

# HE STUDENT ENGAGEMENT POLICY 2023

APPROVED BY HE ACADEMIC BOARD JULY2023

<b>Applies to:</b>	
Harrogate College	
Keighley College	
Leeds City College	
Leeds Conservatoire	
Leeds Sixth Form College / Pudsey Sixth Form College	
Luminate Group Services	
University Centre Leeds	X

## CHANGE CONTROL

<b>Version:</b>	4	
<b>Approval route</b>		
<b>Approval committee (ELT, SELT, Board)</b>	<b>Date approved</b>	<b>Version</b>
PM Meeting, Academic Board and SELT	June 2015	1
PM Meeting and Academic Board (minor changes)	September 2019	2
PM Meeting and Academic Board (minor changes)	December 2020	3
Academic Board and SELT (minor changes)	July 2023	4
<b>Name of author:</b>	HE Registry	
<b>Name of responsible committee:</b>	HE Registry	
<b>Related policies: (list)</b>		
<b>Equality impact assessment completed</b>	<b>Date:</b>	Jun 2023
	<b>Assessment type</b>	
	<input type="checkbox"/> Full <input type="checkbox"/> Part <input checked="" type="checkbox"/> Not required	
<b>Environmental Impact Assessment Completed</b>	<b>Date:</b>	
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required	
<b>Policy will be communicated via:</b>	Website, UC Hub (VLE)	
<b>Next review date:</b>	July 2025	

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## 1. POLICY STATEMENT

University Centre Leeds will operate a system for assuring the formal arrangement for student engagement and partnership, in the management of quality enhancement and assurance.

University Centre Leeds has a firm commitment to:

- Ensuring that its processes for engaging with students allow sufficient opportunity for students to provide feedback;
- Providing mechanisms for the management of quality and standards through student engagement and partnership;
- Providing all students with the opportunity to make their views on their educational experience known to University Centre Leeds, and that these opportunities are made known to students.

## 2. POLICY AIMS/OBJECTIVES

This policy applies to the commitment of University Centre Leeds and the Students' Union to work together in the management of the quality enhancement and assurance of the Higher Education provision offered by University Centre Leeds. This includes a coherent and systematic approach to student representation at all levels of within University Centre Leeds.

Its purpose is to ensure that the HE Student Engagement policy and procedures are implemented consistently across University Centre Leeds and that students are active partners in their learning and in defining the academic and strategic direction of University Centre Leeds. In addition, the HE Student Engagement policy and procedures are fully informed by the requirements of awarding bodies and the revised QAA Quality Code for Higher Education, in particular the Advice and Guidance relating to Student Engagement.

University Centre Leeds encourages the views of students, individually and collectively, in informing quality systems with the purpose of improving the student educational experience both for current and future cohorts. The delivery and development of all aspects of the student educational experience can be positively influenced by student engagement.

## 3. DETAILS OF THE SUBJECT MATTER

Policy	Higher Education Student Engagement Policy	Quality Code Ref
Principles	<ul style="list-style-type: none"> <li>• University Centre Leeds will ensure formal arrangement of student engagement and partnership in the management of quality enhancement and assurance, applying to all higher education students at University Centre Leeds.</li> <li>• University Centre Leeds will ensure that its processes for engaging with students do not make disproportionate demands on the time of students and staff.</li> <li>• University Centre Leeds applies the principles of student engagement and partnership in the following quality assurance and enhancement mechanisms:</li> <li>• Enrolment and induction review and evaluation;</li> </ul>	Expectation for Quality Core Practice Common Practice Guiding Principles: 1, 2, 3, 4, 5, 6, 7

