

Newton Programme

Student Handbook 2023-24

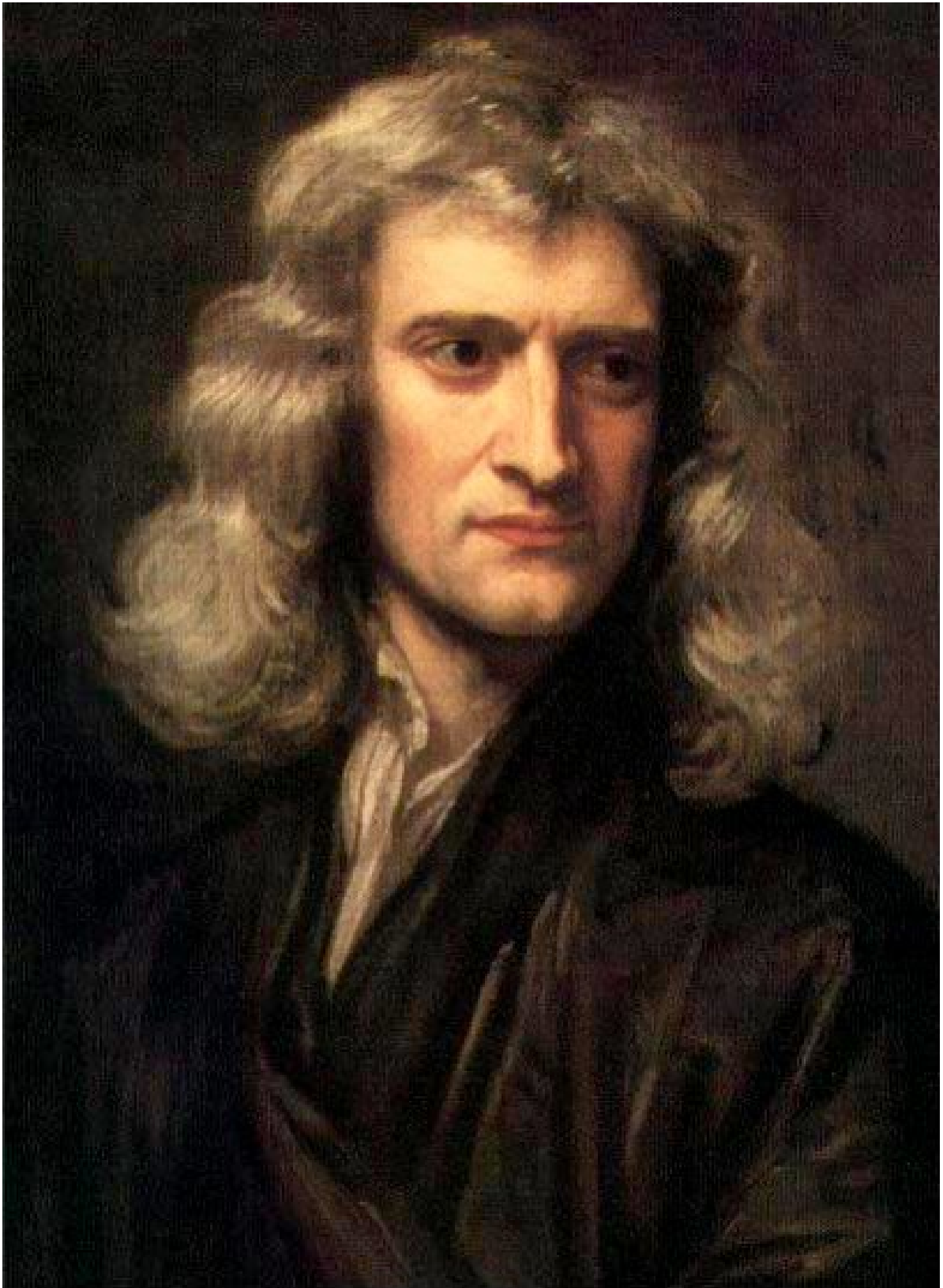


How to use this handbook

Your student handbook helps you to know **who** to ask your questions to and **how** to get help. It provides you with important background information about your programme.

Please note that this handbook was completed in August 2023 and information presented is correct at that date.

This handbook is available in a PDF format at: <https://info.intouea.com/Handbooks/> and also on the Newton Programme Blackboard module.



Sir Isaac Newton

1643-1727

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| Date | AS Sept | AS Jan | A2 Sept | A2 Jan | | |
|-------------|----------------------------|---------------------------------|-------------------------|---------------------------|------------------------------|--|
| 25 Sept | Induction | | UCAS preparation | UCAS and exam preparation | | |
| 2 Oct | Regular classes | | Regular classes | Regular classes | Regular classes | |
| 9 Oct | | | | | AS exams and regular classes | |
| 30 Oct | Settling-in reports issued | | | | Regular classes | |
| 6 Nov | Regular classes | | | | | |
| 20 Nov | | | | | | |
| 11 Dec | Progress reports issued | | | Progress reports issued | | |
| 18 Dec | Holiday | | | Holiday | | |
| 8 Jan | Regular classes | | | Induction (2 days) | Regular classes | |
| 15 Jan | | | | Regular classes | | |
| 5 Feb | | Settling-in reports issued | | | | |
| 12 Feb | | Regular classes | | | | |
| 4 Mar | | AS Mock Exams | A2 Mock Exams | | | |
| 11 Mar | Regular classes | Progress reports issued | Regular classes | | | |
| 18 Mar | | | | | | |
| 25 Mar | Holiday | | | | | |
| 8 April | Regular classes | Regular classes | Regular classes | | | |
| 15 April | Progress reports issued | | Progress reports issued | | | |
| 22 April | Regular classes | | Regular classes | | | |
| 29 April | AS Exams | | A2 Exams | | | |
| 27 May | | | | | Final day 21 June | |
| 3 June | | | | | | |
| 10 June | CREST | | CREST | Course ended | | |
| 17 June | | CREST | | | | |
| 24 June | CREST | CREST & Progress reports issued | Course ended | | | |
| 1 July | Holiday | Holiday | | | | |

Dear Student

Welcome to INTO University of East Anglia in the 'Fine City' of Norwich! Congratulations on making it this far. We are delighted that you have chosen to study with us.

