

School of Philosophy, Psychology and Language Sciences

UKVI Sponsored Student Engagement Monitoring Plan

DOCUMENT CONTROL

UKVI Sponsored Student School Contact	
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School Plan Submission and Approval	
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Date	

Approved by Student Immigration Service	
Name of Staff	
Date	

SECTION A: SCHOOL PLAN OVERVIEW

PLANNING AND RESOURCES: STAFF REQUIREMENTS

Please provide the details of key School staff involved in monitoring the engagement of UKVI Sponsored Students.

Undergraduate & Postgraduate Taught and Study Away

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:

Name	Title	Email
Katie Keltie	Head of Postgraduate Administration	Katie.Keltie@ed.ac.uk
Henry Barnett	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
Henry Barnett	Postgraduate Administrator	pplspgoffice@ed.ac.uk

Postgraduate Research

Postgraduate Research:

Name	Title	Email
Katie Keltie	Head of Postgraduate Administration	Katie.Keltie@ed.ac.uk
Henry Barnett	Postgraduate Administrator	pplspgoffice@ed.ac.uk

Please provide the details of key School staff responsible for Stage 4 referral to College.

Undergraduate & Postgraduate Taught

Undergraduate:

Name	Title	Email
Moira Avraam	Head of Undergraduate Administration	Moira.Avraam@ed.ac.uk

Postgraduate Taught:

Name	Title	Email
Katie Keltie	Head of Postgraduate Administration	Katie.Keltie@ed.ac.uk

Postgraduate Research

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 will upload information into EUCLID for all student cohorts, indicating which staff are responsible for this activity.

Undergraduate & Postgraduate Taught and Study Away

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 in which student records will be reviewed by the School, indicating which staff are responsible for this activity.

Undergraduate & Postgraduate Taught
Undergraduate students are monitored from September and May. Postgraduate Taught students are monitored from September to August.

Undergraduate:
Frequency: Once every four weeks from September to May inclusive, starting in Teaching Week 3 of Semester 1 (w/c 5 October).
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.

Postgraduate Taught and Postgraduate Research:

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

Semester	Teaching week (date)
1	3
1	7
1	11
1	Wk commencing 13 th December
2	4
2	7
2	11
2	Wk commencing 25 th April
2	Wk commencing 23 rd May
Summer	Wk commencing 27 th June
Summer	Wk commencing 25 th July
Summer	Wk commencing 22 nd 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 UKVI Sponsored Students studying or undertaking research away from the University. Describe how these arrangements are communicated to staff and relevant students.

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

Work Placement – N/A

Optional UG year abroad study - confirmation of attendance, then mid-way through Sem 1, end of Sem 1, start of Sem 2, mid-Sem 2, end of Sem 2, for 6 check-ins in total.

Research / Fieldwork

Postgraduate Research:

PGR students on a period of approved study away from Edinburgh – research/fieldwork etc will maintain contact with their supervisors and will return monthly activity logs as usual during the period of time away. This is communicated to students and supervisors at the point of application to study away.

SECTION C: CONTINGENCY PLANS

STAFF ABSENCES (SICKNESS / LEAVE / TRAVEL)

Describe contingency plans to maintain School engagement monitoring plans during key staff absences.

Professional services staff supporting Undergraduate & Postgraduate Taught 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 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 (such as 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.

ACCESS TO LOCAL DATA

List any School specific policy and associated procedures that could generate engagement data and information at School level that is not accounted for in EUCLID.

For example recording PhD annual leave, PhD placement procedures for UKVI sponsored 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>

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

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

SECTION D

SCHOOL ENGAGEMENT PLANS

Please discuss with Student Immigration Service if you have any questions / queries on creating an engagement plan. Templates / examples of engagement plans can be found in Appendix 1.

UNDERGRADUATE STUDENTS

Describe in brief the operational procedure related to each undergraduate student type and year of study, if applicable.

Undergraduate Students Year 1 – 2

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

Confirmation of Attendance: This information to be added as confirmed on a weekly basis until Week 3.

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

Small group teaching: We will monitor attendance of all students at small group, on campus teaching events (defined as those with size of less than 30 students), where possible. Attendance registers 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.

