

PARTNERS Academic Summer School - July 2024 Attendee Code of Conduct

This document sets out a code of conduct for all students attending the PARTNERS Academic Summer School (PASS) taking place as a blended delivery model, via Canvas (virtual learning environment) and at Newcastle University campus, from 30th June to 5th July 2024.

Successful completion of the Academic Summer School forms an integral part of your offer to the University. Failure to adhere to this Code of Conduct could jeopardise your place on the Summer School and your offer from the University. If you do not successfully complete the Summer School as set out below, this may result in your conditional offer to the University, through the supported entry route, becoming void.

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.
- 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.

Attendance & Engagement

You are required to attend 100% of your timetabled sessions, this includes:

- All present-in-person, on-campus sessions
- All online sessions, as outlined by your strand leader
- Online HE Study Skills and Careers 'Ask the Experts' session, as outlined by the PARTNERS Team

All sessions are compulsory unless stated otherwise on your subject strand timetable (viewable at ncl.ac.uk/pass). Compulsory online sessions/activities will take place on two Canvas courses: the PARTNERS Hub and your Academic Subject Strand.

Absences for a legitimate reason (e.g. severe illness, hospital appointment) must be backed up by evidence such as a doctor's note or hospital appointment letter. Failure to supply evidence will result in the absence being recorded as unauthorised.

Submission of your Formative Assessment

You must complete any and all tasks as set by your academic subject strand leader.

Submission of your PASS Evaluation Form

You must complete an online evaluation form which will be circulated at the end of the event. This will allow you to reflect on your experiences and help the PARTNERS team to plan any future events. The deadline for completing this is 5pm on Monday 8th July 2024.

Behavioural Expectations & Standards

You will be expected to behave responsibly at all times and respect the rights of University staff and other students. Mobile phones and personal listening devices must be switched off or onto silent mode during all sessions. You are also expected to fully participate and engage with your timetabled sessions.

During the event, staff may explain some additional rules and regulations that will apply. It is expected that you will adhere to them for your own health and safety, and that of other students and staff. Due to the nature of the event, last minute changes may occur to your timetable during the Summer School. These will be communicated to you clearly by staff and you are expected to follow any new guidance.

In some subject strands you may take part in more practical sessions such as lab work or a field trip. Your academic subject strand leader will set out the expected conduct during these sessions and you will be required to adhere to this at all times. Failure to do so may result in your removal from the session and will jeopardise your overall Summer School attendance record.

In cases of damage to University property, a charge may be incurred to mend the damage. If you fail to return any texts borrowed from the Library, you could incur a fine and your overall Summer School result could be withheld. The University operates a smoke free campus; therefore, students must adhere to this during the Summer School. Smoking is

only allowed for students in certain designated areas of the University (which will be indicated on the first day of the Academic Summer School).

In the event of serious incidents of misbehaviour, such as bullying, fighting, racial abuse or the use of illegal substances, the student(s) concerned will not be allowed to continue the Summer School. In the event of this happening, or if a student wishes to leave the event early, the University will not be responsible for any additional cost incurred. Inability to successfully complete PASS may result in your conditional offer to the University, through the supported entry route, becoming void.

Online Usage Agreement

I agree:

- To be responsible for my own behaviour when using the internet, including platforms hosted by Newcastle University. This includes the resources I access and the language I use.
- I will not search for or share material considered to be offensive or illegal. If I accidentally come across any such material I must report it immediately to a member of staff.
- I will not give out any personal information online, such my phone number or address or anything information considered to be personal.
- I will not give out any personal information relating to any other person.
- I will not allow anyone else access to the online platform and I will not reveal my passwords to anyone.
- If I am concerned or upset about anything I see on the internet or any messages that I receive, I must report it to a member of staff immediately or via the incident reporting form on the system as soon as possible.

Filming & Recording

Due to the online nature of PASS, live sessions (for example Zoom seminars) will be recorded so that all students can catch up at a later date. This means that you may appear in any recorded footage. If you do not wish to appear in a recording it is your responsibility to make sure that your camera and mic is turned off.

