

## Student Participation Policy

<b>Designation number</b>	LC037	<b>Title</b>	Student Participation Policy
<b>Current Version number</b>	January 2023 v4	<b>Review date</b>	January 2024
<b>Published on website</b>	Yes	<b>Related policies and/or procedures</b>	Teaching and Learning Strategy Student Handbook Student Code of Conduct and Charter
<b>Relation to QAA requirements (parts of code covered)</b>			
Informed by UK Quality Code – Core Practices for Quality			

### Student Participation Policy

#### 1.1 The College expects:

- (i) Full-time undergraduate students to undertake a minimum of 120 credits in each full academic year. Students who are temporarily part-time to recover credit deficits may enrol on a maximum of 80 credits in each full academic year.
- (ii) Part-time undergraduate students, who are not temporarily part-time to recover credit deficits, may enrol on a maximum of 80 credits in each full academic year, except where the programme is validated and approved for delivery of more than 80 credits.

1.2 The College expects all students who have enrolled on a module to participate fully in the learning activities associated with each module and to undertake all components of assessment attached to it. The students' completion of the enrolment and confirmation process includes a commitment to the following Participation Contract:

“I undertake to participate fully in those activities which are described in each module as essential and I will inform the Module Leader if circumstances oblige me to miss any of these activities. I recognise that failure to participate adequately in these essential activities may lead to termination of my enrolment on my programme of study. I understand that I will be invited to explain my failure to participate before termination of enrolment on the programme occurs and failure to engage in this process will be considered to be withdrawal.”

1.3.1 The College will monitor engagement at taught sessions from the first week of teaching and will undertake to contact students whose failure to participate without agreement or approval gives cause for concern. Taught sessions can be lecture, tutorial, seminar, lab, workshop or studio-based. The contact made constitutes the invitation to explain failure to participate before termination on the programme occurs.

1.3.2 The College will monitor engagement with on line modules through the virtual learning environment from the first week of delivery and will undertake to contact students whose failure to participate without agreement or approval gives cause for concern. The contact made constitutes the invitation to explain failure to participate before termination on the programme occurs.

1.4 The participation contract will be considered as breached in any of the following