

## PERSONAL ACADEMIC TUTORING POLICY

### Purpose and Context

The University takes an individualised approach to supporting each of its students to achieve their best. Personal Academic Tutors (PATs) have an important role to play in this, guiding students towards the most appropriate support, and helping them achieve their academic potential.

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. PATs 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.

This document sets out the expectations of the University for PATs in order to ensure equitable treatment of our students.

### Scope

This applies to all PATs supporting students on a taught programme at undergraduate or postgraduate level, including those studying for University of Huddersfield awards under a collaborative partnership agreement. It does not apply to postgraduate research students for whom different arrangements are in place.

---

## 1 Introduction

- 1.1 This policy draws on good practice set out in the NUS Charter on Personal Tutors <http://www.nusconnect.org.uk/resources/nus-charter-on-personal-tutors>, and the UK Quality Code sections B3: Learning and Teaching, B4: Enabling Student Development and Achievement, and B5: Student Engagement.
- 1.2 Further information and guidance for staff on role of the PAT, the use of the PAT portal and the process for marks entry is available on the iPark website.

## 2 Nomination and Distribution of Personal Academic Tutors

- 2.1 All undergraduate and postgraduate students on taught courses (PGT) at the University will have a named PAT.
  - 2.1.1 PATs will be members of academic staff from the relevant School (or Schools for any joint courses)
  - 2.1.2 It is accepted as good practice that PATs, where possible, are part of the teaching team students have a connection to. However, it is recognised that in exceptional circumstances students may need to be allocated a PAT who does not normally teach them directly. There may also be some exceptions for PGT students where this is not practicable; for example, online courses or work based placements.

- 2.2 The expectation is that the majority of academic staff will act as PATs.
- 2.2.1 As far as is practicable students should be evenly distributed across the members of academic staff.
- 2.2.2 This ensures that individual members of staff do not have too many tutees as having a large number limits the benefits to that student group and overloads the member of staff.
- 2.3 Ideally the PAT will stay with the same student throughout their time at University to allow continuity of the relationship between the PAT and tutee.

### **3 Frequency and Recording of PAT Sessions**

- 3.1 All students should be offered a minimum five meetings a year with their PAT. Some of those meetings might be in small group tutorials, but it is expected that at least three of these meetings will be on a one-to-one basis to discuss the individual's progress.
- 3.2 The meetings should be spread out evenly throughout the academic year.
- 3.2.1 Recognising that not all of our degrees fit to a standard teaching pattern, individual Schools/Course teams should adjust the timing of the PAT meetings to fit with their academic programme.
- 3.2.2 Best practice is for a PAT to have a first meeting with their tutees during induction week. Where practicable in Schools these meetings should be added to the timetable.
- 3.2.3 If not timetabled as above, then it is the responsibility of the PAT to arrange suitable meeting slots for their tutees.
- 3.3. Meetings should be recorded onto the PAT Portal to ensure that student expectations around meetings are met and continuity of help for students is ensured, particularly if the designated PAT has to be changed.
- 3.3.1. The University will provide all PATs with access to PAT Portal information about their tutees to help them in their role.
- 3.3.2. The PAT Portal provides up to date information about student performance on a module by module basis.
- 3.3.3. Meeting dates and confirmation of tutee attendance (or not) should be added to the relevant sections of the PAT Portal notes section.
- 3.3.4. Notes of the discussion should also be added. Notes can be brief but should include information about referrals to any central University based or School based student support services. It is good practice to agree the wording with the individual student as the notes can be accessed by other University staff.
- 3.3.5. Best practice is to write notes with the student present but confidential information should not be added.

- 3.4. In order to facilitate the PATs in undertaking a review of the tutee's progress all assessment marks will have been entered on the VLE as soon as the assessment is marked. Information on how to achieve marks entry into the VLE is available on iPark.

### Role of PATs

- 4.1. PATs have a key role to play in proactively monitoring the academic progress of their tutees, and offer appropriate support to help them reach their potential.
- 4.2. While conversations should normally be treated as confidential, it may be necessary to refer to students to other University services, and where this is the case, tutees will need to be informed of this. It is good practice to agree wording with the tutee where other parties are being included in communication which might be interpreted as confidential.
- 4.3. PATs will be expected to offer general academic support to students, using their experience, their knowledge of course and assessment structures and the information presented on the PAT Portal.
- 4.3.1. Alongside of discussions around a tutee's academic progress, each meeting should have a focus point for discussion as appropriate for that year group; for example, revision strategies, note taking, assessment practices, use of feedback, time management.
- 4.3.2. PATs 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 and module leaders.
- 4.3.3. Building student employability, graduate level job outcomes and providing guidance to students towards their careers is an important part of the University's strategy. PATs should have regular discussions with their tutees about career planning, benefits of work placement, Professional/Personal Development Portfolios etc and be signposted towards the Careers and Employability Service.
- 4.4. PATs are not expected to resolve a tutee's personal problems or undertake guidance which is better placed in the hands of experts. If such problems come up in PAT meetings, then students should be signposted to the appropriate support or wellbeing service as necessary.
- 4.5. PATs will make note of and refer any general course concerns to the appropriate course leader.

<b>POLICY SIGN-OFF AND OWNERSHIP DETAILS</b>	
<b>Document name:</b>	Personal Academic Tutoring Policy
<b>Version Number:</b>	V1.1
<b>Equality Impact Assessment:</b>	
<b>Approved by:</b>	UTLC
<b>Date Approved:</b>	28 November 2018
<b>Next Review due by:</b>	28 November 2019
<b>Author:</b>	Director of Registry
<b>Owner (if different from above):</b>	Director of Registry
<b>Document Location:</b>	<a href="https://www.hud.ac.uk/media/policydocuments/Personal-Academic-Tutoring-Policy.pdf">https://www.hud.ac.uk/media/policydocuments/Personal-Academic-Tutoring-Policy.pdf</a>
<b>Compliance Checks:</b>	Compliance checks are completed as part of Quality Appraisal activity and identification/ remedy where non-compliance identified
<b>Related Policies/Procedures:</b>	

<b>REVISION HISTORY</b>			
<b>Version</b>	<b>Date</b>	<b>Revision description/Summary of changes</b>	<b>Author</b>
V1.0	07/11/2017	First redraft under the new Policy Framework	Head of Registry
V1.1	November 2018	Formatting and nomenclature updates (minor amends): Dashboard amended to PAT Portal Clarification of scope	Director of Registry