



PARTNERS Programme Supported Entry Route Online Application Form - Teacher Guidelines



Receiving a PARTNERS Online Application Form

When a student in your school/college submits a PARTNERS online application form it needs to be **verified and checked** by a teacher/tutor in the school before being submitted to the University. For 2019 entry applications, we have developed a referee portal which will make the teacher verification process easier.

Any teacher/tutor, who is identified as a PARTNERS contact in our database, will be available in a drop down box for students to select to send their application to. If a student chooses you to verify their form you will receive an email from:



noreply@heat.ac.uk

HEAT (Higher Education Access Tracker) is a database service provided by the University of Kent that we use to administer the PARTNERS Programme and other outreach activity. If this is the first time you are using the system, please follow the link in the email to set up your account in our referee portal. Once you have set up an account you will receive an email notification each time a new student selects you and you will also be able to log into the portal at any time to track the progress of your student's applications.



You may need to add noreply@heat.ac.uk to your 'safe' email list; otherwise it may end up in your Junk email folder.



Please make sure Newcastle University has your **most up-to-date email address**, otherwise you won't be able to receive notifications that your students have chosen you to verify their form.



Verifying the PARTNERS Online Application Form

Once you log into the portal you will see all of the pending applications assigned to you.

HEAT Referee Portal

Applications

Applications Title

Search application by Firstname or Lastname

Show filters

Application status of Pending

Reset filters

Quick filters: Pending Verified Not Verified

Firstname	Lastname	Application Date	Application Status	Referee verified date
Eric	Roberts	10/09/2018	Pending	N/A

Rows per page: 10 Page: 1 of 1 Viewing: 1-1 of 1

Would you like to store your password for heat.ac.uk? Why am I seeing this? Yes Not for this site

Click on an application to open it fully and you will see six tabs.

HEAT Referee Portal

Applications

Event Programme Applications

Go back to applications

Eric Roberts #014310

Personal Details Eligibility Assessment Eligibility Assessment cont. Supporting Documents Consent Referee

- UCAS PERSONAL ID: 123-454-7891
- FIRST NAME: Eric
- LAST NAME: Roberts
- DATE OF BIRTH: 1 Jan 1999
- GENDER: Male
- ETHNICITY: White
- ADDRESS 1: Newcastle University
- ADDRESS 2: King's Gate
- TOWN/CITY: Newcastle Upon Tyne
- COUNTY:
- POSTCODE: NE1 7RU
- MOBILE: 01912066094
- HOME TELEPHONE:

Please go through all of the information the student has entered in the Personal Details, Eligibility Assessment and Eligibility Assessment cont. pages to **check if it is correct**. The student may also have uploaded items to the 'Supporting Documents' tab (this is only a requirement for students applying under the criteria relating to being a young carer or an estranged student. Students can upload other supporting documents if they wish), please check these if necessary.



If you need to **check some information with the student**, you are able to leave the application and access it again by logging back into the portal.

The Consent tab is the data protection statement that a student has agreed to and does not need to be checked.

Once you have checked the student information please click on the Referee tab. If you agree with the information provided to the best of your knowledge please use the drop down menu to select Verified. If not, please select Not Verified then choose a reason from the drop down menu that appears. You may use the Referee Notes section to provide additional information regarding a student's personal circumstances but this is not a requirement and can be left blank if not applicable.



If you would like to submit further written evidence regarding a student's personal circumstances, you can email this to partners@ncl.ac.uk

You can then select Submit Reference to complete the process.



Teachers Checklist

Once you have verified all of the student's information and completed the (optional) further information box, **please make sure:**



The student's UCAS application form has been fully submitted



All sections of this form are complete



You support the student's application and that, to the best of your knowledge, the information provided is accurate



If applicable, you have included details of any individual/extenuating personal circumstances in support of the student's application



You have submitted the completed application form by 15 January (15 October for Medicine and Dentistry)

