

Department of History

2024 - 2025 Monitoring Points

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Summary of changes from the previous version

Amended August/ September 2024 in accordance with the update from EPQ: Student Engagement and Progress Monitoring Policy 2024/2025

- Clarification on terminology
 - Former policy name “Good Practice Guide on Monitoring Student Engagement and Progression” changed to “Student Engagement and Progress Monitoring Policy 2024/2025” in line with central university update.
 - History Director of Student Mobility (DSM) changed to History Director of International Mobility (DIM) in line with a departmental name change for the post.
- UG
 - Added an additional scheme for Student visa holders on work placements
 - Submission of assessed work (HI153 – Core Module) Term 1, Week 7 changed to Attendance at Seminars, as at least 5 out of the 6 term 1 points need to be in person.
 - Submission of assessed work (HI153 – Core Module) Term 2, Week 10 changed to Attendance at Seminars Term 2, Week 9, as all term 2 points need to be in person and at 2 week intervals.
 - Changes highlighted in yellow on scheme changed to Attendance at Seminars
- PGT full time. Changing from 1 to 2 points in term 3.
 - Addition of Attendance at dissertation workshop in Term 3, Week 2
 - Change highlighted in yellow on scheme. Please note the policy suggests 2 points spread evenly, however in History we do not have face to face academic contact points for PGT students after week 3 as students are in dissertation write up period.
- PGR points clarified
 - Points title in term 1 and 2 changed from “Meeting with Supervisor “ to “Monthly supervisions/ annual review/upgrade/research skills training sessions (Must be in person)”
 - Points title in term 3 and summer vacation changed from “Meeting with Supervisor “ to “Monthly supervisions/ annual review/upgrade/ research skills training sessions (at least 1 session in every 2-month period should be in person)”
 - Change highlighted in yellow on scheme

University Guidelines

Checklist for Monitoring Student Engagement and Progression

<https://warwick.ac.uk/services/aro/dar/quality/categories/attendance>

There are monitoring schemes in place for the following categories of student:

- Full-time and part-time undergraduate courses;
- Full-time and part-time postgraduate taught courses;
- Full-time and part-time postgraduate research courses;
- Incoming visiting and exchange students (Section 6);
- Students on all forms of placement including outgoing visiting and exchange students, students on intercalated years of study in industry and business, students on professional placements (Section 6);
- Full time students at below-degree level courses (pre-sessional English and International Foundation Programme) (Section 6);
- Student Visa sponsored Sabbatical Officers (Section 6);
- Student Visa sponsored students (see Appendix B for specific requirements).

Student Engagement and Progress Monitoring Policy 2024/2025

<https://warwick.ac.uk/services/aro/dar/quality/categories/attendance/>

Student Engagement and Progress Monitoring Policy 2024/2025 is intended to help departments in supporting students' learning through monitoring their engagement and academic progress and to ensure compliance in respect of our monitoring of students who need a Student Visa to study here.

As far as possible, arrangements for students who have to comply with expectations set by UK Visas and Immigration (UKVI) are harmonised with those for all other students. This approach is long standing and was last approved by the Academic Quality and Standards Committee (AQSC) in November 2019. Compliance with UKVI expectations is overseen by the UKVI Sponsor Licence Compliance Working Group (USLCG), whilst student engagement in general is overseen by [AQSC](#). Both aspects are governed by [Regulation 36 Student Registration, Attendance and Progress](#).

For undergraduate and postgraduate taught courses, the majority of monitoring points relate to physical face-to-face contact (12 out of the 13 points for undergraduate courses and 10 out of the 13 points for postgraduate taught courses). For postgraduate research, at least 9 of the 12 monitoring points relate to physical face-to-face contact.

Department Introduction and Rationale

In the department of History, we use the student administration system Tabula for attendance monitoring in seminars, coursework submission, all marking and feedback for UG and PGT as well as personal tutor and supervisor meeting records for UG, PGT and PGR. We are keen to have all the student information in this system as a record as well as progression and monitoring tool. We work with the academic staff to support their use and understanding of the system updates, as well as taking an active role in any training given by the Centre.

