

Academic Engagement Policy

About this Policy

The University wants all its students to succeed. Academic engagement – participation in learning opportunities and assessments, accessing resources and support – supports successful completion for students as well as compliance with the related requirements of professional, regulatory and funding bodies.

This Policy sets out what we expect of students, how we monitor and support engagement and what happens if academic engagement is unsatisfactory. All students are expected to:

- attend timetabled teaching sessions – in person or online - and to engage with course materials, assessments and support
- let the University know if something is affecting their engagement or if they are unable to attend timetabled sessions due to illness, disability or other good reason
- be familiar with their course handbook or other course documentation which provides more information on specific requirements relating to engagement in their course of study.

The University has a range of support to help students to re-engage where a problem is identified. This is summarised in appendix 1 along with an overview of the process. An overview of University roles and responsibilities and **who to contact** is provided at Appendix 2. **Students should be aware that continued lack of engagement will lead to withdrawal from the course.**

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| Organisation | Leeds Beckett University |
| Author(s) | Deputy Secretary |
| Developed in consultation with | Schools and Services |
| Owner | University Registrar and Secretary |
| Target audience | All students registered directly with Leeds Beckett University Throughout the Policy, 'students' includes apprentices and all who study with the University |
| Sensitivity | Public |
| Approved by | Academic Board [06 July 2022] |
| Endorsed by | UET |
| Effective date | August 2022 |
| Review Date | +3 years from last date of approval |
| Status | Draft |
| External references | Student sponsor guidance - Document 2: Sponsorship Duties |
| Links to other internal policies / procedures | Academic Regulations Withdrawal Policy and Procedure Student Visa (Tier 4) Student Responsibilities (Guidance) Mitigation and extenuating circumstances process |
| Version reference | 1.1 |
| Version History - summary of changes | Supersedes Student Attendance Policy (August 2020) Minor amendments following first year of implementation (July 2022) |

