
LEEDS TRINITY UNIVERSITY POLICY ON STUDENT ENGAGEMENT

1. Purpose of the policy

Leeds Trinity University is committed to providing opportunities for all students to fulfil their potential in their academic studies. Evidence shows that learning and success in your chosen programme of study comes about through your active engagement. The purpose of this policy is to set out the behaviours of students which demonstrate academic engagement, and to make clear the University's expectations of you about academic engagement to maximise your chance of fulfilling your potential.

The behaviours which demonstrate academic engagement by students are:

- showing *commitment* to all aspects of your academic studies
- *attendance* at scheduled classes;
- regular use of your modules' *online resources* (most typically through MOODLE);
- *active participation* in all learning and teaching activities including discussions with your peers and tutors;
- *completing set activities* in preparation for and following up from sessions;
- *completion* of your assessments and *participation* in feedback following assessments;
- *wider interaction* with your field of study.

2. Key principles

Leeds Trinity University is committed to enabling all its students to fulfil their potential. Academic and pastoral support can be accessed in various ways as set out on the *myLTU* app. In the first instance your tutor or Student Liaison Officer at the Learning Hub will be able to direct you to the services that you need.

The key principles which underpin the Student Academic Engagement Policy are that:

- you are an active participant in your learning and therefore must take responsibility for achieving your potential through successful completion of each stage of your studies;
- engagement in your studies and academic achievement are closely linked;
- lack of engagement may indicate that you are having difficulty managing the demands of your programme of study and we will want to provide support to help you overcome any difficulties you may be having, and which are preventing you from fully engaging with your programme of study;
- any lack of engagement by you may compromise the potential of your fellow students to achieve, especially if you are absent from group work and team activities;
- completion of assessments and other directed tasks is a way for you to measure your progress and to improve from the feedback you will receive on your work;
- consistent engagement allows you to develop, and evidence, key employability attributes such as commitment and a professional ethos.

3. **Policy on attendance and absence**

It is an expectation that you will attend scheduled teaching activities. Attendance will normally be monitored through attendance registers.

It is recognised that students will not always be able to attend scheduled teaching activities. If you know that you are going to be absent from a scheduled activity you should let your tutor(s) know in advance if possible. This can be recorded on attendance registers. You should give advance notice whenever possible by emailing your tutor and copying in your Student Liaison Officer at thehub@leedstrinity. Further details can be found on the on the *myLTU* app.

4. **Policy on preparation for, participation in and follow-up from taught sessions**

It is an expectation that you arrive at taught sessions fully prepared (for example having completed any required preparatory work), that you participate with commitment to teaching activities (for example by contributing to discussions with your peers and tutors), and that you complete any follow-up work required to support your learning (including directed activities set during the teaching session).

You should use the online resources for your module regularly (these will usually be on MOODLE). It is not possible to determine a minimum or 'ideal' frequency of access to MOODLE, but if you are not engaging seriously with the resources for each of your modules weekly it is unlikely that you will fulfil your potential.

5. **Policy on engagement with assessment and feedback**

It is an expectation that you will complete and submit work according to published expectations and deadlines, that you will engage actively with feedback on your work, and that you will make full use of academic and pastoral support according to your needs.

Tutors and Student Liaison Officers are there to help: you should seek them out and engage seriously with their advice.

6. **Policy on wider engagement with your field of study**

It is an expectation that you will seek out ways to engage with your field of study and take advantage of opportunities that you encounter within and beyond the curriculum at Leeds Trinity University.

7. **Monitoring non-engagement**

We will use a combination of attendance registers, MOODLE usage, completion of tasks and assignment submission to monitor your academic engagement with your programme of study. We will be concerned about your engagement if:

- you fail to attend scheduled activities for a whole week;
- you regularly miss some scheduled sessions;
- you don't access the MOODLE page for each of the modules you are studying at least once each week;
- you fail to hand in any assignments or other required work.

Any of the above will suggest you are not engaging fully with your programme of study and you will be contacted by the University to discuss the reasons for your lack of engagement in order that we might offer you appropriate support. Most issues can be resolved if tackled early enough so if you feel yourself getting into difficulties that might impinge on your academic success then refer yourself to your Personal Tutor or other academic tutor, or to student support or the Learning Hub, they will be able to identify and provide the support you require.

In addition to our role in supporting you through your studies, we have statutory and regulatory obligations which require us to report non-engagement. These include:

- complying with requirements to notify Student Finance England and/or sponsoring bodies when you are no longer participating in your studies and your registration is therefore cancelled;
- to comply with requirements of the Home Office UK Visa & Immigration department to monitor the attendance of students subject to visa restrictions and report non-engagement as required.

In certain situations, attendance may be obligatory. These include your placement, School-based Training (QTS programmes) or to meet Professional Body requirements. Instances of absence alone in these scenarios may lead to cancellation of your registration or, in the case of certain programmes, the implementation of the Student Academic & Professional Misconduct Policy and Procedure.

8. Cancellation of registration

If there is no attendance or other evidence of engagement and all efforts to contact you and secure your re-engagement have failed we will cancel your registration with the University.

The recommendation to cancel your registration will be made by the Chair of the Progression and Award Board to Student Administration who, following sign-off by the DVC, will send you a letter advising that you are about to be withdrawn unless you respond to the request to contact your Head of Department within 7 working days of the date of the communication.