SCHOOL OF CHEMISTRY TIER 4 STUDENT
ATTENDANCE AND ENGAGEMENT MONITORING

SCHOOL PLAN 2016-17

DOCUMENT CONTROL

<table>
<thead>
<tr>
<th>Date of School submission to College</th>
<th>28 September 2016</th>
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</thead>
<tbody>
<tr>
<td>Date School plan approved by the College Registrar</td>
<td>28 October 2016</td>
</tr>
<tr>
<td>Person(s) responsible for creating this plan</td>
<td>Linda Burns (U, PGT) Denise Wilson (PGR)</td>
</tr>
</tbody>
</table>

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PART A
SCHOOL PLAN APPROVAL

SCHOOL PLAN RATIONALE

For Tier 4 students every School must record and monitor contact points (The UoE Tier 4 policy refers to these contact point as ‘Attendance’ and ‘Engagement’ points). If non-attendance occurs at a scheduled contact point this absence and any subsequent follow up actions must be noted on the student record. Non-attendance at scheduled contact points will be managed through an escalation framework up to stage 4.

At stage 4, Schools are required to refer students to College for potential exclusion (using the “CSE School-College Referral Form – Exclusion, provided separately and as an appendix to the College Handbook). Schools are required to provide evidence of all non-attendance occurrences and follow up actions taken to College as part of the referral. All students referred to College for potential exclusion will be interviewed by a Dean to determine the student’s ability to continue with their studies.

SUMMARY OF SCHOOL COMPLIANCE 2016/17

Briefly outline how your School Plan meets the College and University Tier 4 student monitoring requirements as detailed in the UoE Tier 4 Student Attendance and Engagement Policy (2015):

The School of Chemistry meets the requirements of University policy on monitoring Tier 4 students by following the guidance detailed in the College Tier 4 Handbook 2016-17. Within this plan are the detailed Contact Point schedules for each of the years of the UG, PGT and PGR programmes.

- The Chemistry Teaching Organisation will check with relevant teaching and lab staff at each of the appropriate points in the year to ensure that Taught students (undergraduate and taught postgraduate) have engaged with their studies and that any absences are followed up. EUCLID will be used to record all of these contact points.
- Tier 4 Visiting Undergraduates will be registered for courses and will fall under the same monitoring arrangements as in-house students.
- Student Administration are responsible for identifying and recording 5 Attendance Contact Points for PGR students. The School of Chemistry details, records and monitors the other Engagement Points for PhD students in EUCLID; these records must demonstrate student engagement with their programme of studies, as well as identifying those who have not engaged so that further action can be taken. This School plan applies to all Tier 4 students, including PhD students in year four (who are “writing up” their theses) until they successfully pass their viva examination. It also includes Visiting Postgraduate Students sponsored by a Tier 4 visa.
University Tier 4 Attendance and Engagement Policy
http://www.ed.ac.uk/files/imports/fileManager/Tier%204%20Student%20Attendance%20and%20Engagement%20Policy%202016.pdf

Centrally arranged Attendance Contact Points (Tier 4 “Census Points”) managed by Student Administration
http://www.ed.ac.uk/student-systems/key-dates

College of Science and Engineering Tier 4 Handbook: Guidance, Responsibilities and Requirements
http://www.ed.ac.uk/science-engineering

Managed Migration wiki for International office guidance and the location of the golden copy of School plans
http://www.ed.ac.uk/international-office/immigration/staff-guidance

SCHOOL PLAN RECORD KEEPING CHANGES FROM 2015/16

SUMMARY OF CHANGES MADE SINCE 2015/16

Provide a description of any major changes to how your School plan differs from last year to this regarding your operational procedures for entering, reviewing and monitoring contact points:

The Academic Administrator (Linda Burns) is responsible for the implementation of the School plan. In previous years, this involved facilitating the setting up of necessary procedures to record appropriate contact points; monitoring and ensuring these are working successfully; contacting academic staff and lab staff to gather information; inputting all data into EUCLID; updating a local spreadsheet of contact points used to support procedure of reviewing EUCLID data; and maintaining an archive of email correspondence.

Allocation of work to monitor Tier 4 students was then devolved to the course secretaries responsible for each year of study. The Academic Administrator now checks each week at weekly CTO team meetings that processes are being followed and records are up-to-date. A checklist shared by the Teaching Office staff shows each of the contact points for each year of study, along with the list of Tier 4 students in each year. The Academic Administrator addresses any problems, runs BI Suite reports weekly to have an up-to-date snapshot of data and retains overall responsibility.

PLANNING AND RESOURCES

STAFF REQUIREMENTS

Describe current and any projected staff needs to maintain the monitoring requirements within your School. Detail if there are future staff changes (retirements, sabbaticals, secondments) that may prevent your plan from running as intended that the College should be made aware of:
TRAINING

Describe what training is in place and any projected staff training needs to maintain the monitoring requirements within your School:

At the start of the year, the Academic Administrator ensures that Lab Organisers understand the Tier 4 policy and procedures for recording attendance using tablets and provides training to academic, administrative and lab staff.

The Postgraduate Administrator provides training to PhD Supervisors on how to use EUCLID for engagement purposes.

All Course Secretaries and other Teaching Office/Graduate School staff involved in engagement monitoring are trained as part of new staff induction, with updates/additional training provided as necessary thereafter.

STAFF COMMUNICATION

Describe how academic and support staff are informed of the compliance requirement of entering reviewing, and recording Tier 4 Student Engagement information so all staff are aware of their responsibilities.