From personal experience, I fully understand what it is like to spend time living and working abroad, and I know that your first few weeks will be a mix of emotions. However, Norwich is a great place to live and study and our dedicated Academic and Welfare teams will soon ensure that you feel at home and very much part of our INTO UEA family.

INTO UEA is one of the world's most innovative centres of international education. Your teachers are highly qualified with a wide range of experience in supporting the development of international students, and the facilities within our centre and on the wider campus are world class. I would urge you to engage with all these opportunities to your advantage to help ensure that you follow in the footsteps of the thousands of students who have progressed from INTO UEA to secure a wonderful future for themselves and their families.

In order to share in this success, you will clearly need to manage your time effectively and work hard both in and out of class. You will need to make your studies your number one priority and ensure that all your work is completed on time and to the best of your ability. You will work in partnership with your teachers, who will support you at every stage of your learning journey, but do remember that it is ultimately only you who can ensure your university success.

However, it is important to emphasise that studying at INTO UEA is not just about your academic success. Equally important is your personal development and wellbeing. You will make new lifelong friends from all over the world, revel in a newfound freedom, join a range of clubs and societies, engage with the local community and learn to take charge of your own future as you progress on to the University.

Do enjoy your time with us and work hard. I look forward to meeting you soon and wish you every success!

Jeremy Moyle
Academic Director



Welcome to the Newton A-level Programme

We are delighted to welcome you to the Newton A-level Programme. This unique A-level programme takes its name from one of the world's greatest scientists, Sir Isaac Newton. It is intended for students aspiring to study science, medicine, engineering, mathematics, economics and other related courses at high ranking universities and/or medical schools in this country or abroad. Accordingly, the demands placed on you will be high. However, the potential rewards and benefits are worth all of the hard work.

The course is designed to not only prepare you for top grades at A-level, but also to provide you with the skills necessary to become independent thinkers and clear communicators. Such skills are essential attributes for students needing to meet the demanding entry criteria for medical schools and/or top universities, many of which may require additional tests (such as UCAT, BMAT for medical school) and/or stringent interviews. In order to prepare you effectively, you will take part in a variety of sessions including Medical Ethics (for those intending to study medicine), Maths Enhancement classes, UCAT practice sessions and preparation for STEP (maths), as well as other opportunities and educational visits. Full commitment to all relevant classes is required. It is also recommended that you make the most of the facilities on the UEA campus, such as the SportsPark, library and other clubs and activities, including those in the INTO Centre.

We will also encourage you to enjoy all that Norwich and the surrounding area has to offer and there will be opportunities for you to engage and support the local and wider community through charitable and educational events.

This handbook describes various aspects of the programme and contains important information. Please read it carefully.

We sincerely hope that you will make many new friends here and will, most of all, enjoy a challenging, memorable and fulfilling experience; that will enable you to grow both in your academic abilities and personal skills.

Good luck and best wishes

Jodi Kent
Newton A-level Academic Manager



3) Staff

All A level subject teachers are well qualified and experienced. They come from a variety of backgrounds including schools, colleges and universities. If you have queries about, or problems with, a subject you are studying you should talk to your subject teacher in the first instance.

You will be assigned to a tutor group and a Personal Tutor. Your Personal Tutor will meet you regularly, will monitor your academic performance and attendance and will be a first point of contact if you are experiencing problems or need advice about academic matters. They will also be responsible for helping you prepare your university applications and provide references where required.

Listed below are the names of some staff who you will meet:

Mrs Jodi Kent – Newton A level Academic Manager, Chemistry Teacher

Mr Rob Gillespie – Newton A level Teacher with additional responsibilities, Chemistry Module Leader

Teaching staff:

Anne Oakes - Physics Teacher

Barbara Hyde – IELTS Teacher

Beverley Lewis – Biology Module Leader

Carol Ferris – Medical Ethics Module Leader

Caroline Elburn – Chemistry Teacher and EPQ Module leader

Chris Wilkinson – Mathematics Module Leader

Jonathan Reynolds – Further Mathematics Module Leader

Lisa Watts – Mathematics Teacher

Lucy Whatrup – Psychology Module Leader

Maya Elliott – Economics Module Leader

Witold Rozak – Physics Module Leader

4) Student care

At INTO UEA we pride ourselves on the care that we provide. Our system of student care operates at different levels. Your Personal Tutor provides primarily academic support, however will be happy to discuss any concerns you have, referring you if necessary.

There are other staff at INTO who are here to support you too.

4.1) Your Academic Manager

Your Academic Manager takes overall responsibility for your academic studies at INTO UEA. She will liaise with your subject teachers and Personal Tutor to try to ensure that the programme is running smoothly and that you are making good progress. If you have concerns about the course that your subject teachers or Personal Tutor are unable to answer, then please speak to her.