We have developed this series of monitoring points in response to the university's Student Engagement and Progress Monitoring Policy 2024/2025. The published version of the 2024/25 guide as approved by Academic Quality and Standards Committee in Summer 2024. In these monitoring points, which we use for all students, we are ensuring we abide by the UKVI regulations for monitoring students enrolled on a Student Visa's (previously known as Tier 4 Visa). The majority of our UG and PGT points are face to face contact with seminar attendance being the main source of contact. Our PGR scheme is set up for students to meet their supervisors on a monthly basis. With the nature of the PGR Programme being self-directed study and research there are almost no points where we would have the PGR cohort in for a single session. These supervisor meetings take place in person, via skype/MS Teams, email and phone calls. The student is asked to write a report on the discussions held and the tutor agrees and responds with comments where appropriate.

The academic year here at Warwick for UG and PGT students is made up of three ten-week terms. The History Department do not teach in week six of term one and two. In term three there is minimal teaching, this is mainly focused on revision classes in the first few weeks of term ahead of the summer examination period which runs from week four to nine in term three.

Once our schemes are approved by our Education Committee and by Education Policy and Quality, we share our monitoring scheme with our joint degree departments where we are the home department (PAIS, Sociology and Philosophy) as well as where we are not the home department (English, Languages, GSD, Law with Humanities and Liberal Arts) to encourage sharing good practice.

If you require any further information regarding our Monitoring schemes please contact Jennifer Whittam, Academic Administrator on Jennifer.Whittam@warwick.ac.uk or HistoryOffice@warwick.ac.uk

Department of History Degree Paths

Undergraduate Courses Where History is the Home Department:

- V100 History
- V101 History (with a Year Abroad)
- V102 History (Renaissance and Modern History Stream)
- V103 History (Renaissance and Modern History Stream) (with Year Abroad)
- VM11 History and Politics
- VM12 History and Politics (with a Year Abroad)
- VM13 History And Politics (With A Term In Venice)
- VM14 History And Politics (With A Year Abroad And With A Term In Venice)
- VL13 History and Sociology
- VL14 History and Sociology (with a Year Abroad)
- VL15 History And Sociology (With A Term In Venice)
- VL16 History And Sociology (With A Year Abroad And A Term In Venice)
- V1V5 History and Philosophy
- V1V6 History and Philosophy (with a Year Abroad)
- V1V7 History And Philosophy (With A Term In Venice)
- V1V8 History And Philosophy (With A Year Abroad And A Term In Venice)

Undergraduate Courses Where History is NOT the Home Department:

- VQ32 English and History
- VQ33 English and History (with Intercalated year)
- VQ34 English and History (With A Term In Venice)
- R1VA French and History
- R2V1 German and History
- R4V1 Hispanic Studies and History
- R3V2 History and Italian
- Y306 History (Part-Time)
- LA99 Liberal Arts
- V1L8 History and Global Sustainable Development
- M111 Law with Humanities (3 year) (Qualifying Degree)
- M113 Law with Humanities (4 year) (Qualifying Degree)
- M136 Law with Humanities (3 year)

Postgraduate Taught Courses Where History is the Home Department:

- V140 History (Modern)
- V141 History (Early Modern)
- V201 History (Global and Comparative)
- V3P7 History of Medicine

Postgraduate Research Courses Where History is the Home Department:

- V1P0 History MPhil/PhD, History Visiting Research Student, and PhD by Published Works
- V1P0m History MPhil/PhD (Monash)
- V1PC History MA by Research
- V1PQ History (co-tutelle with Sorbonne Université)

Undergraduate

Student Engagement and Progress Monitoring Policy 2024/2025

Full-time undergraduates:

- Term 1 (autumn term) - 6 points
 - Evenly spread at two-week intervals
 - At least 5 of these to be in-person.
- Term 2 (spring term) - 5 points
 - Evenly spread at two-week intervals
 - All to be in-person.
- Term 3 (summer term) - 2 points
 - Attendance at exams
- Summer vacation - none