All live recordings will be only stored on the Canvas platform and will be deleted by 31st August 2024.

The PARTNERS Team may take photography during the on-campus element of PASS.: If you do not wish to appear in photography, it is your responsibility to highlight this when you complete the Code of Conduct form. You will then be provided with a different coloured lanyard. It is your responsibility to ensure that you wear your lanyard so that it is clear to photographers that you do not wish to appear in any images.

Accommodation (for students staying in University Accommodation)

Behaviour

You are expected to behave responsibly at all times and respect the rights of University staff, other students and other residents at Park View Student Village. Failure to do so will reflect on your overall performance at the Summer School and may result in your removal from the University Accommodation and the Academic Summer School. This would result in your conditional offer to the University, through the supported entry route, becoming void.

Rules and Regulations

For your own health and safety and the safety of other students on the Summer School, the following rules and regulations will apply:

- The purchase, use, or possession of any illegal substances is strictly forbidden.
- Newcastle University is a smoke-free campus, and neither smoking nor vaping is allowed in any part of university-owned or managed partnership accommodation, although it may be permitted in designated areas. Park View Student Village operates a strict non-smoking policy both within accommodation buildings and on surrounding grounds.
- Students must comply with the health and safety instructions and fire regulations given on arrival, for their own health and safety and that of others.
- Students must not take part in any activity which will disturb other residents in the flats between 11.00pm and 7.30am.

- Students are expected to be tolerant of the beliefs and views of others and to maintain appropriate behaviour at all times.
- All students will have their own en-suite room at Park View Student Village accommodation, within a flat of up to six other students. Students will be allocated to a single-gender flat where possible and are expected to stay within their own flats and communal areas whilst in residence.
- We aim to ensure that all University-owned accommodation is a safe, welcoming, and inclusive place for everyone. However, we understand that people in the LGBTQ+ community may require a specific gender sharing preference in order to feel safe and secure. If appropriate, applicants should contact us as per the Individual Requirements process, by initially emailing academicsummerschool@ncl.ac.uk.
- Students should inform Summer School staff if they require assistance, support, or advice on any matter. If an incident occurs out of office hours, you should seek assistance from University security who will be available 24 hours a day. In case of an emergency, you will also be given a phone number to contact a member of Summer School staff, on call for the duration of the event.
- In the event of any misbehaviour, Summer School staff will be informed and are on call to deal with any incident.

Serious Incidents of Misbehaviour

In the event of serious incidents of misbehaviour, such as disturbing other residents, bullying, fighting, racial abuse or the use of illegal substances, the student(s) concerned will **not** be allowed to continue on the Summer School. In the event of this happening, or if a student wishes to leave the event early, the University will not be responsible for any additional costs incurred.

During the Academic Summer School

During the event, staff may explain some additional rules and regulations that will apply. It is expected that you will adhere to them for your own health and safety, and that of other students and staff.

Damage to University property

Students are required to make good, to the satisfaction of the University, any damage they may cause to the property of the University. In cases of damage to University property a charge may be incurred to mend the damage. A list of "Damages/Replacement costs" will be given to you on the first day of the Summer School.

Agreement

Failure to adhere to the above will reflect on your overall performance at the Summer School and may result in your removal from the PARTNERS Academic Summer School.

Privacy Notices

The following webpage outlines how we store your data:

<https://www.ncl.ac.uk/data.protection/informationforstudents/studentdatacollectionnotices/prospective-student-privacy-notice/>

The PARTNERS Programme Privacy Notice is available to view online at:

<https://www.ncl.ac.uk/schools/about-outreach-services/your-data/>

This explains in detail how we (the Newcastle University PARTNERS Team) handle your personal information. Please read it carefully and contact us if you have any queries. We would strongly encourage you to speak to a parent/carer or teacher should you have any concerns or questions.