4.2) Your Tutor Group

When you arrive you will be assigned to a tutor group. This group comprises of both AS and A2 students and you will meet weekly with your Tutor Group Teachers. You will also be assigned a Personal Tutor.

Your Personal Tutor will provide regular one-to-one sessions where your progress and other matters concerning your academic studies will be discussed. Your Personal Tutor will also act as a point of contact with your parents and be responsible for mailing your progress reports to them. They should be the person to speak to if you are experiencing academic difficulties that cannot be resolved by discussion with your subject teacher. In addition, your Personal Tutor will ensure you receive support and advice with your university applications and arrange for suitable references to be written for you.

To provide additional peer support, you will be paired up with an A2 student, called a **buddy** and they will be able to help you with settling in with us, giving honest and practical advice using their first year experience.

On the following page you will find details of the other staff who are here to support and help you.

4) Student care



Madonna Fieldhouse
Head of Student Services



Gareth Goodge
Social and Welfare Officers – work closely with your Personal Tutor to ensure your personal welfare



Olivia Gelston



Hannah Durrell
Admissions Officer



Kelly Moates
Front of House and
Accommodation Officer



Natalia Ponomareva
Academic Support
Manager



Thomas High
Academic Support



Jasmin Wheatley
Academic Support

4.3) Student Services

Madonna Fieldhouse is the Head of Student Services at INTO UEA and is responsible for the non-academic services provided at INTO UEA.

What do INTO UEA Student Services do?

- Student Services at INTO UEA are involved in administrative tasks that relate to you, such as bank letters, health registration, police registration and visa extension.
- Student Services will also listen to any personal or welfare concerns that you have relating to your stay at INTO, with language advisors provided.

24-hour support – INTO reception is open 24 hours a day. The INTO reception daytime number, (8am-9pm), is 01603 592977. After 9pm, it is preferable to call the nights mobile on 07986957047, as the night porters often complete patrols in accommodation.

Provision for disabilities

Provisions for students with disabilities will be made on a case-by-case basis. A confidential service for students is available offering advice and information covering a range of disabilities including dyslexia, sensory impairments, mobility and medical conditions. For further details, please contact the INTO Student Services team.

Student Services at UEA

INTO students also have access to a range of information, advice and guidance offered by Student Services at UEA. This includes the following:

- Students' Union
- CareerCentral
- Student Services office and counselling service
- Multifaith Centre
- Dental practice
- Medical centre

Support with university applications

The application to university is a very important step for Newton Programme students. Accordingly, we provide substantial support with your UCAS application (see page 25 for more details on the application process). This support will be provided in lectures, group workshops and one-to-one support with your Tutor.

4) Student care

4.4) Student Voice

The INTO Staff-Student Liaison Committee

This committee is set up to give a greater voice to students at INTO UEA. It provides a place where student representatives can meet with staff members to discuss issues arising out of your studies and lives at INTO UEA. The Committee is also an important place where staff can keep students informed about changes to policies that might affect your student experience. Two Newton Programme students (one from A2 and one from AS) will be chosen by other students in their year to represent them on this committee.

The Newton Programme Staff-Student Academic Forum

In addition to the above, the Programme Manager will meet with the student representatives from each year to discuss issues of academic concern, such as teaching, and other issues impacting on the academic life of students on the Newton Programme. Two AS and two A2 students act as student representatives on this committee.

Would you like to act as a student representative?

If you would like to act as a student representative, you need to inform your Tutor or the Tutor group teachers.



5) What we expect from you

5.1) Compulsory and punctual attendance

Compulsory and punctual attendance at all timetabled sessions is required, including online classes.

You must be available throughout the term – any absence during term time requires you to apply for permission. Dates for the terms are shown in the calendar on page 2.

Be aware that we are required by law to report regular non-attendance to the Home Office, which may affect your visa.

The section below explains what to do if you are absent from class.

5.2) Notifying absence from class

It is expected that you attend all classes, **arriving punctually**. This is very important, as the Newton Programme is preparing you to obtain top grades at A level. Missing classes or **being repeatedly late** would seriously affect your chances **of achieving to your full potential**. It is also important because your visa is dependent upon satisfactory attendance. Accordingly, INTO monitors attendance very rigorously.

You are expected to attend 100 % of your classes while at INTO

There are three categories of absence, each dealt with as shown below:

| Type of absence | Procedure to follow |
|---|--|
| Absence known in advance that is difficult to rearrange e.g. University interview/open day/unavoidable personal issue/an urgent doctor's appointment. | Complete an ' Absence and Late Report Form ' (see the Newton A level Programme Blackboard module for the link too) and email your Academic Manager at j.kent@uea.ac.uk to ask for permission. Permission may be granted, but the absence may not be classed as 'authorised' – this depends on the reason for absence. It is also courteous for you to inform your subject teachers yourself. |
| Absence on the day of a class – e.g. due to illness | At time of illness: E-mail Academic Support, INTO Life, the Academic Manager and the subject teacher to |

5) What we expect from you

| | |
|---|---|
| | <p>ensure all people know who need to know before your class (ast@uea.ac.uk , into.life@uea.ac.uk, j.kent@uea.ac.uk)</p> <p>Make sure you include your name, course, phone number, room number and reason for absence. If, in addition, you feel so unwell that you need medical attention, then directly arrange an appointment at the Medical Centre by telephone on 01603 251600. Try to make any appointment outside class times. If you need assistance with this then please contact INTO reception or the welfare team.</p> <p>On return to class: submit the online ‘Absence and Late Report Form’.</p> <p>Please note this form will not automatically excuse you from class. Headaches, stomach aches, period pains, colds, sore throats and tiredness are not acceptable reasons to miss class and will not be authorised. If you do not provide evidence of illness (e.g. Doctor’s note, Academic Manager or Welfare team verification) the absence will not be automatically authorised and will be classified as ‘self-certified sickness’.</p> |
| Absent for more than five days in a row | You must obtain a medical certificate from the UEA Medical Centre or your absences will not be authorised. |

Headaches, period pains, colds, sore throats, oversleeping, tiredness, Schengen visa appointments, religious holidays or ceremonies are not classified as authorised absences.

