

## **Code of Conduct Form for PARTNERS Residential Students Under 18** **Academic Summer School July 2025**

This form **must** be read, completed, and signed by any student who intends to attend the PARTNERS Academic Summer School on a residential basis and will be aged under 18 on the first day of the Summer School (29 June 2025). Students who do not sign this form will **not** be allowed to stay at Park View Student Village. This form must be signed by a parent, carer or guardian.

### **Personal details:**

**Name:** .....

**School:** .....

**Address:** .....

.....

**Postcode:** .....      **E-mail:** .....

**Tel:** .....      **Mobile:** .....

**DOB:** .....      **UCAS Number:** .....

### **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 incident or 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 repeatedly 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 course. 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 outlined to you on the first day of the Summer School

#### **DECLARATION TO BE SIGNED BY THE STUDENT:**

I have read the information presented in this Code of Conduct and agree to adhere to the rules and regulations stated. I hereby confirm my intention to attend the PARTNERS Academic Summer School on a residential basis, and understand that I will not be allowed to continue on the course (therefore forfeiting my conditional offer to the University), in the event of serious misbehaviour on my part.

**SIGNATURE OF STUDENT:** \_\_\_\_\_

**DATE:** -----

**DECLARATION TO BE SIGNED BY THE PARENT, CARER OR GUARDIAN IF UNDER 18**

I understand that between the hours of 5.00pm and 9am, the University cannot accept responsibility for this young person. I also understand that PARTNERS staff will be on-call out of hours if required in emergency situations and University security will also be available out of office hours.

I have read the information presented in this Code of Conduct and agree that my child/young person in my care must adhere to the rules and regulations stated. I give permission for my child/young person in my care to stay in University accommodation and I acknowledge the need for him/her to behave responsibly and to have read and accepted the terms set out in this Code of Conduct.

**SIGNATURE OF PARENT/ CARER:** -----

**DATE:** -----

**Privacy Notices**

The following webpage outlines how we store your data:

<https://www.ncl.ac.uk/data-protection/information-for-students/prospective-student-privacy-notice/>

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

<https://www.ncl.ac.uk/mediav8/data-protection/files/PARTNERS%20Privacy%20Notice%202024.pdf>

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.