Academic Staff:

The Academic Administrator (Linda Burns) is responsible for informing those staff involved in engagement monitoring what their roles are and making clear all the procedures being used by the School. As this varies considerably, depending on the year of programme and level of study (UG/PG/T/PG), this communication is tailored as appropriate. For example, the Postgraduate Administrator at the start of each month where a supervisor is required to manage the Engagement point will send the supervisor an email to remind them that an Engagement point is due and should take place and be recorded within a week. The email will remind the supervisor who their Tier 4 students are and how to record the information on EUCLID.

In addition, the Academic Administrator writes a brief Tier 4 report for the School Management committee on a quarterly basis, summarising any issues and requesting additional support, as needed. The Head of School reiterates the importance of Tier 4 at School Staff meetings, giving any updates as appropriate.

STUDENT COMMUNICATION

Describe how your Tier 4 students are informed of the requirement to be in regular attendance and be actively participating with their studies and how their attendance at contact points will be monitored throughout the academic year:
Once per semester, the Academic Administrator emails all Tier 4 students to remind them of their obligations, to make them aware of the types of Engagement Points used by the School of Chemistry and to highlight the consequences of non-engagement/attendance. This email will follow the template in the CSE Tier 4 Handbook Appendix VIII.

The email communications will also include a link to the Chemistry Teaching page on the School intranet: [http://www.info.chem.ed.ac.uk/studying/guidelines-and-resources/teaching-guidelines-and-regulations](http://www.info.chem.ed.ac.uk/studying/guidelines-and-resources/teaching-guidelines-and-regulations) which itself has further links to the College escalation policy for non-attendance.

In addition, the Postgraduate Administrator will email Tier 4 PhD students directly for Engagement Points 1 and 12 (detailed on page 24) to communicate that participation is mandatory and that these events will be recorded as an Engagement Points.

### SECTION B

**OPERATIONAL PROCEDURES**

### INVESTIGATION AND ESCALATION FRAMEWORK FOR NON-ATTENDANCE AT SCHEDULED CONTACT POINTS

Describe how your School progresses non-attendance through an Escalation framework and detail any variations that do not match the escalation framework detailed in the CSE handbook for 2016:

#### Escalation Procedure - UG and PGT

For students who are not engaging as expected with their studies as indicated by a non-attendance at a designated Contact Point, the Academic Administrator will send to the student a sequence of emails relative to the stage in the Escalation Procedure they have triggered. These emails will be aligned with the templates provided in the CSE handbook Appendix VIII.

If the Postgraduate Administrator notes that the student has not engaged during the required engagement period of one week, the Postgraduate Administrator will email a reminder to the Supervisor with a copy to the Head of Graduate School and the student. If the reminder does not result in engagement information recorded on EUCLID within 2 days, the Head of Graduate School will be advised. The Postgraduate Administrator will arrange a meeting to take place within 2 days between the Head of Graduate School, the Supervisor and the student to determine if the issue lies with the supervisor or the student.

- If the supervisor has engaged with the student but has not entered engagement information into EUCLID after three consecutive School reminders, the School has chosen to address this issue by the supervisor having to obtain permission from the Head of Graduate School to host future Visiting PGR students and/or permanent PhD students during the next academic year. If a supervisor is unable to record engagement information, the information should be supplied to the Postgraduate Administrator (usually by email) and the Postgraduate Administrator will record the Engagement Point on behalf of the Supervisor. If the Supervisor’s absence is scheduled to be a period of more than 30 days, the Second
Supervisor will be asked to step-in and maintain the Engagement Points on behalf of the Principal Supervisor.

- If the student has not responded after the first reminder within 2 days, the Head of Graduate School will contact the student for a meeting to be held within 2 days. If the student fails to communicate and engage in their studies the School will follow the Escalation stages detailed in the College Handbook 2016-17.

**PROCEDURES FOR THE UPLOAD OF INFORMATION INTO EUCLID AND WHO IS RESPONSIBLE**

Describe how the School arranges for the upload of information into EUCLID for all student cohorts:

**UG and PGT**

- In years 1, 2 and 3 of all Chemistry and Chemical Physics programmes, engagement point monitoring is through recording lab attendance. The Course Secretaries will upload the relevant class lists and demonstrator lists for each lab, ready to be accessed by the Lab Organiser and Lab Demonstrators using the tablets.
- In years 4 and 5, students do not attend regular lab sessions engagement points are detailed in the contact point schedules engagement points are recorded in EUCLID by Course Secretaries.

**PGR**

- The Postgraduate Administrator will create all Engagement points on the students’ EUCLID Engagement tab.
- The Postgraduate Administrator sends out an email reminder to all supervisors to record each monthly engagement point that has taken place. The Supervisors will record on EUCLID each in-person engagement held with the Tier 4 student. Reminders to Supervisors on their responsibilities regarding Tier 4 students will be sent by the Head of Graduate School throughout the year.
- The Postgraduate Administrator will notify all students of the date of the mandatory September School safety talk. The Postgraduate Administrator will record on EUCLID the engagement of all Tier 4 Visiting Students who have attended the September safety talk using the attendance lists taken at the meeting. This will be done for ALL Tier 4 PGR students including any Visiting PGR students that are registered in September.

**PROCEDURES FOR MONITORING OF LEAVE OF ABSENCE**

Describe School procedures and the upload of information into EUCLID for all student cohorts:

**PGR**

Tier 4 PhD Students are permitted to carry out offsite research, field work or industrial placements during the academic year. When such an event will take the Tier 4 Student away from Edinburgh for a period of 24 hours or more, the student is required to submit to the Postgraduate Administrator a Postgraduate Student Leave of Absence Request Form.

