| **Faculty level – Academic Programme Engagement policy (incorporating early intervention)** | |
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| **Applies to:** | Faculty of Education |
| **Policy owner:** | Head of Academic Services |
| **Effective from:** | September 2024 |
| **Engagement requirements** | |
| In the Faculty of Education our vision is to work creatively with others to enhance life chances and within this we aim to aspire, inspire, innovate and transform. Our core commitment is to provide you with the very best learning experience. This involves providing you with the opportunities to build a strong personal learning community.  We expect you to commit fully to your learning journey so that you can realise your potential, this means engaging with **all scheduled sessions and self-directed study**. This is because our experience shows us you are best able to meet your potential when you do so. Experience tell us that when students are fully engaged in their learning community and learning journey, they are far more likely to succeed in their studies and meet their potential.  For clarity, in this policy we are providing you with an overview of our definitions of engagement, and an outline of the mechanisms that are in place to support you at every stage of your journey, should anything be preventing this.  **What is engagement and why is it important?**  Engagement for the Faculty of Education is you as a student making very best use of the opportunities presented and the resources made available to you on your programme. This could be:   * attendance at an in-person lecture or seminar, * contributing to in-person or on-line discussion groups, * reading a blog posted by a tutor, * presenting a summary after listening to a podcast uploaded by your module leader onto blackboard, * submitting an assignment via Turnitin, * joining in with an enhancement activity or a meeting with your personal tutor either in-person or via Microsoft Teams.   All the above are examples of how you can demonstrate your commitment to your studies and active engagement with the curriculum on offer. We would expect you to demonstrate your active engagement through varied and numerous examples of the above.  **Students on Initial Teacher Education programmes**  Studying on a programme which leads to registration with a Professional Body brings with it additional responsibilities around attendance and engagement. This is because any absence from the placement setting directly affects learners and colleagues in our wider partnership. Sustained, or significant non-engagement may lead to a consideration of trainee’s fitness to practice as a high level of professionalism is expected throughout academic programmes [Academic Regulations - Documents (edgehill.ac.uk)](https://www.edgehill.ac.uk/documents/collection/academic-regulations/)  Our partnership agreement can be found here: <https://www.edgehill.ac.uk/educationpartnership/partnership-agreements/>  Attendance on professional practice will be a further key indicator of your engagement. Professional Practice attendance will be tracked and monitored by your mentor and recorded on our placement system – Abyasa and/or InPlace.  Students on some specific ITE programmes within the faculty may be eligible for Teaching Training Bursary. Trainees are entitled to these tax-free financial incentive payments from the DfE when actively engaged on their course. In addition to our own records monitoring your engagement, the Department for Education (DfE) requires your course/programme team to keep records of your active attendance and engagement on the programme.  Trainees who may be entitled to bursary payments may become ineligible for monthly payments if they are not actively engaged on the programme.  The information contained in this policy also applies to our pre-course Subject Knowledge Enhancement (SKE) courses which you may be asked to complete as continued engagement is linked to funding that may be available to some applicants. | |
| **Expectations and Attendance/ Engagement monitoring patterns** | |
| **Your responsibility as a student**  As you have committed to a higher education programme you will have already considered how you will balance the demands and requirements to get the most out of your time at Edge Hill University. For this reason, the following are not accepted as an excuse for the lack of engagement in learning and teaching activities:   * Part-time employment * Routine childcare responsibilities * Going on holiday * Routine doctors and dentists’ appointments   The expectation is that on day 8[[1]](#footnote-2) of any absence you either return to full engagement with your studies and attending placement or that you provide a doctor’s note/sick note for the continuation of your absence. You will be expected to return to your studies once the medical note expires unless medical advice suggests otherwise.  We understand that for some very specific reasons, you may not be able to attend some of your in-person teaching and learning activities. If this is the case, you will have raised this with your programme tutors and personal tutor and you will be expected to engage instead with the relevant resources for that session to apprise yourself of the learning you have missed[[2]](#footnote-3).  **How we will track your engagement**  Your engagement on your Academic Programme may be monitored weekly through mechanisms such as:   * attendance at in-person scheduled lectures * meaningful self-directed study * directed independent study * attendance at synchronous face to face online sessions * engagement with the virtual learning environment (Blackboard). * attendance at in-person scheduled seminar sessions * submission of weekly tasks and assignments * engagement with individual or group tutorial sessions * engagement with a personal tutor * attendance at a professional practice or work-based learning placement either in-person or online *(see additional requirements below).* * Engagement with your weekly development summary (WDS) (ITE programmes/course   **How we will support you**  Departmental Progress Meetings (DPMs) are the supportive interventions used by the faculty to help you reach your potential. Note that attendance at a DPM meeting to discuss your attendance and engagement is not considered as active engagement with your academic programme, and for example would not satisfy DfE requirements around monthly bursary payment eligibility.  Programme tutors and Personal Tutors will be monitoring your engagement looking specifically for any patterns of non-engagement. This is so that we can understand what those reasons might be and provide appropriate support to improve engagement, to help you be successful.  You must also tell us if your ability to engage with the programme is proving challenging as we will be able to offer support and advice. Your personal tutor should be your first port of call. | |
