



## Document

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Brief Description of Policy	This document sets out the Navitas University Partnerships Europe (UPE) policy and procedure for Student Engagement.

## Version Control

Date	Version	Summary of changes	Approver
January 2023	2022/01	<ul style="list-style-type: none"><li>Initial policy version</li></ul>	NUKH Academic Board
June 2024	2024_01	<ul style="list-style-type: none"><li>New template used</li></ul>	NUKH Academic Board

## Key Related Documents

Document Name	Location
QS06 Enhancement	College website, Policy HUB

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## Introduction

This document sets out the Navitas University Partnerships Europe (UPE) policy and procedure for Student Engagement. Navitas UPE has, as part of its corporate code of practice, a commitment to continuous improvement and the UPE College\* network has demonstrated its adherence to this commitment through the implementation of a Student Engagement procedure in each College. Navitas UPE has a long history of, and commitment to, the provision of quality services and support to students. It recognises the importance of engaging students early in their learning experience and places immense value on the Student Voice. Working together with students, our teaching and support staff are committed to providing an education and student experience that is shaped, reviewed and enhanced in spirit of partnership and co-determination.

*\*Please interpret 'College' as 'Campus' where applicable*

## Student Information

Responsibility for accuracy and completeness of information available to students is that of the College Director/Principal. All material in the public domain must comply with the Navitas brand requirements and those of the relevant University Partner, as appropriate.

A set of consistent information about Navitas, Navitas UPE, the College and the University Partner is available in the public domain for potential students, current students and alumni. This information is provided in the form of a College prospectus/brochure, College flyers and a College website.

College website content and updates must be approved by (i) Academic Registry, (ii) the University Partner marketing nominee and (iii) web management agreement, before it goes live, to check factual accuracy and alignment with publicity protocols.

Prior to printing, College brochure content undergoes review and approval by (i) the relevant Navitas College marketing lead and (ii) the University Partner marketing nominee.

## **Pre-enrolment Information**

Prospective students who meet the entry criteria will be supplied with an Offer Pack, which includes an Offer of Admission, an Acceptance of Admission Form and related Terms and Conditions. This documentation details the pathway stages of study and makes explicit the regulations which apply at the College and University Partner. Supplementary documents are appended to the Offer Pack providing information about:

- Airport pick up services and costs
- Accommodation provision, cost and application form
- Student insurance
- Information for parents and legal guardians concerning arrangements under Student Visa and UK law for students under the age of 18 years at the time of proposed enrolment

Once a student has been passed through the College verification process, they are issued with a Provisional Confirmation of Acceptance Statement (PCAS). The PCAS allows a student and/or their agent to check that the information held by the College and which will be supplied to the United Kingdom Visa Immigration (UKVI), to support assignment of a Confirmation of Acceptance for Studies (CAS) number for a Student (General) visa application, is correct and complete. Guidance on the visa process and a Pre-Departure Guide are also attached along with insurance documents (where purchased). Supplementary information concerning student travel to the UK or EU, accommodation and any other helpful information may be attached.

## **Student Representation**

Students are formally represented in two College bodies: the Student Forum (sometimes known as the Student Council), and the College Enhancement Team. They may also be invited to governance meetings such as the Operational Advisory Committee (OAC) and Academic Advisory Committee (AAC), as well as the UPE Academic Board. Student membership of the two College bodies provides an opportunity for students, in the case of the former body, to raise issues of immediate concern related to their study experience and, in the case of the latter body, to be involved in the substantive development and enhancement of the College student experience.

## Student Forum

Each College will establish a Student Forum to provide an opportunity for the student body to raise day-to-day issues on any matter related to their present studies. This mechanism provides important feedback to the College, University Partner and Navitas UPE to be considered as part of periodic reports and annual monitoring. Membership of the Student Forum is as follows:

- Chair (senior College staff member)
- All student representatives
- At least one additional representative of College staff (academic and/or support staff)

The Student Forum brings issues for consideration to the College Learning and Teaching Board.

## College Enhancement

Each College will establish a College Enhancement Team (CET) - see **NPR QS06 Enhancement**.

### *The role of 'Student Representative' within the CET*

Student Representatives play a key role in providing observations, through listening to and collecting the views of their fellow students, on all aspects of the student experience. This contributes positive and constructive feedback from students to the College, including what works, what has been valuable or enjoyable and what should be repeated or built on in the future. The Student Representative also plays a role supporting the complaints, problems and issues of their fellow students, enhancing the student experience.

Student Representatives on the CET will be involved in discussions about the ways in which the College will develop and enhance the student experience. In this way, they will have direct influence over new policy, strategy and quality assurance. Student Representatives will:

- Actively seek out and represent the views of all the students they represent about their studies and their broader experience of the College
- Help ensure that the student perspective is considered in all decisions and developments relating to the student experience
- Endeavour to keep the students they represent informed on the outcomes of staff and student discussions

## **Election of Student Representatives**

Student Representatives are elected by their peers in an election process which should take place within the first four weeks of the semester. The term of office of a Student Representative shall be the duration of a stage of study (one or two semesters).

There should be at least two Student Representatives from across the College cohorts. If the total student population exceeds 200, there may be up to four Student Representatives. The election arrangements shall be overseen by the College Academic Support Service staff.

Should the students or College feel that the elected representative is not fulfilling their duties, following consultation and necessary intervention, a re-election can take place.

## **Student Surveys**

There are three types of student surveys: Navitas Student Satisfaction Surveys, Navitas Module Surveys and College Surveys.

### **Navitas Student Satisfaction Surveys**

Navitas Global requires that all students in Navitas Colleges across the world participate in an annual student satisfaction survey over the UK spring period. For UPE, the survey is adapted from the latest National Student Survey in the UK (with local customisation for European colleges) and administered online using SurveyMonkey. The results of Navitas UPE surveys are collated by Academic Registry and distributed to colleges across the division for consideration and review.

### **Navitas Module Surveys**

Module surveys are typically undertaken from week 10 of the semester each time a module is run. Colleges may use their own survey templates, but where Colleges utilise the Navitas Module Survey, central resources are made available including a link-building tool, with all data ingested centrally through the Power BI service.

The core questions of the survey can be found in Appendix A.

Data collected from the survey will be used in all automated reporting.

## **College Student Surveys**

Colleges may conduct surveys of student opinion for their own local purposes on an ad hoc basis but are encouraged to utilise surveys prepared and hosted by Navitas to facilitate comparisons across the division and to simplify the process of analysis.

## **Consideration of Survey Outcomes**

Key outcomes and actions arising from student surveys are considered locally by each College and its University Partner through a range of forums and are typically published through the student portal and/or through posters.

Navitas Annual Student Survey and Module Survey outcomes inform Annual College Action Plans and the Annual Monitoring Reports.

The Navitas UPE Learning, Teaching and Quality Committee reviews the results from all student surveys and considers areas for improvement as well as implementing enhancement activities.

## **Policy Review**

This policy will be reviewed every two years unless there are internal or legislative changes that necessitate an earlier review.

## Appendix A: Module Survey Questions

- The lecturer(s) created a positive learning environment
- The lecturer(s) explained concepts clearly
- The lecturer(s) often related the content to real life examples
- The lecturer(s) gave me helpful feedback on my work
- The lecturer(s) were reasonably available for consultation outside of class time
- The workload for this module was appropriate
- The expectations of the module were made clear to me
- The expectations of the assessments were made clear to me
- Physical facilities used were appropriate for the subject
- This module is relevant to my future career
- Overall, I am satisfied with the module
- Do you want to give any further comments? (qualitative)