

Student Status Policy & Procedure

July 2023

Student Status Policy & Procedure

1. Introduction

- 1.1** UCEN Manchester is committed to providing its students with effective academic and pastoral support. The aim of the policy is to provide a framework of support that meets the need of students, enables best practice, and allows for a high-quality approach.
- 1.2** This policy is intended to support staff and students when a student's personal circumstances and/or behaviours are having a detrimental impact on their ability to progress academically at UCEN Manchester, and seeks to ensure, wherever possible, that students can participate effectively in their academic studies and other aspects of their student experience.
- 1.3** All members of UCEN Manchester have a responsibility to support each other in creating a safe environment which is conducive to study, living and working. Staff are encouraged to address any student concerns through early intervention, positively supporting students through the Student Status process, as well as through dedicated student support teams.
- 1.4** This policy acknowledges that other procedures, such as the Attendance/Disciplinary/Safeguarding Policy, may need to be used in addition as a supportive measure under this policy, in cases where a student's ability to achieve is at risk.
- 1.5** This policy also acknowledges that in some cases the Extenuating Circumstances Policy and Procedure may be a preferable option, where the best interest of the student is Deferral or Break in Study. Further information on our Awarding Partner Policies & Procedures can be found on the UCEN Manchester website: [Awarding Partners Policies | UCEN Manchester](#)

2. Purpose

The purpose of this policy is to:

- a) provide an effective framework to ensure an appropriate and coordinated response by academic staff and the Future U team, to support students in cases where there is an adverse impact on the academic progress of themselves and/or others.
- b) provide guidance for the monitoring, tracking, and referral of all students using prepopulated reporting systems utilising information from enrolment and in-year student progress and support.
- c) encourage early intervention and active collaboration between staff in managing situations where there are concerns regarding a student's ability to achieve.
- d) ensure that UCEN Manchester has provided the student with appropriate, proportionate, and reasonable support to assist them through their studies.

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This policy and procedure applies to all UCEN Manchester students and should be implemented by **all** employees of UCEN Manchester.

3. Engagement

For the purposes of this policy, engagement encompasses actively contributing to, and participating in, guided independent or group study activities, assessment and feedback, and any other activity which supports learning and personal development, independently or in collaboration with peers. This includes, but is not limited to:

- Attending scheduled lectures and learning events
- Submitting assessments within defined deadlines
- Accessing and/or interacting with online learning materials (e.g., session recordings, learning materials including online workshops and Study Skills)
- Utilising infrastructure in place to support student learning (i.e., Library Services, Microsoft Teams, Student Hub, Confident Future Series.)
- Attending meetings with Personal Tutor and/or other requests to meet with staff

4. Risk Indicators and the Student Status Process

4.1 UCEN Manchester have identified that students with additional vulnerabilities and personal circumstances may perform less well compared to their peers who do not experience barriers to learning and/or achievement.

4.2 Student Status categories are used to track underlying risk factors and monitor outcomes. The information and student profile are also used to inform support allocation and staff training priorities.

Please note:

This Policy and Procedure does not cover Safeguarding matters – please refer to the UCEN Manchester Safeguarding Policy.

Safeguarding matters should not be raised and discussed through the Student Status Meeting and should be recorded through the appropriate channels, outlined in the UCEN Manchester Safeguarding Policy.

5. Student Status

5.1 Student Status is a measure of ‘student standing’ with UCEN Manchester and reflects a student’s ability to achieve on their chosen programme of study.

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5.2 The Student Status process has 3 stages, each of which represents the degree of concern and/or the perceived seriousness of the situation.

5.3 The 3 main stages are:

- In Good Standing: there is no concern from academic tutors regarding ability to achieve)
- Emerging Concern: there is some perceived concerns about ability to achieve)
- Not in Good Standing: there is considerable risk that a student is unlikely to achieve their qualification and academic tutors have significant concern regarding student progression and their place on the course.

5.4 In Good Standing

- a) Where a student has been highlighted as 'In Good Standing' there is no concern from academic tutors about their ability to achieve. They are submitting academic work on time and meeting wider academic expectations.
- b) Students who have been highlighted as 'In Good Standing' can still access support from the Future U Student Support Team.

5.5 Emerging Concern

- a) Where a student has been highlighted as 'Emerging Concern' academic tutors have noted some concerns around the student's progress and may have concerns about them not meeting all academic expectations.
- b) This should be supported by curriculum teams in the first instance following the process flow chart in Appendix A. For the supporting documentation please refer to Appendix B and C.

5.6 Not in Good Standing

- a) Where a student has been identified as 'Not in Good Standing', academic tutors have considerable concern about a student's ability to achieve and meet wider academic expectations.
- b) Students identified as 'Not in Good Standing' should be referred and discussed at the Student Status Meeting so that the panel can agree the most suitable course of action/intervention and monitor accordingly.
- c) Students identified as 'Not in Good Standing' should have been invited to a Professional Discussion prior to them being raised at SSM. The Professional Discussion must be logged on Pro Monitor with any supporting documentation uploaded.
- d) If a student is raised at SSM prior to a Professional Discussion taking place, this will be the recommended intervention.
- e) If the student does not meet the agreed conditions, or engage with the intervention offered follow the process flow chart in Appendix D.

