
**SCHOOL OF PHILOSOPHY, PSYCHOLOGY &
LANGUAGE SCIENCES
TIER 4 STUDENT ATTENDANCE AND ENGAGEMENT
MONITORING**

SCHOOL PLAN 2019-20

DOCUMENT CONTROL

SCHOOL PLAN SUBMISSION AND APPROVAL

| | |
|---|--|
| School Tier 4 Contact | Name: Moira Avraam and Katie Keltie |
| Approved by School Director of Professional Services or equivalent | Date: 08.08.19 Name: Michael Murray |
| Approved by Student Immigration Service | Date: 11.09.19 |

PART A

SCHOOL PLAN OVERVIEW

PLANNING AND RESOURCES

STAFF REQUIREMENTS

Provide details of key School staff involved in monitoring the attendance and engagement of Tier 4 students:

| Undergraduate: | | |
|--|---------------------------------------|--|
| Name | Title | Email |
| Moira Avraam | Head of Undergraduate Administration | Moira.Avraam@ed.ac.uk |
| Sarah Larios | Undergraduate Student Support Officer | Ppls.sso@ed.ac.uk |
| Postgraduate Taught and Postgraduate Research: | | |
| Name | Title | Email |
| Katie Keltie | Head of Postgraduate Administration | Katie.Keltie@ed.ac.uk |
| To be confirmed | Postgraduate Administrator | pplspgoffice@ed.ac.uk |
| Study Away: | | |
| Name | Title | Email |
| Moira Avraam | Head of Undergraduate Administration | Moira.Avraam@ed.ac.uk |
| Sarah Larios | Undergraduate Student Support Officer | Ppls.sso@ed.ac.uk |
| Katie Keltie | Head of Postgraduate Administration | Katie.Keltie@ed.ac.uk |
| To be confirmed | Postgraduate Administrator | pplspgoffice@ed.ac.uk |

| Identify staff responsible for Stage 4 referral to College: | | |
|---|--------------------------------------|--|
| Undergraduate: | | |
| Name | Title | Email |
| Moira Avraam | Head of Undergraduate Administration | Moira.Avraam@ed.ac.uk |
| Postgraduate Taught and Postgraduate Research: | | |
| Name | Title | Email |
| Katie Keltie | Head of Postgraduate Administration | Katie.Keltie@ed.ac.uk |

SECTION B

OPERATIONAL PROCEDURES

PROCEDURES AND RESPONSIBILITIES FOR UPLOADING INFORMATION INTO EUCLID

Describe how the School arranges for the upload of information into EUCLID for all student cohorts, indicating which staff are responsible for this activity:

Undergraduate:

| Post | Responsibility |
|--|--|
| Director of UG Studies | Responsible for operation of SEAM in relation to undergraduate students as noted within the operational procedures. |
| Senior Tutor | Responsible for operation of SEAM in relation to taught students as noted within the operational procedures. Communication of relevant procedures and wider practice to Personal Tutors. |
| All Personal Tutors and Teaching staff | Responsibility for upload of meeting and class register data and activities outlined within the operational procedures. |

Postgraduate Taught and Postgraduate Research:

| Post | Responsibility |
|--|--|
| Director of PG Studies | Responsible for operation of SEAM in relation to postgraduate students as noted within the operational procedures. Communication of relevant procedures and wider practice to PGR supervisors. |
| Senior Tutor | Responsible for operation of SEAM in relation to taught students as noted within the operational procedures. Communication of relevant procedures and wider practice to Personal Tutors. |
| All Personal Tutors and Teaching staff | Responsibility for upload of meeting and class register data and activities outlined within the operational procedures. |
| All Postgraduate Research supervisors | Responsibility for upload of supervision meeting data and additional contact with students. This can be done via student submission to PG office or directly by supervisor to EUCLID. |

FREQUENCY OF BI SUITE/EUCLID REVIEW

Describe the frequency of student record reviews undertaken by the School, indicating which staff are responsible for this activity:

Undergraduate:

Frequency: Once every four weeks from September to May inclusive.

| Semester | Teaching week (date) |
|----------|---|
| 1 | 3 |
| 1 | 6 |
| 1 | 10 |
| 1 | Wk commencing 16 th December |
| 2 | 2 |
| 2 | Wk commencing 17 th February |
| 2 | 9 |
| 2 | Wk commencing 20 th April |
| 2 | Wk commencing 18 th May |

Responsibility: Record reports will be run from BI Suite and initially monitored by the Undergraduate SSO team and any issues reviewed by the Head of Undergraduate Administration.

*Undergraduate students are monitored between September and May (In line with the semester dates) Postgraduate Taught students are monitored from September to August.

Postgraduate Taught and Postgraduate Research:

Frequency: Once every four weeks from September to August inclusive.

| Semester | Teaching week (date) |
|----------|---|
| 1 | 3 |
| 1 | 6 |
| 1 | 10 |
| 1 | Wk commencing 16 th December |
| 2 | 2 |
| 2 | Wk commencing 17 th February |
| 2 | 9 |
| 2 | Wk commencing 20 th April |
| 2 | Wk commencing 18 th May |
| Summer | Wk commencing 22 nd June |
| Summer | Wk commencing 20 th July |
| Summer | Wk commencing 17 th August |

Responsibility: Record reports will be run from BI Suite and initially monitored by the Postgraduate Student Services team and any issues reviewed by the Head of Postgraduate Administration.