Supervisors are required to engage with the Tier 4 student even though they are not in Edinburgh. Engagement Points while a student is away should take place in the form of an audio or video
conversation between the Supervisor and Tier 4 Student. If an audio or video conversation is not possible, an email exchange may take place. The host supervisor should be in regular contact with the Chemistry supervisor to report any concerns and confirm the Tier 4 Student is engaging as required. This is typically arranged by email between the host and the home supervisors.

All engagement data for students studying away from Edinburgh is recorded within EUCLID, as for students present in Edinburgh.

PROCESS FOR THE REVIEW OF INFORMATION IN EUCLID AND WHO IS RESPONSIBLE
Describe how frequently the School reviews the information contained in EUCLID:

**All Tier 4 Students**
- Overall monitoring of engagement information is the responsibility of the Academic Administrator. The Academic Administrator runs BI Suite reports ahead of weekly CTO team meetings and bi-weekly meetings with the Postgraduate Administrator. The Postgraduate Administrator also runs BI Suite reports ahead of monthly engagement activities for PGR students.

TYPE(S) OF COMMUNICATIONS ABOUT THE ESCALATION PROCEDURE AND WHO IS RESPONSIBLE FOR MAKING THE STUDENTS AWARE OF THE CONSEQUENCES OF NON-ATTENDANCE
Describe for example how the School communicates the level of escalation to the student:

For any students who are not engaging as expected with their studies, the Academic Administrator will send out a series of emails relative to the stage in the Escalation Procedure they have triggered. These emails will be aligned with the templates provided in the CSE Handbook Appendix VIII.

Procedure for withdrawal and Exclusion from Studies

Evidence of non-attendance needs to be detailed on a School to college report of student non-attendance when the School requires the College to make an academic decision about the continued sponsorship of a student.
[http://www.ed.ac.uk/science-engineering](http://www.ed.ac.uk/science-engineering)

PROCESS FOR INVESTIGATING AN ALERT FROM STUDENT ADMINISTRATION OF NON-ATTENDANCE AT A CENTRALLY RECORDED CONTACT POINT
Detail the procedure for investigating and reporting findings to Student Administration and the College office of non-attendance at a centrally recorded contact point:

The Academic Administrator is responsible for investigating any alerts from Student Administration about non-attendance of students at centrally-recorded contact points (Attendance Contact...
Points (Tier 4 “Census Points”), following the procedure outlined in the CSE Tier 4 Handbook Section E.

**UG and PGT**

The Academic Administrator will send an email to both the University and personal accounts of the student, copied to the Personal tutor. If there is no response from the student after 5 days, the Course Secretaries will check with the lecturers/Lab technicians to see if the student has been attending and engaging with their studies and any absence will be followed up by the Academic Administrator. The Academic Administrator will send a further email to the student, asking them to go to Student Administration/Compliance Team in person and warning them of their obligations under their Tier 4 visa.

All information regarding the students’ academic engagement will be fed back to Immigration Compliance Team by the Academic Administrator.

**PGR**

Upon receipt of notification of any missed Attendance Contact Points for PGR students (either from the Academic Administrator or the Postgraduate Administrator) will investigate. A check will be made of email exchanges and absence requests. If the absence has not been authorised, the student will be emailed (University and personal email addresses and copied to their supervisor to query). If the student/supervisor advises that the student is not on an authorised Leave of Absence but is on annual leave or on a placement, the student and supervisor will be reminded of procedure for this to be appropriately detailed and recorded on EUCLID.

If there is no reply from the student and the supervisor is unaware of student’s whereabouts, this will be fed back to the academic Administrator who then advises the Immigration Compliance Team.

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**MONITORING RESPONSIBILITIES AND FREQUENCY OF REVIEW**

**UG/PGT/PGR**

Overall monitoring of engagement information is the responsibility of the Academic Administrator. The Academic Administrator runs BI Suite reports ahead of weekly CTO team meetings and bi-weekly meetings with the Postgraduate Administrator. The Postgraduate Administrator also runs BI Suite reports ahead of monthly engagement activities for PGR students.

Names of staff responsible for ensuring non-attendance concerns are escalated to College:

- Linda Burns – UG and PGT
- Denise Wilson – PGR and Dr Michael Shaver - Head of Graduate School

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**MONITORING RESPONSIBILITIES FOR STUDY AWAY STUDENTS AND COORDINATED INFORMATION EXCHANGE WITH THE INTERNATIONAL OFFICE**

School of Chemistry Tier 4 Monitoring plan 2016-17

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Describe how the School manages the information it requires to hold in EUCLID for UoE sponsored students so it can react to alerts of non-attendance at a host institution:

The School of Chemistry does not have any “study away” UG students. Instead, UG students who are either on an industrial placement or a year abroad, always do research work in a research laboratory at a host institution (either a University, research institute or industrial lab). These year-long placements are Chemistry courses and are entirely assessed by the School of Chemistry. Our Tier 4 monitoring of these students is outlined in the schedule under “Year 4 Year Abroad/Year in Industry” below.

