PERSONAL TUTORING POLICY

1 Introduction

1.1 Personal tutors act as academic advisors to students and act as a conduit for referral to specialist services provided by Student Services (e.g. ASK study support, individual learning plans etc).

1.2 The purpose and aims of the personal tutoring system are to:

- support students to become confident learners;
- encourage students to play an active part in their academic community;
- support students to meet the challenges and opportunities of university life;
- reflect on academic progress and development;
- development of academic skills, for example through referral to specialists such as Academic Skills workshops; and
- reflect on the student’s effective use of feedback.

Academic departments may supplement these core aims and deliver them in a subject-specific or local context.

2 Personal Tutoring system

2.1 All currently enrolled students who are registered on one of the University’s courses will be assigned a Personal Tutor at the beginning of their studies, normally during induction week.

2.2 Upon assignment of their personal tutor, students will be informed as to whether they should expect to have the same personal tutor for a year, or for the duration of their course.

2.3 The minimum support that students can expect to receive will include:

- a group personal tutoring meeting at the beginning of level 4 and 5
- one scheduled tutorial for each study block (using the Learning Space scheduler). Meetings will be scheduled for 10 minutes, with longer follow-up meetings arranged where required.
- students with outstanding work (i.e. deferrals or referrals) after assessment boards will be personally contacted by a student advisor to confirm understanding of their outcome, as well as the resources and options available to them. They will also able to request additional guidance/support from their personal tutor either directly, or via their student advisor

One-to-one meetings may be conducted either face-to-face or via Teams/conference call (or equivalent). Students can also arrange additional meetings with their personal tutor at agreed times throughout the study block, as appropriate.

3 Management and Monitoring
3.1 All full-time and 0.6 and above FTE members of teaching staff will be expected to act as personal tutors.

3.2 All Personal Tutors will be expected to have personal tutor meetings with 100% of their tutees. QAE may audit this process.

3.3 Each department will arrange at the beginning of the academic year, normally in induction week, a meeting headed by the Director of department or designate, that outlines the responsibilities of the personal tutor role to staff allocated as such.

3.4 Departments are responsible for allocating personal tutors using the allocation workbooks provided. All students should normally be allocated a personal tutor by week six in study block one. Students should be assigned to a tutor from within the course team, but with the option to request a ‘satellite tutor’ where this is preferred.

3.5 If a student or member of staff requests a change of tutor, departments should have a clear procedure for response. Appropriate provision should be made for distance learning students and part-time students.

3.6 Personal tutors will be primarily proactive in setting up tutorial meetings, but also reactive – being responsive to student needs or requests for assistance/guidance.

3.7 Personal tutors will follow-up with students who fail to attend appointments and ensure that new appointments are made.

3.8 Each Head of Subject will support the personal tutors and ensure that the Personal Tutor system is working effectively.
### VERSION CONTROL

<table>
<thead>
<tr>
<th>PURPOSE/CHANGE</th>
<th>AUTHOR</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original document</td>
<td>QAE</td>
<td>2015-16</td>
</tr>
<tr>
<td>Amendments and additions to sections 1, 2 and 3 following approval at AQSC, 20/03/2018</td>
<td>QAE</td>
<td>25/07/2018</td>
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<tr>
<td>Amendment to reflect personal tutors contacting referral/deferral students.</td>
<td>QAE</td>
<td>14/12/2020</td>
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</tbody>
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