STUDY AWAY

Briefly describe how the School manages monitoring activity for Tier 4 students studying or undertaking research away from the University. Describe how these arrangements are communicated to staff and relevant students.

COMPULSORY / OPTIONAL Year Abroad (e.g. ERASMUS/International Exchange):

Undergraduate

Undergraduate on year abroad are required to respond to scheduled communications 3 times per semester.

Postgraduate Taught & Research

Not applicable

Work placement:

Not applicable

Research / Fieldwork:

Undergraduate

Postgraduate Taught & Research

Postgraduate students who are on leave to study off campus are expected to maintain contact with their UoE supervisors throughout and so the standard monitoring procedure applies.

VISITING STUDENTS

Briefly describe how the School manages their recording and monitoring activity for Visiting Students.

Visiting Taught Students (undergraduate and postgraduate):

The engagement plan and monitoring for students enrolled as visiting taught students is expected to be in line with currently registered taught students on PPLS programmes.

Visiting Research students (undergraduate and postgraduate):

The engagement plan and monitoring for students enrolled as visiting research students is expected to be in line with currently registered research students on PPLS programmes.

Bespoke engagement plans for individual visiting students will be confirmed at the start of their registration period.

SECTION C

CONTINGENCY PLANS

STAFF ABSENCES (SICKNESS/LEAVE/TRAVEL)

Describe contingency plans to maintain School monitoring requirements in times where key staff may be absent:

Professional services staff supporting Undergraduate students:

The School's monitoring requirements are covered by at least two members of staff at each study level as detailed above. Absences are therefore covered. Where an individual is on leave, they will delegate operational responsibility for specific activities within their team or direct line management or escalate as appropriate.

Professional services staff supporting Postgraduate Taught & Postgraduate Research students:

The School's monitoring requirements are covered by at least two members of staff at each study level as detailed above. Absences are therefore covered. Where an individual is on leave, they will delegate operational responsibility for specific activities within their team or direct line management or escalate as appropriate.

Academic staff with monitoring responsibilities (e.g. PTs, Supervisors):

Undergraduate

In the event that the specific PT is unavailable for any reason the student will be reallocated to an alternate PT as per standard practice.

Postgraduate Taught

If the Programme Director (aka Personal Tutor) for a Postgraduate taught programme is not available during the academic year they must identify a deputy who would take on this responsibility.

Postgraduate Research

MSc by Research students have one supervisor. In their absence the subject area PG Director would be responsible.

All PhD students have at least 2 supervisors assigned. Where the principal supervisor is not available, responsibility for monitoring would be delegated to the second or co-supervisor. If there was a situation where neither supervisor is available then the subject area PG Director will step in.

LIST ANY SCHOOL SPECIFIC POLICY & ASSOCIATED PROCEDURES THAT COULD GENERATE INFORMATION AT A SCHOOL LEVEL THAT IS NOT ACCOUNTED FOR IN EUCLID

For example recording PhD annual leave, PhD placement procedures for Tier 4 students. Add the School web links or attach this information to your School plan submission:

PG Vacation/Study Away

Postgraduate students are asked to complete a leave form for all periods of study of campus and vacation periods. This is an online form which requires supervisor approval before the Postgraduate Office updates the EUCLID record. The form itself is attached to the engagement tab on EUCLID as well as the student programme record being updated with the leave of absence/study away information. The information is therefore available in EUCLID as well as locally.

The guidance and links to forms appear in all handbooks and on each subject area website e.g.: <http://www.ed.ac.uk/ppls/psychology/current/postgraduate/permission-to-be-off-campus>

ACCESS TO LOCAL DATA

Detail where any local data is stored so this information can be made accessible to any internal or external audit requirement:

PPLS shared drive accessible by all PPLS UG/PG professional services staff

PART D

SCHOOL ENGAGEMENT SCHEDULES

UNDERGRADUATE PROGRAMMES

PPLS

Cognitive Science (Humanities) (MA Hons)

Philosophy

- Philosophy (MA Hons)
- Philosophy and Economics (MA Hons)
- Philosophy and English Language (MA Hons)
- Philosophy and English Literature (MA Hons)
- Philosophy and Greek (MA Hons)
- Philosophy and Linguistics (MA Hons)
- Philosophy and Mathematics (MA Hons)
- Philosophy and Politics (MA Hons)
- Philosophy and Psychology (MA Hons)
- Philosophy and Scottish Literature (MA Hons)

Psychology

- Psychology (BMedSci Hons)
- Psychology (BSc Hons)
- Psychology (BSc Hons) Psychology (MA Hons)
- Psychology and Business MA (Hons)
- Psychology and Economics (MA Hons)
- Psychology and Linguistics (MA Hons)

Linguistics & English Language

- English Language (MA Hons)
- English Language and History (MA Hons)
- English Language and Literature (MA Hons)
- Linguistics (MA Hons)
- Linguistics and English Language (MA Hons)