SECTION C
CONTINGENCY PLANS

STAFF ABSENCES

Detail the resource provision to cover a Schools monitoring requirements in times where key staff will be absent due leave or illness:

UG and PGT
If the Academic Administrator is absent, the day-to-day monitoring and recording of engagement points in EUCLID will be done by the Course Secretaries. Any issues of non-attendance by students will be followed up by the Course Secretary using the appropriate escalation stage email template in the CSE Tier 4 Handbook Appendix VIII.

Delayed inputs from academic staff will be followed up by the Course Secretary with the relevant Course Organiser. The spreadsheet of contact points is accessible to all CTO staff and they are each responsible for ensuring that this is always up-to-date. All CTO staff are trained in using BI Suite and able to run the UG/PGT report. If Course Secretaries have concerns about the process or ongoing non-attendance/non-response, they must raise them with the School Administrator or College Student Engagement Officer (Fiona Hartree).

If a Course Secretary is absent, the Academic Administrator will either take over the monitoring duties directly or delegate to another Course Secretary.

PGR
In the absence of the Postgraduate Administrator, the Executive Secretaries will complete the actions stated above for the Postgraduate Administrator. In the absence of a Supervisor, the Postgraduate Administrator will contact the student and request a meeting with the student. This will replace the Supervisor’s Engagement Point. If the Supervisor is to be out of the office for an extended period of time (30 days or more), the Second Supervisor will be contacted and asked to conduct the Engagement Points until the Supervisor returns.
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 vacation, PhD placement procedures for Tier 4 students. Add the School web links or attach this information to your School plan submission:

A local contact point spreadsheet (stored on a shared drive) assists the School manage data entry into EUCLID.

Due to the recent upgrades that have taken place with EUCLID, all absences, no matter how short can be recorded onto EUCLID. There should be no official absences that are not recorded on EUCLID.

For PGR students, all students are required to complete a Leave of Absence form and submit it to the Postgraduate Administrator. The Postgraduate Administrator records the information on EUCLID. The date the information is recorded onto EUCLID is then noted on the form. Once confirmation is received that the information has been accepted onto EUCLID, the form is then filed in the student’s paper file in the Administrative Office.

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:

Contact point Spreadsheet U:\SCE\CHEM\Support Groups\ADMIN\CTO\UKVI\Tier 4 monitoring\2016-17

All official absences are now recorded on EUCLID with the paper copy of the Leave of Absence Form stored in the student’s paper file in the Administrative Office.
PART D - SUBMIT TO COLLEGE

SCHOOL CONTACT POINT SCHEDULES (INCLUDING THOSE CENTRALLY RECORDED BY STUDENT ADMINISTRATION)

Provide a brief description of the procedures in place and supply a detailed table of the schedule of contact points being monitored - (point 2 and 4 the UoE Tier 4 policy).

UNDERGRADUATE STUDENTS YEAR 1-3

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

At the start of the year 1-3, the Academic Administrator will ensure that Lab Organisers understand the policy and procedures for recording attendance using tablets and offer training to staff, including Lab Technicians. The Course Secretary will upload the relevant class lists of students, ready to be accessed by the Lab Organiser and Lab Demonstrators using the tablets. All students take common course in each year of study, so the School uses these as our engagement points (1A and 1B).

<p>| Undergraduate students - Years 1: Chemistry 1A (CHEM08016) and Chemistry 1B (CHEM08017) |
|-------------------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| <strong>Week</strong> | <strong>Point</strong> | <strong>Define the contact point type</strong> - (point 9 of the UoE Tier 4 policy) | <strong>Description</strong> | <strong>Timeline</strong> | <strong>Who facilitates the point being recorded</strong> |
| Sept | 1 | Engagement | In-person meeting with Personal Tutor to discuss courses and support (as part of matriculation process) | Sept | Confirmation recorded on EUCLID by PT |</p>
<table>
<thead>
<tr>
<th>Week</th>
<th>Point</th>
<th>Define the contact point type - (point 9 of the UoE Tier4 policy)</th>
<th>Description</th>
<th>Timeline</th>
<th>Who facilitates the point being recorded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept</td>
<td>1</td>
<td>Engagement</td>
<td>In-person meeting with Personal Tutor to discuss courses and support.</td>
<td>Sept</td>
<td>Confirmation recorded on EUCLID by PT</td>
</tr>
<tr>
<td>2, 4, 6, 8,10</td>
<td>2-6</td>
<td>Engagement</td>
<td>Attend Lab classes and engage in experimental work.</td>
<td>Semester 1</td>
<td>Course Secretary checks EUCLID to confirm that attendance has been recorded by Lab Organiser/Lab Demonstrators using tablets. Course Secretary follows up absences with Lab Organiser.</td>
</tr>
<tr>
<td>Week</td>
<td>Point</td>
<td>Define the contact point type – (point 9 of the UoE Tier4 policy)</td>
<td>Description</td>
<td>Timeline</td>
<td>Who facilitates the point being recorded</td>
</tr>
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<td>---------------------------------------------------------------</td>
<td>-------------------------------------------------</td>
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<td>------------------------------------------</td>
</tr>
<tr>
<td>Sept</td>
<td>1</td>
<td>Engagement</td>
<td>In-person meeting with Personal Tutor to discuss courses and support.</td>
<td>Sept</td>
<td>Confirmation recorded on EUCLID by PT</td>
</tr>
<tr>
<td>2, 4, 6, 8,10</td>
<td>2-6</td>
<td>Engagement</td>
<td>Attend Lab classes and engage in experimental work.</td>
<td>Semester 1</td>
<td>Course Secretary checks EUCLID to confirm that attendance has been recorded by Lab</td>
</tr>
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### Undergraduate Students Year 4 BSc