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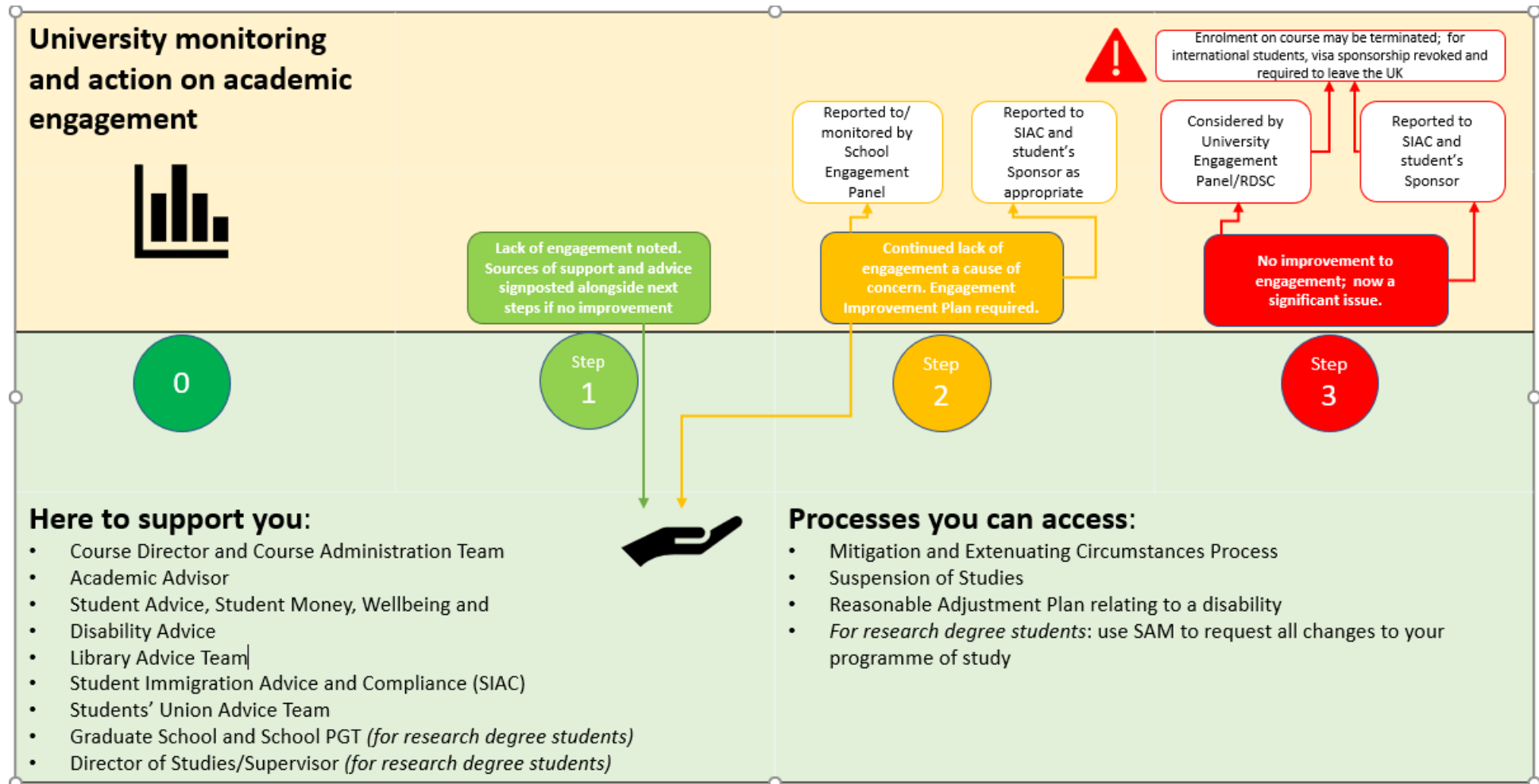
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| Context | <p>We want you to succeed in your studies. Engaging in all timetabled sessions (in person or online), accessing resources in MyBeckett, through the Library and beyond and completing assessments on time all improve your likelihood of success.</p> <p>Students and the University share responsibilities for meeting the expectations of regulatory bodies. These include:</p> <ul style="list-style-type: none">• professional bodies that regulate courses such as the health professions, teacher education or law• funding bodies, including the Student Loans Company• UK Visas and Immigration (UKVI) if you are a sponsored student with a visa. <p>This Policy sets out University expectations and commitments, as well as what happens if you do not meet requirements for academic engagement.</p> <p>We understand that support is crucial to your success. Please visit the Student webpages for information on how to access the full range of student support or speak to your course team. (For all research degree students, the course team is your Director of Studies/Supervisor).</p> |
| Scope | <p>This Policy applies to you if you are a student registered directly on a Leeds Beckett University course, irrespective of your mode of study (e.g., full-time, part-time, distance learning, apprenticeship) or level of study.</p> <p>Engagement expectations and arrangements for contact and monitoring of students on placements and study abroad are set out in course handbooks. The expectations and escalation process set out in this Policy apply equally to those students.</p> <p>Engagement expectations for research degree students, including the definition of contact points for international students, are set out in the Research Student Handbook.</p> <p>Engagement expectations for apprentices are set out in course handbooks.</p> <p>Further guidance on how monitoring supports compliance with the requirements of UK Visas and Immigration (UKVI) for international students is available from the Student Immigration Advice & Compliance (SIAC) Team.</p> |
| Status | <p>This Policy sets out baseline expectations for academic engagement applicable to all Leeds Beckett University students across all courses of study. It also forms part of your contract with the University.</p> <p>Where more specific requirements apply (for example, because of the requirements of professional, statutory and/or regulatory bodies) these will be set out in course handbooks and related documentation such as the additional information provided through SIAC.</p> |