What happens if I have unauthorised absences?

If your attendance in any given week is unacceptable, you will be notified. Attendance warnings will be sent to your **UEA e-mail address**. If something has been sent to your UEA e-mail, we will assume you have received it. All attendance records and warnings will carry over to all terms that you study at INTO, ***even if you change your course.***

5) What we expect from you

- If you miss **ten consecutive lessons** without informing us, you may automatically receive a Level 2 or Level 3 attendance warning.
- If you are marked absent for **five days** in a row without informing us, INTO could report you to the police.
- If you are marked absent for **ten days** in a row, INTO will report you to the UK Immigration Agency and your visa will be revoked. You will not receive any refund.

| Warning Levels | What to Expect |
|--|--|
| Level 0 | You will receive a warning about your attendance. |
| Level 1 | You will have a meeting with your Academic Manager, who will devise an action plan for you to follow. |
| Level 2 | If the actions decided in the previous meeting have not been followed to the appropriate level, you will be asked to attend a second meeting. |
| Level 3 | If your attendance still has not improved, you will be asked to attend a meeting with the Academic Director, who will review your place on the course in line with visa regulations and your attendance levels. |
| Referral to the Centre Director | The Centre Director has the power to exclude any student whose attendance is deemed to be unsatisfactory without recourse to any refund. This means a student may be removed from their course and sent home. |

This all applies even if you do not require a visa to study in the UK!

Punctuality

This means arriving and being ready for your classes to start at the scheduled time. If you are regularly late to class then you are being disrespectful to your teacher and classmates and affecting the learning of the other students in your class. If you arrive to your class after the register has already been taken, you will be marked as late and your punctuality will be strictly monitored.

5.3) Expectations of Newton Programme Students

INTO has rules to ensure that all students benefit from their time at the Centre and in the UK. These rules apply to behaviour in the INTO Centre, during activities organised by the Centre and in accommodation arranged by the Centre.

The expectations placed on Newton Programme students are particularly stringent because of the high academic standards of the programme. Accordingly, all students are required to comply with the requirements on the following page when they join the course. The requirements only supplement and do not replace any other regulations of INTO.

Engagement

This means being actively involved in every part of your studies, regularly contributing to learning by asking questions in class as well as answering them and working collaboratively with other students when necessary. This involvement in learning must be clearly demonstrated both in and outside of lessons and lectures. You must come prepared for your lessons and lectures as advised by your teachers.

You must not use mobile phones, laptops and other digital devices in lessons unless their appropriate use is authorized by the teacher.

If you have extenuating circumstances that are impacting your academic performance or your ability to study you must contact ast@uea.ac.uk to fill in the '[Extenuating Circumstances Affecting Study Report Form](#)'

It is a legal requirement that we have your up-to-date contact details (phone number, address and e-mail). If we do not have your details or your information changes, you need to come to INTO reception and fill out a change of contact form.

5) What we expect from you

It is our aim to produce an atmosphere of respect and good relationships between students and staff, within a pleasant environment. These expectations are provided for the benefit of both students and staff.

- 1) Students must attend all timetabled lessons unless ill, or after prior agreement has been reached with the Academic Manager.
- 2) If ill, students must follow the guidelines for reporting illness.
- 3) Students should be on time for all lessons and extracurricular activities, taking an active interest in the extracurricular activities on offer.
- 4) Work set must be handed in on time. If a student anticipates problems in completing work, he/she must contact the subject teacher before the deadline to explain.
- 5) Mobile phones must not be used during lessons, unless their appropriate use is authorised by the subject teacher.
- 6) Food and drink should not be consumed during lessons. Chewing gum is not allowed in class. Water can be brought into classroom lessons, but must **not** be brought into the laboratory.
- 7) All safety instructions in laboratories, study areas and during trips must be followed.
- 8) If a student is experiencing difficulty with a subject, he/she must speak to the subject teacher explaining his/her concerns at an early stage.
- 9) English language should be used as the medium of communication.

5) What we expect from you

We reserve the right to ask students to leave the INTO Centre immediately and with no refund of fees for: serious anti-social behaviour such as verbal abuse or rudeness, drunkenness, physical assault or sexual harassment; proof of and/or admission to an illegal act including theft, assault, and the possession or use of illegal drugs; interference with fire safety equipment and procedures; misuse of computers or downloading of any offensive material from the internet.

In certain circumstances the Academic Manager or Academic Director may recommend that a student does not continue the programme. These include:

- Lack of academic progress
- Poor attendance
- Illness that prevents the student from getting full benefit from the programme
- Unacceptable behaviour in class, in the Centre or in accommodation arranged by the Centre
- Failure to pay fees.