**Undergraduate students - Year 4 BSc: BSc Chemistry Research Project/Transferable Skills (CHEM10043)**

<table>
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<tr>
<th>Week (N/A)</th>
<th>Point</th>
<th>Define the contact point type - (point 9 of the UoE Tier4 policy)</th>
<th>Description</th>
<th>Timeline</th>
<th>Who facilitates the point being recorded</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Engagement</td>
<td>In-person meeting with Personal Tutor to discuss progression, courses and support.</td>
<td>Sept</td>
<td>Confirmation recorded on EUCLID by Personal Tutor</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Engagement</td>
<td>Submit Literature comprehension to Course Secretary</td>
<td>Oct</td>
<td>Course Secretary records submission and follows up</td>
<td></td>
</tr>
</tbody>
</table>

Organiser/Lab Demonstrators using tablets. Course Secretary follows up absences with Lab Organiser.

2, 4, 6, 8, 10

7-11 Engagement

Attend Lab classes and engage in experimental work.

Semester 2

Course Secretary checks EUCLID to confirm that attendance has been recorded by Lab Organiser/Lab Demonstrators using tablets. Course Secretary follows up absences with Lab Organiser.

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School of Chemistry Tier 4 Monitoring plan 2016-17

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<table>
<thead>
<tr>
<th>Week(s)</th>
<th>Engagement</th>
<th>Activity</th>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-4</td>
<td>Engagement</td>
<td>Meetings with project supervisor</td>
<td>Mid Oct</td>
<td>Course Secretary asks supervisor to confirm. Course Secretary records attendance and follows up absences with email to student.</td>
</tr>
<tr>
<td>5</td>
<td>Engagement</td>
<td>Work on project in lab</td>
<td>Nov</td>
<td>Course Secretary asks supervisor to confirm. Course Secretary records attendance and follows up absences with email to student.</td>
</tr>
<tr>
<td>6</td>
<td>Engagement</td>
<td>Submit literature survey to Course Secretary</td>
<td>Dec</td>
<td>Course Secretary records submission and follows up non-submission with Course Organiser.</td>
</tr>
<tr>
<td>7-9</td>
<td>Engagement</td>
<td>Work on project in lab</td>
<td>Jan &amp; Feb</td>
<td>Course Secretary asks supervisor to confirm. Course Secretary records attendance and follows up absences with email to student.</td>
</tr>
<tr>
<td>10</td>
<td>Engagement</td>
<td>Submission of project report to Teaching Organisation office</td>
<td>March</td>
<td>Course Secretary records submission and follows up non-submission with Course Organiser.</td>
</tr>
</tbody>
</table>
UNDERGRADUATE STUDENTS YEAR 4 – ABROAD/YEAR IN INDUSTRY

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

Once the list of Tier 4 students on placement is known, the Academic Administrator will liaise with the Year in Industry/Year Abroad placement Course Organisers to find out the contact details of the host supervisors. The Academic Administrator will contact each contact individually to explain our Tier 4 policy (using the College template), to give them the list of contact points that we will be monitoring and provide them with the name of the Course Secretary who will be asking them to support our information requests. All correspondence with the host will be copied to the Course Organisers.

<table>
<thead>
<tr>
<th>Week (N/A)</th>
<th>Point</th>
<th>Define the contact point type - (point 9 of the UoE Tier4 policy)</th>
<th>Description</th>
<th>Timeline</th>
<th>Who facilitates the point being recorded</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Engagement</td>
<td>On arrival at placement, confirmation of arrival by Personal Tutor and discussion of support.</td>
<td>Aug/Sept</td>
<td>Confirmation recorded on EUCLID by Personal Tutor</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Engagement</td>
<td>Student completes Health and Safety declaration and submits to Teaching organisation office</td>
<td>Sept/Oct</td>
<td>Course Secretary records submission and follows up non-submission with student initially, followed by Course Organiser if still no response.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Engagement</td>
<td>Work on project in lab</td>
<td>End Oct</td>
<td>Course Secretary asks nominated contact in student’s placement lab to confirm engagement. Course Secretary records</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Engagement</td>
<td>Log in, answer and submit questions through Peerwise system on a regular basis. [Peerwise is an online bank of Chemistry questions that students both set and answer.]</td>
<td>End Nov</td>
<td>Course Secretary checks Peerwise engagement. Course Secretary records engagement and follows up non-engagement with Course Organiser.</td>
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<td></td>
</tr>
<tr>
<td>5</td>
<td>Engagement</td>
<td>Work on project in lab</td>
<td>End Nov</td>
<td>Course Secretary asks nominated contact in student’s placement lab to confirm engagement. Course Secretary records attendance and follows up absences. Non-response will be escalated to the Course Organiser.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Engagement</td>
<td>First visit to placement student by academic supervisor (or Skype conversation).</td>
<td>Semester 1</td>
<td>Course Secretary asks academic supervisor to confirm meeting has taken place. Course Secretary records attendance and follows up absences. Non-attendance will be escalated to Course Organiser.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Engagement</td>
<td>Submit Literature Survey to Teaching organisation office</td>
<td>End Dec</td>
<td>Course Secretary records submission and follows up non-submission with Course Organiser.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Engagement</td>
<td>Work on project in lab</td>
<td>End Jan</td>
<td>Course Secretary asks nominated contact in student’s placement lab to confirm engagement. Course Secretary records attendance and follows up absences. Non-response will be escalated to the Course Organiser.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Engagement</td>
<td>Work on project in lab</td>
<td>End Feb</td>
<td>Course Secretary asks nominated contact in student’s placement lab to confirm engagement. Course Secretary records attendance and follows up absences. Non-response will be escalated to the Course Organiser.</td>
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</tbody>
</table>
### Engagement Log in, answer and submit questions through Peerwise system on a regular basis.