| **Trigger points for each non-engagement level** | |
| The following define the supportive interventions which will be immediately initiated if your engagement is such that, in the opinion of your tutor, you will be unable to meet your potential.  **Level one – emerging concerns about attendance and/or engagement (early intervention)**  Your engagement may be irregular or there is a pattern giving rise to concern.  A designated member of academic staff, personal tutor or their nominee will contact you for an informal discussion using any/all available channels of communication.  This is to:   * Inform you that your lack of engagement is a cause for concern * Identify any underlying cause for concern for your non-engagement, this might be health and wellbeing related * Provide support to help you resolve any issues * Facilitate the setting of your learning goals through DPM targets or a learning agreement * Refer you to appropriate university support services, e.g. the Student Support Team or Academic Registry to provide advice on university processes such as personal circumstances, interruption of studies or repeat year * Make you aware of the implications of lapsed attendance and engagement with reference to [Last date of engagement | Edge Hill University](https://www.edgehill.ac.uk/departments/support/registry/academic-records/last-date-of-engagement/). * Make you aware of any implications your attendance and engagement will have on eligibility for DfE Teaching bursary payments.   The designated staff member will email you, summarising the advice and guidance given and set a deadline for review within 10 working days. Your programme team may feel that it is appropriate to refer you to the Student Support Team in Student Services, who can provide additional support and help you manage your situation.  If you do not attend this meeting, the meeting will take place in your absence and you will be notified of the next steps, which may be escalation to Level two.  **Level two – sustained non-attendance and/or engagement**  Your engagement is continuously below the expected level, or any milestones set at Level 1 of the process are continually missed. Your programme team may have asked Academic Registry or the Student Support Team to contact you with one or two supportive emails, despite this your attendance/engagement has not improved.  Departmental Professional Support Teams will contact you by email, explaining that your non-engagement has been recorded as sustained and will:   * Be clear that a response from you to the communication is required * Refer you to the Student Support Team within Student Services (if this has not already happened).   The email will invite you to a Departmental Progress Meeting (DPM) with your programme leader or their nominee, attendees may also include:   * Your personal tutor * Other representative(s) from your department(s) * Other representative(s) from other university departments or services, e.g., the Student Support Team (Student Services).   At the meeting, academic staff will explore any issues preventing you from engaging and offer academic and personal support. The meeting should:   * Establish an action plan for your future engagement requirements Set out the consequences of failure to adhere to the plan, the details of which are explained in [Last date of engagement | Edge Hill University](https://www.edgehill.ac.uk/departments/support/registry/academic-records/last-date-of-engagement/) so that you are aware of the implications. * Agree a last current last date of engagement (LDE) based on your current attendance and engagement. * Define a deadline for review by which point your attendance and engagement should have improved. * Consider additional referrals to other university support services as necessary. * Consider supportive university processes and procedures, such as [personal circumstances](https://www.edgehill.ac.uk/documents/academic-regulations-2018-19-appendix-7-procedures-for-the-submission-of-exceptional-mitigating-circumstances-2018-19/), [interruption](https://www.edgehill.ac.uk/documents/academic-regulations-2018-19-appendix-9-interruption-policy-2018-19/) or [repeat year](https://www.edgehill.ac.uk/documents/academic-regulations-2018-19-appendix-10-repeat-year-policy-2018-19/).   If you fail to engage with the meeting, it will proceed in your absence. A summary email will be sent to you within five working days of the meeting taking place. Your programme team will notify the Student Support Team.  **Level three – significant non-attendance and/or engagement**  You have disengaged from your studies, or the action plan (agreed at level 2) has not been adhered to.  You are at risk of being withdrawn from your programme and the university, so a further Level 3 Departmental Progress Support meeting (DPM) will be convened. Attendees may include:   * Head(s) of department(s) or senior academic (or their nominee), who will act as Chair * Your Personal tutor * Representative(s) from the department(s)   Where the Chair feels it appropriate, relevant University support services may also be invited to attend the meeting. This may include, but is not limited to, an appropriate representative from:   * Inclusion (Student Services) * Student Support Team (Student Services) * Wellbeing (Student Services) * Specific Learning Difficulty Support (Learning Services) * Academic Registry * Careers   The following information will be provided to you in writing:   * The date, time and location of the meeting * A summary of the concerns raised about your engagement with your studies * Details of who will attend the meeting * Information about your right to be accompanied by a friend, as detailed in Appendix 23 of the academic regulations – the role of a student’s friend in academic conduct procedures. * A copy of this document – your Faculty Academic Programme Engagement Policy * The LDE determined by your department which will be used in processing any withdrawal * The LDE for DfE/ITE bursary purposes (which may be different from the LDE from your programme).   