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6. Structure of the Student Status Process

- 6.1** Student Status Meetings will occur on a frequent basis to ensure early intervention is actioned and reviewed in a timely manner. It is suggested that at the start of Semester 1, Student Status Meetings will occur every two weeks to ensure timely intervention during the settling-in period.
- 6.2** Following on from Semester 1, the reoccurrence of the Student Status Meetings will be determined by the panel as per the need of each Curriculum area and during key times such as submission and the re-assessment period.
- 6.3** The panel for Student Status Meetings must include at least one representative from curriculum, Head of Department (Director or DTL where HoD is not available), Personal Tutor, Approved Practitioner (Director of Student Experience and Engagement where the Approved Practitioner is not available) and the Student Engagement Officer. Additional panel members may include Safeguarding Practitioner, Disability Advisor, Library Services and Head of Student Support where appropriate.
- 6.4** Curriculum staff are responsible for allocating a measure of student status for each student based upon ability to achieve and academic progress. Curriculum staff should highlight the allocated measure through Pro Monitor and amend throughout the academic year as appropriate.
- 6.5** Any students deemed to be 'Not in Good Standing' should be raised and discussed during the Student Status Meeting so that appropriate intervention can be agreed with the wider curriculum team and Future U Student Support Team.
- 6.6** Students deemed to be 'Emerging Concern' should be supported by curriculum staff in the first instance before being brought to the Student Status Meeting. However, all students, regardless of Student Status can access support from the Future U Team where appropriate.
- 6.7** A record of all formal and informal meetings, documentation, and action plans should be maintained and updated via Pro Monitor. All students referred through the Student Status Meeting should be recorded in the appropriate tracker, ensuring that all GDPR guidelines are met.
- 6.8** All staff involved in the Student Status Meeting should provide updates for each referred student to ensure that progress and both successful and unsuccessful intervention can be monitored and recorded.
- 6.9** If a student fails to engage or is unable or unwilling to cooperate with the intervention offered, UCEN Manchester can recommend an appropriate course of action without input from the student. See process flow chart in Appendix G.

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7. Professional Discussion

7.1 A Professional Discussion should be held with any student deemed “Emerging Concern”.

7.2 The Professional Discussion (formal 1-1 meeting) should be used as a supportive measure to identify any potential barriers to achievement and discuss appropriate action with the intention to re-engage.

7.3 The Professional Discussion should be arranged and carried out by the Personal Tutor. Where this is not possible, another member of the academic team may chair the meeting.

7.4 The invite to the Professional Discussion should follow the template included in Appendix B and sent to the student via their UCEN Manchester student email account. A copy may also be uploaded to Teams or sent to their term-time address.

7.5 The Professional Discussion should be recorded on Pro Monitor and any supporting documentation uploaded.

7.6 The student has 5 working days to acknowledge the invite to their Professional Discussion. If the student does not make contact after 5 working days, they will be highlighted at ‘Not in Good Standard’ and raised at Student Status Meeting. During the Professional Discussion, the student should be advised on:

- *the purpose of the meeting*
- *what action/behaviour has caused concern*
- *the support available, to enable them to get back on track*

The student should be given the opportunity to

- *discuss any concerns impacting engagement and/or ability to achieve*
- *complete an action plan (Template B) with support from Personal Tutor*
- *access support from their Personal Tutor and/or the Future U Student Support Team*

7.7 If a student does not meet the agreed conditions from the Professional Discussion or does not attend the meeting in the first instance, the student should be escalated to a ‘Not in Good Standing’ category and referred at the Student Status Meeting.

8. First Written Warning – Meeting with HoD

8.1 Students do not have to accept or engage in the offer of support from Future U.

8.2 Students who choose not to engage with the support offer and fail to demonstrate improved attendance and or engagement, will be sent a First Written Warning Letter which will invite them to a one-to-one meeting with the curriculum Head of Department

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8.3 This stage of the intervention process should still be used as a supportive measure to identify any barriers to learning the student might be facing and seek to find agreeable resolution where possible.

8.4 During the Meeting with the Department HoD, the student should be advised on:

- *the purpose of the meeting*
- *the impact of the First Written Warning being issued and the process that may follow dependent on student actions*
- *what action/behaviour has caused concern (lack of engagement with previous offers of support, attendance percentage and academic progress)*
- *the support available, to enable them to get back on track*

The student should be given the opportunity to:

- *discuss any concerns or challenges impacting their engagement and/or ability to achieve*
- *provide an explanation for their lack of engagement with support offered to date*
- *explore academic regulations/policy which may need to be used as support intervention, such as Mitigating Circumstances or Break in Study. (Please refer to relevant Awarding Body policies for these details)*
- *access support from their Personal Tutor and/or the Future U Student Services Team*

9. Formal meeting with Department Director

9.1 Students who choose not to acknowledge or attend the meeting with Departmental HoD and/or do not engage with the actions set out during the meeting, will be sent a Stage 3: Final Written Warning

9.2 The Stage 3: Final Written warning is a subsequent invite to attend a meeting with the Department Director

9.3 This stage of the intervention should be used to determine whether the student is able to continue with their chosen programme of study or whether they should be withdrawn

9.4 During the meeting with the Department Director, the student should be advised on:

- *the purpose of the meeting*
- *what action/behaviour has caused concern (lack of engagement with previous offers of support, attendance percentage and academic progress)*
- *the next stages of this process and the options they have*
- *SFE liability*

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- *if a decision is made to withdraw, the student should be encouraged to book an Exit Guidance Interview with the Future U Careers Lead*

The student should be given the opportunity to:

- *discuss any concerns or challenges impacting their engagement and/or ability to achieve*
- *provide an explanation for their lack of engagement with support offered to date*
- *explore academic regulations/policy which may need to be used as support intervention, such as Mitigating Circumstances or Break in Study. (Please refer to relevant Awarding Body policies for these details)*
- *book an Exit Guidance Interview with Future U Careers Lead (if the decision is to withdraw)*
- *access support from their Personal Tutor and/or the Future U Student Services Team (if the decision is to remain on programme)*

9.5 Following this meeting the Department Director should advise the student whether they will be withdrawn from their programme of study or allowed to continue, subject to conditions. The letter template to inform students of this decision can be found in Appendix I.

