

<b>Academic Programme Engagement Policy</b>	
<b>Applies to:</b>	<p>Faculty of Health, Social care &amp; medicine / Applied Health &amp; Social care</p> <p>List of programmes this policy applies to:</p> <ul style="list-style-type: none"> <li>• BSc (Hons) Child &amp; Adolescent Mental Health &amp; Wellbeing</li> <li>• BA (Hons) Counselling &amp; Psychotherapy</li> <li>• BSc (Hons) Critical Approaches to Counselling &amp; Psychotherapy</li> <li>• BA (Hons) Health &amp; Social Wellbeing</li> <li>• BA (Hons) Child Health &amp; Wellbeing</li> <li>• BSc (Hons) Nutrition &amp; Health</li> <li>• BSc (Hons) Psychosocial Analysis of Offending Behaviour</li> <li>• BSc (Hons) Integrated Children &amp; Young People’s Practice</li> <li>• MSc Applied Management of Offending Behaviour</li> <li>• MSc Child &amp; Adolescent Mental Health &amp; Wellbeing</li> <li>• MSc Psychotherapy and Counselling – Contemporary Creative Approaches</li> <li>• MSc Public Health Nutrition</li> <li>• PGDip Education Mental Health Practitioner for Children and Young People</li> </ul>
<b>Policy owner:</b>	Head of Department: Dr Carol Kelly
<b>Effective from:</b>	September 2020
<b>Engagement requirements</b>	
<p>Timetabled teaching sessions are an essential part of the student learning experience and success. The Department expects students to:</p> <ul style="list-style-type: none"> <li>• attend all timetabled teaching sessions (both face-to-face and online);</li> <li>• engage with online resources and synchronous/asynchronous delivery of teaching material on weekly basis;</li> <li>• complete learning tasks and submit assessments within published timescales/deadlines.</li> </ul>	
<b>Attendance monitoring patterns</b>	
<p>All teaching sessions will be monitored for attendance. Student attendance will be reviewed regularly (at least once per month), with emphasis</p> <ul style="list-style-type: none"> <li>• at the start of the programme; and</li> <li>• immediately following extended breaks where students have not been regularly attending (e.g. week 2 of semester 2, the first teaching week), or after an assessment week or placement.</li> </ul> <p>Attendance at face-to-face and sessions and online synchronous delivery will be recorded via Qwickly.</p>	

Patterns will be monitored by percentage of attendance across the whole programme during each the semester and in each module during its duration.

### **Trigger points for each non-engagement level**

Following monthly review, the programme team may view a student's attendance and engagement to be below expectations based on the three broad levels listed below:

Level 1 - Engagement concern:

One or more consecutive weeks of absence and/or non-engagement with learning activities/ formative tasks

Level 2 - Sustained non-engagement:

No response to Level 1 concern email, or lack of progress with actions agreed

Level 3 - Significant non-engagement:

Lack of progress with actions agreed at Level 2; attendance and/or engagement continue to be below expectations or deteriorated; assessment deadlines have been missed.

The above listed reasons for concern (for each level) are indicative and not exhaustive.

In those instances where non-engagement is identified immediately to be sustained or significant, the department Level 1 and/or 2 may be bypassed.

### **Process for student reporting absence**

The Department understands that students may face difficulty in attending all sessions, and as such recognises that there will be cases of both planned and unexpected absence.

As a matter of courtesy, you are encouraged, wherever possible, to let us know if you are unable to attend your sessions.

You can notify us by:

- emailing the School Admin Team via [AskAHSW@edgehill.ac.uk](mailto:AskAHSW@edgehill.ac.uk)
- or telephoning 01695 650732

Please include the module title and date for each missed session

If you are unable to attend during your placement:

You need to notify the school admin team (as above), but you must also inform your placement provider, using their agreed absence reporting procedure.

### **Process for assessing programme engagement**

Programme teams will regularly review student attendance and engagement information (at least once per month). The Department Administration Managers will be responsible for ensuring all required data will be made available to the programme team.

Information reviewed may include (but not limited to):

- Attendance at timetabled teaching sessions, including work placements;
- Meetings with their personal tutor/ project or placement supervisor;
- Engagement with the online learning resources and formative learning tasks;
- Submission of coursework and/or attendance at an examination.

For students with continuing attendance/engagement below the expectations, additional information considered may include:

- Student attendance to Progress Support Meetings (PSM);
- Engagement and progress with previously agreed action plan aimed to support re-engagement;
- Disclosure of personal/health circumstances impacting on attendance/engagement.