The following data will be available in EUCLID and uploaded directly from the LEARN VLE for all Tier 4 students, both on and off campus:

LEARN Login:	This will be identified as online engagement from LEARN and uploaded to EUCLID
Undergraduate Students Year 3	
The following attendance data will be recorded on the EUCLID student record system and measured as part of the monthly review process	
Confirmation of Attendance:	This information to be added as confirmed on a weekly basis until Week 3.
Course choices:	By week 2 all student course choices will be confirmed following a meeting with the PT.
Small group teaching:	We will monitor attendance of all students at small group, on campus teaching events (defined as those with size of less than 30 students), where possible. Attendance registers 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.
The following data will be available in EUCLID and uploaded directly from the LEARN VLE for all Tier 4 students, both on and off campus:	
LEARN Login:	This will be identified as online engagement from LEARN and uploaded to EUCLID
Undergraduate Students Year 4	
The following attendance data will be recorded on the EUCLID student record system and measured as part of the monthly review process	
Confirmation of Attendance:	This information to be added as confirmed on a weekly basis until Week 3.

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

Small group teaching: We will monitor attendance of all students at small group, on campus teaching events (defined as those with size of less than 30 students), where possible. Attendance registers 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.

The following data will be available in EUCLID and uploaded directly from the LEARN VLE for all Tier 4 students, both on and off campus:

LEARN Login: This will be identified as online engagement from LEARN and uploaded to EUCLID

EXCEPTIONAL PERMISSION TO STUDY OFF CAMPUS (UNDERGRADUATE)

If applicable, briefly describe how the School will manage monitoring activity for UKVI Sponsored Undergraduate Students who have been approved for exceptional permission to study off campus. Templates can be found under 'Example: Remote Learning School Plan'

Confirmation of Attendance; Small group teaching if applicable; Assessment submission - All coursework submissions as per deadlines for specific courses taken.

POSTGRADUATE TAUGHT STUDENTS

Describe in brief the operational procedure related to postgraduate taught students.

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.

EXCEPTIONAL PERMISSION TO STUDY OFF CAMPUS (POSTGRADUATE TAUGHT)

If applicable, briefly describe how the School will manage monitoring activity for UKVI Sponsored Postgraduate Taught Students who have been approved for exceptional permission to study off campus. Templates can be found under 'Example: Remote Learning School Plan'

N/A

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POSTGRADUATE RESEARCH STUDENTS

Describe in brief the operational procedure related to postgraduate research students.

Engagement is recorded in a variety of ways for PGR students. In September & January Induction for first year research students, attendance is taken during the PGR welcome information session (to be hosted digitally this year) and recorded on EUCLID by the PGR Programme / Course Secretaries.

Throughout the year, academic engagement with study is captured and recorded every calendar month usually via supervisor interactions. These can be in person meetings, skype meetings, phone conversations, or email exchanges. Supervisors may record this directly on the engagement record or upload a register confirming all meetings which they have conducted

Annually students complete a self-reflection form followed by an annual review meeting, both of which are recorded in the Engagement record by the PGR Programme / Course Secretaries and / or supervisors.

APPENDIX 1: ENGAGEMENT PLAN TEMPLATES / EXAMPLES

These template / examples are **not** exhaustive. Schools / Deaneries are welcome to amend the templates as appropriate or come up with their own way of demonstrating their engagement plan that best suits them.

Example 1: Undergraduate and Postgraduate Taught

Programmes:

BA (Hons) XXXXX

BA (Hons) XXXXXX

BA (Hons) XXXXXXXX

The following attendance data will be recorded on the EUCLID student record system and measured as part of the monthly review process. **(AMEND AS APPROPRIATE)**

Course choices: By week 2 all student course choices will be confirmed following a meeting with the PT and Attendance Confirmed

Small group teaching: We will monitor attendance of all students at small group teaching events (defined as those with size of less than 30 students), where possible. Attendance registers will be uploaded on a weekly/ monthly (amend) basis in weeks 3-11 of Semester 1 and 2.

