

Student Participation Policy

Designation number	LC037	Title	Student Participation Policy
Current Version number	August 2020 v2	Review date	August 2021
Published on website	Yes	Related policies and/or procedures	Teaching and Learning Strategy Student Handbook Student Code of Conduct and Charter
Relation to QAA requirements (parts of code covered)			
Informed by UK Quality Code – Core Practices for Quality			

Student Participation Policy

1.1 The College expects:

- (i) Full-time undergraduate students to undertake a minimum of 120 credits in each full academic year. Students who are temporarily part-time to recover credit deficits may enrol on a maximum of 80 credits in each full academic year.
- (ii) Part-time undergraduate students, who are not temporarily part-time to recover credit deficits, may enrol on a maximum of 80 credits in each full academic year, except where the programme is validated and approved for delivery of more than 80 credits.

1.2 The College expects all students who have enrolled on a module to participate fully in the learning activities associated with each module and to undertake all components of assessment attached to it. The students' completion of the enrolment and confirmation process includes a commitment to the following Participation Contract:

“I undertake to participate fully in those activities which are described in each module as essential and I will inform the Module Leader if circumstances oblige me to miss any of these activities. I recognise that failure to participate adequately in these essential activities may lead to termination of my enrolment on my programme of study. I understand that I will be invited to explain my failure to participate before termination of enrolment on the programme occurs and failure to engage in this process will be considered to be withdrawal.”

1.3.1 The College will monitor engagement at taught sessions from the first week of teaching and will undertake to contact students whose failure to participate without agreement or approval gives cause for concern. Taught sessions can be lecture, tutorial, seminar, lab, workshop or studio-based. The contact made constitutes the invitation to explain failure to participate before termination on the programme occurs.

1.3.2 The College will monitor engagement with on line modules through the virtual learning environment from the first week of delivery and will undertake to contact students whose failure to participate without agreement or approval gives cause for concern. The contact made constitutes the invitation to explain failure to participate before termination on the programme occurs.

1.4 The participation contract will be considered as breached in any of the following circumstances, unless the student has negotiated alternative acceptable arrangements with the Module Leader(s) or programme leader.

(i) The student has missed any 3 weeks of taught sessions for one module, either consecutively or intermittently. Or has failed to meet the attendance requirements specifically described in the module details provided to students without good cause or approved extenuating circumstances. The student will be given one week to confirm their intention to continue studying on the module and to plan remedial action for recovering the missed learning with the module leader and/or programme leader or their representative.

(ii) The student has missed 3 or more weeks of scheduled taught sessions for more than one module within a semester without good cause or approved extenuating circumstances. The student will be issued with a notice of withdrawal and given 14 days to respond or take appropriate action. If there is a nil response, or a negative response, the student's enrolment on the programme will be terminated. A record of the termination and the reason for it will be held on the student record.

(iii) Failure to meet the engagement requirements with the virtual learning environment for one module without good cause or approved extenuating circumstances. The student will be given one week to confirm their intention to continue studying on the module and to plan remedial action for recovering the missed learning with the module leader and/or programme leader or their representative.

(iv) Failure to meet the engagement requirements with the virtual learning environment for more than one module within a semester without good cause or approved extenuating circumstances. The student will be issued with a notice of withdrawal and given 14 days to respond or take appropriate action. If there is a nil response, or a negative response, the student's enrolment on the programme will be terminated. A record of the termination and the reason for it will be held on the student record.

1.5 Students are expected to adhere to the College's Student Code of Conduct, and to the Code of Conduct of the Professional Body validating their programme where appropriate. The Disciplinary Procedure and Professional Conduct and Professional Suitability Procedure will be followed where students fail to comply with the appropriate Codes of Conduct.