History UG – First Years

History Scheme – First Years			
POINT	Description	Term	Week
1	Submission of Avoiding Plagiarism Certificate	Term 1	Week 1
2	Meeting with Personal Tutor	Term 1	Week 0 – 1
3	Attendance at Seminars	Term 1	Week 3
4	Attendance at Seminars	Term 1	Week 5
5	Attendance at Seminars	Term 1	Week 7
6	Attendance at Seminars	Term 1	Week 9
7	Meeting with Personal Tutor	Term 2	Week 1- 2
8	Attendance at Seminars	Term 2	Week 3
9	Attendance at Seminars	Term 2	Week 5
10	Attendance at Seminars	Term 2	Week 7
11	Attendance at Seminars	Term 2	Week 9
12	Meeting with Personal Tutor	Term 3	Week 2- 3
13	Submission of assessed work (HI153 – Core Module)	Term 3	Week 2

History UG – Second Years

History Scheme - Second Years			
POINT	Description	Term	Week
1	Submission of Avoiding Plagiarism Certificate	Term 1	Week 1
2	Meeting with Personal Tutor	Term 1	Week 1 - 2
3	Attendance at Seminars	Term 1	Week 3
4	Attendance at Seminars	Term 1	Week 5
5	Attendance at Seminars	Term 1	Week 7
6	Attendance at Seminars	Term 1	Week 9
7	Meeting with Personal Tutor	Term 2	Week 1- 2
8	Attendance at Seminars	Term 2	Week 3
9	Attendance at Seminars	Term 2	Week 5
10	Attendance at Seminars	Term 2	Week 7
11	Attendance at Seminars	Term 2	Week 9
12	Meeting with Personal Tutor	Term 3	Week 2- 3
13	Attendance at Seminars/Revision Sessions	Term 3	Week 2



Year Abroad (Outbound)/Placements-Year 3


The department has a Study Abroad and Placements Programme which sends undergraduate students all across the world in their third year. Due to the varying nature of our global institutions teaching timetables or work placement settings it is not possible to mirror Warwick monitoring points, as many students enjoy travelling during their host institutions vacations which also rarely match up with Warwick terms.

The below scheme has been designed to catch key points throughout the year and ensure students are supported during their time abroad and supported for their return to Warwick. The contact for these students is the **History Director of International Mobility (DIM)**.

Student Engagement and Progress Monitoring Policy 2024/2025

Section 6. Placement learning, intercalated years, study abroad, incoming exchange students and other non-standard courses

- Where students are studying elsewhere (including work placements, intercalated years and study abroad), the University still has a responsibility to monitor their progress, to identify where students may need additional support, or where they are failing to follow their course with due diligence. Where the student is a Student Visa holder, the requirement to monitor attendance continually during periods of work or study placements is a legal one and failure to evidence monitoring arrangements could have serious implications for the University.
- **6.1 Outgoing study abroad students:**
 - Outgoing study abroad students: The Student Mobility team is responsible for ensuring that outbound study abroad students, processed through their team, with a Student Visa do not breach their visa conditions by failing to engage in their studies during a period of study abroad at a partner institution. However, the academic department should still maintain some contact with all students, including students with Student Visas, to ensure their academic progress and overall wellbeing (this does not necessarily need to be on a monthly basis however). If a student intending to study abroad is unable to spend the entire year at a partner institution. Academic departments should maintain contact with students, however, to ensure that students continue to engage with agreed alternative activities.
- **6.3 Work placements (in the UK or abroad)**
 - Academic departments must monitor the engagement of all students undertaking work placements, in the UK or abroad. Students holding Student visas must be monitored monthly 12 by recording expected contact points in Tabula/MyWBS, with some of these points being confirmed by the employer, but a lighter touch approach can be taken in relation to students who do not hold visas.
The arrangements for monitoring attendance and engagement on placements, study abroad and so on should be agreed between the department and placement provider or overseas university in advance, at the beginning of the academic year. In some cases, involving non visa-holding students only, reporting by exception may be adequate, for example where a student is undertaking an intercalated year in industry or business and is expected to attend daily, as if an employee. However, this is only appropriate



where the department has documentary evidence to confirm that the placement provider has robust systems in place to identify non-attendance without permission or explanation and the department can be reassured that it will report non-attendance to the University in a timely fashion. This might be a copy of the organisation's attendance/absence policy.