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| <p>Engagement definition</p> | <p>Within this Policy, when we refer to ‘academic engagement’ we mean the evidence that you are engaging with your course of study as expected by the course team and by regulators, funders and sponsors who may have additional requirements.</p> |
| <p>University and student expectations</p> | <p>The University expects you to take responsibility for your learning and engage fully with your course. As a minimum all students must:</p> <ul style="list-style-type: none"> • Attend timetabled face-to-face learning and teaching activities and meetings related to your studies • Engage in scheduled virtual learning and activities and meetings in online environments related to your studies • Engage with learning resources (through for example MyBeckett, the Library and elsewhere) and participate in all learning activities • Submit all assessments and engage with all assessment activities as stipulated in your module and course information, meeting all deadlines required of you. <p>In return you can expect the University to:</p> <ul style="list-style-type: none"> • Be transparent about the engagement and participation data we collect • Use these data to improve the student support and services we provide • Ensure we comply with the monitoring and reporting requirements of external organisations such as UK Visas and Immigration, professional, regulatory, and statutory bodies and external sponsors. |
| <p>Exceptions</p> | <p>The University understands that occasionally there will be good reason why you cannot attend a class or engage in your studies for a short time. You must contact your course team to let them know if you are unable to attend a class or engage in your studies for any reason. This may then be recorded as an ‘authorised absence’. Depending on the length and nature of absence, they will be able to signpost relevant support and procedures to help you keep on track.</p> |
| <p>Triggers for intervention: re-engagement and escalation</p> | <p>Unsatisfactory academic engagement will trigger actions by the University. Whilst the steps indicated below will usually be implemented sequentially, earlier steps may be omitted.</p> <p>Step 1: Lack of engagement identified – action required</p> <p>Where there is no substantive evidence of academic engagement during a specified period (see table below), your academic engagement will be identified as requiring action. Support will be offered with the intention of identifying any underlying issues and helping you get yourself back on track.</p> <p>Step 2: Cause of Concern: School Engagement Panel</p> <p>Where lack of engagement continues (see table below), this will be identified as a cause of concern for the University. Your Course Team will seek to agree an Engagement Improvement Plan with you, overseen by the School Engagement Panel. At this stage, concerns will be shared with the SIAC team if you are a sponsored student holding a study visa and may be shared with your sponsor.</p> |



| | <p>Step 3: Significant Issue: University Engagement Panel/RDSC</p> <p>Where the agreement of an Engagement Improvement Plan has not resulted in improvement in a further specified time period (see table below) or there is no evidence of academic engagement over an extended time period, your lack of engagement will be identified as a significant issue and referred to the University Engagement Panel (Research Degrees Sub-Committee (RDSC) for research students) for consideration. This may result in a recommendation for withdrawal from the course or, if there are mitigating factors, a temporary suspension of studies. It should be noted that the University sees withdrawal as a last resort, where you have not made use of support and opportunities to re-engage.</p> <p>If you are an international student holding a study visa, the SIAC Team will be formally engaged in the process as it is likely that sponsorship will be withdrawn and you will need to leave the UK.</p> <p>If you have a sponsor, we will inform your sponsor that your engagement is unsatisfactory and let them know that you may be withdrawn from your course.</p> <table border="1" data-bbox="411 891 1284 1120"> <thead> <tr> <th>Course level/type</th> <th>Step 1: typical timeframe</th> <th>Step 2: typical timeframe</th> <th>Step 3: typical timeframe</th> </tr> </thead> <tbody> <tr> <td>Pre-sessional</td> <td>1 week</td> <td>2 weeks</td> <td>3 weeks</td> </tr> <tr> <td>L4, 5, 6, 7</td> <td>2 weeks</td> <td>4 weeks</td> <td>7 weeks</td> </tr> <tr> <td>L8</td> <td>4 weeks</td> <td>7 weeks</td> <td>12 weeks</td> </tr> </tbody> </table> | Course level/type | Step 1: typical timeframe | Step 2: typical timeframe | Step 3: typical timeframe | Pre-sessional | 1 week | 2 weeks | 3 weeks | L4, 5, 6, 7 | 2 weeks | 4 weeks | 7 weeks | L8 | 4 weeks | 7 weeks | 12 weeks |
|------------------------------------|---|---------------------------|---------------------------|---------------------------|---------------------------|---------------|--------|---------|---------|-------------|---------|---------|---------|----|---------|---------|----------|
| Course level/type | Step 1: typical timeframe | Step 2: typical timeframe | Step 3: typical timeframe | | | | | | | | | | | | | | |
| Pre-sessional | 1 week | 2 weeks | 3 weeks | | | | | | | | | | | | | | |
| L4, 5, 6, 7 | 2 weeks | 4 weeks | 7 weeks | | | | | | | | | | | | | | |
| L8 | 4 weeks | 7 weeks | 12 weeks | | | | | | | | | | | | | | |
| <p>Appeal</p> | <p>You have the right to appeal a decision to withdraw you from your course as set out in the University's Withdrawal Policy and Procedure. You have 10 working days from the date of your outcome letter to submit an appeal unless there is a specific reason for a late appeal. The SU Advice Team can provide independent support. Following an appeal, you have the right to request a review of your case by the Office of the Independent Adjudicator (OIAHE). Further information can be found here.</p> | | | | | | | | | | | | | | | | |
| <p>Monitoring of policy</p> | <p>The Academic Engagement Policy will be updated annually and reviewed on a three-yearly cycle.</p> <p>Academic Board will be provided with an annual report on delivery of the Policy.</p> <p>Last date of update: June 2022</p> <p>Due for review: June 2025 (every three years thereafter).</p> <p>Policy owner: Deputy Secretary</p> <p>Policy approval: Academic Board</p> | | | | | | | | | | | | | | | | |



