Faculty of Humanities & Social Sciences

School of Economics & Finance – Undergraduate

Engagement Monitoring Plan

Introduction

This document sets out the Undergraduate School of Economics & Finances' approach to monitoring student engagement, providing a clear framework in line with the following documents, guidance and policies to ensure all learners are supported in maintaining consistent and compliant participation and progress:

- QMUL Learner Engagement Policy
- QMUL Education and Student Experience Enabling Plan
- Enhancing Support for Students' Fitness to Study

This Engagement Monitoring Plan details the key engagement indicators used to assess student involvement, defines the minimum engagement threshold expected across learning activities, and sets out the process for addressing the process of non-engagement. Additionally, it highlights important considerations to ensure that engagement monitoring is fair, inclusive, and responsive to individual student needs.

Programmes and routes covered by this plan

- BSc(Econ) Economics
- BSc(Econ) Economics with a Year in Industry
- BSc(Econ) Economics with a Year Abroad
- BSc(Econ) Economics with Integrated Foundation Year

- BSc(Econ) Economics and Finance
- BSc(Econ) Economics and Finance with a Year in Industry
- BSc(Econ) Economics and Finance with a Year Abroad
- BSc(Econ) Economics and Finance with Integrated Foundation Year

- BSc(Econ) Economics, Finance and Management
- BSc(Econ) Economics, Finance and Management with a Year in Industry
- BSc(Econ) Economics, Finance and Management with a Year Abroad
- BSc(Econ) Economics, Finance and Management with Integrated Foundation Year

- BSc(Econ) Finance
- BSc(Econ) Finance with a Year in Industry
- BSc(Econ) Finance with a Year in Abroad
- BSc(Econ) Finance with Integrated Foundation Year

- BSc(Econ) Economics, Statistics and Mathematics
- BSc(Econ) Economics, Statistics and Mathematics with a Year in Industry
- BSc(Econ) Economics, Statistics and Mathematics with a Year Abroad
- BSc(Econ) Economics, Statistics and Mathematics with Integrated Foundation Year

- BSc(Econ) Economics and Politics
- BSc(Econ) Economics and Politics with a Year in Industry
- BSc(Econ) Economics and Politics with a Year Abroad
- BSc(Econ) Economics and Politics with Integrated Foundation Year

- BSc(Econ) Economics and International Finance
- BSc(Econ) Economics and International Finance with a Year in Industry
- BSc(Econ) Economics and International Finance with a Year Abroad
- BSc(Econ) Economics and International Finance with Integrated Foundation Year

- BSc(Econ) Economics and International Relations
- BSc(Econ) Economics and International Relations with a Year in Industry
- BSc(Econ) Economics and International Relations with a Year Abroad
- BSc(Econ) Economics and International Relations with Integrated Foundation Year

Engagement Indicators

Engagement monitoring and attendance reporting are critical tools for Schools and programmes to contribute to providing a high-quality academic and overall experience. It offers crucial insights into the student journey that allow stakeholders to identify student needs and create appropriate and individualised plans to guide them towards success in higher education, as well as adjust School teaching and learning practices to be fully inclusive and facilitate access to a high-quality student experience.

The following engagement indicators will be considered when monitoring and reporting on student engagement:

On campus courses, full time

Faculty-level Engagement Indicators
Attendance at small *and/or* large format teaching activities
Submission of assessments
QMPlus log in activity

Where the engagement monitoring cannot be fulfilled using the above engagement indicators, the School of Economics & Finance may utilise alternative and/or qualitative engagement data to determine student engagement:

Alternative Engagement Indicators
Student communications
Quiz Participation (Including QMPlus Quizzes)
Video Views (Including QMPlus Media)
ID card usage
Library card usage

Minimum Engagement Threshold

Students are expected to meet the minimum engagement thresholds as set out in this plan.

Not meeting the minimum engagement threshold(s) within the determined checkpoints will normally result in the initiation of the disengagement process:

Minimum Engagement Thresholds (Between Checkpoints)
30% Attendance at small *and/or* large format teaching activities
70% Submission of assessments
Logging into QMPlus within 14 days *(at point of checkpoint)*

A student who does not meet the above minimum engagement threshold indicators may be exempt from the disengagement process if they:

- Engage with School-specific engagement indicators between each checkpoint
- Have approved extenuating circumstances that affect their engagement
- Maintain regular contact with the relevant academic and/or professional services staff

Depending on the average level of engagement across a programme or level, the School of Economics & Finance may increase the minimum engagement threshold of certain indicators (e.g. increasing minimum attendance at small *and/or* large format teaching activities from 30% to 40%) throughout the academic year.