Many industrial and study placements are assessed, and the formal submission of assessed work can be used as a monitoring point, where this is submitted during the academic year in question. Students could also be requested to submit attendance reports to their departments on a regular basis, as is the case for students holding Student Visas on exchange programmes (see below).

Discussions between a student and his/her personal tutor/supervisor/placement co-ordinator might also be used as monitoring points. Such discussions might be face-to-face, by phone or email, and can in any case serve a useful pastoral function. Records should be kept of this type of contact. Departments may wish to offer students a structured series of such contacts in addition to any ad hoc contact; the University's Minimum Requirements for Personal Tutors specifies the frequency of meetings required with students and the need for a record to be kept of discussions. Some departments require or encourage students on placements to keep regular diaries/learning logs, sometimes signed off by a local supervisor. This practice, which is likely to help the student benefit from the placement by facilitating reflection, could serve as a monitoring point.


Departments must ensure employers are given information setting out clear expectations during the placement including the need to inform the university if the student is absent, and if possible, obtain direct confirmation from the employer (a reference letter for example).

The [Placement Practitioner Toolkit](#) provides resources to enable placement practitioners to complete the necessary administrative work, support students and engage effectively with placement providers.

Year Abroad (Outbound)/ Placements -Year 3

History Scheme - Outgoing study abroad students		
POINT	Description	Timing
1	DIM to make contact ensure student arrived safely in partner institution/placement	July - October
2	DIM to check in regarding progress, remind them of support available, and give them updates on what's going on at Warwick	November - December
3	DIM to make contact ensure student arrived safely for second semester in partner institution/placement, and remind students to be checking emails for registering for final year modules	January – February
4	Student must register for final year modules at Warwick	March
5	DIM to check in regarding progress, remind them of support available, and give them updates on what's going on at Warwick	April - May
6	DIM to check in regarding progress, remind them of support available, and give them updates on what's going on at Warwick	June – July

History Scheme - Student visa holders on work placements		
POINT	Description	Timing
1	Monthly contact with supervisor/Personal Tutor (may be remote if in-person meeting is not feasible)	October
2	Monthly contact with supervisor/Personal Tutor (may be remote if in-person meeting is not feasible)	November
3	Monthly contact with supervisor/Personal Tutor (may be remote if in-person meeting is not feasible)	December
4	Monthly contact with supervisor/Personal Tutor (may be remote if in-person meeting is not feasible)	January
5	Monthly contact with supervisor/Personal Tutor (may be remote if in-person meeting is not feasible)	February
6	Monthly contact with supervisor/Personal Tutor (may be remote if in-person meeting is not feasible)	March
7	Monthly contact with supervisor/Personal Tutor (may be remote if in-person meeting is not feasible)	April
8	Monthly contact with supervisor/Personal Tutor (may be remote if in-person meeting is not feasible)	May
9	Monthly contact with supervisor/Personal Tutor (may be remote if in-person meeting is not feasible)	June
10	Monthly contact with supervisor/Personal Tutor (may be remote if in-person meeting is not feasible)	July
11	Monthly contact with supervisor/Personal Tutor (may be remote if in-person meeting is not feasible)	August



12	Monthly contact with supervisor/Personal Tutor (may be remote if in-person meeting is not feasible)	September
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History UG – Final Years

Our final year schemes do not have an assessment submission as a monitoring point as we have a variety of different assessment models used across our modules which do not share a single submission date. Our final year UG Programme does not have a core module for all single and joint degree paths.

History Scheme – Final Years			
POINT	Description	Term	Week
1	Submission of Avoiding Plagiarism Certificate	Term 1	Week 1
2	Meeting with Personal Tutor	Term 1	Week 1 - 2
3	Attendance at Seminars	Term 1	Week 3
4	Attendance at Seminars	Term 1	Week 5
5	Attendance at Seminars	Term 1	Week 7
6	Attendance at Seminars	Term 1	Week 9
7	Meeting with Personal Tutor	Term 2	Week 1- 2
8	Attendance at Seminars	Term 2	Week 3
9	Attendance at Seminars	Term 2	Week 5
10	Attendance at Seminars	Term 2	Week 7
11	Attendance at Seminars	Term 2	Week 9
12	Meeting with Personal Tutor	Term 3	Week 2- 3
13	Attendance at Seminars/Revision Sessions	Term 3	Week 2

UG Visiting Exchange (Inbound) Students

Inbound Visiting Exchange students to the department are only permitted to study modules in their entirety. Therefore, if a student is here all year, they can study any of our first and second year 15 CATS or 30 CATS modules, however if they are only studying with us for one term, they will only be permitted to take a single term 15 CATS module. As students can take a range of first year and second year modules, we have decided to make the majority of contact points meetings with personal tutors or seminar attendance as there may not be a common submission date for their chosen modules.

