



University
of Glasgow

STUDENT ENGAGEMENT MONITORING – FROM JAN 2025 INFORMATION PACK



What is our priority for Semester 2?

We are introducing new controls and review points for monitoring student engagement to ensure we are compliant with our UKVI Sponsor duties from Semester 2. The priorities are:

1. Students to digitally record their attendance:

- UG & PGT (teaching): Download & Check-In using the SafeZone app during classes
- PGR (& PGT dissertation/project): Submit new UofG Helpdesk Engagement Form

2. New UKVI Dashboard: One source of information for all UKVI compliance data

3. New timescales: On-going engagement check minimum every 3 weeks (4 weeks for PGR)

A full student and staff communication plan is in place to support the roll out. **Schools are to continue their existing monitoring processes in parallel until further notice.**



1. Students to Digitally Record their Attendance

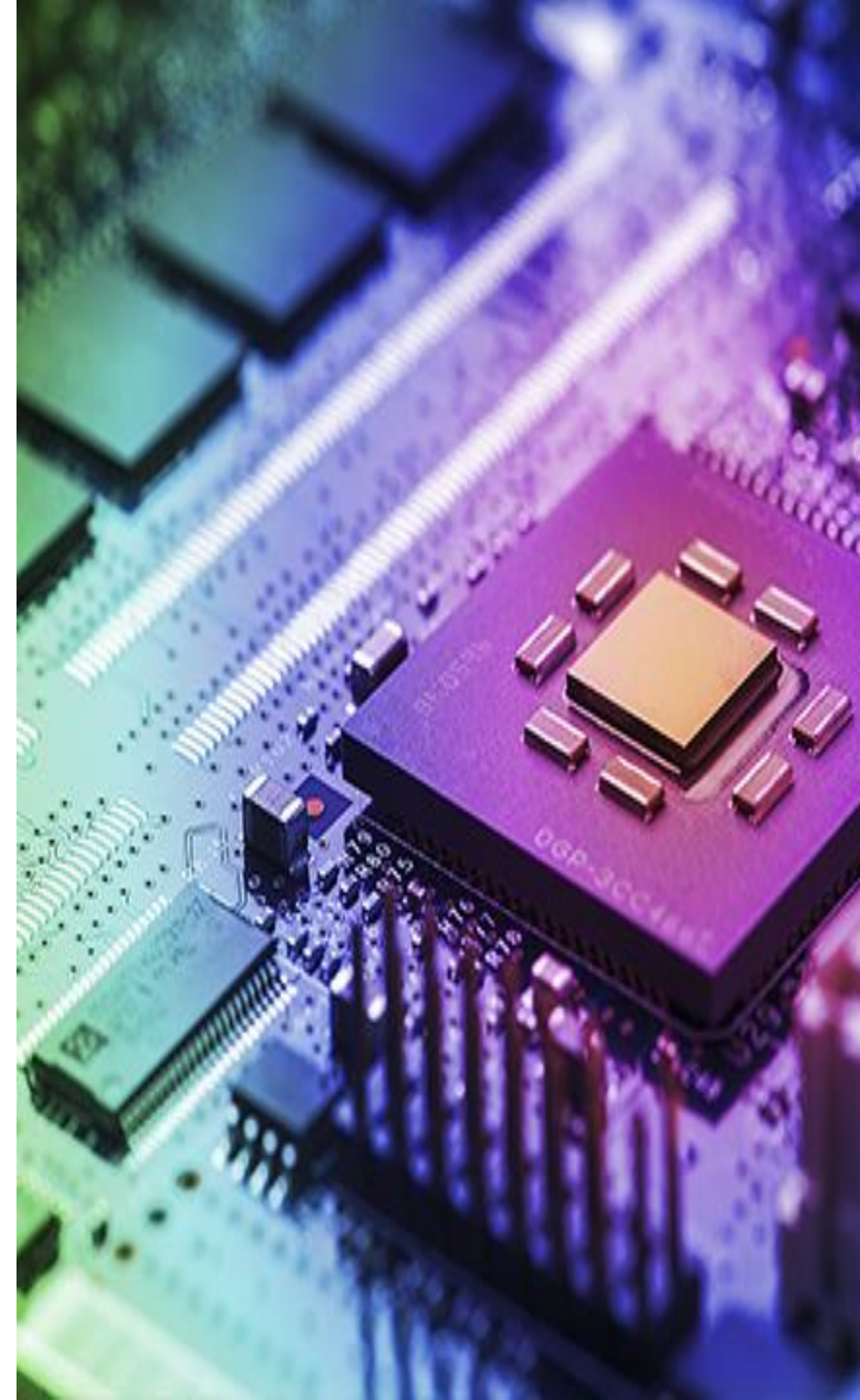
From 13 January 2025 two new student led digital processes will be implemented to facilitate attendance monitoring for our Student Visa Holders. This will involve minimal input from academic colleagues in teaching events:

