Student Academic Engagement and Wellbeing Policy

Purpose

1. This policy outlines how we support you to engage fully with your studies and sets out clear expectations for your engagement with your course. It also outlines the systems used to record attendance and other forms of academic engagement. In addition, it specifies responsibilities for collecting and monitoring the data that form our record of attendance and engagement.

Scope

2. This policy applies to you if you are a taught student or postgraduate researcher registered with us, unless you fall into an excluded group below. This policy does not supersede any Professional, Statutory or Regulatory Body (PSRB) or other discipline-specific requirements, which may exceed our own requirements.[1] If you are a sponsored student, this policy also applies where UK Visas and Immigration (UKVI) legislation requires higher levels of engagement.[2]
3. You are excluded from this policy if you are enrolled on:
    a. Hull York Medical School (HYMS) programmes;
    b. York Online programmes and other taught distance learning programmes;
    c. CPD programmes.
    d. University of York Europe Campus.
4. Detailed information on how we record your engagement is available in the Student Academic Engagement and Wellbeing Procedure and supporting procedures.

Definitions

5. For the purpose of this policy, "Academic Department" refers to the department/school in which you are registered in our central student records system (SITS). In the case of combined programmes, this will be the 'main' host department as recorded in the SITS system. For the avoidance of doubt this information is recorded in the Student Course Enrolment (SCE) record.

Support for Student Engagement

6. We support your engagement in a number of ways:
    a. through pre-entry and induction information, activities and processes that are designed to ensure that you are familiar with the requirements of your course and know how to access facilities, services and support;
    b. through teaching and learning experiences, including supervision of postgraduate researchers;
    c. through course related learning resources and support materials within the Virtual Learning Environment (VLE);
    d. through a range of academic and professional support services.
7. We monitor your engagement in the ways that are set out in the further sections of this Policy, with the aim of identifying any issues and difficulties at a sufficiently early stage to be able to work with you to facilitate full engagement with your studies.

[1] This is likely to include Health Sciences/Nursing degrees, Apprenticeships, PGCE and Social Work.
[2] This includes programmes delivered by the IPC.

Monitoring Academic Engagement

Taught Students

8. In order to ensure that you are benefiting from the opportunities provided, and to monitor your academic progress, welfare and wellbeing, we will monitor your engagement in the following ways.
    a. Attendance at timetabled teaching sessions
        1. Attendance at timetabled teaching sessions is an essential part of your learning experience on all courses. Much of the curriculum content of courses is conveyed through timetabled teaching sessions. Such sessions also give you opportunities to interact with academic staff and other students about course related themes and issues. Attendance is similarly central to your success where courses have practical or placement elements. We therefore strongly encourage you to make every effort to attend all timetabled teaching sessions (including practical, workshop and laboratory classes) and, where applicable, placements.
        2. We use Check-In to register your engagement at in-person teaching sessions. You are required to record your attendance using a unique code presented at the start of each timetabled teaching session. Where your attendance falls below an acceptable level, this may indicate an academic or welfare concern that requires further investigation. When this occurs, you will receive an email from your department/school administration team raising their concerns.
        3. Whilst Check-In is used to capture attendance at in-person teaching sessions, we strongly encourage attendance at online sessions, where this forms part of a programme.
        4. If engagement continues below an acceptable level, further action may be taken
        5. If engagement at teaching sessions is at 10% or less at the end of any given block of teaching in the academic year, specialist support staff, in conjunction with departmental staff, will make several attempts to contact you. The purpose is to assist you in making an informed decision about your future studies, including any support you may require. We may withdraw or suspend a student at the end of a block of teaching if there is no exceptional reason for lower engagement or if, after this time, engagement in teaching sessions remains at 10% or less.[3]
        6. If you need to report an authorised absence, you should follow the reporting absence procedure.
    b. Summative assessments
        1. You are required to submit summative assessments, as a requirement of your academic programme. Submission is required on specified dates during the academic year and forms part of the final assessment for the academic stage on which you are enrolled.
        2. Departmental Boards of Studies/Departmental Education Committee define the nature and regularity of open and closed summative assessments for their students. These are published in Department Assessment Schedules.
        3. We record submission and non-submission of your work. This information is

[3] Teaching sessions include those referred to in the Student Academic Engagement and Wellbeing Procedure.

available to academic supervisors and departmental administration teams, and where you are displaying a pattern of non-submission, your department/school administration team will email you offering support and advice.

4. The penalties for late and non-submission of work are available on the our assessment policies and procedures webpage
5. This policy requires that any unauthorised non-submission of open summative assessments, or non-attendance at closed assessments, is acted upon to seek an explanation for non-engagement and confirm continued engagement with your Programme of Studies. If you fail to submit work on more than one occasion, further action may be taken depending on the broader context of your engagement.

c. Supervision for taught students

1. We will monitor attendance at or engagement with scheduled academic supervision meetings. This policy requires that all supervision meetings be recorded in e:Vision as soon as possible after the event, and not later than two weeks after the meeting took place.
2. We require that two personal supervision meetings take place in semester 1 and 2 for all students. Meetings can be delivered flexibly (in groups or over zoom), but at least one of these meetings per semester needs to be delivered in person, on a one-to-one basis.
3. For students on work placements and part-time programmes, one meeting should be held each semester. Students on a Student visa are still required to attend monthly meetings.
4. For the summer semester period (PGT students), we require that there are three engagement points recorded. These must be face-to-face for UKVI sponsored students. These could include Personal Supervision, Capstone Project Supervision, or any other form of pastoral support within your department/school. For non-student visa holders, at least one of these three must be in person. Please refer to the procedural details for requirements on scheduling of these meetings.