Visiting Students – One Term Only - Term 1 - Autumn Term

History Scheme - Visiting Students – One Term Only			
Term 1 - Autumn Term			
POINT	Description	Term	Week
1	Submission of Avoiding Plagiarism Certificate	Term 1	Week 1
2	Meeting with Personal Tutor	Term 1	Week 1 - 2
3	Attendance at Seminars	Term 1	Week 3
4	Attendance at Seminars	Term 1	Week 5
5	Attendance at Seminars	Term 1	Week 7
6	Attendance at Seminars	Term 1	Week 9

Visiting Students – One Term Only - Term 2 - Spring Term

History Scheme - Visiting Students – One Term Only			
Term 2 - Spring Term			
POINT	Description	Term	Week
1	Submission of Avoiding Plagiarism Certificate	Term 2	Week 1
2	Meeting with Personal Tutor	Term 2	Week 1- 2
3	Attendance at Seminars	Term 2	Week 5
4	Attendance at Seminars	Term 2	Week 7
5	Attendance at Seminars	Term 2	Week 9

Visiting Students - Two Terms – Term 1 - Autumn Term & Term 2 - Spring Term

History Scheme - Visiting Students - Two Terms			
Term 1 - Autumn Term & Term 2 - Spring Term			
POINT	Description	Term	Week
1	Submission of Avoiding Plagiarism Certificate	Term 1	Week 1
2	Meeting with Personal Tutor	Term 1	Week 1 - 2
3	Attendance at Seminars	Term 1	Week 3
4	Attendance at Seminars	Term 1	Week 5
5	Attendance at Seminars	Term 1	Week 7
6	Attendance at Seminars	Term 1	Week 9
7	Meeting with Personal Tutor	Term 2	Week 1- 2
8	Attendance at Seminars	Term 2	Week 3
9	Attendance at Seminars	Term 2	Week 5
10	Attendance at Seminars	Term 2	Week 7
11	Attendance at Seminars	Term 2	Week 9

Visiting Students – Full Year

History Scheme - Visiting Students - Full Year			
POINT	Description	Term	Week
1	Submission of Avoiding Plagiarism Certificate	Term 1	Week 1
2	Meeting with Personal Tutor	Term 1	Week 1 - 2
3	Attendance at Seminars	Term 1	Week 3
4	Attendance at Seminars	Term 1	Week 5
5	Attendance at Seminars	Term 1	Week 7
6	Attendance at Seminars	Term 1	Week 9
7	Meeting with Personal Tutor	Term 2	Week 1- 2
8	Attendance at Seminars	Term 2	Week 3
9	Attendance at Seminars	Term 2	Week 5
10	Attendance at Seminars	Term 2	Week 7
11	Attendance at Seminars	Term 2	Week 9
12	Meeting with Personal Tutor	Term 3	Week 2- 3
13	Attendance at Seminars/Revision Sessions	Term 3	Week 2

Postgraduate Taught

Student Engagement and Progress Monitoring Policy 2024/2025

Full-time taught postgraduates:

- Term 1 (autumn term) - 6 points
 - Evenly spread at two-week intervals
 - At least 4 of these to be in-person.
- Term 2 (spring term) - 4 points
 - Evenly spread at two to three week intervals
 - All to be in-person.
- Term 3 (summer term) - 2 points
 - Attendance at exam/completion of assessed work)
 - 2 points spread evenly (attendance at exam/completion of assessed work, may be remote if in person meeting is not feasible)*

*PGT students, increasing to 3 in Term 3 in 2025/26 (similar to that during summer vacations)
- Summer vacation – 2 points
 - Dissertation related.