In case of the above, we will take the following steps:

| Warning Levels | What to Expect |
|----------------|--|
| Level 0 | If there are any concerns about your conduct, your Personal tutor and/or Academic Manager will speak to you. If he/she is not satisfied by your explanation a verbal warning may be given to you. |
| Level 1 | If after a verbal warning, concerns continue, then the Academic Manager will discuss the issue with you again. A formal written warning will be given and a record will be put on your file and actions agreed. |
| Level 2 | If, after a formal written warning, concerns continue, a final written warning will be delivered following a further meeting with the Academic Manager, |

5) What we expect from you

| | |
|--|--|
| Level 3 | If, after the final written warning, concerns continue, the matter will be referred to the Academic Director who reserves the right to review your place on the course. |
| Referral to the Centre Director | The Centre Director has the power to exclude any student. This means a student may be removed from their course and sent home. |

Policy and procedures for students under the age of 18

When you join the Newton Programme you might be under the age of 18. If this is the case, then INTO has a particular duty of care and has published separate policies and procedures. These are reprinted in this handbook in the appendix – see page 30.

Structure of the Newton Programme

6.1) A-levels

As the Newton Programme is a science-based programme, designed to prepare students for entry to leading universities, we follow the well-respected and academically rigorous A levels set by Cambridge Assessment International Education. A levels are available in Biology, Chemistry, Physics, Mathematics, Further Mathematics, Economics and Psychology.

In your first year, all students will study four of the above, depending upon your career aspirations. After two full terms of study, students take AS examinations (May/June for September starters and October/November for January starters).

At the end of the second academic year students complete their studies by taking either three or four A2 subjects. The marks for AS and A2 are combined to give an overall A level grade.

Please note for students taking Further mathematics, they will sit either the AS or A2 full Mathematics A level at the end of year 1 and then take the Further mathematics A2 level in year 2.

Progression from AS to A2

Continuation onto the A2 year will depend on your achievement of good AS level grades and a good record of attendance and engagement. Progression to the A2 course is at the discretion of the Academic Director. We will always support students in continuing on a course that is most suitable for them to help them achieve their potential.

Entry onto AS level examinations

Entry onto AS level examinations is at the discretion of the Academic Manager.

A level grading

Grades are awarded as A* (only at A2), A, B, C, D or E. For those failing to achieve the lowest pass grade of E, then achievement is recorded as U – unclassified.

Students should note that entry to top universities requires three or four subjects at grade A (occasionally a B is accepted). Increasingly, many leading universities are requiring an A* in one or more subjects.

6) Academic matters

As a rough rule, work needs to be marked as at least 90% for A*, 80% for A, 70% for a B, etc. During the course your teachers will mark your work on this basis, enabling you to monitor your performance against that required for top grades.

6.2) Other opportunities

Tutor groups

When you arrive you will be put into a tutor group, comprising students from both AS and A2 years. Each tutor group will meet weekly with their Tutor Group teacher. This time will be an opportunity for you to take part in a variety of activities, such as discussing current affairs, presenting hobbies, and general discussions with the tutor group. In your first year you will also be taken through a PSHE (Personal, Social, Health and Economic) curriculum to cover key challenging issues facing your generation. These tutor group sessions should be taken as an opportunity to develop important communication and social skills. It will also be a time when your Tutor Group teachers can catch up with you to share important information.

Additional English

Shortly after you arrive your English will be reviewed, to ensure that you have the appropriate level to be able to understand the teaching and also to ensure that you have (or have the potential to obtain) the required level to obtain a place at the university of your choice. Additional support will be available for those who need it.

Extra-curricular activities

You will have the opportunity to work towards Creativity in Science, Engineering and Technology (CREST) Awards, to participate in national and international competitions in maths, physics, chemistry and biology, to undertake an Extended Project Qualification (EPQ) and to undertake voluntary work. All these activities will help you to develop the skills required in your chosen field and will strengthen your application to high-ranking universities.

6.3) Course books

On this course you will be supplied with the textbook that you require for each A level. In most cases these are the textbooks recommended by the examining board CAIE. Whilst these books will cover all the material needed, students are encouraged to make use of the library facilities at UEA for extra reading.

6) Academic matters

6.4) Style of teaching

You will be taught in small classes. Your teachers will expect you to take an active part in these classes, either by discussion or presenting work to the class. This style of teaching is to encourage understanding and critical thinking as opposed to rote learning. It is also designed to improve your communication skills and develop your self-confidence.

6.5) Preparation and homework

Each A level subject has 5 or 6 taught hours per week. In addition to this you should spend 5 or 6 hours per subject on private study (including any written or other work given to you by your subject teacher). You will see that the amount of time required on academic study is quite considerable. It is therefore important that you plan your time carefully to make sure that you get appropriate rest and recreation.

What to do to prepare:

- Read material before classes – this will help you to understand the classes much more clearly.
- Read and review material after class – this will help you to learn and understand the material much better.
- Do all homework set.
- Take your assignments seriously – do these in your own time.
- Work in study groups in your own time, where useful – but never copy homework or assignments.
- Revise effectively for all tests and exams.
- Practice thinking openly and creatively – teachers want you to have your own ideas and thoughts.

6.6) Tutorials and progress reviews

Your Tutor will meet with you on a regular basis to discuss your academic progress. He/she will also monitor your attendance. Your subject teachers will also speak to you about your progress.

Progress tests in each subject are held on a regular basis. Each of these tests are marked in a similar way to A levels and grades given accordingly. The results of these tests will be used by your Tutor and teachers in assessing your progress.