<table>
<thead>
<tr>
<th>Week</th>
<th>Point</th>
<th>Description</th>
<th>Timeline</th>
<th>Who facilitates the point being recorded</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Engagement</td>
<td>Log in, answer and submit questions through Peerwise system on a regular basis.</td>
<td>End Feb</td>
<td>Course Secretary checks Peerwise engagement. Course Secretary records engagement and follows up non-engagement with Course Organiser.</td>
</tr>
<tr>
<td>11</td>
<td>Engagement</td>
<td>Visit by academic supervisor to student</td>
<td>Semester 2</td>
<td>Course Secretary asks academic supervisor to confirm meeting has taken place. Course Secretary records attendance and follows up absences. Non-attendance will be escalated to Course Organiser.</td>
</tr>
</tbody>
</table>

**UNDERGRADUATE STUDENTS YEAR 4 – MChem**

**Undergraduate students - Year 4 - Mchem: Introduction to Research Methods (CHEM10029)**

<table>
<thead>
<tr>
<th>Week (N/A)</th>
<th>Point</th>
<th>Define the contact point type – (point 9 of the UoE Tier4 policy)</th>
<th>Description</th>
<th>Timeline</th>
<th>Who facilitates the point being recorded</th>
</tr>
</thead>
</table>

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The University of Edinburgh is a charitable body, registered in Scotland, with registration number SC005336.
<table>
<thead>
<tr>
<th></th>
<th>Engagement</th>
<th>In-person meeting with Personal Tutor to discuss progression, courses and support</th>
<th>Sept</th>
<th>Recorded on EUCLID by Personal Tutor</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Engagement</td>
<td>Take part in Research Methods exercise 1</td>
<td>Sept</td>
<td>Course Secretary asks RME course organiser to confirm. Course Secretary records submission and follows up non-submission with Course Organiser.</td>
</tr>
<tr>
<td>3</td>
<td>Engagement</td>
<td>Submit outline Written Exercise to supervisor</td>
<td>Oct</td>
<td>Course Secretary asks supervisor to confirm. Submission recorded and non-submission followed up with Course Organiser.</td>
</tr>
<tr>
<td>4</td>
<td>Engagement</td>
<td>Mid-semester progress check by Written Exercise supervisor</td>
<td>End Oct</td>
<td>Course Secretary asks supervisor to confirm participation. Course Secretary records engagement and follows up any non-participation with Course Organiser.</td>
</tr>
<tr>
<td>5</td>
<td>Engagement</td>
<td>Submit 1st draft of Written Exercise to supervisor</td>
<td>Nov</td>
<td>Course Secretary asks supervisor to confirm. Course Secretary records submission and follows up non-submission with Course Organiser.</td>
</tr>
<tr>
<td>6</td>
<td>Engagement</td>
<td>Take part in Research Methods exercise 2</td>
<td>Nov</td>
<td>Course Secretary asks RME course organiser to confirm. CTO Course Secretary records submission and follows up non-submission with Course Organiser.</td>
</tr>
<tr>
<td>7</td>
<td>Engagement</td>
<td>Submit Written Exercise to Teaching organisation office</td>
<td>Jan</td>
<td>Course Secretary records submission and follows up non-submission with Course Organiser.</td>
</tr>
<tr>
<td>8</td>
<td>Engagement</td>
<td>Mid-semester progress check by supervisor</td>
<td>Mid Feb</td>
<td>Course Secretary asks supervisor to confirm participation. Course Secretary records engagement and follows up any non-participation with Course Organiser.</td>
</tr>
<tr>
<td>Week</td>
<td>Point</td>
<td>Define the contact point type - (point 9 of the UoE Tier4 policy)</td>
<td>Description</td>
<td>Timeline</td>
</tr>
<tr>
<td>------</td>
<td>-------</td>
<td>--------------------------------------------------</td>
<td>-------------</td>
<td>---------</td>
</tr>
<tr>
<td>9</td>
<td>Engagement</td>
<td>Present poster for Research Methods exercise</td>
<td>Course Secretary asks RME course organiser to confirm participation. Course Secretary records engagement and follows up any non-attendance with Course Organiser.</td>
<td>March</td>
</tr>
<tr>
<td>10</td>
<td>Engagement</td>
<td>Submit Literature Survey to Teaching organisation office</td>
<td>Course Secretary records submission and follows up non-submission with Course Organiser.</td>
<td>End March</td>
</tr>
</tbody>
</table>

**Note:** ChemPhys students only do one RME exercise

### UNDERGRADUATE STUDENTS YEAR 5

Undergraduate students - Year 5: MChem Research Project (CHEM11040) or MChemX Research Project (CHEM11029)

