Bitesize Uni

Student Handbook

Tuesday 17 - Friday 20 July 2018

A bitesize guide to all things summer school...

@nclsummerschool
#NCLBitesize
Welcome to Bitesize Uni

Congratulations on being allocated a place at Bitesize Uni (BSU). We’re looking forward to meeting you very soon. This handbook gives you vital information about the event and you should read it carefully before you arrive.

We hope that by the end of BSU you will have received useful advice and support about applying to university. We also hope that you will have an amazing time at BSU and form new friendships along the way! The students who have attended BSU in previous years really enjoyed the experience, as you can see from the comments below:

“Bitesize Uni made me more confident in meeting and working with new people. It was very useful and great fun.”

“Probably one of the best experiences of my life. Brilliant!”

“It gave a real insight into what uni is really like.”

“Lots of fun, I would recommend it to anyone.”

If you have any questions after reading this Handbook, please do not hesitate to get in touch - otherwise we look forward to meeting you on Tuesday 17 July.

With best wishes

Ezra, Emma, Gillian, Lisa & Sarah
Travel Arrangements

BSU begins on the morning of Tuesday 17 July so you should arrange to arrive at Castle Leazes Halls of Residence between 10.30am and 12.00pm for registration. Lunch will be served from 12.00pm then we will get started with the programme at 1.15pm.

BSU is completely free to attend, and the cost of travelling to and from the event will be covered by the University.

If you have paid for your travel yourself and the cost is £20 or more we will need details for a bank account; sort code and account number, to reimburse the money back to you. If your travel costs £19.99 or less you will be reimbursed in cash for a return journey at registration. Please bring along any travel tickets, receipts or a record of car mileage with you to registration on Tuesday 17 July.

Unfortunately, we are unable to reimburse parents/carers travel expenses if they wish to travel with you.

Shuttle Bus Service:

A shuttle bus service will operate from 10.30am between Central Station, Claremont Road Bus Stop and Castle Leazes Halls of Residence. The bus will run every 20 - 30 minutes and the last pick up will be at 12.10pm from Central Station.

Travelling by train?

Once you arrive at Newcastle Central Station, student reps wearing bright green Newcastle University t-shirts will meet you at the main entrance and make sure that you get on our shuttle bus service to Castle Leazes Halls of Residence. If you are travelling through King’s Cross, London, we will have student reps at the platform gates to guide you on your way.

Travelling by Metro or public transport?

If you are travelling by Metro or public transport, please make your way to Haymarket Metro Station. Students wearing bright green Newcastle University t-shirts will be waiting at the Metro station to meet you and take you to the shuttle bus that will be waiting on Claremont Road, outside of the Great North Museum: Hancock.
Travelling by car?
If you are travelling by car, please make your way directly to:

Castle Leazes Halls of Residence, Spital Tongues,
Newcastle Upon Tyne NE2 4NY

where you will be met by USG organisers and Student Representatives. Please note we are not able to provide parking facilities but cars can access the car park to drop you off.

What to do if you’re going to be late
If for any reason you are delayed in your journey and expect to arrive after 1pm, you should call the BSU Help Desk Number on 07855 489 679, giving your name and expected time of arrival.

Return Travel
BSU will finish on Friday 20 July at 4.00pm. There will be a shuttle bus service to take students to Newcastle Central Station.

If you are booking your own return travel ticket we would advise you to book to travel after 5.30pm.
If you are travelling home by car you should arrange to be picked up from 4.20pm onwards.

Please note that if you are asked to leave BSU early due to misconduct then you will be liable to arrange & pay for your own transport home. Newcastle University will not cover any costs incurred if this situation arises.
Accommodation

During BSU you will be given a single bedroom in Castle Leazes Halls of Residence. Each bedroom...

- is on a single-sex corridor
- has a wash basin & central heating
- is near a single-sex shared bathroom & toilet facilities with lockable cubicles
- will have bed linen & towels provided
- is lockable & can be used for the safe storage of your belongings throughout

**TOP TIP!** Remember to take your key whenever you leave your room. The doors will automatically close and lock behind you!

You should bring any toiletries or personal items that you will need during your stay, as these will not be provided. *A suggested packing list is on page 8.*

Members of the Student Recruitment Team will be staying in both halls and will be contactable overnight.

Meals

**Breakfast** will be served in the dining hall between 7.00am & 8.30am each morning. A selection of either continental or cooked breakfast will be available.

**Lunch** will be provided in the form of a packed lunch (sandwich, crisps, fruit, chocolate biscuit & bottled water) during each day on campus. There are several outlets on the University campus where you can purchase additional food & refreshments if necessary.

**Evening meals** will be provided at Eldon Square Shopping Centre on the Tuesday evening. On Wednesday evening you will ‘eat out on a budget’ with your group and on Thursday you will eat a three course meal at the BSU Wrap party, hosted at Newcastle Civic Centre.

**Snacks** will also be provided throughout the day.

**Water** is available throughout the summer school and you will be provided with a *Newcastle University water bottle* that can be refilled in the corridor kitchen in the accommodation and at fountains around campus.

