connections. The date and time you attend will depend on your PASS subject strand.

For more details, including information on how to join our LinkedIn group, visit the [Careers & Employability module](#) on the PARTNERS Hub (**accessible after 24 June**).

## 7. PARTNERS Programme Regulations

### 7.1 Successful completion of the Summer School

To successfully complete the Academic Summer School, you must adhere to the following:

- Abide by the behavioural expectations & standards set out in the [Attendee Code of Conduct](#) (Medicine students: please note that you have a [Medicine-specific Code of Conduct](#))
- Full engagement with all compulsory sessions, including:
  - 100% attendance at all present-in-person sessions
  - Engagement with all compulsory online sessions, as directed by your strand leader and PARTNERS Team
- Submit your Formative Assessment, as directed by your strand leader
- Submit the PASS Evaluation Form, by 5pm on Monday 8 July 2024

If you successfully complete the Summer School and meet the other terms of your conditional offer (i.e. certain grades or points in your A levels or equivalent qualifications), then you will automatically have a place on your chosen degree programme.

If you do not successfully complete the Academic Summer School, or you do not achieve the required grades in your A levels or other qualifications, then you are advised to contact Newcastle University as soon as you know your results. It is possible that you may still be accepted onto a place at the University depending on your overall performance and the places available. If you cannot be accepted onto your chosen degree programme we will help you to explore other options, including places available on other courses within the University through Clearing.

### 7.2 General regulations

In order to be admitted to the Programme you are required to complete the Summer School Code of Conduct that you must sign before attending PASS. The General Code of Conduct is available on the PASS webpage here: [www.ncl.ac.uk/pass/#codeofconduct](http://www.ncl.ac.uk/pass/#codeofconduct)

The Code of Conduct states that you must conform to the discipline of the University and to all regulations and rules in force. Students are responsible for making themselves familiar with all regulations and rules affecting them. The formal Regulations are as follows:

Students using the University's computing facilities must comply with the Computer User's Agreement and the Rules of Use. A copy of the Rules and the Agreement can be found at [www.ncl.ac.uk/itservice/rules/](http://www.ncl.ac.uk/itservice/rules/)

Students using the University Library must comply with the Rules and Regulations of the University Library. The regulations can be found at [www.ncl.ac.uk/library/about/rules-regulations](http://www.ncl.ac.uk/library/about/rules-regulations)

### 7.3 Fees and charges

Fees and other charges (i.e., library fines) must be paid at the times prescribed by the University. No award for successful completion of the Summer School will be made to any students who has not fulfilled all financial obligations to the University.

### 7.4 Discipline

Any student on the Academic Summer School who has completed the Code of Conduct is subject to the discipline of the University. All students subject to the discipline of the University are required at all times during their periods of study to be of good behaviour and to observe all regulations affecting them which may be made from time to time by the University or other institutions which they attend as part of the PARTNERS Programme.

Any student subject to the discipline of the University will be liable in cases of misconduct to such punishment as may be embodied in the disciplinary procedures approved by Council. Misconduct may include being found guilty of an offence in the criminal courts.

Students are required to make good, to the satisfaction of the University, any damage or injury they may cause to the property of the University or to any institution attended as part of the PARTNERS Programme or to the property of individuals thereof.

The University is legally required to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the University and for visiting speakers, and that the use of University premises is not denied to any individual or body of persons on any grounds connected with the beliefs or views of that individual or of any member of that body or the policy or objectives of that body. All persons subject to the discipline of the University must comply with the Code of Practice approved from time to time by the University for the purpose of meeting these statutory requirements.

The University is legally required to take such steps as are reasonably practicable to ensure adherence of members, students and employees of the University to the Copyright, Designs and Patents Act 1988 and to the Copyright Licensing Agency and Educational Recording Agency Licensing Agreements. Provisions of the Act and the Agreements are available in all University departments and all persons subject to the discipline of the University must comply with these requirements as breaking of the relevant legislation may result in legal action against individuals and the University.

### 7.5 Absence from the Summer School

Attendance for the entirety of PASS (30 June - 5 July) is compulsory.

Absences will only be granted in exceptional circumstances, with evidence such as a doctor's note or hospital appointment letter. Holidays or trips will not be considered legitimate reasons and will be recorded as unauthorised absences. If you miss a day of PASS without good reason, this could impact your successful completion of the Summer School, and jeopardise your lower conditional PARTNERS offer.