Undergraduate & PGT	PGR & PGT (Dissertation/Project)
<ul style="list-style-type: none">• Student Visa Holders to Download the 'SafeZone' App• Students will use the 'Check In' button to register their attendance at each teaching event on campus. This check in will be recorded automatically as a record of attendance at that class.• Student Visa Holders need to 'Check-In' using SafeZone at least once per week	<ul style="list-style-type: none">• ALL PGR/PGT students to use 'Engagement Form' on UofG Helpdesk to record each supervisory meeting, removing the need for paper forms• Student Visa Holders need to record engagement at least once every 4 weeks, within 5 days of the engagement taking place• Student Visa Holders' supervisory meetings must be either all face-to-face or can be a mixture of face to face and online• PGR/PGT supervisors will be required to approve the UofG Helpdesk form within 15 days

To allow us to monitor progress, two checkpoints per cohort (UG and PGR/PGT) are scheduled across January and February. This will allow us to ensure compliance ahead of the follow up visit from UKVI, more information will be provided about these checkpoints in a future update.

2. UKVI Dashboard

- We are building a data repository for all Student Visa Holders – **a UKVI Dashboard**
- This is to collect all relevant UKVI Data from: Moodle, MyCampus, SafeZone, and the UofG Helpdesk Engagement Form, in one location.
- This will be used moving forward to maintain an up-to-date oversight for all UKVI compliance controls
- Schools will begin to receive the outputs from the UKVI Dashboard from 31st January, further information will be provided nearer the time
- A pilot of the dashboard will commence with 2-3 schools in January before a wider roll out is considered.



3. New Timelines

- To ensure we are compliant, we will now escalate Student Visa Holders who have not engaged within **3 weeks** for UG/PGT teaching or **4 weeks** for PGR & PGT (dissertation/project)
- We are asking each of our schools to **continue their existing engagement monitoring processes**, but the engagement check will be required at the timescales listed above.
- The new and existing processes will run **concurrently for Semester 2** until we reach a level of confidence our new processes and UKVI dashboard are operating as expected.
- Schools should continue to monitor attendance and can continue to trigger the withdrawal process using existing processes, for example, if you are aware of a student no longer arriving.

	UG/PGT (Teaching Periods)	PGR & PGT (Dissertation/Project)
	No Contact	No Contact
Stage 1: Warning	3 weeks	4 weeks
Stage 2: Final Notice	+1 week	+1 week
Stage 3: Withdrawal	+ 1 week	+1 week
Withdrawal Processing	2 weeks	2 weeks

3. New Timelines (continued)

Windows/periods within which local engagement checks should occur:

	UG/PGT (Teaching Periods)
	PGR & PGT (Dissertation/ Project)
Engagement Check 1	Should be scheduled to take place before 31 January 2025 (end of week 3)
Engagement Check 2	Should be scheduled to take place before 21 February 2025 (end of week 6)
Engagement Check 3	Should be scheduled to take place before 14 March 2025 (end of week 9)
Engagement Check 4	Should be scheduled to take place after 21 April 2025 (start of revision and exam period)

***PGT Students** should submit engagement forms during the dissertation/project period in June, July and August i.e. until the dissertation/project is submitted.

What do I need to know?

