

Student Engagement Policy



Contents

1. Introduction
2. Support for Student Engagement
3. Attendance
4. Virtual Learning Environment
5. Submission of Work
6. Support for Students
7. Procedure for Students at Risk of Academic Failure



About this policy

The Student Engagement Policy articulates the mechanisms by which Manchester Met facilitates, supports and monitors student engagement with their studies.

Introduction

1.1 There is clear evidence to show that to achieve academic success, the majority of students need to engage fully with timetabled teaching sessions and also with the course-related learning resources and support materials that are held within the [Virtual Learning Environment \(Moodle\)](#). In addition, all students must meet the assessment requirements for their course.

1.2 This Policy sets out how the University supports students to engage fully with their studies, what the University expects of students in relation to engagement with their course, how it will monitor that engagement, and what it will do where students are not engaging.

1.3 International students who are covered by Home Office Tier 4 requirements need to be aware that they have additional obligations. These are set out in the document '[Your Visa, Your Responsibility](#)'.

Support for Student Engagement

2.1 The University supports student engagement in a number of ways:

- through pre-entry and induction information, activities and processes that are designed to ensure that students are familiar with the requirements of their course and know how to access facilities, services and support;
- through high quality teaching and learning experiences;
- through high quality course-related learning resources and support materials within the [Virtual Learning Environment \(Moodle\)](#);
- through a range of academic and welfare support services.

2.2 The University monitors student 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 students to facilitate their full engagement with their studies.

Attendance

3.1 Timetabled teaching sessions are an essential part of the student learning experience on all of the courses the University provides, other than those courses that are delivered by distance learning. Much of the curriculum content of courses is conveyed

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through timetabled teaching sessions. Such sessions also give students opportunities to interact with academic staff and other students about course-related themes and issues. Where courses have practical or placement elements, attendance at these is similarly central to students' success.

3.2 The University therefore expects students to attend all timetabled teaching sessions (including practical, workshop and laboratory classes) and placements. The University expects students to engage fully with any attendance registration or monitoring methods that are in place. Where a student's attendance falls below an acceptable level, the University will draw this to their attention. If their attendance does not improve, the student will be asked to attend a meeting to discuss the situation and to agree what the student and the University will do to bring their attendance to an acceptable level. If a student's attendance continues to be poor, or if they fail to attend the meeting that has been arranged, further action may be taken under the [University's Procedures for Students at Risk of Academic Failure](#) (see section 7, below).

3.3 Students are expected to let the university know if they are unable to attend their classes for any reason.

Virtual Learning Environment (Moodle)

4.1 The [University's Virtual Learning Environment \(Moodle\)](#) is integral to the delivery of most courses. Moodle provides course-related resources and learning activities. In addition, many assessments are managed and delivered through Moodle. Students therefore need to access those learning resources and support materials on a regular

basis if they are to be successful in their studies.

4.2 The University monitors students' engagement with Moodle and provides information on that engagement to staff who teach and support students. Where a student has a low level of engagement with Moodle and there is also other evidence of poor engagement, further action may be taken under the [University's Procedure for Students at Risk of Academic Failure](#) (see section 7 below).

Submission of Work

5.1 Students are required to submit pieces of academic or practical work on specified dates during the academic year. They might also be required to complete some other form of assessed work, for example, to give a presentation or a performance. These pieces of work form part of their final assessment for the academic level on which they are enrolled. Students who do not submit work, or who submit work but receive a low mark for it, are unlikely to be able to achieve an overall pass in their assessment for the academic level.

5.2 The University records the submission and non-submission of work by students. This information is made available to staff who teach and support students. Where students do not submit work, or where they submit work but receive a mark of less than 40% for it, they will be contacted by staff to discuss the options they have. In some cases for level 4 students, these will include an opportunity to re-submit work during the academic year.

5.3 If a student fails to submit work on more than one occasion, or submits work but receives a mark of less than

20% for it, action will normally be taken under the [University's Procedure for Students at Risk of Academic Failure](#) (see section 7 below).

5.4 The penalties for late and non-submission of work are contained within the [Assessment Regulations for Undergraduate and Postgraduate Programmes of Study](#).

Support for Students

6.1 If students consider that there are good reasons why they have not been able to meet deadlines for the submission of coursework, they should make their personal tutor aware as soon as possible so that they can be supported and counselled. They will normally also need to make an exceptional factors claim, by submitting an [Exceptional Factors Form \(EF1\)](#). For details of the Exceptional Factors procedure, please refer to the [Guidance Notes](#).

6.2 If students experience academic or other difficulties, a range of support is available from the [Student Hubs](#) or [Student Support Officers](#).

Procedure for Students at Risk of Academic Failure

7.1 Students with one or more of:

- a poor attendance record at timetabled teaching sessions;
- poor engagement with Moodle;
- either failure to submit more than one piece of coursework, or more than one submission with a mark of less than 20%;

and who are considered by the Programme Leader for their course to be at risk of academic failure, will be subject to the [University's Procedure for](#)

[Students at Risk of Academic Failure](#).

7.2 The primary objective of the Procedure is to provide students who are in these situations with the guidance and support they need to engage with their studies and to achieve academic success. However, in order to deal with cases where this is not possible, the Procedure also includes provision for withdrawal from the University and suspension of studies (in both cases, either at the student's request or by the University).

Additional Information

This Procedure forms part of the University's regulatory framework. Other institutional Policies and Procedures that relate to Assessment include:

- [Undergraduate Assessment Regulations](#)
- [Taught Postgraduate Assessment Regulations](#)
- [Procedure for Addressing Academic Misconduct](#)
- [Procedure for Students at Risk of Academic Failure](#)
- [Procedure for Academic Appeals and Review of Assessment-Related Matters](#)
- [Student Complaints Procedure](#)
- [Procedure for Consideration of Exceptional Factors](#)

These policies, along with supporting guidance, can be accessed via:

www.mmu.ac.uk/assessment-regulations



Support and Guidance

Further support and guidance in relation to these Assessment Regulations is available from the following locations:

Assessment Regulations Website

www.mmu.ac.uk/assessment-regulations

Student Hubs

www.mmu.ac.uk/students/hubs

Faculty Student Support Officers

www.mmu.ac.uk/sas/student-services/student-support-officers.php

Students' Union Advice Centre

www.theunionmmu.org/your-advice-centre

Tel: 0161 247 6533

Email: s.u.advice@mmu.ac.uk