6) Academic matters

6.7) Reports

Reports will be written for you and your parents/guardians at regular intervals. These reports will give you feedback on your progress and indicate what you need to do to improve where necessary.

6.8) Support for struggling students

Most students do well on the Newton Programme. However, given the highly academic nature of the programme, you might find difficulties from time to time.

What to do if you are struggling

If you find that your marks are generally disappointing even though you are working hard, you need to take advantage of extra support. Your first step is to ask the relevant teacher(s) why you are not achieving the marks that you expect. Individual teachers can provide you with useful advice, important feedback on your work and, where required, extra work that targets your weaknesses. If this does not help then discuss the issue with your Personal Tutor, who may also be able to help. It is important to realise that all teaching staff are here to help you. Attend all subject workshops with questions prepared on the areas of the course you are struggling with.

If, after this, you are still struggling then the Academic Manager is available to speak to you to discuss the best course of action for you.

Taking language ability seriously

English is at the centre of your success in all subjects. So:

- Use your English both in and out of class
- Learn to write clearly, without complicated language
- Do not plagiarise – learn to write references and how to effectively paraphrase
- Develop your reading and speaking skills at every opportunity.

6.9) INTO resources for self-study

A level Study space

On the A level ground floor accommodation there is a room specifically for A level students which provides additional study space, great for group work or individual study, with books/DVDs and other resources there. This is an additional resource for you and we ask that you look after it and behave respectfully within the room, otherwise we do reserve the right to stop students from accessing it.

6) Academic matters

Blackboard

You are expected to access Blackboard – the university virtual learning environment. We upload study material on Blackboard, which you should use as part of your self-study. We will also commonly contact you at your university e-mail address through Blackboard. It is very important that you are able to utilise both Blackboard and your university e-mail address.

UEA e-mail account

You will have your own personal UEA e-mail account at <http://webmail.uea.ac.uk>. When you get your login details, you **must** change your password right away.

You should never tell anyone your password or share your login details!

Important information will be sent to your UEA e-mail account, and you are required to check it at least every 24 hours.



7) Examinations

7) What you need to know about examinations

All A levels taught at INTO are assessed by examination. These may include practical examinations. You will receive an important briefing on examination conditions prior to the start of the examinations. It is important that you obey all regulations set by the Exam Board, as failure to do so may result in disqualification. The Examination Officer at INTO is Thomas High.

Before the exam:

- Make sure you know the time and place of your exams and your **student exam number**. INTO will give you all the information you need before the exams but you must remember where to go, at what time, and your exam number.
- If you are ill or have an emergency, then try and take the exam anyway. However, make sure that you tell someone that you have a problem before the exam. Also, try to obtain a medical certificate so that we can send it to the Exam Board asking for special consideration to be made in your case.
- If you are too ill to take an exam you must tell someone at INTO. This should be the Academic Manager or the Examination Officer. You must also go to the Medical Centre to get a medical certificate that same day.

During the exam:

- You **can't** leave the exam until the end.
- You **can't** bring things like bags and coats into the room.
- You **can't** bring in correction tape, Tipp-ex or other eraser materials.
- You **can't** bring mobile phones, smart watches, mp3 players or other electronic equipment into the exam room.
- **Don't** take books or writing paper into the exam unless you have been asked to.
- **No** speaking is allowed except for speaking to an invigilator – someone who supervises the exam.

Calculators

In some exams you are allowed to use a calculator. However, only certain types of calculator are allowed. The calculator you use will be checked before the exam to make sure you can use it. Your subject teacher will be able to advise you on whether calculators are allowed for each examination paper.

7) Examinations

Cheating

Examples of cheating include: talking to other students in the exam; getting another person to take the exam for you; or having notes with you in the exam room. There are other kinds of cheating of course, but all types of cheating have the same result – you may face disqualification from **all** A levels.

All exams are set and assessed by Cambridge Assessment International Education. For all exam rules and regulations please visit: <http://www.cie.org.uk/cambridge-for/learners-and-parents/exams-and-certificates>

If you are found to have plagiarised or cheated in any way during your course you may be excluded from your studies with no recourse to a refund of fees.

Whistleblowing policy – Reporting Suspected Malpractice

Cambridge Assessment International Education (CAIE) have the following guidance on reporting suspected malpractice (see [here](#)) that have been adapted for our context:

If you believe you have witnessed or are aware of a situation that may compromise the security or integrity of Cambridge Assessment International Education we would encourage you to come forward and report the matter **as soon as possible**.

In the first instance these matters should be discussed with the Academic Manager (Jodi Kent) or Academic Director (Jeremy Moyle). If you feel you are unable to do so, you can contact CAIE, or Ofqual if appropriate. To contact CAIE with information concerning malpractice you can email info@cambridgeinternational.org putting 'allegation' in the subject line.

CAIE:

- will treat any information sensitively and confidentially
- respect requests to remain anonymous, unless we are legally obliged to report the identity of the person making the allegation
- recognise that you may be identifiable by others due to the nature or circumstances of the disclosure, so we will try to limit the risk of this where possible

Information supplied anonymously cannot be used as evidence. However, such information can form the basis of, or give probable cause for, an investigation. In order to

support any potential investigation it is better if you supply all the information you have at one time, rather than add information later.

We will not be able to discuss any investigation or outcome with you; to do so would be to reveal privileged information which is often subject to the Data Protection Act.

Note: For the UK this policy includes any “whistle blower” disclosure of malpractice or wrongdoing in centres by a member of staff, learner or parent/guardian, in accordance with [Ofqual’s whistle blowing policy](#), May 2014.

