

Personal Academic Tutors - Guidance Notes

Why do we have Personal Academic Tutors?

Every student is different. Some will come to University, adapt to their new surroundings straight away and flourish.

Others may struggle adapting to their new academic environment.

Personal Academic Tutors are there for students to help them get the most out of their time at University, and to discuss academic progress, but they are also there to direct students towards appropriate support services such as wellbeing and finance should personal problems arise.

All students have a personal tutor, and most staff will have tutees.

What do Personal Academic Tutors do?

Arrange Academic Progress Meetings with tutees and meet them five times a year

Get to know them and make them feel welcome

Discuss academic progress using the Dashboard

Talk in general terms about assignments and how to use feedback - you are NOT expected to intervene in giving detailed feedback on specific pieces of academic work as this is the role of the appropriate subject specialists

Build confidence so that tutees feel able to bring concerns to you

Refer students to appropriate support services

Encourage academic engagement

Guide students towards improved academic outcomes

Channel students to more appropriate services where concerns of a more personal nature are raised

Engage in training for your role

You are NOT expected to resolve student personal problems – please refer students to the appropriate wellbeing service as necessary

There are a number of ways of holding meetings, and each School approaches tutorials in different ways. You may want to hold a combination of group meetings and one to one tutorials with your students. Some subject areas lend themselves to embedding Personal Academic Tutorials within modules.

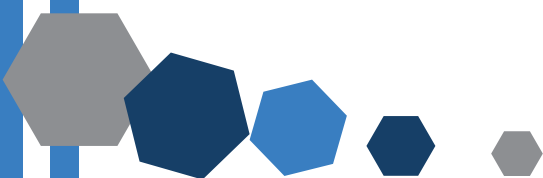
What is the Dashboard?

This is a University platform found in My Students [MyStudents>Academic: Student Overview Hub> Personal Tutor Dashboard] which gives you information about the students you have been allocated as tutees, including attendance and academic performance.

You will discuss this information with your students when you meet, and make a brief note of your discussion on a rolling log within the Dashboard. Other members of staff may have access to the notes field, so please ensure that your notes are brief, accurate, and agreed with the student.

Your discussions may indicate that a student needs additional support, for example with referencing style, or revision for exams, and you will then signpost them towards the most appropriate help.

You will draw on your experience as lecturers in guiding students.



What support is available for students?

The University has a lot of support systems and tutors should refer students to these services as needed.

Academic Skills Tutors – for students wanting to improve their academic grades. These are based in each School and offer support in a number of ways dependent on your programmes of study and what your students might need.

Library staff – for students who need additional help with research and using University resources.

Students Union – for a range of additional support services including a hardship fund, what to do about official University letters, problems with accommodation, and for help making friends through clubs and societies (x3446)

Student Finance – for those students struggling with finance or queries relating to loans, tuition fees and bursaries (x2210)

Wellbeing and Disability Service – for support with personal problems which are affecting studies, loss of motivation or difficulty concentrating, mental health problems or a disability (x2227)

Careers Service – for help in looking for part-time work, internships, placements and graduate jobs (x3100)

International Office – for international students who might have problems with their Visa or tuition fees (x2382)

iPoint – for general information and support, for example lost student cards, directions, timetables, and updating personal details (x1001)

Where can I find help in my role as Personal Tutor?

The National Union of Students has a Charter on Personal Tutors which sets out expectations of a good personal tutor system. This can be found at <http://www.nusconnect.org.uk/resources/nus-charter-on-personal-tutors>

The University also offers training on Personal Academic Tutoring and the Dashboard, please go to <https://www.hud.ac.uk/hr/staffdevelopment/> and register for one of the training programmes.