<table>
<thead>
<tr>
<th>Week (N/A)</th>
<th>Point</th>
<th>Define the contact point type - (point 9 of the UoE Tier4 policy)</th>
<th>Description</th>
<th>Timeline</th>
<th>Who facilitates the point being recorded</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>Engagement</td>
<td>In-person meeting with Personal Tutor to discuss progression, courses and support</td>
<td>Sept</td>
<td>Recorded on EUCLID by Personal Tutor</td>
</tr>
<tr>
<td>3, 5, 7, 9</td>
<td>2-5</td>
<td>Engagement</td>
<td>Project work in lab with regular supervision by academic supervisor</td>
<td>Course Secretary asks supervisor to confirm. Course Secretary records attendance and follows up absences with email to student.</td>
<td></td>
</tr>
<tr>
<td>3, 5, 7</td>
<td>6-8</td>
<td>Engagement</td>
<td>Project work in lab with regular supervision by academic supervisor</td>
<td>Course Secretary asks supervisor to confirm. Course Secretary records</td>
<td></td>
</tr>
</tbody>
</table>
### Postgraduate Taught

<table>
<thead>
<tr>
<th>Week (N/A)</th>
<th>Point</th>
<th>Define the contact point type - (point 9 of the UoE Tier4 policy)</th>
<th>Description</th>
<th>Timeline</th>
<th>Who facilitates the point being recorded</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Engagement</td>
<td>In-person meeting with Personal Tutor to discuss courses and support.</td>
<td>Sept</td>
<td>Recorded on EUCLID by Personal Tutor</td>
<td></td>
</tr>
<tr>
<td>5, 10</td>
<td>2-3 Engagement</td>
<td>Research Methods Exercise presentations 1 and 2</td>
<td>Course Secretary asks RME course organiser to confirm. CTO Course Secretary records submission and follows up non-submission with Course Organiser.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### VISITING UG AND PGT STUDENTS

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

Visiting UG/PGT students have specific start times during the academic year. As Visiting Undergraduate students take a wide variety of courses across different years, their points of contact are arranged so that, where possible, they can be included with the main cohort of students in a particular year. The Academic Administrator will add the Visiting Undergraduate Students to the most appropriate tabs in the School spreadsheet so that they can then be dealt with by the Course Secretary along with the other students in that cohort. This may mean identifying courses that are NOT taken by any other students. For students working in Research Labs only, this will mean identifying contact points and checking engagement with their lab supervisors.
POSTGRADUATE RESEARCH STUDENTS

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

At the start of each academic year, the Postgraduate Administrator (Denise Wilson) will create the Engagement Points for the academic year in each student’s EUCLID record in the Engagement Tab. The Postgraduate Administrator will send the following by email to all Supervisors with Tier 4 Students in their Research Group:

1. The School of Chemistry Student Attendance and Engagement Monitoring Plan for Postgraduate Research Students’ (relevant sections of this document)
2. List of their Tier 4 students
3. Instructions on how to record their engagement sessions with their students in EUCLID

At the beginning of each semester, the Postgraduate Administrator emails a copy of the Tier 4 Student Attendance and Engagement Policy to them. Each PGR student receives an electronic copy of the Postgraduate Student Handbook which contains a section outlining their Tier 4 responsibilities. This Handbook includes links to the University’s International Office, the Tier 4 Student Attendance and Engagement Policy as well as the University’s Immigration information.

<table>
<thead>
<tr>
<th>Postgraduate Research Students (PGR) Years 1, 2 and 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week (N/A)</strong></td>
</tr>
<tr>
<td>---------------</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2-4</td>
</tr>
<tr>
<td>5-11</td>
</tr>
<tr>
<td>12</td>
</tr>
</tbody>
</table>
**Submission of yearly progress Report**

**13 Engagement**

**June to September (depending on start date)**

Automatically created when annual review is activated by Principal supervisor

Recorded on EUCLID automatically. (The point is not an engagement point until report submitted)

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*Where a student has failed to participate in Engagement Point 1 or 12, the Postgraduate Administrator will follow-up with the student to obtain the reason for them not taking part in the event. Any student that misses Engagement Point 1 will be required to attend the next safety meeting usually held in February.

The Head of Graduate School must give permission (in advance) for the student to not attend Engagement Point 12. If a Tier 4 Student does not obtain permission and misses the event, it will be recorded as a non-engagement and will trigger the Escalation procedure outlined in the CSE Tier 4 handbook.

**Tier 4 Students who do not submit a yearly report and thus, miss Engagement Point 13, are not able to progress to the next year of the programme and will be required to withdraw under the Procedure for Withdrawal and Exclusion from Studies**

**VISITING POSTGRADUATE RESEARCH STUDENTS**

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

Visiting PGR students can start at any time during the calendar year. Any Tier 4 Visiting PGR Student in attendance for more than one month must have their attendance monitored confirming that they have engaged with the hosting Supervisor.
The School engagement points are in-person engagements between the Supervisor and the Tier 4 Visiting Student to review their ongoing research. At the beginning of each month the Visiting Student is registered, the Postgraduate Administrator will create an Event on each Tier 4 Student’s EUCLID Engagement Tab and then email the hosting Supervisor a reminder to record an in-person engagement. It will be advised that the engagement must take place within seven days. It will be the responsibility of the Supervisor and Tier 4 Visiting Student to organise this engagement point. It is the Supervisor responsibility to record the engagement point on EUCLID. The Postgraduate Administrator will check within 2 days after the week ending that the required engagement has taken place and will flag to the Supervisor and the Head of Graduate School if the engagement point has not taken place.

Any Tier 4 Visiting PGR Student in attendance in September (or February if not here in September) is required to attend the mandatory annual safety meeting. The Postgraduate Administrator will record whether or not the Tier 4 Visiting Student attended the meeting. If they did not attend, this will be flagged by the Postgraduate Administrator and reported to the Supervisor and the Head of Graduate School for follow up.