8) The university application process

This is a very important procedure, so you will be given a significant amount of support by both your Personal Tutor and subject teachers. At the end of the first academic year, the application process will be explained to you. You will be given advice on which universities to apply to and how to write a good application. The Academic Manager has responsibility for organising the university application process for the Newton Programme students and both she and your Personal Tutor will help you with your application. Your Personal Tutor will also write a reference for you.

Students have to apply online to university through an organisation called the Universities and Colleges Admissions Service (UCAS). At the beginning of the UCAS application process you can choose up to five different courses/universities. If you are fortunate you may get offers from more than one university, in which case you have to hold:

- Firm choice (preferred choice)
- Insurance choice

The firm choice (preferred choice) should ask for higher entry criteria than your second choice (insurance choice). This is because if you get the grades required for your first choice you **must** accept your first choice.

Throughout the first year, your Personal Tutor will discuss your future with you and will encourage you to think about possible university choices. It is a good idea to start researching these as early as possible by visiting the various university websites and looking at their entrance criteria.

8.1) Entry requirements for leading universities and medical schools

Competition for places in leading universities and medical schools is fierce. Inevitably, therefore, they will require high A level grades – typically three As but possibly as high as two A*s and two As. However, many universities also use other selection processes.

These include:

- **Interviews**

After an initial consideration of your application you might be asked to attend an interview. This is particularly the case at medical schools and Oxford, Cambridge and Imperial. Your performance at interview will be an important factor on whether you receive an offer. We will help you prepare by arranging mock interviews for you. Your subject teacher will also help you.

8) Applying for university

- **UCAT tests**

The majority of medical schools require you to take the University Clinical Aptitude Test (UCAT). This test is designed to assess your ability to reason and test skills considered appropriate for potential medical practitioners. Carol Ferris will give you support in preparing for this, as well as general support in applying for medical school. This is in addition to the advice and support given by your Personal Tutor.

For students applying to medical school, only four choices are permitted through UCAS. It is important that you make appropriate choices, as competition for places at all medical schools is extremely high and even the best students can expect to get rejected by at least some of their choices.

- **IELTS**

You may have to re-sit your IELTS test (or other English language test) to meet the requirements of your chosen university and the UK Border Agency. You will be given help preparing for these tests as necessary.

- **Other tests**

Some universities, particularly Oxford and Cambridge, may set additional tests. Most typically these include:

- **STEP (Sixth Term Mathematics Paper)** – This may be an additional requirement for students wishing to study Mathematics at Cambridge and/or Warwick Universities. It is taken with, or just after, A levels. Students receiving an offer including STEP will be given additional support by mathematics staff.
- **Written tests taken at interview** – Some universities require students to take a short written paper on the day of their interview at university. It is difficult to prepare students for these, as part of their purpose is to test how students respond to new situations and problems. However, your subject teacher should be able to help with general advice before you attend interview.

9) Complaints and concerns

9) Complaints and concerns

We want you to enjoy your time at INTO and be successful in your studies. However, if you have a concern or complaint, please follow the steps below:

- In the first instance, please raise the concern with your Personal Tutor. If this is not appropriate or possible, then speak to the Academic Manager. If the complaint is serious then put the complaint in writing to the Academic Manager. The Academic Manager will meet you and try to help you resolve your concern. She may pass your concern on to the appropriate person (for example, if the complaint refers to non-academic matters).
- If, after this, you remain concerned then put the complaint in writing to the Academic Director, Jeremy Moyle.

If you find it difficult to communicate clearly in English, please contact Student Services for additional support.

Your studies/results will **not** be affected if you raise a concern or complaint with us.



10) INTO UEA science laboratory – health and safety

Laboratory practical classes are an important part of your studies. These will be held in the INTO UEA science laboratories on floor 4.

Science students usually consider practicals to be one of the most fun, useful and enjoyable parts of the science programme. However, they can be dangerous, so there are certain health and safety rules that you must obey. You will receive important detailed information in your introductory weeks about laboratory health and safety, and also in each laboratory practical class.

10.1) INTO UEA science laboratory rules

- Always put on and fasten your lab coat **before entering** the science lab.
- Always remove your lab coat, gloves and safety goggles **before leaving** the science lab.
- Always wash your hands **before leaving** the science lab.
- Long hair must be tied back (ladies and gentlemen!).
- Wear sensible clothes that will protect you from spillages. Do not wear open-toed shoes or sandals, or have bare legs (no shorts or short skirts).
- You may not enter a laboratory practical class without a member of INTO staff being present.
- No eating or drinking.
- No mobile phones.
- Store your bag and coat on the coat hooks in the corridor outside the science lab. Valuables (phone, purse, keys, etc.) can be left in the drawer at the front of the lab.
- Always read the safety information at the front of your practical hand-out.
- If you are ever unsure about anything at all, ask your teacher.

10.2) Personal protective equipment (PPE)

You will not be allowed to undertake any work in the INTO UEA science laboratories without a lab coat and eye protection. These will be provided where necessary, together with gloves and dust masks.

10.3) Field trips

Some of your practical work may take place outside of the science laboratory. Always listen carefully to all instructions given.



Dan Self and Adriana Atudorei are the Laboratory Technicians for Science

The most important piece of safety information is: **if in doubt, shout!**



Policy and procedure for students under the age of 18

INTO UEA recognises that we have a special duty of care to all of our students, and especially to those under the age of 18, who need extra support to ensure they are provided with a safe and secure environment in which to study and thrive. The following rules and procedures have been put in place to safeguard and encourage underage students to take responsibility for their conduct and behaviour.