10. Attendance and Student Status

10.1 Attendance is not necessarily an individualised risk factor in relation to Student Status however, attendance will be measured and reported upon where appropriate.

10.2 Where attendance has an impact on ability to achieve, the student will be discussed during the Student Status Meeting and intervention agreed.

10.3 If the student does not engage with the intervention and does not make improvement with regards to their attendance, the process in the Attendance Policy should be followed.

11. Academic Intervention

11.1 If a student is experiencing difficult or challenging life circumstances that are having an impact on their academic ability and/or engagement, they should refer to our Awarding Partners Policies and Procedures where appropriate.

[Awarding Partners Policies | UCEN Manchester](#)

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12. Extenuating Circumstances

12.1 Extenuating Circumstance applications should be sent to the Academic Services team, as per the Extenuating Circumstances Policy.

12.2 The Academic Services team are responsible for reviewing and approving Extenuating Circumstances.

12.3 Communication in relation to Extenuating Circumstance application and approval, will come from the Academic Services team, as per the Extenuating Circumstances Policy.

12.4 The Student Status Panel may advise a student on their options regarding Extenuating Circumstances but should not be involved with the review and acceptance process.

[item 9 ucen manchester mitigating circumstances policy and procedure may 22.pdf](#)
(ucenmanchester.ac.uk)

[Awarding Partners Policies | UCEN Manchester](#)

13. Break in Study

13.1 Break in Study applications should be sent to the Academic Services team as per the Break in Study Policy.

13.2 The Academic Services team are responsible for reviewing and approving Break in Study Applications.

13.3 Communication in relation to Break in Study application and confirmation will come from the Academic Services team, as per the Break in Study Policy.

13.4 The Student Status Panel may advise a student on their options regarding a Break in Study but should not be involved with the review and acceptance process.

[ucen-manchester-pearson-break-in-study-policy-and-procedure.pdf](#) (ucenmanchester.ac.uk)

[Awarding Partners Policies | UCEN Manchester](#)

14. Fee Liability

14.1 Students that have taken a place on a course will be liable for their fees even if they choose to leave the course early. UCEN Manchester will pursue the outstanding debt and the services of an external Debt Recovery Agent will also be utilised and they, in turn will use all due legal processes to recover the debt. In such cases it is usual for interest and court costs to be added to the debt by the County Court.

14.2 In the event of a SFE funded student temporarily withdrawing after an attendance confirmation point, no refund of fees will be made.

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14.3 Students who temporarily withdraw with an agreed break in study are required to remain registered with UCEN Manchester throughout the period of the break in study. The balance of the year's fees for the outstanding modules that remain to be completed will be due once studies recommence.

14.4 Student should contact SFE directly in the first instance for any finance related queries.

14.5 Further information can be found in the [HE Tuition Fee Policy \(ucenmanchester.ac.uk\)](https://ucenmanchester.ac.uk/he-tuition-fee-policy)

15. Leaving or suspending Study

15.1 If leaving of suspending study, a student must:

- a) *Stop their student finance*
- b) *Repay any finance they are not entitled to*

Student finances include:

- c) *Maintenance loans*
- d) *Tuition fee loans*
- e) *Grants and/or bursaries*

The amount to be repaid and when it needs to be repaid depends on:

- f) *What type of student finance the student has*
- g) *What point of the academic year the student leaves*
- h) *Whether the student intends to return to their course or not*

[Student finance if you suspend or leave your course: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/student-finance-if-you-suspend-or-leave-your-course/overview)