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

Online Exam Attendance: Confirmation of Exam being undertaken, to be uploaded

Example 2: Undergraduate and Postgraduate Taught

Programmes:

(BSc Hons) xxxxxx

Relevant Course:

XXXXXX

**semester 1 plan only – Sem 2 to follow.

Week	Point	Describe the type of Engagement Event	Month	Staff role responsible
S1 Week 0 - 2	1	Meeting – Confirmation of Attendance	September	Personal Tutor
S1 Week 4	2	Specific course lecture / workshop attendance (hybrid)	October	Course Organiser & UKVI sponsored student admin
S1 Week 6	3	Specific course lecture / workshop attendance (hybrid)	October	Course Organiser & UKVI sponsored student admin
S1 Week 8	4	Specific course lecture / workshop attendance (hybrid)	November	Course Organiser & UKVI sponsored student admin
S1 exam diet	5	Specific course examination attendance (hybrid)	December	UKVI sponsored student admin

Example 3: Undergraduate and Postgraduate Taught

Programmes:

BA (Hons) XXXXX

BA (Hons) XXXXXX

BA (Hons) XXXXXXXX

- **Confirmation of Attendance** – This information to be added as confirmed on a weekly basis until Week 3.
- **Induction Week Events:** This information will then be uploaded as an engagement point by the end of Week 1.

- **Attendance Registers:** 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:** Personal Tutors will record which students have attended a meeting, which is returned to the SSOs by the end of week 3. SSOs will then bulk upload PT meetings as engagement events.
- **Assessment submission:** All coursework submissions as per deadlines for specific courses taken.
- **Escalations:** SSOs and Reception/Engagement Assistants upload Stage 1, Stage 2 and Stage 3 escalations as engagement events if and when they occur. Upload of events to occur within one week of the receipt of data.
- **Study Away engagement:** SSOs upload this as an engagement point once successful contact has been established (via email or Learn). This will be uploaded within one week of SSOs contacting students.

Example 4: Remote Learning School Plan

Please note that Learn logins are only acceptable as academic engagement when a student has been given permission to study remotely.

The following online engagement data will be recorded on the EUCLID student record system and measured as part of the review process of students studying remotely.

Confirmation of Attendance	Student attendance will have been confirmed via online PT meeting/Learn survey/attendance at virtual induction event etc.
Virtual synchronous teaching events)	We will monitor online attendance of all students at any synchronous teaching events that are delivered virtually
Online PT Meetings	Students will have at least XX meetings with their Personal Tutor (PT) during the time they are studying remotely, which will be recorded on EUCLID.
Online Exam Attendance	Confirmation of Exam being undertaken, to be uploaded.
Coursework submission via LEARN	This will be identified as online engagement from LEARN and uploaded to EUCLID.
Other engagement with studies – digital engagement	Login to Learn / VLE

Example 5: Postgraduate Research

Engagement is recorded in a variety of ways for PGR students. In September & January Induction for first year research students, attendance is taken during the PGR welcome information session (to be hosted digitally this year) and recorded on EUCLID by the PGR Programme / Course Secretaries.

Throughout the year, academic engagement with study is captured and recorded every calendar month usually via supervisor interactions. These can be in person meetings, skype meetings, phone conversations, or email exchanges. Supervisors may record this directly on the engagement record or upload a register confirming all meetings which they have conducted.

Annually students complete a self-reflection form followed by an annual review meeting, both of which are recorded in the Engagement record by the PGR Programme / Course Secretaries and / or supervisors.

Example 6: Postgraduate Research

Week	Point	Describe the type of Contact Point	Month	Staff role responsibility
S1: Weeks -1 to 2	01	Confirmation of Attendance	Sep	Graduate School
S1: Weeks -1 to 2	NS	Tutor Induction meeting	Sep	Graduate School
S1: Weeks 3 to 5	02	Supervisor meeting	Oct	PhD Supervisor
S1: Weeks 7 to 9	03	Supervisor meeting	Nov	Graduate School
S1: Week 11 to Exam Wk 1	04	Supervisor meeting	Dec	PhD Supervisor
S2: Weeks 0 to 2	NS	Tutor Induction meeting	Jan	Graduate School
S2: Weeks 0 to 2	05	Supervisor meeting	Jan	PhD Supervisor
S2: Week 4 to FL Wk	06	Supervisor meeting	Feb	PhD Supervisor
S2: Weeks 7 to 9	07	Supervisor meeting	Mar	PhD Supervisor
S2: Week 12 to Spring Vac Wk 2	08	Supervisor meeting	Apr	PhD Supervisor
S2: Exam Wks 1 to 3	09	2nd Supervisor meeting	May	Graduate School
June wk 1 -3	10	Tutorial Allocation Survey	Jun	Graduate School
July wk 1- 3	11	Supervisor meeting	Jul	PhD Supervisor
Aug wk 1 -3	12	Annual Report by students and supervisors	Aug	Graduate School