Engagement Monitoring System

CampusM

CampusM allows students to record their attendance via their QM App (using any digital device with internet connectivity) by entering a code retrieved from CampusM online and provided to the students by the lecturer/tutor. Lecturers/tutors may manually enter attendance data for a teaching activity on the students' behalf. Using this method Schools and students can see their attendance stats in real time and feeds into EClio.

CampusM has the facility for students to retrospectively report their absences, within a set timeframe, for any of their timetabled teaching or linked activities associated to their programme and student record. Additionally, CampusM has an interface feature that may be accessed by the student to view their attendance data.

E-Clio

E-Clio is the primary system used by The School of Economics and Finance to monitor and report on student engagement. The system has a dedicated engagement monitoring dashboard that extracts data from the following sources to ensure engagement monitoring processes are robust, detailed and contextualised:

- CampusM
- QMPlus
- MySIS

The School of Economics and Finance records all student communications and engagement monitoring actions on EClio to ensure effective and bespoke student engagement and support interventions.

Engagement Monitoring Checkpoints

The School of Economics and Finance are required to monitor student engagement through the academic year. Student engagement is checked against minimum engagement thresholds at key 'checkpoints' throughout the academic year:

Engagement Indicator Checkpoints (All levels)

Checkpoint	Metrics	Stakeholder(s)
Week 3	QMPlus Login Activity	Student Experience Team
Week 5	30% Attendance at small *and/or* large format teaching activities	Student Experience Team
Week 10	30% Attendance at small *and/or* large format teaching activities and 70% Submission of assessments	Student Experience Team

Additional Engagement Monitoring Checkpoints (Level 4 Only)

Level 4 checkpoints are required to provide an opportunity for early intervention identify students who are at risk of disengagement as a way of reducing NETP improved continuation.

Checkpoint	Metrics	Stakeholder(s)
Week 0 (SEMA)	ID Collection Data	Student Experience Team
Week 2	QMPlus Login Activity	Student Experience Team
Week 8	30% Attendance at small *and/or* large format teaching activities	Student Experience Team

During university designated vacation periods or post-study periods, there is no requirement to monitor academic engagement.

Exceptional Engagement Monitoring Arrangements

Dissertation/Final Project Period (No Taught Elements)

Dissertation supervision and engagement monitoring is structured differently depending on whether a student is undertaking a 30-credit Project (commencing in **September)** or a 15-credit module (commencing in **September or January).** There are clearly defined touchpoints to ensure academic supervision and compliance with engagement expectations. Students are expected to engage with the following:

September Intake (30 credits) Students

- 1 x briefing session held at the start of Semester A
- No fewer than 8 x Supervisory Meetings with the dissertation supervisor
- 1x assessed presentation seminar held at the end of Semester B

September Intake (15 credits) Students

- 1 x briefing session held at the start of Semester A
- No fewer than 4 x Supervisory Meetings with the dissertation supervisor
- 1x assessed presentation seminar held at the end of Semester A
- 1x assessed presentation seminar held at the end of Semester B.

January Intake (15 credits) Students

- 1 x briefing session held at the start of Semester A
- No fewer than 4 x Supervisory Meetings with the dissertation supervisor
- 1x assessed presentation seminar held at the end of Semester 1 x briefing session held at the start of Semester A
- No fewer than 4 x Supervisory Meetings with the dissertation supervisor

Industrial/Work Placements & Study Abroad

Students undertaking a Study Abroad or Work Placement are expected to meet the minimum engagement threshold as outlined in the School's Engagement Monitoring Plan.

For Work Placements, the placement must be a minimum of 1,200 hours / 9 months in duration. The Placement Manager will maintain records of all students undertaking a Year in Industry and will report the location, start, and end dates of placements for sponsored students to the Immigration Compliance Team in Registry Services.

For Study Abroad, attendance requirements are determined by the host institution, and students are required to meet the full engagement requirements of the programme.

Non-Engagement Process & Outcomes

Interventions will be supportive and constructive to identify the support the student needs, confirm the reasons for the disengagement and the options for the student to re-engage.

The non-engagement process may result in the following outcomes:

- Student Re-Engagement Plan
- Suggested Interruption of Studies
- Fitness to Study Panel Referral
- Engagement Support Panel Referral

Students who remain disengaged from their studies through two or more engagement checkpoints may be referred to a Engagement Support Panel for escalation. One possible outcome for the student may be de-registration from their programme of studies.

Please refer to point 10 of the Student Learner Engagement Policy for more information on non-engagement processes.

Appeals & Complaints

If a student wishes to raise a complaint about the way their engagement is monitored or the interventions proposed have been handled then they may complain through the Student Complaints Procedure, although informal resolution via the school or institute is always preferred.

A student wishing to appeal against deregistration should follow the Appeals process.