Professional Services Colleagues

- **All School staff have a responsibility to encourage Student Visa holders to submit attendance digitally through the new SafeZone and UofG Helpdesk processes.**
- Current monitoring processes will remain in place throughout Semester 2 with adjusted timelines.
- Where there has been no recorded engagement with a Student Visa holder, Schools remain responsible for escalating with the student as per the new timelines.
- Automated e-mails will be sent to students who have no recorded engagement from 7th February, these will be in addition to any escalation contacts made by School staff.
- Schools should continue to monitor attendance and can continue to trigger the withdrawal process through the UofG Helpdesk, for example, if you are aware of a student no longer arriving.
- From 31st January Schools will begin to receive extracts from the UKVI dashboard. Further information will be provided nearer the time.

Academic Colleagues

- **All School staff have a responsibility to encourage Student Visa holders to submit engagement digitally through the new SafeZone and UofG Helpdesk processes.**
- Current monitoring processes will remain in place. Academic colleagues must continue to facilitate any requests from Professional Services staff to support monitoring of engagement in teaching events e.g. displaying Moodle QR codes
- Paper PGR / PGT supervisory forms are to be replaced by the Engagement Form on UofG Helpdesk for ALL students.
- PGR / PGT supervisors will be required to 'approve' Engagement forms raised by students in UofG Helpdesk. It is the student's responsibility to submit an engagement form within 5 days of the engagement taking place, however both students and supervisors can initiate the form. Supervisors need to approve/deny the request within 15 working days, with email reminders sent to supervisors after 5 days.
- Student Visa Holders' supervisory meetings must be all face-to-face or can be a mixture of face-to-face and online and a minimum of every 4 weeks.

Key College Contacts

College of Arts & Humanities

Culture and Creative Arts

Karen Allan

Humanities

Alan McConnell

Critical Studies

Maeve Houston

Modern Languages and Cultures

Cara Graham

College of Science & Engineering

Chemistry

Angela Woolton (UG/PGT)

Lynn Kearns (PGR)

CompSci

Graeme Sheddon (UG/PGT)

Una Marie Darragh (UG/PGT)

Edmond Harris (PGR)

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JWS Engineering

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Julia Deans (PGR)

GES

Anne Dunlop (UG/PGT)

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Dawn Bradshaw (UG/PGT)

Leenah Khan (PGR)

M&S

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Pauline Galloway (PGR)

P&A

Lynne Stewart (UG/PGT)

Syrah Khalid (UG/PGT)

Jill Borland (PGR)

College of MVLS

SMDN - Olena Bolotova

SBOHVM - Kate Russell

SII - Julie Kavanagh

SCMH - Dot Ronney

SMB - Sara Scarpaci

SHW - Magda Gamrat

SCS - Anne Best

SPN - Donna Carrick

PGT - Laura Grant

LS - Tracy Wilson, Natalie Refault

UG Med - Veronika Flaskarova

Dental School - Leigh-Ann Dragsnes

Nursing - Marion Yakova

College of Social Sciences

SSPS

Anna Nienhaus

Education

Caroline Docherty

ASBS

Gemma Metcalfe

SES

Katy Nash

Kerri LaBrash

Law

Amanda Walker

Susan Holmes

What is not changing on 13 January?



All current local engagement monitoring processes to continue



Schools to escalate with the student where there is no recorded engagement



Schools to trigger the withdrawal process through the UofG Helpdesk



Management of non-registered students



*Several activities
will not be
changing, and
you should
continue these
as usual.*

What's Next ?

The introduction of our new controls and review points will be iterative to ensure compliance throughout Semester 2.

We have two checkpoints scheduled and will communicate with you at each stage. See key dates and planned communication dates below.



Links to guidance and support

Support

- [Attendance Webpages: guidance available for students](#)
- [Staff Microsite: guidance available for staff](#)
- [Project Mailbox: student-engagement-monitoring@glasgow.ac.uk](mailto:student-engagement-monitoring@glasgow.ac.uk)

Guides

- [UofG Helpdesk Engagement Form](#)
- [Downloading SafeZone](#)
- [Check In SafeZone](#)

Direct link

- [UofG Helpdesk Engagement Form](#)



Thank You!

For any support, please contact the project team.

To ensure we can answer questions fully, please submit these to the dedicated mailbox.

Questions raised will be reflected in the FAQs on our Microsite.

Dedicated Mailbox: student-engagement-monitoring@glasgow.ac.uk

