

University of Exeter Q-Step Centre, Institute of Coding Summer School 2019 Terms and Conditions

In undertaking Exeter's Institute of Coding Summer School programme you agree to the following terms and conditions.

1.0 Attendance

You will be expected to attend all classes that you are registered for. If for any reason you are unable to attend, due to illness for example, please ensure you email the team at ioc@exeter.ac.uk in the morning on the day of absence.

You will need to attend a minimum of 4 days out of 5 in each learning block in order to pass the course and receive your end of course certificate.

2.0 Bursaries

Two bursaries will be offered:

- a) *Tuition Fee Bursary*: All successful applicants will receive a bursary to cover full tuition fees for the duration of the programme they choose to undertake. Applicants will be automatically allocated this and do not need to apply separately.
- b) *Accommodation Bursary*: A limited number of accommodation bursaries will be available. Accommodation bursaries will be given on a case by case basis, and selection criteria is adopted from the University's Widening Participation eligibility criteria. Full details of criteria can be found in clause 2.1. Applicants will need to indicate on their application form that they require accommodation and will subsequently be contacted with further information.

2.1 Accommodation Bursary Criteria

The University of Exeter believes in the principle that everyone with the potential to benefit from higher education should have equal opportunity to do so. We are committed to widen participation in higher education; raise pupil attainment; and put students on a level playing field to ensure they enjoy the best possible outcomes at University and as graduates.

Adapted from the University's Widening Participation eligibility criteria, we will prioritise applications for accommodation bursaries by the following.

At least one of the following applies to you:

- Disability
- Care leaver
- Carer
- Refugee status
- First Generation at University (both parents have not attended university)
- Home in a 'Low Participation Neighbourhood'* (defined by home postcode before coming to University)
- State School/College in a 'Low Participation Neighbourhood'* (your last school/college before coming to university)

* Low Participation Neighbourhood: A neighbourhood where a low percentage of young people progress to higher education. You can check to see if your home and/or school postcode was in a

'Low Participation Neighbourhood' by visiting [A2I](#) and entering the postcode into the WP Criteria box.

3.0 Accommodation

Limited university owned accommodation will be available to book as necessary. This accommodation will be provided in [Birks Grange Halls of Residence](#) on a Bed & Breakfast basis. Birks Grange is not a self-catered Halls of Residence, and so facilities will be minimal.

Each room will contain:

- Bed (including bed linen), wardrobe, bookshelves
- Desk, chair, desk lamp or built-in lighting, noticeboard and waste bin
- Mini fridge, kettle and tea making facilities
- Wi-Fi

Students in Birks Grange will also have access to a utility room with microwave

Breakfast will be served at Holland Hall Halls of Residence. Continental and full English self-service will be available.

3.1 Cost of Accommodation

The cost of rooms at Birks Grange will include breakfast served at Holland Hall:

1 Block only: Sunday – Saturday (6 nights): £237.48

2 Blocks: Sunday – Saturday (13 nights): £514.54

All 3 Blocks: Sunday – Saturday (20 nights): £791.60

Any applicants wishing to take Blocks 1 and 3 only, can apply for accommodation in these weeks but are not guaranteed the same room and will have to move out for the duration of Block 2. The cost will be £474.96 (12 nights)

3.2 Accommodation Important Dates

If you require accommodation you will need to make full payment no later than 29th April 2019 in order to secure this.

4.0 Registration Fees

Registration fees are payable on receipt of an offer on the programme. Registration fee amounts will be dependent on the length of programme you register for:

1 week only: £75.00

2 weeks total: £120.00

3 weeks total: £150.00

Registration fees are non-refundable. These fees are used in the administration and setup costs of the school and are therefore non-refundable.

5.0 Student Responsibilities

The student undertakes with the University of Exeter:

- a) to behave responsibly and not to damage property belonging to the University of Exeter, to any of the campuses or to any other person;
- b) not to undertake any activity that may be liable (in the opinion of the University of Exeter) to bring the University of Exeter, the Campuses, or other venues (whether or not Course activities are held there) into disrepute;

- c) to treat the facilities and the premises of the Campuses, other venues (whether or not Course activities are held there) and all other persons with care and respect for the privacy of their residents (where applicable) and not to interfere with or gain access to or attempt to gain access to those parts of the premises of the Campuses or other venues to which public use or access are indicated by the Campus or venue in question to be unauthorised;
- d) not to smoke in any room on the Campuses; in the event of noncompliance, smoke detectors may trigger the alarm; should the Fire Service levy a fine for unnecessary attendance the right is reserved to pass on this charge to the Student;
- e) to follow all instructions communicated or otherwise published by or on behalf of the Campuses and other venues (whether or not Course activities are held there) with respect to security, health and safety regulations, and personal and public safety;
- f) not to affix or attach anything to or otherwise decorate the whole or any part of the Campuses or any other venues (whether or not Course activities are held there).

5.1 Code of Conduct

This is an intensive academic undertaking and you are expected to attend each class/activity on your registered programme. You must fully complete the course and adhere to the attendance policy (see clause 1.0).

For the duration of the programme you will be registered with the University of Exeter and as such will represent the university. You agree not to do anything that will bring yourself, or the University, into disrepute. You are expected to treat others with respect, and always be mindful of your own and others safety. You are expected to take necessary steps to ensure that your safety and security, and that of your fellow students, is not compromised.

6.0 Important Dates

11 th January 2019	Applications open for 2019
02 nd April 2019	Applications close
08 th April 2019	Successful applicants will be advised
16 th April 2019	Deadline for paying registration fee
29 th April 2019	Accommodation deadline
24 th June 2019	Block 1 classes begin
01 st July 2019	Block 2 classes begin
08 th July 2019	Block 3 classes begin
12 th July 2019	End of 2019 Summer School

7.0 Application Process & Selection Criteria

- a) Each applicant will be required to complete an online application form to be considered
- b) Applicants to block 3 are required to have a minimum beginners level experience in programming or coding (non-specific)
- c) Priority is given to undergraduate and postgraduate taught students
- d) Priority is given to students with little to no experience of programming and coding for Blocks 1 & 2

- e) Applicants will need to demonstrate commitment and motivation for the programme; this will be assessed by a selection panel

8.0 General Safety

Should you have any immediate safety concerns you should make University of Exeter staff aware of these.

Out of hours and in an emergency you can contact Estate Patrol who are available 24 hours a day, 7 days a week. The Estate Patrol contact number is 01392 723999

9.0 Marketing, photography and videos

Each student will be provided with a Model Consent Form prior to the start of the programme.

On completion and submission of this voluntary form each student agrees to participate in promotional activities undertaken by the University of Exeter which include photography, videoing, recording and other such activities. These activities may result in the production of materials featuring the student such as brochures, posters, websites, newsletters and marketing campaigns.

9.1 Participation in research

The Summer School is being evaluated as part of a wider Institute of Coding research project.

Students may therefore be asked if they are willing to participate in surveys or interviews before, during and after the course and whether they agree to be observed by researchers during lectures. Audio, video and written data collected in this way may be used to improve the course in future iterations, or in research presentations and articles. A separate Consent Form will be provided for this purpose. Participation will be voluntary.

10.0 Contact Information

Please contact ioc@exeter.ac.uk with any queries or concerns relating to the Summer School. You can also contact the school administrator by calling 01392 726129.

Mailing address:

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Exeter
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