

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, **four engagement monitoring 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 the engagement month due date**. 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.

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.

Point	Date	Checked by	Engaged	Approved	Notes	
2015/6						
Point 3	29/Jan/2016	[Redacted]	✓ Yes	✓ Yes	None	Edit
Point 2	22/Oct/2015	[Redacted]	✓ Yes	✓ Yes	None	Edit
Point 1	09/Sep/2015	[Redacted]	✓ Yes	✓ Yes	None	Edit
2014/5						
Point 4	29/Jul/2015	[Redacted]	✓ Yes	✓ Yes	None	Edit
Point 3	04/Mar/2015	[Redacted]	✓ Yes	✓ Yes	None	Edit
Point 2	13/Jan/2015	[Redacted]	✓ Yes	✓ Yes	None	Edit
Point 1	21/Oct/2014	[Redacted]	✓ Yes	✓ Yes	None	Edit
2013/4						
Point 1	23/Jul/2014	[Redacted]	✓ Yes	✓ Yes	None	Edit

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

Event type *

Date *

22/Mar/2016

Organiser

Engaged *

Yes

No

Exempt

Course

Description

Notes

Cancel Save

Enter the following required information:

- Event Type (Select the appropriate event type);
- Event Date (Enter the date the event took place or was scheduled to take place)
- Engaged (Tick the appropriate option to indicate if the student is still engaged with their studies)
- Course (This option can be left blank)
- Event Description (Enter the event description as instructed in the reminder email sent on the 1st of the month)
- Notes (The notes field must contain a **minimum of two sentences** explaining the details of the engagement point. Supervisors must not report or upload any confidential information/documents (eg annual reports).

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