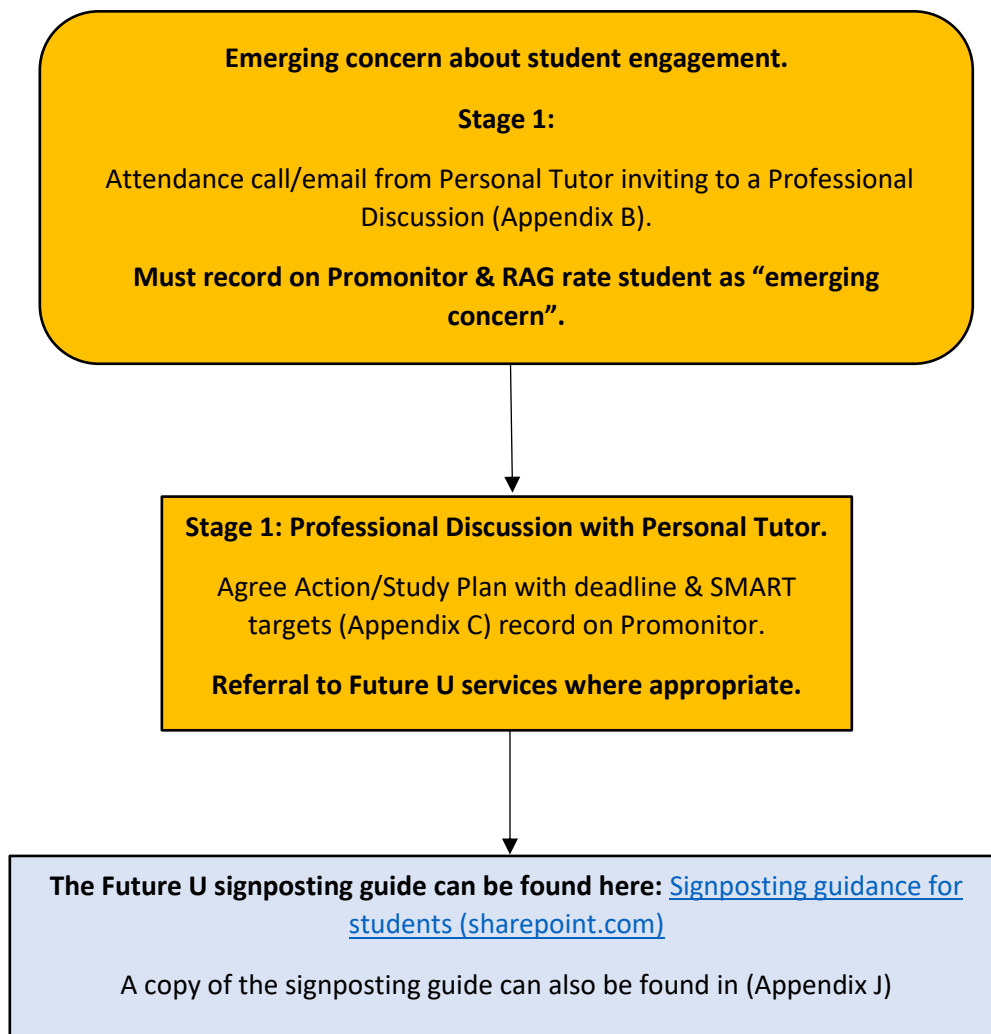
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Appendix A

Stage 1: Emerging Concern

Process Flow Chart



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Appendix B

Stage 1 Warning: Professional Discussion

Email Template

Email Subject: Stage 1 Warning: Professional Discussion Invite

Dear [student's name]

It has come to my attention that your recent [levels of attendance/engagement with work/work standards] are falling below the standard that is expected of you and we have identified your Student Status as 'Emerging Concern'. This means that I have some concerns that your ability to achieve on your chosen programme of study.

I would like to invite you to a formal Professional Discussion (a one-to-one meeting) on [date] at [time]. Please come to room [number]. This meeting is a supportive conversation to assist you in getting back on track and to explore ways forward. This may include, but is not limited to, support with academic matters, student finance or pastoral issues.

During this meeting we will agree an action plan to help you improve in your studies and discuss any problems which you may have experienced. I urge you to meet with me so that we can resolve these issues in a timely manner.

If you fail to attend the meeting, this matter will be escalated to the Head of Department and could ultimately result in your withdrawal from the course and may impact upon your tuition fee liability.

If you are unable to make the date and time above, please contact me immediately with a suitable alternative.

I look forward to meeting with you.

Kind regards,

[Name of personal tutor]

Personal Tutor

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Appendix C

**Professional Discussion
Action Plan Template**

Name:

Personal Tutor:

Date of Meeting:

| Specific – What do you want to achieve | Action and by whom | Measurable – date for this to be achieved by | Appropriate – If applicable, what resources/support is available | Review date |
|--|--------------------|--|--|-------------|
| | | | | |
| | | | | |
| | | | | |

Review meeting

| Action and by whom | Measurable – date for this to be achieved by | To be completed at the review meeting | | | Reasons for not achieving action, if applicable. |
|--------------------|--|---------------------------------------|--------------------------|--------------------------|--|
| | | Fully achieved | Partly achieved | Not | |
| 1. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