	<ul style="list-style-type: none"> <li>• Module and Programme evaluation and review;</li> <li>• Student representation;</li> <li>• Programme and University Centre Leeds staff-student Committees and Boards;</li> <li>• Periodic review panels;</li> <li>• Annual programme monitoring;</li> <li>• Programme approval, amendment and withdrawal;</li> <li>• Other committees and working groups at department and University Centre Leeds level with student involvement and/or representation.</li>   <li>• University Centre Leeds will provide all students with the opportunity to make their views on their educational experience known to University Centre Leeds. These will be made clear to all students via a range of mechanisms.</li>   <li>• University Centre Leeds will engage with students at all levels and increase the role of student voice through consultation, involvement, participation, and co-production.</li> </ul>	
<p><b>Student Representation</b></p>	<ul style="list-style-type: none"> <li>• University Centre Leeds will be committed to developing academic communities characterised by mutual respect between staff and students.</li> <li>• University Centre Leeds will develop academic communities which draw on the expertise and experience of both staff and students to reflect on and enhance the quality of the educational opportunities University Centre Leeds offers.</li> <li>• University Centre Leeds will ensure the formal arrangement and management of student engagement through student representation and elected HE Student Representatives.</li> <li>• Programme teams are responsible for overseeing the nomination and election of HE Student Representatives and to notify HE Registry of the name of the elected student(s).</li> <li>• HE Registry will ensure that HE Student Representatives are provided with the appropriate HE Student Representative handbook, training, guidance and support as seen as necessary to fulfil the role of HE Student Representative.</li> <li>• HE Student Representatives will represent the collective voice of students within their group (compliments, comments and concerns), to</li> </ul>	<p>Expectation for Quality Core Practice Common Practice Guiding Principles: 1, 2, 3, 4, 5</p>

	<p>University Centre Leeds staff, HE Registry, QAA and validating partners. This will involve the attendance and participation in meetings.</p> <ul style="list-style-type: none"> <li>• University Centre Leeds will ensure that activities relating to student representation do not make disproportionate demands on the time of students.</li> <li>• HE Student Representatives will act in the role of liaison, providing a link between staff and students.</li> <li>• Lead HE Student Representatives will provide support and/or mentorship for HE Student Representatives, support in the organisation of focus groups and feedback gathering, and support the development of student-led peer/community groups.</li> <li>• University Centre Leeds will make students fully aware of the student ambassador scheme, whereby current students will work in partnership with HE Registry to facilitate outreach and other activities for potential or new students.</li> </ul>	
<p><b>Curriculum Review and Evaluation</b></p>	<ul style="list-style-type: none"> <li>• University Centre Leeds will ensure that its processes for engaging with students allow sufficient opportunity for students to provide feedback, but that they do not make disproportionate demands on the time of students and staff</li> <li>• University Centre Leeds will provide all students with the opportunity to make their views on their educational experience known to University Centre Leeds.</li> <li>• University Centre Leeds will provide opportunity for student consultation on the validation of new programmes of study.</li> <li>• University Centre Leeds will consult with students regarding changes to academic regulations.</li> </ul>	<p>Expectation for Quality Core Practice Common Practice Guiding Principles: 1, 2, 3, 4, 5, 6, 7</p>
<p><b>Enhancement of Teaching and Learning</b></p>	<ul style="list-style-type: none"> <li>• University Centre Leeds will provide students with the opportunity to collaborate on research projects with HE staff for the enhancement of teaching and learning.</li> <li>• University Centre Leeds will ensure that its processes for collaborative projects for the</li> </ul>	<p>Expectation for Quality Core Practice Common Practice Guiding Principles: 1, 2, 3, 4, 5, 6, 7</p>

## Student Engagement Policy

	enhancement of teaching and learning do not make disproportionate demands on the time of students and staff.	
<b>Staff Development and Training</b>	All staff associated with student engagement will be given appropriate training and development and meet the requirements of the awarding body and where appropriate, the Quality Assurance Agency Quality Code.	
<b>Equality and Diversity Statement</b>	This policy will be implemented in accordance with Luminare Education Group's policy and guidance relating to Equality, Diversity and Inclusion, and with consideration of student engagement guidelines set out by awarding bodies and where appropriate, the QAA Quality Code.	
<b>Monitoring and Review</b>	University Centre Leeds will regularly monitor and review this policy and its associated procedures to assess the effectiveness of its implementation and outcomes.	Monitoring and Evaluation Common Practice
<b>Associated Documentation</b>	<ul style="list-style-type: none"> <li>• HE Student Representative Handbook</li> <li>• A Guide to Quality Assurance</li> </ul>	

### 4. REVIEW

Next review: