

Academic Engagement Policy

Approving committee:	Research Degrees Committee
Minute reference:	A/7/21/6.2
Document owner:	Academic Services - Education Policy and Quality
Key Contact(s):	Stuart Bell; Hilary Glover
Date of Equality Impact Assessment:	11/08/2021
Equality Impact Assessment Outcome:	No impact
Latest review date:	04/06/2024
Next review date:	31/07/2028

Introduction

For students sponsored by the ICR for a student visa.

Policy statement

The ICR is a small, specialist postgraduate institution. We specialise in research and postgraduate education in cancer, and currently only sponsor visas for students undertaking a PhD who are not employees. Students who are also considered employees (our taught students, clinical PhD and MD(Res) students) are sponsored where necessary by their employer. They are therefore not subject to this monitoring condition.

We have clearly stated expectations for attendance and engagement for all students, as described in the Code of Practice for MPhil/PhD. Supervisors taking on a sponsored international student are informed at the start about their responsibilities regarding contacting the Registry or the student's Senior Tutor if there are any concerns about the academic engagement of a student as soon as it occurs, so that this can be investigated. For sponsored students, academic "engagement" includes frequent on-site attendance and in-person engagement. Completion of milestones is regularly monitored via iProgress, and for sponsored students completion of the milestones listed below is also recorded in the Right to Study student spreadsheet. This spreadsheet is then checked quarterly by the Registry team. If there are any concerns about a particular student for academic engagement or other issues, these students are monitored via the Research Degrees Management Group, with intervention by Senior Tutors or the Deputy Dean.

The following procedure will specifically apply to students sponsored by the ICR for a student visa for the management of non-engagement.

Procedure

1. Yearly registration and all student-led milestones on iProgress must usually be completed within one month of the deadline at the latest, or there must be a justification for why this has not been possible. This includes where a lack of student response has impacted on a student chat or other milestone being able to take place.

2. However, the specific milestones that will trigger this procedure are:

2.1. Registration (once per annum at the start of the academic year)

2.2. Typical iProgress milestones:

(a) Scheduled meetings with Senior Tutors / the Deputy Dean:

- 6 month chat (March of first registration year)
- 13 month chat (October of 2nd registration year)
- 28 month chat (January of 3rd registration year)
- 37 month chat (October of 4th registration year)
- 40 month chat (January of 4th registration year)
- 43 month chat (April of 4th registration year)
- 46 month chat (July of 4th registration year)

(b) Attendance at the transfer viva

(c) Attendance at mandatory training sessions which are:

i) iProgress milestones

ii) Part of a cohort training programme (e.g. MRC DTP)

(d) Submission of the Second Year Report

(e) Submission of the Thesis Outline

2.3. Submission of the Thesis.

3. If the Registry does not receive a response from the student within two weeks regarding the relevant milestone, the Registry will contact the student's supervisor for confirmation that the student is generally engaging academically.

4. If the supervisor confirms that the student is engaging, then an additional two weeks to complete the milestone will be given.

5. Should the supervisor have concerns, then the Registry will organise an additional chat with the student's Senior Tutor.

6. If the student continues not to engage, including not attending the chat with the Senior Tutor, the Registry will write to the student to formally tell them that their academic engagement is not sufficient and this may result in their registration being terminated.

7. If, after the Registry has written to the student they have not responded within two weeks, the matter will be referred to the Academic Registrar for a decision on whether to terminate the student's registration. Non-engagement following the Registry writing to the student would normally result in termination of the student's registration.

8. If the decision is made to terminate the registration, this will also mean the ICR will inform the Home Office that we have stopped sponsoring the student.

Related Documents:

[Degree of MPhil & PhD Code of Practice](#)