- Linguistics and Social Anthropology (MA Hons)

UNDERGRADUATE STUDENTS YEAR 1

Describe in brief the operational procedure related to this student type and year of programme:

The following data will be recorded on the EUCLID student record system and measured as part of the monthly review process.

| | |
|------------------------|--|
| Course choices: | By week 2 all student course choices will be confirmed following a meeting with the PT. |
| Small group teaching: | As per CAHSS policy, PPLS will monitor attendance of all students at small group teaching events (defined as those with size of less than 30 students). Attendance registers from course choices will be uploaded on a weekly basis in weeks 3-11 of Semester 1 and 2. |
| Assessment submission: | All coursework submissions as per deadlines for specific courses taken. |

UNDERGRADUATE STUDENTS YEAR 2

Describe in brief the operational procedure related to this student type and year of programme;

The following data will be recorded on the EUCLID student record system and measured as part of the monthly review process.

| | |
|------------------------|--|
| Course choices: | By week 2 in each semester all student course choices will be confirmed. |
| Small group teaching: | As per CAHSS policy, PPLS will monitor attendance of all students at small group teaching events (defined as those with size of less than 30 students). Attendance registers from course choices will be uploaded on a weekly basis in weeks 3-11 of Semester 1 and 2. |
| Assessment submission: | All coursework submissions as per deadlines for specific courses taken. |

UNDERGRADUATE STUDENTS YEAR 3

Describe in brief the operational procedure related to this student type and year of programme:

The following data will be recorded on the EUCLID student record system and measured as part of the monthly review process.

| | |
|------------------------|--|
| Course choices: | By week 2 in each semester all student course choices will be confirmed. |
| Small group teaching: | As per CAHSS policy, PPLS will monitor attendance of all students at small group teaching events (defined as those with size of less than 30 students). Attendance registers from course choices will be uploaded on a weekly basis in weeks 3-11 of Semester 1 and 2. |
| Assessment submission: | All coursework submissions as per deadlines for specific courses taken. |

UNDERGRADUATE STUDENTS YEAR 4

Describe in brief the operational procedure related to this student type and year of programme:

| | |
|---|--|
| The following data will be recorded on the EUCLID student record system and measured as part of the monthly review process. | |
| Course choices: | By week 2 in each semester all student course choices will be confirmed. |
| Small group teaching: | As per CAHSS policy, PPLS will monitor attendance of all students at small group teaching events (defined as those with size of less than 30 students). Attendance registers from course choices will be uploaded on a weekly basis in weeks 3-11 of Semester 1 and 2. |
| Assessment submission: | All coursework submissions as per deadlines for specific courses taken. |

POSTGRADUATE TAUGHT STUDENTS

Philosophy

Mind, Language and Embodied Cognition (MSc)

Philosophy (MSc)

Psychology

Developmental Cognitive Science (MSc)

Human Cognitive Neuropsychology (MSc)

Psychological Research (MSc)

Psychology of Individual Differences (MSc)

Psychology of Language (MSc)

Social Psychology (MSc) - 1 Year

Linguistics & English Language

Applied Linguistics (MSc)

Developmental Linguistics (MSc)

English Language (MSc)

Evolution of Language and Cognition (MSc)

Linguistics (MSc)

Phonetics (MSc)

Speech and Language Processing (MSc)

Describe in brief the operational procedure related to this student type and year of programme:

The following data will be recorded on the EUCLID student record system and measured as part of the monthly review process.

Course choices: By week 2 in each semester all student course choices will be confirmed following a meeting with the PT.

Small group teaching: As per CAHSS policy, PPLS will monitor attendance of all students at small group teaching events (defined as those with size of less than 30 students). Attendance registers from course choices will be uploaded on a weekly basis in weeks 3-11 of Semester 1 and 2.

PT Meetings: Students will have at least 2 meetings with their Personal Tutor (PT)/Programme Director during the year which will be recorded on EUCLID.

Assessment submission: All coursework submissions as per deadlines for specific courses taken.

Additional activities: Where a full cohort activity is organised by the Programme Director engagement with this will be recorded on EUCLID.

POSTGRADUATE RESEARCH STUDENTS

Philosophy

Philosophy (MSc by Research)

Philosophy (PhD)

Psychology

Psychology (MSc by Research)

Psychology (PhD)

Linguistics & English Language

English Language (MSc by Research)

Linguistics (MSc by Research)

Linguistics & English Language (PhD)

Describe in brief the operational procedure related to this student type and year of programme:

A supervision meeting record or summary of research activity is expected to be uploaded in each calendar month. These can be sent to the PPLS PG Student Services team for upload or be uploaded by the supervisor directly to EUCLID.

Annual Reviews: Processed through EUCLID in line with student registration timeline – completion will be recorded under engagement.

STUDENTS WE SPONSOR STUDYING AT ANOTHER INSTITUTION

Describe in brief the operational procedure used to ensure we receive in from the other institution student Attendance and Engagement information:

Learning agreement confirms courses taken while located at the other institution.

Students are required to respond to scheduled communications 3 times per semester in order to confirm attendance and engagement.