## 7.6 Smoking

Newcastle University is a smoke free zone. Smoking is not permitted on University premises or grounds at any time as detailed in the University's No Smoking Policy:

## 7.7 Internet Use

The University has a strict policy on internet use. Details of this policy can be found at [www.ncl.ac.uk/itservice/rules/](http://www.ncl.ac.uk/itservice/rules/). Please note that computer usage is monitored, and any breaches of this policy could jeopardize your place on the Academic Summer School, and any subsequent place at the University.

## 7.8 Rules relating to the submission of work

The Summer School is intensive and if you fall behind with work you may find it difficult to catch up. In the case of any absence from the compulsory sessions that is not separately explained, with supporting evidence, the University would reserve the right to fail the student on the Summer School.

Spelling and grammar are important, as is submission of organised and neat project work or assignments. You will be given additional guidance on the submission of your Project Work from academic tutors and the PARTNERS Team during the Summer School.

We will not accept work which is handed in after the deadline. Students who do not submit project work on time will not be considered to have successfully completed the Summer School. For the majority of subject strands, submission is through an online system, it is not possible to submit work online after the deadline.

Extensions to deadlines will be granted only in extreme mitigating circumstances and after speaking to relevant members of academic and PARTNERS staff. A formal procedure is in place for such mitigating circumstances, and details will be available during the Summer School.

## 7.9 Conduct of assessments

The following rules apply to all students accepted onto the PARTNERS Programme:

- Candidates are required to complete all components of the assessment for which they have entered by the due date
- Candidates are responsible for retaining all forms of assessed work returned to them after marking by assessors. Academic work so retained may be recalled from candidates, if required by the External Moderator or for assessment or review purposes, or for Quality Assessment or Audit purposes.
- Candidates shall be subject to such academic consequences as the Board of Assessors may determine with regard to the marking of the work.
- Work that is not entirely the candidate's own, and which has not been adequately attributed, will be failed.

## 7.10 Cheating, Plagiarism, or Fabrication of Results

Tutors are experts at identifying work that is made up or copied from another person or source. The University has software that is able to identify work that has been downloaded from the Internet, and also work partially or wholly generated by AI (Artificial Intelligence) sources. In cases where this is found, the PARTNERS Team is required to abide by the rules set down by the University in the [Assessment Irregularities Policy](#).

If you are found to have copied work or downloaded it from the Internet or any other source, you will fail the Summer School and your chances of taking up your place at Newcastle University will be jeopardised.

## 7.11 Insurance

The University's insurance does not cover loss or damage to personal belongings that you bring on campus. These are your own responsibility.

## 7.12 Fire

In the event of the fire alarm ringing, students within the building must leave immediately and congregate in the appropriate designated areas.

## 7.13 Health and Safety

If you, or any member of your immediate family, are suffering from an infectious illness deemed on medical advice to represent a significant risk to other students, you must contact the PARTNERS Team immediately.

If you are pregnant and will be working in a laboratory, you must inform your academic tutor or a member of PARTNERS staff.

During the Summer School you will take part in supervised lectures, seminars and laboratory-based activities conducted on campus in accordance with the University's Health and Safety procedures. In a few cases you may be taken off campus to visit local companies and employers. In these cases, you will be accompanied by a supervisor.

The University's Health and Safety arrangements are set out by the University Safety Office on their website. All members of staff, students and other persons on University premises are required to comply with safety regulations in force. To find out more visit <https://www.ncl.ac.uk/student-progress/policies/policies/health/>.

## 7.14 Mobile phones, personal listening devices, and photography

Mobile phones and personal listening devices must be switched off during lectures, tutorials, meetings and when in the Library and computing clusters.

Students must not take photos or video footage with mobile phones or cameras, without the permission of those in the pictures/films. The University can accept no responsibility for photography or films taken by students on their individual mobile phones or cameras.

If you have given us photography/filming position when signing your Code of Conduct, Newcastle University reserve the right to use photographs in which you appear, or images provided by you, to help illustrate the PARTNERS Programme and the University. This applies even if you do not register as a student at Newcastle University.

Good luck!

We hope that you are looking forward to getting started on PASS. If we can offer any support, please don't hesitate to get in touch with us.

Best of luck!

**The PARTNERS Team**