Curfew

All students who are under the age of 18 must follow a curfew procedure which is implemented 7 days a week, 365 days a year. Between 20:00- 23:00 hrs every evening you need to come to Reception and sign yourself in by stating your name and room number to the member of staff on shift. This is to ensure we know you are safe and in centre. Students may leave the centre when they are not in classes but are expected to return to the residences in the evening by 23:00hrs.

If you wish to return after 23:00hrs because you are attending a special event, you must get a parent or guardian to complete a curfew extension form and email this to into.life@uea.ac.uk at least 24 hours in advance to seek permission from the Welfare team. The team reserve the right to deny permission if the activity is deemed a safeguarding risk. In the event of a curfew extension request for a weekend, this form must be emailed no later than 17:00 hrs on the Friday beforehand.

In the event that you do not return to the INTO centre by 23:00hrs, the member of staff on duty at the time will attempt to make contact with you. If no contact is made the duty staff will instigate a search and take measures to locate you. If you remain un-located your parents will be informed. If your parents do not know your whereabouts the Head of Students Services or Centre Director will be contacted, who will instigate a further investigation. It is also possible the police will be contacted, and you will be reported as a missing person. If you are late for curfew or have missed it entirely then the welfare team will follow the disciplinary curfew procedure.

All students must inform one of the Social and Welfare Officers or staff at reception when a contact telephone number has been changed.

Nights or weekends away from the INTO residences

If a student under the age of 18 wishes to be away from the INTO centre or your host family overnight or for a weekend, they must get permission in advance by at least one week. Your parents must inform a member of the Welfare team via into.life@uea.ac.uk of the intended plans using the curfew exclusion form. The Welfare team will then reply to the parent to confirm whether this request has been approved. In all cases, INTO will need to

know where the student is going and who they are going to see. Travel plans must be given and an address for where they will be.

Visitors

All visitors must be signed in and out of the INTO Centre and must be escorted whilst on the premises. Visitors cannot stay overnight in the INTO Centre and are expected to leave by 23:00hrs. A list of local hotels and bed and breakfasts are available on request.

Our expectations of students

- **Alcohol, cigarettes, vaping and other restricted goods and services**

In the UK it is illegal for alcohol, cigarettes or vapes to be sold to anyone under the age of 18. It is illegal for anyone under the age of 18 to buy alcohol, cigarettes or vapes.

Under English law it is a criminal offence to smoke in a public building or enclosed place used by the public. INTO UEA does not allow smoking, vaping or drinking of alcohol by any student either in the main teaching block or in its residences. If a student wishes to smoke/vape they may do so in designated areas only. Any student found smoking/vaping indoors will be fined £100 and if caught a second time they will be fined £200 and could be evicted from living at INTO accommodation.

There are also age restrictions for a number of other goods and services in the UK. Students under the age of 18 are not able to buy solvents, gas lighter refills and some DVDs and computer games. Students under the age of 18 are also restricted entrance to films with an 18 certificate, nightclubs and bars.

- **Driving in the UK**

There are very strict regulations in place for international students who wish to drive in the UK. For further information, please see <http://www.dvla.gov.uk>. Please note: the UEA will not provide parking permits to any student living on campus or within a mile of campus.

- **Meals for Newton students**

All students on the Newton Programme have two meals in the INTO Café restaurant. It has been shown that a healthy diet and regular meals can contribute to improved academic performance. Because of this, the restaurant serves a range of healthy and fresh foods daily. It also caters for all dietary requirements, including vegetarian and halal. If you have any concerns about the INTO Café meal plan, please speak to your Personal Tutor.

- **Conduct and behaviour of students**

All students are expected to treat other students, staff and visitors of INTO and UEA with respect, dignity and fairness. Students under the age of 18 are treated in the same way as other students and are expected to take responsibility for their own behaviour. A copy of the Student Code of Conduct is given to all students on arrival at INTO and a copy is available on request.

In terms of conduct within INTO accommodation, all residents must adhere to the terms and conditions of their license, which are outlined in accommodation confirmation emails. Any misconduct within the building may result in disciplinary action and/or a monetary fine, depending on the severity of the incident.

- **Attendance**

All students are expected to attend all classes (arriving on time) unless they are ill or have been given permission to miss classes by their Academic Manager. INTO has a duty to inform the Border and Immigration Agency of any student who misses 10 contact points without good reason.

Any student who persistently misses classes will be given a formal warning and you will be notified of this. INTO reserves the right to permanently exclude any student who receives two formal warnings.

- **Disciplinary action**

Any student who fails to meet INTO UEA's expectations for attendance or behaviour and conduct is likely to face disciplinary action. Disciplinary action for minor offences will range from a reprimand to a fine not exceeding £200. For major offences, for example where the student's behaviour puts others at significant risk, or where the student has persistently failed to attend classes as required by the Border and Immigration Agency, the student will be permanently excluded from INTO.

If, for any reason, disciplinary action is taken against a student under the age of 18, the parents will be informed. They will be told why the student was disciplined, what is expected of the student in the future and what will happen if the student fails to meet the expectations.

In the unlikely event of a student under 18 being permanently excluded from INTO, the student will not be asked to leave INTO before parents have been informed and have had a chance to make arrangements for the student to return home. A copy of the Disciplinary Policy and Procedures is available on request.