PGT - Full Time

History Scheme – PGT Full Time			
POINT	Description	Term	Week
1	Submission of Avoiding Plagiarism Certificate	Term 1	Week 1
2	Meeting with Personal Tutor	Term 1	Week 0 - 1
3	Attendance at Seminars	Term 1	Week 3
4	Attendance at Seminars	Term 1	Week 5
5	Attendance at Seminars	Term 1	Week 7
6	Submission of assessed work	Term 1	Week 10
7	Meeting with Personal Tutor	Term 2	Week 1- 2
8	Attendance at Seminars	Term 2	Week 3
9	Attendance at Seminars	Term 2	Week 5
10	Attendance at Seminars	Term 2	Week 7
11	Attendance at Seminars	Term 2	Week 10
12	Attendance at dissertation supervision meeting	Term 3	Week 1- 2
13	Attendance at dissertation workshop	Term 3	Week 3
14	Attendance at dissertation supervision meeting	Summer Vacation	Week 2-4
15	Submission of Dissertation - September 2025	Summer Vacation	Summer Vacation

PGT - Part Time - year 1

History Scheme - PGT Part Time – Year 1			
POINT	Description	Term	Week
1	Submission of Avoiding Plagiarism Certificate	Term 1	Week 1
2	Meeting with Personal Tutor	Term 1	Week 1 - 2
3	Attendance at Seminars	Term 1	Week 3
4	Attendance at Seminars	Term 1	Week 5
5	Attendance at Seminars	Term 1	Week 7
6	Submission of assessed work	Term 1	Week 10
7	Meeting with Personal Tutor	Term 2	Week 1- 2
8	Attendance at Seminars	Term 2	Week 3
9	Attendance at Seminars	Term 2	Week 5
10	Attendance at Seminars	Term 2	Week 7
11	Attendance at Seminars	Term 2	Week 9
12	Meeting with Personal Tutor	Term 3	Week 2-3
13	Meeting with Personal Tutor	Summer Vacation	Week 2-4

PGT - Part Time - year 2

History Scheme - PGT Part Time – Year 2			
POINT	Description	Term	Week
1	Submission of Avoiding Plagiarism Certificate	Term 1	Week 1
2	Meeting with Personal Tutor	Term 1	Week 0 - 1
3	Attendance at Seminars	Term 1	Week 3
4	Attendance at Seminars	Term 1	Week 5
5	Attendance at Seminars	Term 1	Week 7
6	Submission of assessed work	Term 1	Week 10
7	Meeting with Personal Tutor	Term 2	Week 1- 2
8	Attendance at Seminars	Term 2	Week 3
9	Attendance at Seminars	Term 2	Week 5
10	Attendance at Seminars	Term 2	Week 7
11	Attendance at Seminars	Term 2	Week 9
12	Attendance at dissertation supervision meeting	Term 3	Week 1- 2
13	Attendance at dissertation supervision meeting	Summer Vacation	Week 2-4
14	Submission of Dissertation - September 2025	Summer Vacation	Summer Vacation

Postgraduate Research

Student Engagement and Progress Monitoring Policy 2024/2025

Full-time postgraduate Research (up until submission of thesis):

- Term 1 (autumn term)
 - Monthly supervisions/ annual review/upgrade/research skills training sessions/leading a timetabled teaching session for Warwick
 - Must be in person
- Term 2 (spring term)
 - Monthly supervisions/annual review/upgrade/ research skills training sessions/leading a timetabled teaching session for Warwick
 - Must be in person
- Term 3 (summer term)
 - Monthly supervisions/ annual review/upgrade/ research skills training sessions/leading a timetabled teaching session for Warwick
 - At least 1 session in every 2-month period should be in person
- Summer vacation
 - Monthly supervisions/annual review/upgrade/ research skills training sessions
 - At least 1 session in every 2-month period should be in person

Note on leading a teaching session element to monitoring for PGR students:

It was reported to the History Director of PG Research in term 1 of 22/23, that some students are finding it stressful trying to schedule their supervision meeting face-to-face, even though they are regularly on campus, due to differences in their and their supervisors schedules. Some supervisors are also unavailable on campus for parts of the year due to research leave or research trips.