If you fail to engage with this meeting, it will go ahead in your absence. You should make all reasonable endeavours to engage with the meeting. If, for good reason, you cannot attend, the meeting may be rearranged (once) subject to approval by the Chair.  The meeting will consider all relevant information, including, but not limited to:   * Your engagement records * Any individual circumstances related to you * Any student support requirements * The impact of your non-engagement on your studies * The impact of your non-engagement in professional practice and the reputational challenges which this creates for the faculty’s wider partnership.   In deciding the outcome, the meeting will consider the circumstances and context in each case. The list of outcomes below is not exhaustive:   * Agree what you and the University will do to bring engagement to an acceptable level * Establish an action plan for expected engagement, with a deadline for review * Refer you to appropriate University support services * Consider University processes and procedures to support you, such as Exceptional Mitigating Circumstances, Interruption or Repeat Year * Refer you to Student Services under the Support to Study or consider you under the Fitness to Practice Procedures * Recommend you receive a final warning from the Head of Department * Recommend to the Head of Department to withdraw you from the programme (provided the Student Support Team have attempted to re-engage you in your studies and been unsuccessful), this may be instigated if: * You have never engaged * You have completely disengaged * Your lack of engagement means that you could not realistically recover your position.   You will be notified in writing of the decision within five working days of the meeting taking place.  If it has been established that you should be withdrawn, the department will action this no later than 10 working days after the decision. The L[ast Date of engagement (LDE)](https://www.edgehill.ac.uk/departments/support/registry/academic-records/last-date-of-engagement/) previously agreed with you will be used.  If you have not agreed [an LDE with the department](https://www.edgehill.ac.uk/departments/support/registry/academic-records/last-date-of-engagement/), the department will determine the LDE in line with the institutional withdrawal[[3]](#footnote-4) procedures.  This will ensure the University charge you the correct tuition fee, and that you do not receive any funding that you are not entitled to. | |
| **Process for students reporting an inability to engage** | |
| The expectation is that you will take ownership of your learning journey, which means that you will always inform your personal tutor or module tutor at least 1 week in advance if you know that you will be unable to engage with any aspect of your programme. This is particularly important if your absence means that you won’t be able to take part in a scheduled activity that might affect others (e.g. giving a group presentation or taking part in assessed group work). If you need to get in touch with your personal tutor or module tutor with less than one week’s notice, you are expected to email them before 9am on the first day of absence.  **Initial Teacher Education (ITE) students and students with Work Based Learning placements**  Students must request permission for absence in advance from their professional practice setting stating the reasons for the request. Personal tutors and Link tutors should be included in the request.  Permission for single incidences to short periods of non-engagement may be granted for:   * Medical reasons (self-certified up to and including 7 calendar days\*) * Ante, post-natal and medical appoints related to pregnancy * Compassionate grounds * Jury service * Serious and unexpected transport problems to attend your campus or professional practice * Personal or family emergency that could not have been dealt with outside of university hours * Attendance at a faith-based event   \*Non-engagement which totals more than seven successive days due to illness may require a medical/doctors’ certificate/sick note and may result in the initiation of the Support to Study procedure.  Permission for non-engagement in scheduled sessions requires an appropriate reason, permission may be requested by e-mail to your module tutor, who may or may not authorise your non-engagement.  **Do not assume** that permission is automatically granted, tutors reserve the right to reject permission for non-engagement including the self-certification of sickness if there are concerns about your overall pattern of engagement. Such cases will be recorded as incidents of non-engagement and will count towards the trigger points above.  If you have a Tier 4 or Student visa, any engagement concerns will be shared with the Compliance and Immigration Manager. Lack of engagement can be reported to the UKVI and can lead to your visa being cancelled. For more details, please contact [international@edgehill.ac.uk](mailto:international@edgehill.ac.uk)  All assessment deadlines are set such that they factor in and allow you to plan around potential short-term disruptions to your engagement. Note that requesting permission for non-engagement does not excuse you from submitting any coursework due by the specified deadline unless an extension or a Personal Circumstances application has been approved.  If you are unable to engage with your programme for a sustained period you may want to consider interrupting your studies, in specific circumstances and in your best interest we may ask you to interrupt your studies. Please talk to your personal tutor about this if you think this may help. There are financial implications for this so you must speak to advisors in Student Services or Academic Registry. | |

1. See page 8, section Process for students reporting an inability to engage. [↑](#footnote-ref-2)
2. Note that if you have completed the standard length of your programme and only have outstanding assessment or placement to finish, your tutors will arrange a DPM to define and clarify expectations around your engagement. [↑](#footnote-ref-3)
3. [Withdrawing - Edge Hill University](https://www.edgehill.ac.uk/departments/support/registry/academic-records/withdrawing/) [↑](#footnote-ref-4)