☐ Student has achieved required improvements described above

☐ Student has not achieved the required improvements described above

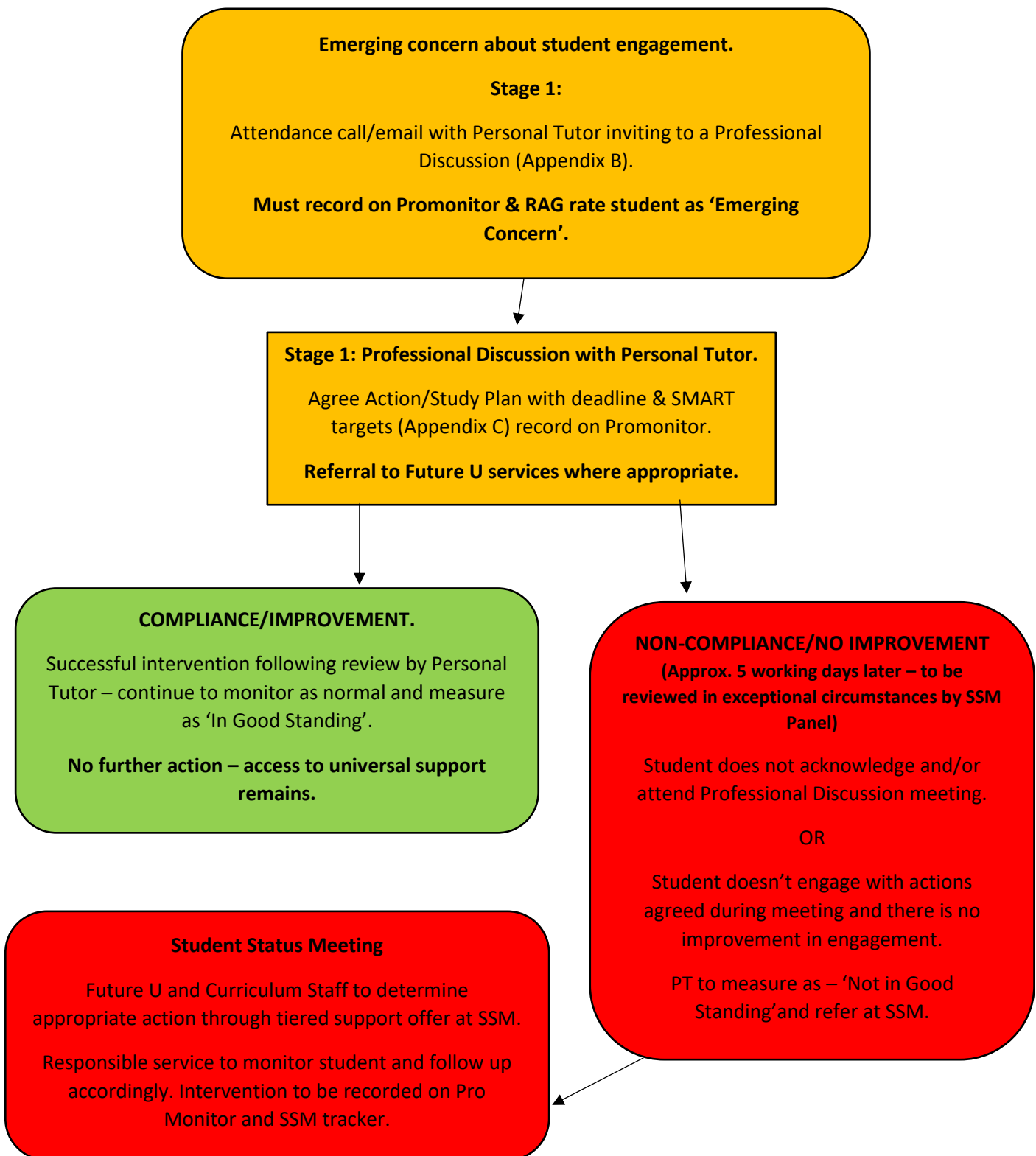
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Appendix D

Stage 1: Emerging Concern - Intervention Review

Process Flow Chart



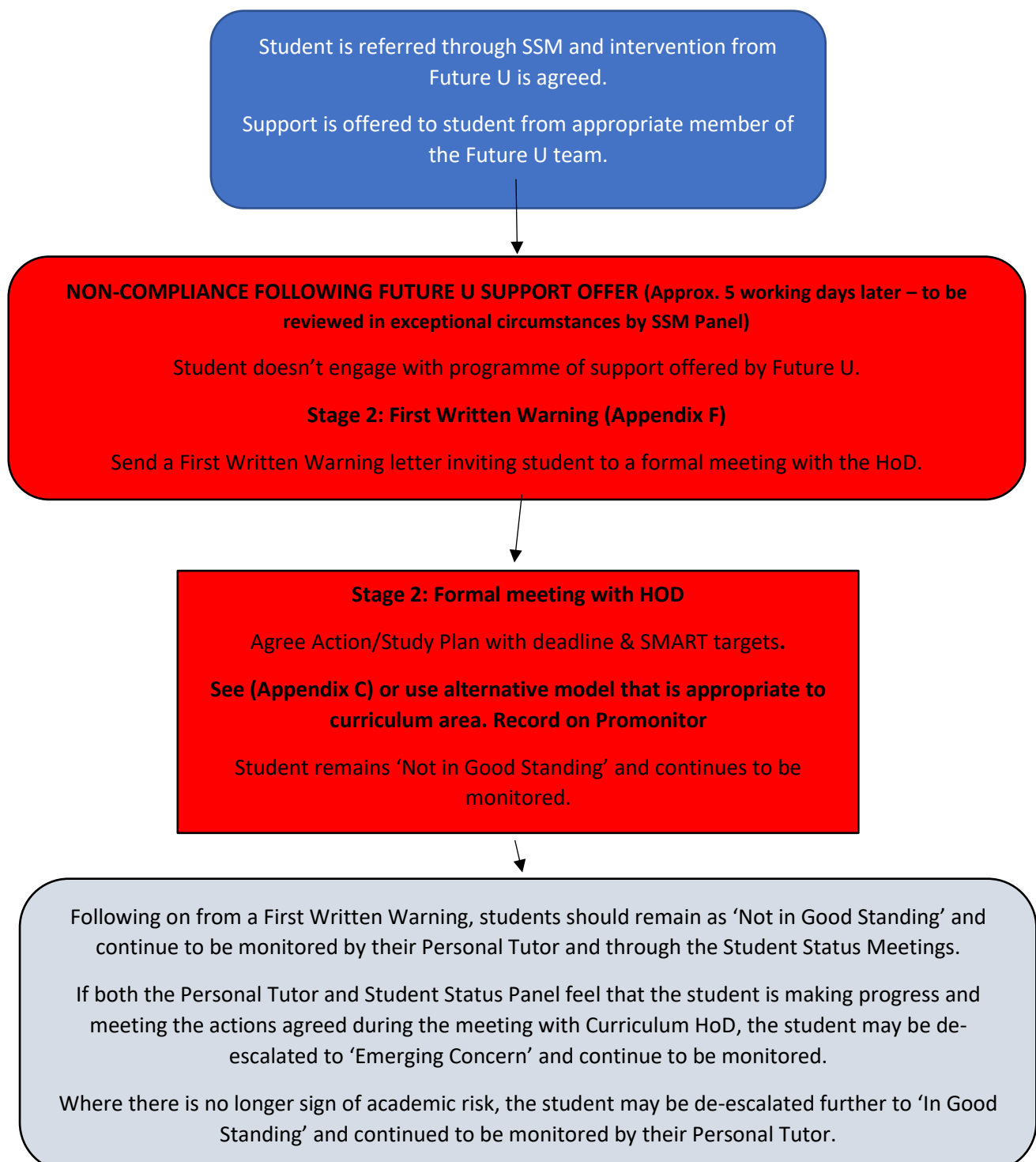
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Appendix E