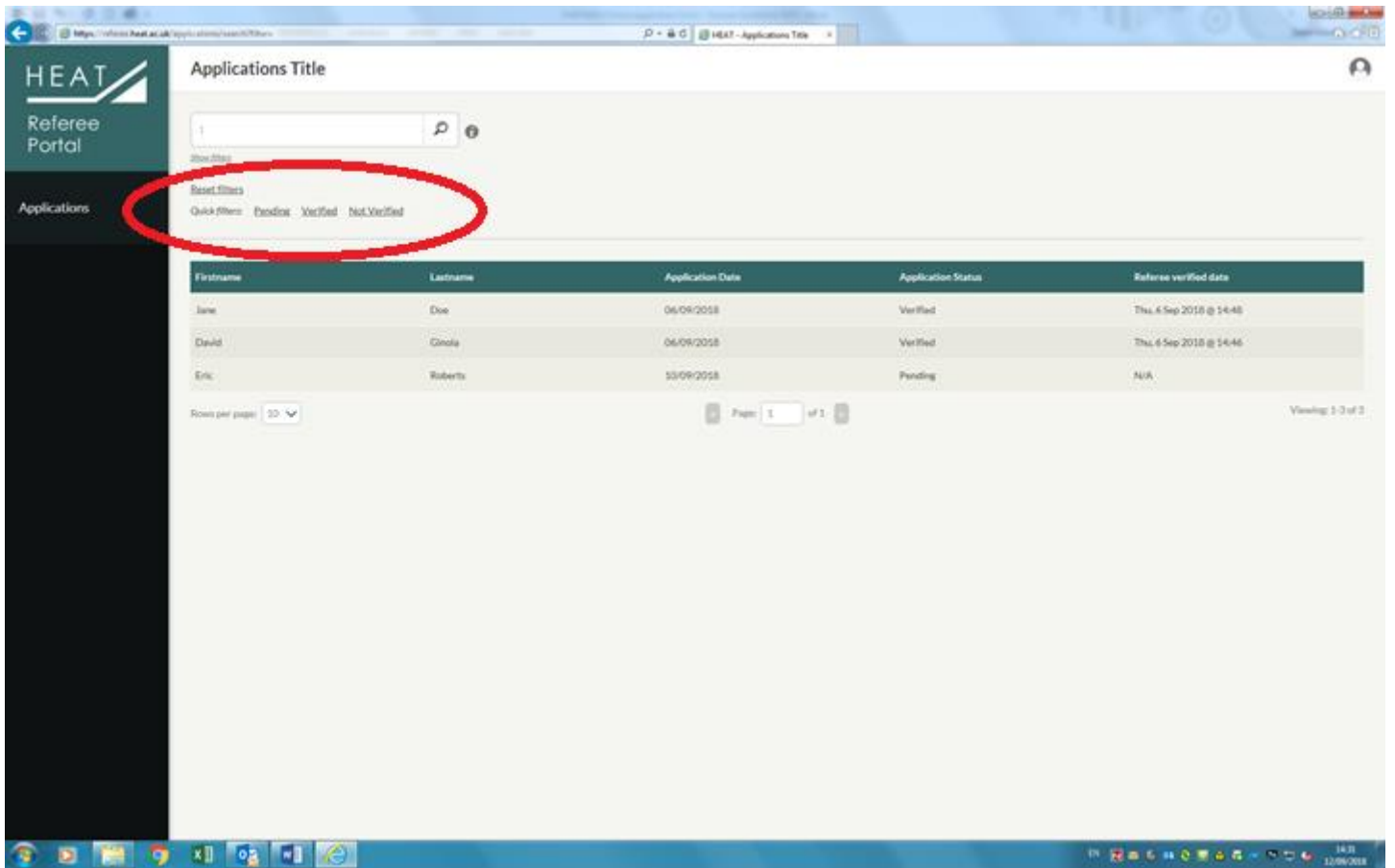


You have selected Submit Reference



Keeping track of your student applications

You are able to log into the referee portal at any time to check the status of the applications assigned to you. Visit <https://referee.heat.ac.uk> and sign in. The default view will take you to your new (pending) applications. You can change the filters at the top left of the screen in order to view all applications assigned to you.



You can contact the PARTNERS team if you have any queries or problems while using the system:

0191 208 6094

partners@ncl.ac.uk

Many thanks for your support of the PARTNERS Programme Supported Entry Route at Newcastle University.

