



# Personal Tutoring Policy

<b>Item</b>	<b>Description</b>
<b>Document Reference:</b>	PL.027-v004
<b>Document Name:</b>	Personal Tutoring Policy
<b>Review Date:</b>	August 2020
<b>Last Reviewed:</b>	November 2019 Administrative review: July 2020 Administrative review: July 2019 Administrative review: November 2018
<b>Commencement Date:</b>	November 2019
<b>Approving Authority:</b>	Academic Board / Education Committee
<b>Date Approved:</b>	November 2019
<b>Department Responsible for maintenance &amp; review:</b>	Student, Library and Academic Services, Quality and Teaching Excellence
<b>Contact:</b>	<a href="mailto:ar.qte.regs@northumbria.ac.uk">ar.qte.regs@northumbria.ac.uk</a>

**Contents**

1 Introduction ..... 1

2 Code of Practice on Personal Tutoring..... 1

3 Guidance ..... 2

## 1 Introduction

This document is written with an awareness of and support for NUS Charter on “Personal Tutors”.<sup>1</sup> The aim of this document is to clarify the distinctive role of the academic Personal Tutor at Northumbria. Beyond requiring minimum standards the Personal Tutoring Policy is not intended to be overly prescriptive and should be regarded as adaptable, in order to take advantage of local expertise and to build on existing good practice.

## 2 Code of Practice on Personal Tutoring

- Personal tutorials offered by academic staff are an integral part of the pastoral and academic support for all students on taught programmes. The effectiveness of personal tutorials is a responsibility jointly shared between staff and students. Each Faculty must have in place arrangements that comply with this Code of Practice.
- Each Faculty must have a statement of its pastoral and academic support arrangements, including the arrangements for personal tutorials, accessible to both staff and students.
- Every undergraduate and taught postgraduate student must have access to a named personal tutor who should normally be appointed for the duration of student’s programme and who is a member of the teaching staff on the students’ programme or appropriate placement supervisor.\*\*
- Students must be given the opportunity to meet on a one-to-one basis with their personal tutor at least three times during each semester personal tutors may arrange additional group meetings.
- The first meeting for students in their first year of study should be arranged in week one. Meeting personal tutors will normally be part of the Faculty and Programme induction process.
- Staff are responsible for making initial arrangements for individual tutorial meetings whilst students are responsible for ensuring they are adequately prepared for the meeting.
- Students can request additional meetings with their personal tutor and the personal tutor will agree to such a request within a reasonable time.
- Personal tutors will maintain a record of tutorial meetings that have taken place and note when a student declines to attend.
- Personal tutors will produce an agreed record of any relevant matters that arise during tutorials for the purpose of writing references, supporting cases of mitigating circumstances, audit etc. If a student wishes any matter to be treated as confidential, this should be clearly stated. Such information will then only be released with the student’s permission, unless it seriously affects the safety of the student or others.
- Personal tutors will have access to the full profile of a student’s performance across their programme of study.

---

<sup>1</sup> <https://www.northumbria.ac.uk/about-us/student-charter/>



- Clear arrangements will be in place for both students and staff to raise any concerns about the allocation of personal tutors and there must be procedures within the Faculty for changing personal tutor where necessary.
- Staff will receive information and training to support their role as personal tutors; this is included as part of their induction. Faculties should ensure that staff can receive further training as part of their continuing professional development.
- Faculties must recognise within their workload models the time commitment of staff as personal tutors. One hour per student per year is currently allocated.
- The arrangements for pastoral and academic support will be considered annually by the relevant Faculty Committee as part of normal review procedures.

*\*\* In addition arrangements must be made for the provision of staff from the relevant departments to provide overview support for joint honours and part time students.*

### 3 Guidance

- Personal Tutors will:
  - **Email personal tutees in week one** introducing themselves to level 3 and 4 students **and** welcome back students to level 5, 6, 7
  - **Meet face to face, 3 times per semester** Levels 3, 4, 5, 6, 7
  - **Maintain** contact via Email, VLE, Group sessions
  - **Be in attendance** and participate in **welcome and induction activities**
  - Provide **academic advice and guidance** on progress, performance, study options, placement and study abroad opportunities, good academic practice and support students to develop their study, information and digital literacy skills
  - Monitor student progress and provide support for those who aren't progressing satisfactorily, recognising the specific needs of each student
  - Liaise with Student, Library and Academic Services (SLAS) as the first line of support for struggling or vulnerable students
  - Work collaboratively with University Services to become familiar with the current range of support available and refer students appropriately

Staff should refer to the [Personal Tutor Resources](#) which provides a programme of activity and topics for tutorial meetings; the [Communication Timeline](#) sets out the weeks in the semester when personal tutors contact tutees. There is further staff guidance in the [Support your Students' Career Readiness Guide](#)