Recording Tier 4 Student Engagement Points in EUCLID

Tier 4 Student Attendance and Engagement Policy for Postgraduate Research (PGR) Students

To ensure we meet the engagement requirements for Tier 4 students outlined in the University policy and required by UKVI, ten contact points must be identified, reported and monitored for each year of study for PGR Students. The approved School policy relating to PGR students defines the Engagement points and must be followed by all staff in relation to Tier 4 sponsored students:


Supervisor Responsibilities

The Principal Supervisor (or Lead Co-Supervisor) has the responsibility to record each Engagement point in EUCLID by the **28th day of each month**. The Engagement points must be recorded using the ‘Engagement’ tab in the student’s EUCLID record. The process should only take a couple of minutes. If an Engagement point is not recorded in EUCLID by this deadline, an email will be sent to the Supervisor and Student notifying them that they have missed a compulsory Engagement point, requesting a reason, and explaining the implications of missing an Engagement point.

How to record engagement points in EUCLID

1. In EUCLID (http://www.star.euclid.ed.ac.uk/urd/sits.urd/run/siw_sso.signon), load the student record. Click on the ‘Engagement’ tab down the left side. At the top of each page there is information relating to the immigration status of the student, as shown in the image below:

![Image of EUCLID engagement page](image-url)
2. To record an engagement point, click the **Add event** button. The following screen will appear:

Enter the following required information:
- Event type (meeting or other);
- Event description (the name of the engagement point, as above);
- Event date;
- Organiser (supervisor or IGS);
- Engaged (yes, no or exempt); and,
- Notes (see below)

In the notes box, you should enter at least 2 sentences:
- Some comment on the substance of the meeting.
- A statement about which mechanism was used for the meeting (eg. in person, by phone, by skype, by email).

If you have any questions please contact IGS: email igs@inf.ed.ac.uk or call extension 50 2706.