

STUDENT ENGAGEMENT POLICY

SECTION 1 – INTRODUCTION

Purpose

1. In this document 'we', 'our' and 'us' refer to Sheffield Hallam University. 'You' and 'your' refer to students at Sheffield Hallam University.
2. We recognise that a high level of participation in all elements of your course contributes significantly to your academic achievement and successful completion of your course. It also contributes to the enhancement of the quality of the learning experience and the development of your core skills such as teamwork and professional communication and behaviour.
3. This policy will seek to support and facilitate your engagement with your course. We aim to promote an enhanced student experience, support achievement and successful outcomes and enable us to meet the requirements of regulatory and professional bodies. This includes ensuring timely interventions to support engagement with study.
4. The policy sets out the expectations of how students should take responsibility for their learning experience, how we will monitor and support engagement, what will happen if your level of engagement with teaching, learning, assessment, and regulatory requirements becomes an issue and when we will instigate withdrawal in relation to non-engagement.
5. This policy also outlines the steps which you must follow if your circumstances mean you are unable to maintain the level of engagement expected by the university.

Scope

6. This policy applies to all undergraduate and postgraduate taught students who are registered on an award that is delivered by Sheffield Hallam University and postgraduate research students with a student visa.
7. This policy does not apply to students that fail to enrol or fail to reenrol following reminders to do so. It is important that you engage with the enrolment process within the required timescale and make us aware if anything affecting your enrolment.

Student Personal Data

8. All student personal data processed by the University is used in accordance with the terms and conditions of student registration and data protection legislation. We explain how and why we use your personal data in our [Student privacy notice](#).
9. The University is legally required to collate specific information about the attendance and study activities of students on certain programmes that are accredited or funded by one or more professional, statutory, or regulatory bodies.
10. It is a condition of our sponsor licence that we have an attendance and engagement policy in place that clearly articulates our attendance requirement and that we have processes in place to monitor this and take necessary action.

SECTION 2 – EXPECTATIONS AND REQUIREMENTS

11. The expectation of all students is that you will take responsibility for your learning and engage fully with your course in line with the expectations set out in the [Student Charter](#). You are therefore expected to commit to:
- Actively attending and participating in all learning activities on your timetable and participating in the group or independent learning activities associated with your module learning experience. This includes learning activities taking place online and on campus.
 - Attending all planned supervision sessions e.g. for dissertation and research
 - Attending Academic Adviser meetings
 - Engaging regularly with all course materials and virtual learning environments, including Blackboard and Study Goal, in a timely manner.
 - Attending and/or submitting all scheduled assessment activity (for example, coursework, presentations, phase tests, exams) in line with the [University Assessment Regulations](#)
 - Engaging with mandatory requirements of your course, including professional checks as required by professional bodies.
 - Participating in field trips or other activities which are an expectation of your course learning experience.
 - Be honest when reporting attendance and engagement on progressive web apps such as [Study Goal](#)
 - Regularly checking your student email account and responding to emails in a timely way. Correspondence regarding engagement and withdrawal will be sent to your student email account.
 - Making us aware at the time of anything that is affecting your attendance or engagement.
 - Making all reasonable effort to reflect and act on feedback of assessed work and undertake independent learning in support of teaching delivery as directed by academic staff.
12. To ensure compliance with the monitoring and reporting requirements stipulated by UKVI, it is mandatory for all students who hold an International Student Visa to engage with all contact points and regulatory requirements in a timely way. The expectations listed in point 10 are mandatory requirements for student visa holders. In addition to these, student visa holders must;
- Provide current passport and visa documentation upon enrolment and informing the university of any changes to documentation.
 - Use the Study Goal progressive web app to record attendance honestly and accurately at timetabled sessions.
 - Live within a commutable distance from the university. This is defined as being within 1 hours travel.
 - Attend placements, work experience activity and Study Abroad Programmes
 - Ensure an authorised absence is requested if you are going to be out of the university for more than 3 consecutive days during term time.
 - Attend and engage when undertaking an official role as Student Union Sabbatical Officer.
13. To ensure compliance with Professional, Statutory, Regulatory Body (PSRB) requirements, it is mandatory for all students on health, social care and education courses to engage with professional checks for their course such as DBS, Occupational Health and mandatory training in a timely way. You will be contacted specifying the timeframe for undertaking any mandatory requirements.
14. To ensure compliance with EFSA requirements, Higher Degree Apprenticeship students must engage with all elements of the training plan and demonstrate active learning every calendar month prior to Gateway. Active learning includes;

- Actively attending and participating in timetabled taught sessions and learning activities
- Attending employer led sessions
- Logging off-the-job learning
- Attending three-way reviews
- Engaging with functional skills learning where required

SECTION 3 – SUPPORTING YOUR ENGAGEMENT

15. We recognise that you may be balancing your studies with the demands of difficult and complex life circumstances and that it is not always possible to always engage. This may be due to illness, disability, caring responsibilities, or other extenuating circumstances.
16. The sooner that we are aware of any circumstances that are impacting on your ability to engage, the sooner we can provide the opportunity to offer support to help you make decisions in an efficient and timely way. It is important that you discuss any engagement concerns at the time you are experiencing them by either emailing your Academic Adviser directly, or with your Student Support Adviser or Disabled Student Support Team by emailing hallamhelp@shu.ac.uk or calling 0114 225 2222.
17. Please refer to the [Extenuating Circumstances Policy and Procedure](#) and [Assessment Support for Students with Learning Contracts](#) for more information on what you need to do if you are experiencing circumstances which impact on your ability to engage with assessment.
18. You should refer to the [Break in Study Policy and Procedure](#) and discuss with your Student Support Adviser if your circumstances are impacting on your ability to engage in teaching and learning in addition to assessments.
19. Although we recognise that extenuating circumstances do arise, engaging with support services alone is not considered appropriate engagement with your course. If you are unable to engage fully with your course, then you should speak to your Student Support Adviser regarding withdrawing or taking a break in study. Your Student Support Adviser will also consider whether we are able to [support your capacity to study](#)

SECTION 4 – MONITORING OF ENGAGEMENT

20. As courses vary in their teaching delivery, monitoring and reporting requirements, the University does not set a single threshold to define what level of engagement would trigger an intervention under this policy.
21. Your level of attendance and engagement will be monitored and reviewed in several ways at specific points throughout the academic year to identify where there may be cause for concern. This will include, but is not limited to
- recording participation in taught, online and face to face sessions
 - reviewing online engagement with Blackboard
 - reviewing attendance data from Study Goal
 - monitoring assessment submissions
 - reviewing your academic profile following Department Assessment Boards
 - reviewing engagement with mandatory requirements of your course
 - engagement with staff meetings e.g. academic adviser or supervisor
 - library usage and wifi activity in university spaces

SECTION 5 – WITHDRAWAL FOLLOWING NON-ENGAGEMENT

22. We will seek to enhance engagement in a positive and proactive way and steps to withdraw a student for non-engagement in accordance with Regulation 10 of our [Standard Assessment Regulations](#) will be taken as a last resort.
23. We will take into consideration any illness, disability, caring responsibilities or other [extenuating circumstances](#) that you have informed us of when reviewing your attendance and engagement.
24. If engagement concerns arise regarding any aspect outlined in this policy, a supportive intervention will initially be made outlining the concern(s) raised, providing you with the opportunity to discuss your circumstances and direct you to further support as appropriate.
25. If engagement concerns remain or you fail to comply with any mandatory requirements, you will receive a formal warning. This will provide you with the opportunity to discuss your circumstances but will also outline specific action(s) you need to take to ensure that you are not withdrawn from your course.
26. If concerns remain or are not satisfactorily addressed, or you have failed to respond to inform us of your situation and/or disclose any circumstances that are impacting on your ability to engage, we reserve the right to deem you to have withdrawn from your course. You will be considered for an intermediate award if appropriate and any further application for study at the University will be considered in accordance with the University's Admissions Policy.
27. Where concerns arise regarding your mark profile at the first Departmental Assessment Board (DAB) or Apprenticeship Progression Board (APB) relevant to your course delivery e.g. 0 marks across modules due to non-submission of all assessment, and you have not informed us of your situation and/or disclosed any circumstances that are impacting on your ability to engage, then the DAB can conclude that you have withdrawn from your course. You will be considered for an intermediate award if appropriate and any further application for study at the University will be considered in accordance with the University's [Admissions Policy](#). You will receive a notification of withdrawal by email.
28. If you are withdrawn from your course, this will be notified, where relevant, to funding bodies/organisations to determine any student loan or bursary overpayments and you will no longer be able to access statutory student funding support or bursaries.
29. If you are a student visa holder and are withdrawn from your course, we will notify UKVI and this may affect your entitlement to remain in the UK
30. You have the right to appeal a decision to withdraw you from your course within the grounds and timescales set out in the University's [Appeal Policy and Procedure](#).

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