National College of Ireland – Policy on Engagement monitoring of Students

This policy explains National College of Ireland's ("The College") approach to monitoring the engagement of students on their courses of study and the engagement with the College. It also explains how the College carries out its specific obligations for international students who hold a visa from the Garda National Immigration Bureau.

Introduction:

- The College expects all its student population to attend **all** their respective timetabled classes. For the purposes of this policy, classes include lectures, tutorials, seminars, workshops and critiques. The College recognises the value of engagement monitoring to help identify students who may be in danger of leaving their course of study. Through early identification of such students, the College has the opportunity to proactively offer assistance and guidance to encourage progression and to avoid potential discontinuation. Engagement monitoring is also essential for the College to meet its statutory requirements for receipt of funding and its legal obligations with the Garda National Immigration Bureau for our International student cohort.

- For the purpose of this document, engagement monitoring means not only assessing the attendance of a student across their respective classes, but also their respective engagement with College systems, which include but are not limited to - Moodle, Library access etc .

- Due to the broader benefits of engagement monitoring and to ensure equality of treatment, the engagement of all students, regardless of immigration status or level of study, is monitored through the same mechanism, as described in this policy. This policy therefore applies equally to all students unless specifically stated otherwise.

Communications:

For the College, 'Student contacts' may include a combination of the following forms of communication:

- SMS Text
- Telephone-based Contacts.
- Letters sent to a students registered term and/or home address.
- Email to Student / Private Mail
- Face to Face Meetings

Exchanges of text messages, although possibly part of a schedule of regular contact, are not acceptable as a formal contact point for these purposes.

The format for contacts and the associated thresholds will be reviewed on a yearly basis based on the needs and resources of the College. This is included in appendix 1.

As part of the academic monitoring and advice offered, students causing concern following informal contact will be referred on to pastoral and/or academic support and guidance where appropriate for additional specific support.

Undergraduate and Postgraduate Students

- The engagement of all students on taught programmes is monitored via class data terminals, located in each classroom where students are expected to swipe into each class they attend. NCI Learning and Teaching will retain records of class engagement for the duration of each academic year.

- All students are responsible for notifying the College of any absence from any scheduled teaching session (a teaching session may be a lecture, seminar, tutorial, technical instruction, demonstration, presentation, group work, performance or any other timetabled activity). This can be done by logging into NCI360 and logging a case under "Notice of Absence".

- Where a student misses 20% or more* of their scheduled teaching sessions on a module and has not notified the College, and / or the students engagement with the College systems is below standards requirements - the College will start the communication process with the student to investigate the reasons for absence.

- If the student has not responded to reasonable efforts to respond to contacts made by the Teaching and Learning Centre to determine the reason for non-engagement, the Programme Director or course coordinator may be notified and the College will issue a formal letter seeking a full explanation. If the student misses further classes, the student will be expected to attend for urgent meeting with the Student Retention and Engagement Support Coordinator and the Programme Director.

- The College will give sympathetic consideration to all genuine requests to miss classes and to cases of certified illness but they may also need to check the information provided or require written confirmation. Any student who has extended absence during term time is advised to make contact with the Student Retention and Engagement Support Coordinator or the Programme Coordinator to make alternative arrangements.

- Students whose pattern of engagement does not improve following a meeting with the Programme Director will be referred to the Dean or Vice Dean of the School (Or in the case of International Students – The International Office), where a Progression Meeting may be held in consultation with the Student Retention and Engagement Support Coordinator. It will be at this meeting where the student's progression and engagement will be discussed in detail.

- At any stage of this policy, the Programme Director or the Dean of the School may make an assessment that a student should be placed on a Learning Agreement or be referred onto the Registrar of the College for a decision as to whether it is appropriate to allow a student to continue on their programme of study. At any point, the Registrar's Office reserve the right to withdraw a student, should it be felt that despite College interventions, the students engagement still falls below the required standard expected.

- Should a student fail to engage with the College, attend classes for a period of 4 or more weeks and/or take semester examinations, where no notice is given or alternative learning plans are made, the college reserve the right to issue a "Progression Notice", which will give the student 10 working days to notify the College of their intentions to progress on their respective course. Failure to respond will result in the student being withdrawn from their course.

*The College reserve the right to alter its percentage engagement requirement, based on current needs and resources. If it is altered upwards, the student population will be informed.