Not in Good Standing: No engagement following SSM referral and Future U intervention.

Process Flow Chart



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Stage 2: First Written Warning

Letter Template

[Date]

[Student Address]

Stage 2: First Written Warning

Not in Good Standing [Attendance/Engagement/Work Standards]

Dear [student's name]

[Attendance/Engagement with work/Completing work to a good standard] is one of the key elements to successful achievement on an academic course of study. Your [recent attendance/engagement with study/work standard] has dropped below the level associated with success [insert % of attendance if applicable and number of sessions missed/ assignments handed in late] and you have been identified as 'Not in Good Standing'. This means that we have significant concerns about your ability to achieve on your chosen programme of study. You have also not engaged with the intervention offered by academic tutors and the Future U Student Support Team.

In light of this I am inviting you to attend a one-to-one meeting on [date] at [time] to discuss this and any associated concerns. Please come to room [number].

If there is a valid reason for you not being able to attend the above meeting, please contact [insert name of staff and phone number/email] immediately to reschedule your meeting.

We have a dedicated Future U Student Support Team who are available to support with any issues that may be affecting your studies and I can signpost you to this team. Alternatively, you can book a 1-1 appointment with our Student Engagement Officer through LibCal or arrange via Microsoft Teams by contacting Christopher Walsh directly.

I look forward to meeting with you to discuss the above.

Kind regards,

[Name of HoD]

[title]

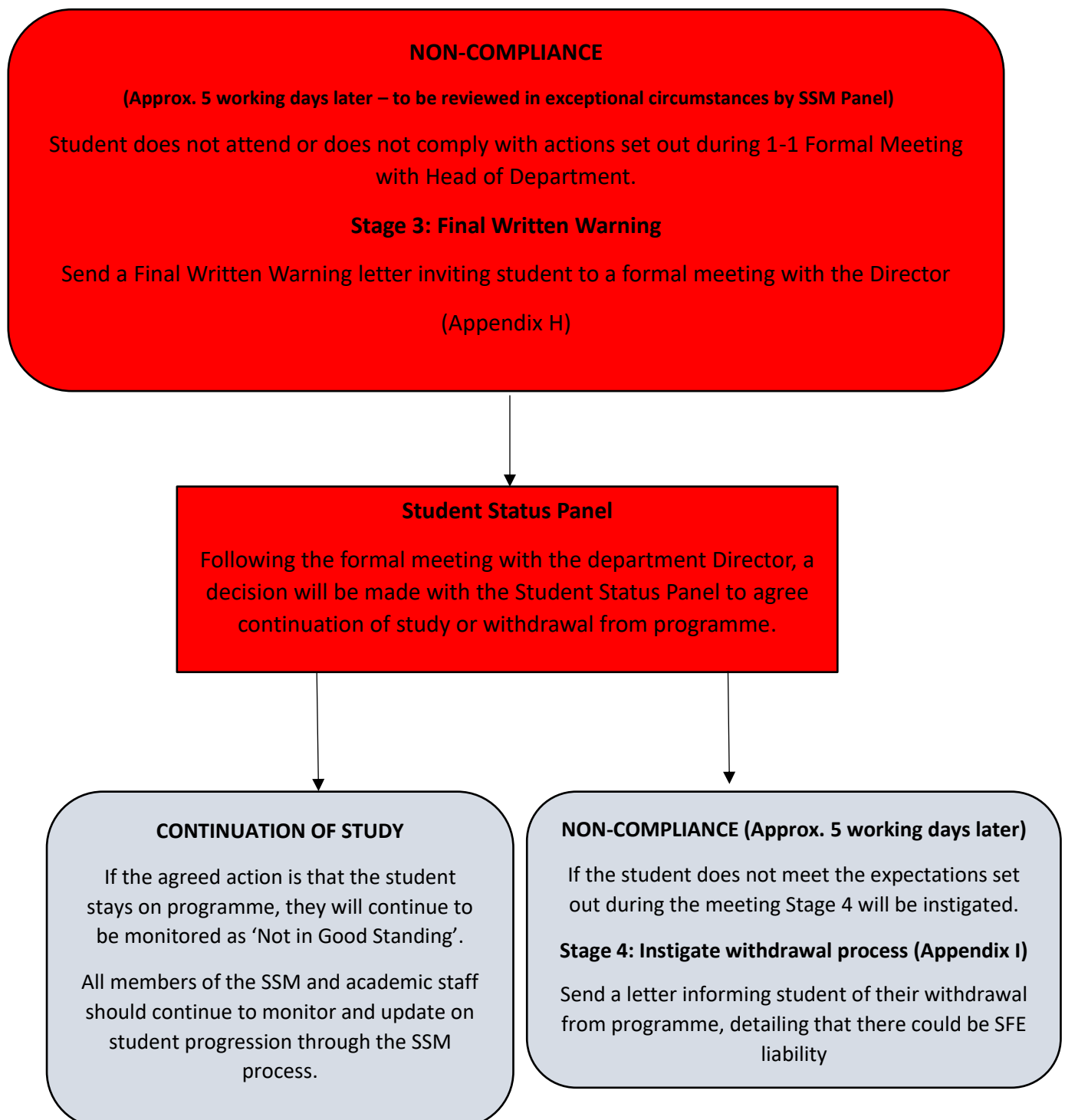
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Appendix G

