

# **DAMBAI COLLEGE OF EDUCATION**



## **STUDENT ENGAGEMENT POLICY DACE/SEP001/2023**

## Table of Contents

1.	INTRODUCTION .....	3
2.	POLICY STATEMENT .....	3
3.	PURPOSE/ OBJECTIVE .....	4
4.	SCOPE OF STUDENTS' ENGAGEMENT .....	4
5.	SUPPORTING PROCEDURES .....	5
6.	OTHER PROCEDURES FOR STUDENTS' ENGAGEMENT .....	6
7.	INCLUSION RESPONSIVE STATEMENT .....	6
8.	RESPONSIBILITY FOR IMPLEMENTATION .....	6
9.	RESPONSIBILITY FOR MONITORING .....	6
10.	KEY STAKEHOLDERS .....	7
11.	STATUS .....	7
12.	INITIATING BODY .....	7
13.	SPONSOR .....	7
14.	AUTHOR.....	7
15.	APPROVAL BODY .....	7
16.	EFFECTIVE DATE.....	7
17.	REVIEW DATE .....	7
18.	RELATED LEGISLATION .....	7
19.	RELATED POLICY AND OTHER DOCUMENTS .....	7
20.	FURTHER INFORMATION .....	7
21.	DEFINITION OF TERMS .....	8

# **STUDENT ENGAGEMENT POLICY**

## **DACE/SEP001/2023**

### **1. INTRODUCTION**

Dambai College of Education is a public tertiary institution affiliated to University for Development Studies (UDS). The Student Engagement Policy of the College is formulated to serve as a guideline for engaging students in College activities.

Frequent engagement of students is an essential aspect of their learning experience. Students' academic achievements depend largely on their full engagement with all aspects of their programmes of study. This policy is formulated to support student achievement by encouraging them to engage actively with all learning activities and support offered.

The College expects students to engage fully with their programmes of study, join all planned teaching events, and participate in any online teaching events and programmes that are part of their programme of study as well as other co-curricular activities.

The College acknowledges that, engagement with a programme of study takes many forms including participation in on-campus teaching, group work, workshops and online interactive content, and completion of non-interactive content, coursework and assessments. This policy sets out the College's expectations on student engagement and the potential consequences of non-engagement.

### **2. POLICY STATEMENT**

All students shall be actively encouraged and supported to be involved in College activities in order to improve the quality of curricular and co-curricular activities within and outside the college community.

The College will foster an appropriate range of activities to establish a culture environment where students, especially females and persons with special educational needs are encouraged to take up opportunities.

This policy is committed to inspirationally promoting the College's Vision, Mission and Core Values under all circumstances in marshalling a united and inspired students who are completely committed to producing excellence in all endeavours. The student leadership shall be encouraged to work with the Principal, Staff (teaching and non-teaching), and other stakeholders in the best interest of the

College to promote excellence and cohesion in:

- i. All students' relationships On and Off-Campus
- ii. All students' works and services toward the healthy development of the College
- iii. Ensuring a disciplined lifestyle among students of the College and encouraging same in students relationship to all other stakeholders
- iv. Encouraging and promoting hard work among students towards their holistic development
- v. Promoting and ensuring students' commitment to the vision, mission, and objectives or goals of the College
- vi. Preserving unity in diversity among all students and in their relationship to all stakeholders

### **3. PURPOSE/ OBJECTIVE**

The purpose of this policy is to define our intentions to involve and empower students to undertake meaningful, self-directional and focused learning in all activities of the College.

**The specific objectives guiding this policy are as follow:**

- i. To ensure that the process of governance provides a forum for group interaction, expression of concerns, exploration of feasible solutions, and reconciliation of diverse viewpoints among students and other College community members.
- ii. To ensure that students are afforded access to needed information, opportunity to share ideas, and encouraged to express concerns, both formally and informally in prescribed and meaningful ways.
- iii. To ensure that students' viewpoints are considered on issues of importance to the College community.
- iv. To ensure processes central to student involvement, including the selection, training, and continuity of student participations are procedurally adhered to in all circumstances.
- v. To enhance students' involvement in committees where important decisions that affect students are made.

### **4. SCOPE OF STUDENTS' ENGAGEMENT**

This policy shall apply to all committees, staff, departments, bodies, organisations and clubs that have any kind of relationship or dealing with our College students as presented as a collective body. The SRC shall have the mouthpiece in all cases of students' engagement services located within the College administration and / with any specified body or stakeholder group.