Rosul Gazi, the Compliance Manager (Student Immigration) confirmed that:

“On the occasion where the student’s primary supervisor is not available on campus, in addition to their online monthly meeting, we are happy to support ‘leading a teaching session’ as a monitoring point, which would cover the face-to-face element in lieu of the additional face to face meeting with their second supervisor.

Please can you kindly ensure Tabula is kept up to date and annotated, this will allow us to keep a record for audit purposes.”

Student Engagement and Progress Monitoring Policy 2024/2025

- Section 4.d Discussion of dissertations, theses, research projects and other assessed work
 - Formal scheduled individual or group meetings to discuss dissertations, theses, research projects or other forms of assessed work are part of the academic support structure and can also be used as monitoring points. Interim and end-of-year/stage exam boards, upgrade meetings and similar events might serve as opportunities to review students' engagement.
 - All research students need to be monitored through their supervisory meetings up until the point that the student submits their thesis. After this, supervisory monitoring will cease where students are not holders of Student Visas. The latter must continue to have further points of engagement, e.g., viva examination and resubmission of the thesis, until the examiners approve the final thesis submission. However, should Steering Committee determine that the student has failed, and their registration should cease, monitoring can also cease. If the student is granted permission to resubmit or to pass subject to minor corrections, then they will be granted a period of further registration and monthly monitoring must resume until the end of the extended registration period

History Scheme - PGR Full-time		
POINT	Description	Timing
1	Monthly supervisions/ annual review/upgrade/research skills training sessions (Must be in person)	October
2	Monthly supervisions/ annual review/upgrade/research skills training sessions (Must be in person)	November
3	Monthly supervisions/ annual review/upgrade/research skills training sessions (Must be in person)	December
4	Monthly supervisions/ annual review/upgrade/research skills training sessions (Must be in person)	January
5	Monthly supervisions/ annual review/upgrade/research skills training sessions (Must be in person)	February
6	Monthly supervisions/ annual review/upgrade/research skills training sessions (Must be in person)	March
7	Monthly supervisions/ annual review/upgrade/ research skills training sessions (at least 1 session in every 2-month period should be in person)	April

8	Monthly supervisions/ annual review/upgrade/ research skills training sessions (at least 1 session in every 2-month period should be in person)	May
9	Monthly supervisions/ annual review/upgrade/ research skills training sessions (at least 1 session in every 2-month period should be in person)	June
10	Monthly supervisions/ annual review/upgrade/ research skills training sessions (at least 1 session in every 2-month period should be in person)	July
11	Monthly supervisions/ annual review/upgrade/ research skills training sessions (at least 1 session in every 2-month period should be in person)	August
12	Monthly supervisions/ annual review/upgrade/ research skills training sessions (at least 1 session in every 2-month period should be in person)	September

PGR - Part-time

Student Engagement and Progress Monitoring Policy 2024/2025

- 6.6 Part-time students:
 - Departments are advised to consider the volume and pattern of study for their part-time students. Whilst it is recognised that the total number of identified points of engagement may need to be reduced, this should not necessarily be related pro-rata to the FTE of the student. Departments may wish to consider identifying points relating to attendance, submission of assessed work and retaining contact with tutors (including via email).
- Section 9. Contact hours
 - For research programmes, supervisors are expected to meet full-time postgraduate research students on a monthly basis with pro rata arrangements for part-time students.

	History Scheme - PGR Part-time	
POINT	Description	Timing
1	Bi-monthly supervisions/ annual review/upgrade/research skills training sessions (Must be in person)	October - November
2	Bi-monthly supervisions/ annual review/upgrade/research skills training sessions (Must be in person)	December - January
3	Bi-monthly supervisions/ annual review/upgrade/research skills training sessions (Must be in person)	February - March
4	Bi-monthly supervisions/ annual review/upgrade/ research skills training sessions (at least 1 session in every 2-month period should be in person)	April - May
5	Bi-monthly supervisions/ annual review/upgrade/ research skills training sessions (at least 1 session in every 2-month period should be in person)	June - July
6	Bi-monthly supervisions/ annual review/upgrade/ research skills training sessions (at least 1 session in every 2-month period should be in person)	August - September