No compliance following Stage 2: First Written Warning

Process Flow Chart



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Appendix H

Stage 3: Formal Meeting with Department Director

Letter Template

[Date]

[Student Address]

Stage 3: Final Written Warning

Not in Good Standing: [Attendance/Engagement/Work Standards]

Dear [student's name]

Subsequent to the recent correspondence regarding your [attendance/engagement with study/work standards], I am writing to you in relation to your qualification as we are concerned by your failure to attend the meeting request sent to address this.

We have made several attempts to contact you.

Another meeting time has been arranged for [DATE] at [TIME] with the department Director

Please come to room [number]

If you do not attend the meeting, I will assume you no longer wish to continue with your studies and will give instruction to withdraw you from the course.

If there is a valid reason for you not being able to attend the above meeting, please contact [insert name of staff and phone number/email] immediately to reschedule your meeting.

You may wish to speak to the Future U team at [campus] as there may be financial implications regarding your course fees if you are looking to withdraw. The Future U team will be able to advise you about this. You can arrange a meeting with them by emailing careers&welfare@ucenmanchester.ac.uk.

However, I hope that you choose to re-engage with your studies, so that we are able to support you to complete your course.

Regards,

[Name of Director]

[title]

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Appendix I

Stage 4: Withdrawal from Programme

Letter Template

[Date]

[Student Address]

Withdrawal from Programme of Study

Dear [student's name]

As a result of the Stage 3: Final Written Warning Meeting (**delete as appropriate**) held on (date) the decision has been made to withdraw you from UCEN Manchester for the following reason/s:

- 1.
- 2.
- 3.

Please ring the UCEN reception on (**delete as appropriate**) CCM: 0161 674 1907/0161 674 1908 or OP: 0161 674 3510 to arrange to collect any belongings you may have left on the premises and to return your ID if you have not already done so.

There may be financial implications regarding your course fees, and it is your responsibility to inform Student Finance England of your withdrawal from programme. We would like to offer you the opportunity to attend an Exit Guidance Interview with our Careers & Employability Lead. Please contact (**delete as appropriate dependent on faculty**) Brett Wicks on bwicks@ucenmanchester.ac.uk or 0161 674 2697 (**for Creative Industries**) to arrange a suitable time and date.

Further information on tuition fee liability can be found in our Tuition Fee Policy on the UCEN Manchester website.

Regards,

[Name of Director]

[Title]

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Appendix J

Student Support Services – Triage List

| Future U Student Support Services: all emails available on Outlook | | | | |
|---|--|---|--|---|
| What do students need help with? | Student Services Role | CCM | Shena Simon | Openshaw/The Cube |
| Student Finance and Accommodation: careers&welfare@ucenmcr.tmc.ac.uk | Careers and Welfare Coordinators and Leads | Site Lead - Brett Wicks BWicks@ucenmanchester.ac.uk 0161 674 2697 Located in Future U Hub | Site Lead - Greta Headley GHeadley@tmc.ac.uk 0161 674 3101 Located in Student Hub | Annette McCone amccone@ucenmanchester.ac.uk Located in The Cube Library |
| | Manchester Student Homes | manchesterstudenthomes.com manchesterstudenthomes@manchester.ac.uk 0161 275 7680 | | |
| | Reception Triage Service | 0161 674 1907 0161 674 1908 | 0161 674 7123 | 0161 674 3510 |
| Health and Wellbeing: | PAM Assist: telephone and online service | 0808 196 3533 or visit www.pamassist.co.uk Username: student | | |

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| | <p>*PAM Assist is now available through the App Store*</p> | <p>Password: student1</p> <p>PAM Assist is our 24-hour accessible service and should be used 'out of hours' and/or when staff are not contactable.</p> <p>Further information can be found in the PAM Assist leaflet, which is available via Future U.</p> |
| | Student Safeguarding Practitioner (SSP) | <p>Lelo Haile-Giorgis: 07834 161 288 wellbeing@ucenmanchester.ac.uk</p> |
| | Student Engagement Officer | <p>Christopher Walsh: 07917 037 415 studyskills@ucenmanchester.ac.uk</p> |
| | Approved Practitioner: Tutorial & Academic Support | <p>Hollie Crankshaw: 07885 476 207 studyskills@ucenmanchester.ac.uk</p> |
| | Head of Student Support | <p>Annette McCone: 07885 224 751</p> |
| | Counselling Manager | <p>Melanie Lamb: CounsellingReferrals@tmc.ac.uk</p> |
| | Director of Student Experience and Engagement | <p>Wendy Pennington: 07834 615 721 (Please only contact directly in exceptional circumstances)</p> |