## 5. SUPPORTING PROCEDURES

Students shall be engaged in the following aspects of College life:

- i. **Teaching and Learning:** Students shall have access to tutors' services through facilitation, tutorial, supervision etc. Library services, computer laboratories and other relevant materials shall be provided to enhance teaching and learning.
- ii. **Workshops, Seminars and Orientations:** The College shall from time to time organise workshops, seminars and orientation on assessment and examination procedures and other issues of academic and national interest.
- iii. **Practicum:** The College shall facilitate the Supported Teaching in Schools (STS) for students through the preparation of student teachers, mentors and other stakeholders. The Professional Development Committee shall design activities for the realisation of the benefit of the practicum.
- iv. **Decision Making:** Students shall be encouraged to contribute to decision making by involving them in statutory and ad-hoc committees.
- v. **Religious Activities:** The College is a secular institution and as such students are expected to participate in religious activities prescribed by the College Management.
- vi. **Clubs and Societies:** Registered groups shall be allowed to operate as clubs and societies in the College. Their activities shall be supervised by the Students' Affairs Office.
- vii. **Student Support and Guidance:** To assist students to adjust and solve their emotional challenges, Academic Counsellors, 'Safe Space' Focal Persons as well as Guidance and Counselling Coordinators shall support students through guidance and counselling services.
- viii. The Council and Management shall take steps to create a culture where decision making by students is supported and students have opportunities to participate in institutional decision-making processes in the College.
- ix. College Council and Management will ensure that the roles and responsibilities associated with improved learning outcomes are at the core of student leadership practice. The College shall also ensure that students' views are meaningfully considered in management of the College by involving them in decisions about matters affecting their college experience particularly the quality and standard of their education.
- x. Mandated student participation in decision-making and governance bodies and requirement for student representation for a quorum to be formed in particular committees shall be adhered to.

*The following areas shall have student representation in the College*

- a. The College Council
- b. Sub-committees and similar consultation forums that are statutory and ad-hoc at the College
- c. co-creation projects involving consultation and joint decision making

## **6. OTHER PROCEDURES FOR STUDENTS' ENGAGEMENT**

Other domains that will help to effectively engage students in decision making are as follows:

- a. ***Supporting, evaluating and developing teacher quality***: College leaders have to be able to adapt the teaching programme to local needs, promote teamwork among tutors and student leadership and engage in monitoring, evaluation and professional development.
- b. ***Goal-setting, assessment and accountability***: The College leadership would ensure that government policy direction regarding Student Engagement is adhered to and also to ensure that College leaders have discretion in setting strategic direction and optimise their capacity to develop College plans and goals and monitor progress, using data to improve student practices.
- c. ***Strategic financial and human resource management***: The College and the Student Representative Council, where necessary, shall support committees/teams through their participation.
- d. ***Collaborating with student leadership***: The College leadership would engage in collaborative activities with student leadership to achieve specific objectives in the College.

## **7. INCLUSION RESPONSIVE STATEMENT**

All provisions made by this policy shall apply to all manner of persons considered stakeholders of the College irrespective of their gender, ethnicity, religion, social status, ability and cultural background and affiliations in such a manner that no act of discrimination is promoted under any circumstance in any engagement of the College.

## **8. RESPONSIBILITY FOR IMPLEMENTATION**

- College Management
- The Academic Board
- The Academic Planning and Quality Assurance Committee
- The Students Affairs Officer

## **9. RESPONSIBILITY FOR MONITORING**

College Management shall spearhead this responsibility.

## **10.KEY STAKEHOLDERS**

- Governing Council
- College Management
- Staff
- Students
- General public
- The media

## **11.STATUS**

Yet to be approved

## **12.INITIATING BODY**

- The College Management
- The Academic Board

## **13.SPONSOR**

The College Principal

## **14.AUTHOR**

The College Principal

## **15.APPROVAL BODY**

The College Governing Council

## **16.EFFECTIVE DATE**

28<sup>th</sup> April, 2023

## **17.REVIEW DATE**

Three years

## **18.RELATED LEGISLATION**

College of Education Act, 2012 Act 847

## **19.RELATED POLICY AND OTHER DOCUMENTS**

The College's Public Engagement Policy is one of several organizational policies that guide governance and operations of the College and links most closely with the Finance and Financial Controls, and Personnel Policies/Staff recruitment.

- Harmonized Statutes of CoE,
- Harmonized Scheme of Service of CoE,
- Harmonized Conditions of Service of CoE.

## **20.FURTHER INFORMATION**

For further information or enquiries regarding this policy, please contact the following:

The Principal

Dambai College of Education

P. O. Box 84

Dambai

Krachi-East Oti Region Ghana, West Africa

[dace74dambai@gmail.com](mailto:dace74dambai@gmail.com)

[info@dace.edu.gh](mailto:info@dace.edu.gh)

0243125225/0243269500

## 21. DEFINITION OF TERMS

- **Engagement:** an arrangement or an appointment intended to establish agreement between groups
- **Student Engagement** is therefore the involvement and empowerment of students in the process of shaping the student learning experience, to inform the College's quality systems with the purpose of improving the student's educational experience for both current and future cohorts.
- **Staff:** Employees of the College (Academic and Supporting Staff).
- **Students:** Successful applicants who gain admission into the College and are duly matriculated.