

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 UKV&I, 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: <http://web.inf.ed.ac.uk/infweb/student-services/igs/staff/timelines-engagement/engagement-progress-monitoring>

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:

The screenshot shows the EUCLID Student Hub interface. At the top, there is a search bar and navigation options. Below that, the student's profile information is displayed, including UUN, CURRENT, STATUS, SUPERVISOR, TYPE, NATIONALITY, TIER 4, YEAR, EST. END DATE, SESSION, SCHOOL, and VISITING. The 'TIER 4' field is highlighted in red. Below the profile information, there is a navigation menu on the left with options like Personal, Immigration, Programme, Assessment, Progression, Engagement, Documents, and Admissions. The 'Engagement' tab is selected and highlighted in red. The main content area shows the 'Engagement' section with a table of 'Census points' and an 'Engagement events' chart. The 'Census points' table has columns for Point, Date, Checked by, Engaged, Approved, and Notes. The 'Engagement events' chart shows a timeline of engagement events for the year 2016.

Point	Date	Checked by	Engaged	Approved	Notes
2016/7					
Point 1	22/Sep/2016	Dianne Henderson	✓ Yes	✓ Yes	None
2015/6					
Point 4	14/jul/2016	Margaret Hurst	✓ Yes	✓ Yes	None
Point 3	21/Mar/2016	Almas Butt	✓ Yes	✓ Yes	None
Point 2	01/Feb/2016	Almas Butt	✓ Yes	✓ Yes	None
Point 1	29/Oct/2015	Almas Butt	✓ Yes	✓ Yes	None

2. To record an engagement point, click the **+ Add event** button. The following screen will appear:

The screenshot shows a web application interface for adding an engagement event. On the left is a navigation menu with options like Personal, Immigration, Programme, Assessment, Progression, Engagement (highlighted), Documents, and Admissions. The main content area is titled 'Add engagement event' and contains the following fields:

- Event type * (dropdown menu)
- Date * (text input with '03/Oct/2016')
- Organiser (text input with a redacted name)
- Engaged * (radio buttons for Yes, No, Exempt)
- Course (dropdown menu)
- Description (text input)
- Notes (text area)

At the bottom right of the form are 'Cancel' and 'Save' buttons.

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.