

## PERSONAL TUTORING POLICY

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### 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 (deferrals or referrals) after assessment boards will be personally contacted (usually via email) to arrange a meeting and offer guidance/support.

One-to-one meetings will be conducted either face-to-face for campus-based students or via Skype/conference call (or equivalent) for distance learners. 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 will 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

PURPOSE/CHANGE	AUTHOR	DATE
Original document	QAE	2015-16
Amendments and additions to sections 1, 2 and 3 following approval at AQSC, 20/03/2018	QAE	25/07/2018