Postgraduate Researchers

9. In order to ensure that postgraduate researchers (PGRs) are benefiting from the opportunities provided, and to monitor their academic progress, welfare and wellbeing, we will monitor student engagement in the following ways.

a. Attendance at formal supervision meetings

1. Formal supervision meetings must be held at least every 6-7 weeks throughout the calendar year whether you are a full-time or part-time PGR (including visiting PGRs) during your normal enrolment period and more frequently if a Graduate School Board prescribes. This equates to a minimum of eight formal Supervision meetings per calendar year.
2. If you are a sponsored PGR, formal supervision meetings must continue while you remain sponsored.
3. A record of each formal supervision meeting should be saved on SkillsForge as soon as possible, but no later than two weeks after the meeting took place.

b. Attendance at Thesis Advisory Panel (TAP) meetings

1. If you are a full-time PGR, your TAP will meet with you at least once within every six-month period (i.e. in months 1-6, 7-12, etc.).

2. If you are a part-time PGR, your TAP will meet with you at least once a year.
3. A record of each TAP meeting should be saved on SkillsForge as soon as possible, but no later than two weeks after the meeting took place.

c. Formal review of progression

1. Formal reviews of progress take place on an annual basis if you are a full-time PhD/EngD and MPhil PGR (towards the end of your academic year), and on a biennial basis if you are a part-time PhD and MPhil PGR. Formal reviews of progress are not required for entry into a continuation period, where this is permitted. You are expected to submit the required paperwork for the relevant review of progress and, where applicable, attend a meeting of the progression panel.
2. Formal reviews of progress are recorded in SkillsForge.

d. Attendance at timetabled teaching sessions

1. If you are a PGR undertaking taught modules for credit, you may be subject to the monitoring applicable for taught students with respect to attendance at taught sessions and the submission of summative assessments.

Students studying away from the University

10. This policy also applies to you if you are a campus-based student studying away from the University - if you are on a Placement, Study Abroad, Fieldwork or Research to ensure that you are academically engaged throughout your period away from York.

a. Record of engagement for placement and study abroad students

1. If you are on a placement or studying abroad, whether in semester time or during the vacation, we expect you to produce written evidence of your activity and learning.
2. While on placement, you must comply with the Student Academic Engagement and Wellbeing Procedure regarding study off campus.
3. If you are on a placement or studying abroad, you will also have summative assessments which we will need to record.

b. Students on fieldwork or research away from the University

1. Supervisory arrangements in place for Student Visa holders should continue in an agreed form during your period of fieldwork or research away from the University.
2. If you are away from the University, you should keep in contact with your academic supervisor by email or Zoom. You must reach an agreement with them before your departure regarding the frequency and method of communication.

Support for Students

11. We recognise that you may face difficulties throughout your programme of study and appreciate this may cause valid reasons for not attending all scheduled sessions. There are a range of options available to you if your engagement is detrimentally affected. However, it is important to note that we will implement this policy with full regard to equality, diversity and inclusion and compliance with UKVI legislation.

Difficulties with assessment

12. Taught students

a. We understand that sometimes events happen that seriously impair your performance in an assessment or prevent you from undertaking the assessment at the scheduled time. If these events are unforeseeable and exceptional (i.e. serious and unusual) you may be able to defer an assessment or take it again. In these circumstances, you will need to complete a self-certification of assessment or exceptional circumstances affecting assessment claim.

13. Postgraduate researchers

    a. We understand that sometimes circumstances occur that impair your ability to undertake progression or final examination. In these circumstances there are various routes available to provide mitigation, as set out in the Policy on Research Degrees. If you are a postgraduate researcher undertaking taught modules for credit, you should refer to section a. above.

Academic or other difficulties

14. If you experience academic or other difficulties, a range of support is available from the Student Hub, the University of York Student Union and through the Academic Skills Community. If you need to take a break from your studies, you can apply for a leave of absence.

Exceptions

15. You are excluded from this policy if you are enrolled on:

    a. Hull York Medical School (HYMS) programmes;

    b. York Online programmes (HEP) and other taught distance learning programmes;

    c. CPD programmes and Lifelong Learning;

    d. Validated Provision (CITY College). Any other exclusions or exemptions from this policy must be formally approved by the … and can be requested by…

Monitoring and review

16. The purpose of monitoring and review, and the difference between these two activities, is set out in the Procedures for development, approval, monitoring and review of institutional policies and procedures. When writing this section of your policy, consult and take account of those definitions.

17. This should not be a long section of your policy. You do not need to set out in detail the procedure and processes by which you will monitor and review your policy. It simply needs to give a short of indication of how this will be done, and a clear commitment (which should be consistent with the information you include in the relevant cell of the Document control table below) to the time period in which you will undertake a full review of the policy.

Document control

Approval body:	University Education Committee
Policy Owner:	University Education Committee
Responsible Service:	Director of Student Education and Experience and Library, Learning, Archives and Wellbeing
Policy Manager:	Tom Banham, Academic Registrar
External regulatory and/or legal requirement addressed:	Safeguarding and UKVI Compliance

Equality Impact Assessment:	Not required at this time
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