Appropriate food will be provided for those that have individual requirements (e.g. halal, vegetarian, vegan, dairy or gluten free etc.). If you haven’t already told us of any individual requirements then please do so immediately by sending us an email at: bitesizeuni@ncl.ac.uk

*Some students attending BSU have severe nut allergies, please note if you plan on bringing along / buying your own snacks at BSU you will be unable to bring or buy nut products.*
BSU Programme

BSU will begin with an Induction Session where we will go through the timetable and explain each session in detail. At this point you will also meet the rest of your group & your Student Representatives (Reps).

You will then take part in a City Hunt ‘Icebreaker’ challenge to help you get to know the city & the rest of your new group. Please come dressed in comfortable clothes & flat shoes as you will not have chance to change before the City Hunt begins. This involves a lot of walking, so bring comfortable footwear & a coat or umbrella as it might rain. Stylish ponchos will be provided.

During BSU you will take part in:

**Academic Specialised programme or Subject Taster Sessions**
You will either attend three different academic subject taster sessions that you have selected as preferences or three progressive sessions in one specialised subject area. The aim of each session is to give you the chance to find out what it’s like to study that subject at university and meet academic members of staff while using university facilities. Don’t worry - you will not be expected to complete any assessments or hand any work in during BSU.

**Personal Development Sessions**
You will attend two selected Personal Development Sessions. These interactive sessions are designed to help you to prepare for applying to uni and the world of work. The third session will be delivered by a motivational speaker.

**Group Work Challenge**
We’re not going to give too much away, but this will be a fun and interactive project that you will work on with your group. This will be a great chance to build on your confidence and team working skills throughout BSU.

**Social Programme**
A range of social activities have been organised including a trip to the local food court, the cinema, ‘Eat Out On A Budget’, the Big BSU Quiz and Hot Chocolate Club. There will also be the festival themed BSU Wrap Party at the Civic Centre on the final night, but don’t worry, it’s not black tie and you don’t need to buy a prom dress! Just wear something you would wear for a party or feel free to bring some fancy dress. There's no strict dress code!

**Attendance**
It is compulsory that you attend all sessions during BSU, and we ask you to rearrange any appointments or work commitments. If you have a valid reason for missing part of BSU we will need to know in advance so that we can make arrangements for your absence.

We will need a note from your parent/carer explaining when and why you need time off and what arrangements have been made to collect you and bring you back to BSU. You should hand this note to one of the BSU organisers when you register on Tuesday 17 July.
Health & Safety

On the first day you will be briefed about the University and the Accommodation Health & Safety policies and Fire Regulations. Staff who have been trained in First Aid will be on duty at all times in the Accommodation and during the day on the University campus. In the event of any accident or health problem you should contact your Student Representative in the first instance, or one of the BSU organisers.

You should have already told us about any medical conditions or individual requirements you have.

If you haven't, please contact the BSU organisers on 0191 208 5895 or bitesizeuni@ncl.ac.uk immediately.

Rules & Regulations

To make sure everyone who comes to BSU is safe, you are expected to comply with all of the rules and regulations during your stay at Newcastle University.

For your own safety and security we have already asked you to read and sign the online Code of Conduct form stating that you agree to abide by BSU regulations.

Students who do not comply with the rules and regulations will no longer be able to participate in BSU and will be asked to leave. Under these circumstances, the University will not pay travel expenses, and we will expect you/your parents or carers to arrange your travel home.
# Suggested Packing List

## Clothes: *(enough to last for four days)*

- Selection of clothes for warm & cool weather
- Clothes that you can move easily in for the city hunt
- Waterproof outdoor clothing
- Comfortable shoes - you will be doing a lot of walking
- Sturdy footwear
- Pyjamas / dressing gown
- Underwear & socks
- Something smart/casual for the BSU Wrap Party
- Fancy Dress (optional)

## Other items:

- Any medication that you need
- Alarm clock (if no mobile)
- Watch
- Toiletries & personal items
- Comb/hairbrush/hairdryer etc.
- Glasses
- Contact lenses/solution
- Books/magazines
- Mobile phone & charger
- Sun cream
- Travel ticket (including return ticket)
- Small bag to carry things during the day
- Spending money (we strongly recommend you do not bring any more than £20)

*The University cannot be held responsible if any of your belongings are lost, damaged or stolen.*

## Please do not bring:

- Expensive jewellery
- Large electrical equipment
- Large amounts of money
- Any other items of high value
- Any prohibited items
- Alcohol or illegal substances

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## And finally...

We know that we have given you a lot of information to take in at this stage, but it should help you settle in quickly. However, if you have questions about BSU please contact us on 0191 208 5895 or bitesizeuni@ncl.ac.uk.

We are looking forward to meeting you! We intend to make your stay enjoyable and hope to help you to make an informed decision about your future.

Students in the past have thoroughly enjoyed BSU, but like most things in life, the more you put in...the more you get out of it!

**We look forward to meeting you on the 17 July. See you then! :-)**