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University Roles and Responsibilities

| Who | Role and responsibilities in relation to Academic Engagement Policy | Contact information |
|---|---|--|
| Academic Advisor | <ul style="list-style-type: none"> • Supports student understanding of academic engagement requirements • Oversees delivery of Engagement Improvement Plan at step 2, working with Course Team | Contact your School office |
| Course Team, led by Course Director and supported by Course Administrator <i>For Research Degree students, this is your Director of Studies/Supervisor</i> | <ul style="list-style-type: none"> • Identifies and communicates course specific requirements through Course Handbook and induction process • Supports student understanding of academic engagement requirements • Oversees agreement of Engagement Improvement Plan at step 2 | Contact your School office |
| Director of Research /Postgraduate Tutor for research degree students | <ul style="list-style-type: none"> • Supports student understanding of academic engagement requirements | Contact your School office |
| Graduate School | <p>For Research Degree Students:</p> <ul style="list-style-type: none"> • Provides referrals to other specialist teams within Student Services including Disability Advice, Student Money and Student Wellbeing, as well as referrals to other services within the Student Support Network. • Supports student understanding of academic engagement requirements • Supports Course Teams to implement the Academic Engagement Policy | researchstudentadmin@leedsbeckett.ac.uk |
| Registration and Awards (Registry) | <ul style="list-style-type: none"> • Follows up academic engagement in relation to SLC funding • Supports University Engagement Panel | registrationandawards@leedsbeckett.ac.uk |
| Research Degrees Sub-Committee (RDSC) | <p>For research degree students:</p> <ul style="list-style-type: none"> • Oversees actions at step 3 • Responsible for decisions to withdraw students where there is persistent unsatisfactory academic engagement | Contact the Graduate School |
| Student Advice | <ul style="list-style-type: none"> • A first point of contact for information and advice regarding any aspect of student life | studentadvice@leedsbeckett.ac.uk |

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| | <ul style="list-style-type: none">• Provides referrals to other specialist teams within Student Services including Disability Advice, Student Money and Student Wellbeing, as well as referrals to other services within the Student Support Network. | |
| Student Immigration, Advice and Compliance (SIAC) | <ul style="list-style-type: none">• Provides immigration advice to international students holding a student visa• Advises School/University Engagement Panel/RDSC in relation to action required at steps 2 and 3• Liaises with International Office in relation to communication with international student sponsors• All formal communication with UKVI | siac@leedsbeckett.ac.uk |
| School Engagement Panel | <ul style="list-style-type: none">• Oversees actions at step 2• Responsible for recommended actions to University Engagement Panel/RDSC at step 3 | Via the School office |
| Students' Union | <ul style="list-style-type: none">• SU Advice Team provides independent support to students in relation to appeals | suadvice@leedsbeckett.ac.uk |
| University Engagement Panel | <ul style="list-style-type: none">• Oversees actions at step 3• Responsible for decisions to withdraw students where there is persistent unsatisfactory academic engagement | Via the Registration and Awards Team |
| Registrar and Secretary's Office | <ul style="list-style-type: none">• Supports Appeals Process | governance@leedsbeckett.ac.uk |