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| Safeguarding | CPOMS | <p>ALL safeguarding concerns must be reported on CPOMS to allow them to be triaged by Head of Student Support.</p> <p>Staff will need to download the CPOMS Authenticator in order to access the portal.</p> <p>Information on how to do this can be found on Staff HUB.</p> <p>Safeguarding concerns MUST NOT be recorded via Pro Monitor.</p> |
| | Emergency Services | <p>If a student or staff member is at serious risk of harm to themselves or others, staff need to contact the Emergency Services, then notify the Site Duty Officer (Alex Hogg) as soon as possible.</p> <p>As we are dealing with adults, staff are encouraged to apply the same judgement as they would in any other context.</p> |
| | DSL (Designated Safeguarding Lead) | <p>Andrew Pickles 0161 674 5448 apickles@tmc.ac.uk</p> |
| | Student Safeguarding Practitioner (SSP) | <p>Lelo Haile-Giorgis: 07834 161 288</p> <p>Please note that ALL safeguarding concerns MUST be recorded via CPOMS in compliance with our Safeguarding Policy</p> |
| Disability: disability@ucenmcr.tmc.ac.uk | Disability Manager | Annette McCone: 07885 224 751 |
| | Disability Advisor | Nathaniel Dickson: 07925 149 18 |
| Academic Support and Study Skills | Approved Practitioner: Tutorial & Academic Support | <p>Hollie Crankshaw: 07885 476 207 studyskills@ucenmanchester.ac.uk</p> |

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| | | | | |
|---|--|--|--|---|
| Library: library@tmc.ac.uk Study Skills and other library services (such as inductions), can be booked directly via the library website. | Student Engagement Officer | Christopher Walsh: 07917 037 415 studyskills@ucenmanchester.ac.uk | | |
| | Library Manager | Lesley French | Lesley French | Lesley French |
| | Library Officers | Amelia Cuffy-Nash Deborah Carr Kirsty Merrick Nic Semple Oreen Mullally | Alex Macormac Gemma Jones Kiera Falgate, | Emily Duckett Jade McDonald Jodika Gilworth, Laura Pickard Phil Rigby |
| Careers, Employability and Enterprise careers&welfare@ucenmcr.tmc.ac.uk | Careers and Welfare Coordinators and Leads | Site Lead - Brett Wicks BWicks@ucenmanchester.ac.uk 0161 674 2697 | Site Lead - Greta Headley GHeadley@tmc.ac.uk 0161 674 3101 | Annette McCone amccone@ucenmanchester.ac.uk Located in The Cube Library |
| Student Voice and Student Union | Student Voice Co-ordinator | Maryanne Letham mletham@ucenmanchester.ac.uk 07547 977 770 Ahmed Eldars aeldars@ucenmanchester.ac.uk | | |
| | Student Union President | Molly Butcher butcherm@ucenmanchester.ac.uk | | |
| | Student Union Vice-President | TBC | | |
| For any curriculum matters, please see the table below. | | | | |

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| Curriculum Staff Contacts | | |
|--|------------------------|---|
| Creative Arts & Media Industries Faculty Director: Robert Owen ROwen@ucenmanchester.ac.uk 0161 674 2565 | | |
| The Arden School of Theatre | Head of School | Andrew Stephenson StephensonA@ucenmanchester.ac.uk 0161 674 1757 |
| | Department Team Leader | Phil Moody PMoody@ucenmanchester.ac.uk 0161 674 2831 |
| Manchester Film School | Head of School | Glynn Mason MasonG@ucenmanchester.ac.uk 07739 336 240 |
| | Department Team Leader | Alexandra Jackson JacksonA@ucenmanchester.ac.uk 07730 617 873 0161 674 3186 |
| School of Art, Media & Make-Up | Head of School | Glynn Mason MasonG@ucenmanchester.ac.uk 07739 336 240 |

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| Higher Technical & Professional Industries Faculty Director: Andrea Elson AElson@ucenmanchester.ac.uk 07711 014 638 | | |
|--|------------------------|--|
| School of Counselling & Education | Head of School | Sarah Deakin SDeakin@ucenmanchester.ac.uk 07515 051 363 |
| | Department Team Leader | Lynne Sanders – Teacher Education LSanders@ucenmanchester.ac.uk 07860 910 703 Maeve Kalsi – Counselling mkalsi@ucenmanchester.ac.uk 0161 674 6998 |
| School of Sport, Health & Well-being | Head of School | Sarah Deakin SDeakin@ucenmanchester.ac.uk 07515 051 363 |
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| School of Construction & Engineering | Head of School | Faculty Director: Andrea Elson AElson@ucenmanchester.ac.uk 07711 014 638 |
| School of Computing & Cybersecurity | Head of School | Faculty Director: Andrea Elson AElson@ucenmanchester.ac.uk |

Student Status Policy & Procedure

July 2023

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|---------------------------|----------------|---|
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| School of Business | Head of School | Faculty Director: Andrea Elson AElson@ucenmanchester.ac.uk 07711 014 638 |