

## **Applicant Guidance**

### **Student Shadowing Scheme 2018-19**

#### Purpose

The Student Shadowing Scheme offers the opportunity for individual students to visit our campus, meet current students, and find out more about studying at higher education (HE).

UEA offers sixth form and college students the chance to visit our campus at several Open Days and an annual sixth form conference. For the vast majority of students these events are a fantastic way to find out more about studying at UEA and the student experience. However we are aware that for some students these large events might not be the most appropriate introduction to university.

In recognition of this, the Student Shadowing Scheme offers an opportunity for individuals to visit in a small group setting or on a one-to-one basis. We aim to answer questions to help them make an informed decision about university. The Student Shadowing Scheme also welcomes a parent or carer to visit the campus with the student.

#### Outcomes

During the student shadowing visit we hope participants will:

- Know more about the support available to those studying at university
- Know more about studying their subject of interest at university
- Have the chance to talk to current students studying the subject they are interested in
- Explore campus life and enjoy a positive experience of UEA
- Experience some university teaching in their subject of interest [where possible/appropriate]

#### Eligibility

Students must be at least one of the following:

- Eligible for or in receipt of free school meals / pupil premium
- A looked after child or recent care leaver
- A young carer or young adult carer
- Estranged from birth or adoptive parents
- Have a disability as defined by University and Colleges Admissions Service (UCAS). More detail of this is given in the application form
- A Gypsy, Roma or Traveller student
- A refugee or asylum seeker
- Aged 21 and over with no previous university experience

In addition:

- Students must be in Years 11-13 (Year 13 only prior to submitting their UCAS application) or engaged in Level 3 study as an adult
- UEA must offer a course in the subject area that the student wants to study
- Students must have achieved, or be on track to achieve 5 GCSE's grade A-C and a Level 3 qualification which would enable progression to HE
- The visit must run during the school / college day
- Travel funding may be available so please ask if you would like more information about this

- The maximum number of students we can host on any student shadowing experience is three

#### Example visit programme (3 hours)

- Visitor will be met by a member of the UEA Outreach team and Student Ambassador at an agreed meeting point.
- Ambassador will lead a campus tour, including visiting university accommodation if possible.
- The Ambassador and visitor will take part in an academic activity related to the subject the student is considering studying. This might involve attending a seminar or lecture, or could be a conversation with a postgraduate student or lecturer about the subject.
- Break/lunch in a student café.
- The visiting student will be invited to complete a brief evaluation form, and the Ambassador will escort the student back to the meeting point for return transport to school/home

### **Student Shadowing Scheme Agreement**

#### UEA will

- Recruit DBS checked Student Ambassadors to act as guides for the visit. We will make all effort to recruit an Ambassador who is studying the subject the visitor is interested in.
- Support Ambassador to liaise with academic staff to ensure they are aware and happy for school pupils to attend their lecture or seminar (if relevant).
- Ensure the visitor is met at an agreed drop off point, and returned to their pick up point at the correct time at the end of their visit.
- Collect feedback from the visitor to help us evaluate the student shadowing scheme.

#### Schools/organisations will:

- Liaise with parents / guardians to obtain consent for their child / ward to take part in the scheme.