<table>
<thead>
<tr>
<th>Visiting Postgraduate Research Students (PGR)</th>
<th>Week (N/A)</th>
<th>Point</th>
<th>Define the contact point type – (point 9 of the UoE Tier 4 policy)</th>
<th>Description</th>
<th>Timeline</th>
<th>Who facilitates the point being recorded</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Relative to each month of the visit</td>
<td>Meeting with supervisor to discuss ongoing research</td>
<td>In-person engagement with supervisor</td>
<td>Monthly</td>
<td>Supervisor is responsible for recording monthly Engagement on EUCLID within seven days of initial notification from Postgraduate Administrator. Any absences to be reported to the Postgraduate Administrator.</td>
<td></td>
</tr>
<tr>
<td>September or February</td>
<td>Attendance at annual safety meeting</td>
<td>Mandatory safety briefing</td>
<td>September or February depending on timing of</td>
<td>Attendance will be taken and an Engagement Point entered on EUCLID by the Postgraduate Administrator.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Due to the variation in lengths of stay for each visiting PGR student, the number of Engagement points cannot be fully detailed, however the number of Engagement Points will be equal to the number of months that the student has visited the School.

**WRITING UP YEAR (4TH YEAR PHD/ 5TH YEAR FOR A CDT PHD WITH INTEGRATED STUDY)**

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

Tier 4 PhD students must ensure their visa end date permits this writing up year. School must always advise a student to seek advice from the International office. As the student may have apply for an extension to their Tier 4 visa.

Tier 4 PhD students are permitted to write up in Edinburgh, the UK or at their home abroad. Attendance and engagement monitoring sponsors duties continue throughout this year. The student would pay a matriculation fee but no tuition fee and would automatically be required to participate in Attendance Monitoring Points through Student Administration and Engagement Points through the School.

The Supervisor would be expected to have regular meetings/skype calls or emails with the student, checking up on progress with the thesis, and to report this as the required Engagement Point. Throughout the period of writing up, the supervisor is required regularly to monitor the students’ engagement up to the point of completion of the degree. This is in line with the current Postgraduate Research Code of Practice - [http://www.ed.ac.uk/files/atoms/files/copsupervisorsresearchstudents.pdf](http://www.ed.ac.uk/files/atoms/files/copsupervisorsresearchstudents.pdf). If the Tier 4 student is leaving Edinburgh to write up, the student must submit a Leave of Absence form to the Postgraduate Administrator.

**STUDENTS ON JOINT OR COLLABORATIVE DEGREES**

The School that owns/leads the joint degree (as designated in EUCLID) has overall responsibility for monitoring the students.
For a student on a collaborative degree, there will be a Memorandum of Agreement (MOA) explicitly stating which university is the sponsor institution that will have overall responsibility for reporting unauthorised absences to UKVI. In cases where the student is taught at Edinburgh but sponsored by another institution, the Supervisor should notify the partner institution of any regular unauthorised absence or non-engagement. It is the responsibility of the institution the student is sponsored by to report when a student lack of engagement has led to their exclusion which would require a report to be submitted to the UKVI.

**STUDENTS WITH AN AUTHORISED INTERRUPTION OF STUDIES UNDER 60 DAYS**

The usual definition of a student who requires an interruption of study is one who is ill or has possibly suffered a family bereavement. Such students should not undertake any work during this time of approved interruption. If any postgraduate research student wishes to interrupt their study, the Supervisor must submit to the Head of Graduate School a completed Interruption of Studies Request Form. An interruption of study for a postgraduate research student cannot be granted for a period of less than one month and cannot be backdated.

For a postgraduate research student, the ‘clock’ monitoring the elapse of time spent on PhD study stops for this time and the end date is extended by this same amount of time.

Supervisors have pastoral support duties to any students who have interrupted their study. Supervisors continue to have pastoral responsibilities for PhD students on interruptions, and regular email contact is maintained with students to keep the University updated regarding a student’s likely return date.

**STUDENTS WITH AN AUTHORISED INTERRUPTION OF STUDIES OVER 60 DAYS**

If a Tier 4 student requires an interruption longer than 60 days, an Interruption of Studies has to be approved by the College before the on-programme change of details request form on EUCLID is completed. The School must also check with the Compliance team before submitting a Programme Change Request. If the student’s visa is to be cancelled, responsibility for contacting the student to advise that reporting has taken place lies with the University’s Immigration Compliance Manager.

The Supervisor’s role during the period of greater than 60 days, would be the occasional supportive email checking on the student’s health/progress/expected date of return. The Postgraduate Supervisor will check EUCLID to see if a new CAS is required before the student returns.
## PART E
### DOCUMENT CONTROL

<table>
<thead>
<tr>
<th>Date Approved</th>
<th>28 October 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approving authority</td>
<td>CSE College Registrar</td>
</tr>
<tr>
<td>Consultation undertaken</td>
<td>September 2016</td>
</tr>
<tr>
<td>Date of Commencement</td>
<td>October 2016</td>
</tr>
<tr>
<td>Amendment dates</td>
<td></td>
</tr>
<tr>
<td>Date for next review</td>
<td>July 2017</td>
</tr>
<tr>
<td>Section responsible for policy maintenance &amp; review</td>
<td>Academic Affairs, College of Science and Engineering.</td>
</tr>
</tbody>
</table>

**Related Policies, Procedures Guidelines & Regulation**

- Tier 4 Student Engagement and Attendance Policy:  
- Procedure for Withdrawal and Exclusion from Studies:  