Internal guidelines for Engagement

Engagement policy guidelines

School of Medicine

Faculty of Medicine and Health Sciences

December 2022

Context

These guidelines provide an operational document for the Phase 1 engagement policy.

This is an internal document for staff to operationalise the higher level policy.

Policy Statement

The purpose of this document is to define the processes for monitoring and supporting learning and engagement in compulsory teaching and learning events to align with the engagement requirements of Phase 1 of the University of Buckingham MB ChB course.

Definitions

For purposes of this document the word "engagement" relates to the **proactive involvement** of a student and/or group of students in their learning activities. This means that students are not only present during their group work activities but that they make an active contribution to group work learning both through verbal and written communication and physical contributions. If a student fails to attend a learning activity, this will also be viewed as failure to engage.

Contents

Purpose

The purpose of this document is to define the procedures for monitoring and supporting learning and engagement in compulsory teaching and learning events to align with the engagement requirements of Phase 1 of the University of Buckingham MB ChB course as detailed below.

Scope

The guidance to implement the Phase 1 engagement policy and should covering curriculum engagement by Phase 1 students on the MB ChB course.

Guidance Details

Monitoring Engagement in Phase 1

The Medical School will monitor student engagement using several metrics including, but not limited to:

1. Spot-checks of engagement in small group sessions (i.e. engagement with peers, staff, resources, and activities)
2. Engagement in all CSFC and NM timetabled curriculum sessions
3. Engagement in clinical placements (within CSFC and NM)
4. Completion of termly formative assessments (i.e. META, termly written formatives, MOSCE, ARPP1&2)

Whilst the Medical School will reconcile any non-engagement with appropriate self-certification of illness and approved absences, as described by the absence and leave policy, the lack of engagement in the curriculum for any reason requires catch up and is of concern due to the accelerated nature of the course and the volume of material on the MB ChB programme. This means that even if you have an authorised absence, we will monitor your cumulative absence from the course.

Data Processing, Thresholds and Consequences

Authorised Leave Engagement Profile

Engagement patterns that indicate the student has >3 instances of authorised leave will be handled under the absence and leave policy and students should be referred for support (pink area of the flow diagram, Appendix 1). In general students in this category have health or pastoral barriers to engagement with the curriculum and thus are working with the Faculty support teams. However, support teams will monitor total absence from the course (authorised + self-certified + unauthorised), and in line with the Foundation Programme guidance, any significant absence (for whatever reason) will be investigated and may lead to a recommendation for withdrawal from studies.

Further details of these processes can be found in the absence and leave policy.

Unauthorised Absence or Lack of Engagement Profile

The following steps will be followed when the student engagement patterns indicate the student has >3 instances of non-engagement that do not incorporate authorised leave (blue and orange area of the flow chart, Appendix 1):

❖ When a student has 3 identified sessions of non-engagement or unauthorised attendance:

➢ A notification email (Appendix 2) will be sent to the student asking them to discuss any barriers to engagement with their personal tutor and develop a plan to catch up on any learning missed from sessions.

➢ Student will also be reminded of the appropriate process for managing leave if non-attendance is an issue.

➢ This email will be sent by the Phase 1 Lead or a nominated deputy

❖ When a student has 6 identified sessions of non-engagement or unauthorised absence:

➢ A second email (Appendix 2) will be sent to the student, and cc'ing student support, warning them of consequences of further non-engagement (as listed below) and they will be referred for support and asked to book a meeting with student support to discuss any barriers to engagement.

➢ This email will be sent by the Phase 1 Lead or a nominated deputy

➢ A list of students whom hold a student visa and have been highlighted as non-engaged or unauthorised at this point will be sent to the student data officer for their records.

❖ When a student has 9 identified sessions of non-engagement:

➢ A professional concern will be raised at a green threshold by the curriculum team

❖ When a student has >12 identified sessions on non-engagement:

➢ A professional concern will be raised by the curriculum team at a higher level as the number of non-engaged sessions continue to rise.

Responsibilities

This guidance is written and reviewed by the Phase 1 Lead in conjunction with the curriculum team, quality team and student support teams.

It should be reviewed annually and in conjunction with the Phase 1 engagement policy.

