

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 (eg, individual learning plans etc).
- 1.2. The purpose and aims of the personal tutoring system are to:
 - i. support students to become confident learners;
 - ii. encourage students to play an active part in their academic community;
 - iii. support students to meet the challenges and opportunities of school life;
 - iv. reflect on academic progress and development;
 - v. development of academic skills, for example through referral to specialists such as
 - vi. Academic Skills workshops; and
 - vii. 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 School'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:
 - i. A group personal tutoring meeting at the beginning of the course.
 - ii. One scheduled tutorial for each study block. Meetings will be scheduled for 15 minutes, with longer follow-up meetings arranged where required.
 - iii. 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 via Zoom/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 Full Time Equivalent (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.
- 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.
- 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.

Document version control

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