

Higher Education Student Engagement Policy

*Excellence, Passion, Integrity, Valuing Others,
Supportiveness, Teamwork*



Our Mission

To inspire learners to recognise and achieve their full potential

Our Values

Excellence, Passion, Team Work, Integrity, Innovation,
Sustainability, Valuing Others and Supportiveness

University Centre Sparsholt, incorporating Andover College

The **Higher Education Student Engagement Policy** was approved by the Board of Governors in December 2019.

Equality Impact Assessment

Conducted: October 2013

Originator:

Located:

Head of Faculty – Higher Education

College intranet

College website

Date of next scheduled review:

October 2022

Higher Education Student Engagement Policy

Excellence, Passion, Integrity, Valuing Others, Supportiveness, Teamwork

Contents

1. Purpose of the HE Student Engagement Policy
2. Definitions of the Policy
3. The Policy
4. Implementation
5. Links with the QAA UK Quality Code for Higher Education Learners
6. Associated Documents
7. Monitoring Review and Evaluation

1. Purpose

- 1.1 Sparsholt College (University Centre Sparsholt - UCS) is an Associate College of the University of Portsmouth and as a consequence is responsible for Student Engagement.
- 1.2 The purpose of this policy is to define our intentions to involve and empower students in the process of shaping their learning experience, in their journey towards becoming autonomous, independent learners.
- 1.3 UCS is committed to working with all students, either as individuals and/or as groups, to help them develop the skills and confidence to be actively involved in the organisation of their own learning and student experience, regardless of their mode of study, age, disability, gender, race, religion, sexuality or transgender status.
- 1.4 UCS is committed to achieving the guiding principles of the QAA UK Quality Code (see Appendix A) to meet UK quality requirements.

2. Definitions

- 2.1. *'The meaningful participation of students in quality assurance and enhancement processes, which results in the improvement of their educational experience as well as benefiting the wider student body, institution and sector. For student engagement to contribute effectively to quality assurance and enhancement processes, it needs to capture the voices of all students, irrespective of location, mode of delivery, level of study, or discipline.'* The UK Quality Code – Advice and Guidance, Student Engagement (2018).

2.2 The Higher Education Strategy defines its commitment to the development of independent learners and student engagement as follows:

The College will promote the concept of the independent learner, who adopts a shared responsibility for learning and the enhancement of learning to enrich their overall experience.

- We will engender a sense of community and a shared commitment to learning, development and responsibility with our students so that they consider themselves co-partners and active participants in their learning.
- We will actively engage students to participate in our quality assurance and enhancement procedures so that their views more fully inform course development and delivery.

3. The Policy

3.1 All Higher Education students will be actively encouraged and supported to be involved in student engagement activities to improve quality processes in a manner and at a level that is appropriate to them. (Principles 1,2)

3.2 UCS will foster an appropriate range of Student Engagement activities to establish a culture and environment where students are encouraged to take up the opportunities on offer. (Principles 2,4)

3.3 Quality systems and processes will facilitate the inclusion of individual and collective feedback from students. (Principles 1,4)

3.4 Aspects of the educational journey into which students will be invited to offer insight into include:

- Application and Admission
- Induction and progression, programme and curriculum design, delivery and organisation
- Teaching and learning
- Assessment
- Learning resources
- Student support and guidance.
- Other areas identified by the student body

(Principles 1,3,4,5)

3.5 Support and information for students will be provided to ensure their understanding of student engagement and their individual and collective responsibilities in the process. (Principles 1,2)

3.6 Training and monitoring will be provided for staff involved in the promotion and completion of student engagement activities. (Principles 1,6)

3.7 UCS will provide student engagement opportunities which will ensure equality of access for the entire student cohort, both collectively and as individuals, activities will include:

- Student representation on the College's Governing Body
 - Student representation on the curriculum Board of Studies
 - Student consultation and contribution to compliance with Office for Students regulatory framework (including Access and Participation Plan and Student Protection Plan).
 - Course representatives with appropriate training
 - Higher Education Student Association
 - HE Resources and Facilities meetings
 - Curriculum area Learner Voice activities
 - Higher Education internal and external student surveys including NSS
 - Group tutorials
 - Residential Learner Voice
- (Principles 1,4,5,6)

3.8 UCS will provide mechanisms to ensure that feedback related to the student experience is disseminated amongst the student body and relevant stakeholders, including effective communication to demonstrate when action has, or has not occurred based on student feedback. (Principle 7)

4. Implementation

- 4.1 It is the responsibility of all staff and managers involved in the delivery of teaching, learning assessment and support to Higher Education students to foster and promote student engagement opportunities across the College. The Assistant Principal – HE will lead the process, supported by the Head of Faculty –HE, who are responsible for ensuring that all students are aware of and able to access student engagement opportunities.
- 4.2 The Head of Faculty - HE with responsibility for student engagement has a major role in working with the student body.
- 4.3 The Head of Faculty - HE will be responsible for organising Student Association and Resources and Facilities activities, and Course rep training activities in conjunction with University of Portsmouth Student Union staff.
- 4.4 Higher Education students will be informed and empowered to become involved in student engagement activities as a result of effective communication through the Head of Faculty – Higher Education to the staff involved in teaching, assessing and supporting Higher Education students. The communication strands include L-Edge, the College's Virtual Learning Environment, group and individual tutorials, HE Student Handbook, and course representatives.
- 4.5 Appropriate training and briefing activities will be provided relevant to the level of student engagement for all students. These will range from induction briefings, to course representative and HE Student Association training.
- 4.6 Higher Education teaching staff will be responsible for engaging with training and briefing activities to ensure effective dissemination and promotion of student engagement activities to students.

5. Staff and groups with specific responsibility:

- Quality & Standards Committee of the Governing Body
- Higher Education Strategic Group
- Assistant Principal – Higher Education
- Head of Faculty - Higher Education
- Higher Education teaching staff
- Business Support managers
- Residential Services team
- Higher Education Student Association

6. Associated Documents

- QAA UK Quality Code for Higher Education - Advice and Guidance, Student Engagement
- University of Portsmouth Associate College agreement
- Sparsholt College Higher Education Strategy
- HE Complaints and Feedback Policy
- HE Student Charter
- Single Equality Scheme
- Student Code of Conduct

7. Monitoring, Review and Evaluation

- 7.1 The Higher Education Strategy Group will monitor the effectiveness of the Student Engagement Policy to ensure that all Higher Education students are supported and informed to provide feedback that is instrumental in Quality processes.
- 7.2 The Higher Education Board of Studies, which includes student involvement, will review and monitor the effectiveness of Student Engagement opportunities.

Appendix A QAA Guiding Principles of Student Engagement (2018)

1. Student engagement through partnership working is integral to the culture of higher education, however and wherever provision is delivered - student engagement is led strategically, but widely owned.
2. Higher education providers, in partnership with their student body, define, promote, monitor and evaluate the range of opportunities to enable all students to engage in quality assurance and enhancement processes.
3. Effective student engagement supports enhancements, innovation and transformation in the community within and outside the provider, driving improvements to the experience of students.
4. Arrangements exist for effective representation of the collective student voice at all organisational levels including decision-making bodies.
5. Providers recognise and respond to the diversity of their student body in the design and delivery of student engagement, partnership working and representation processes.
6. Student engagement and representation processes are adequately resourced and supported.
7. Providers work in partnership with the student body to close the feedback loop.