Related Policies

1 Phase 1 engagement policy
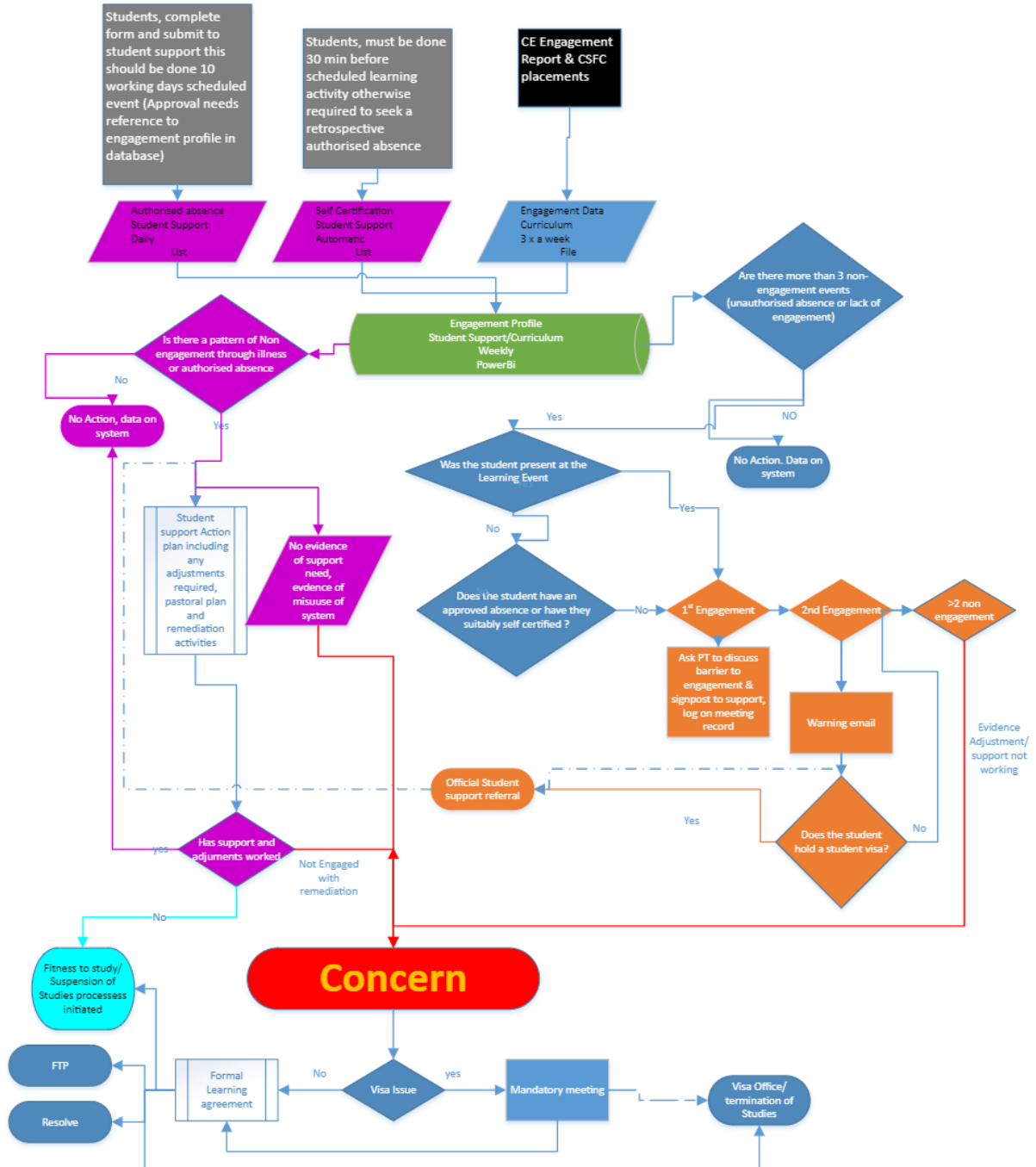
2 Absence and Leave policy

Document Control

Date policy approved: December 2022

Date of policy review approval: December 2022

Date of next policy review: Academic year 2023

Policy Number: MS-CUR-002-122022
Version Number: v1
Issued: December 2022
Revised:

THE UNIVERSITY OF
BUCKINGHAM
FACULTY OF MEDICINE
AND HEALTH SCIENCES

Appendix 1

Flow diagram outlining engagement monitoring process.

THE UNIVERSITY OF
BUCKINGHAM
FACULTY OF MEDICINE
AND HEALTH SCIENCES

Appendix 2: email drafts

1) Unauthorised leave/non-engagement notification Email, including for visa students

Dear Student

Engagement checks have highlighted your **non-engagement** in Phase 1 activities.
Please book a meeting with your personal tutor to discuss any barriers you may have to engagement and ensure you create an effective plan to catch up on material missed from your lack of engagement. Please ensure you are using the appropriate absence forms to apply or inform the faculty of any leave.

If you have been experiencing any barriers that may have prevented you from engaging with the course, then please book a pastoral meeting with a member of the FMHS student support team here.

Regards,

Jo Selway

Phase 1 Lead

2) Unauthorised leave/non-engagement warning email (all students including those on a student visa)

Dear Student

Engagement checks have highlighted your **repeated non-engagement** in Phase 1 activities.
Please book a meeting to discuss barriers to your engagement with a member of the Faculty student support here.

If your records continue to show a lack of engagement in Phase 1, then a professionalism concern will be raised which could result in a professionalism concern which may include **an official warning letter**, which may include agreed undertakings, from the Professional Support Committee and the concern will be recorded on your record. At this point the faculty student support team will ensure any relevant information is included in the remediation action planning.

Regards,

Jo Selway

Phase 1 Lead