



BUCKINGHAMSHIRE
NEW UNIVERSITY

EST. 1891



PERSONAL TUTORING POLICY

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Owned by Student Services Directorate

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If required this formal document is available in an alternative format e.g. Braille, tape, disc, email or a larger font size. Please contact the Academic Registry.

Definition

- 1 Personal tutoring is an essential part of the Bucks New University student experience and makes a significant contribution to the retention and success of our students. Its purpose is to support our students to become autonomous and creative learners; to foster employability, enterprise and leadership skills and to contribute to a positive and aspirational educational culture.

Core Principles

- 2 In order to ensure a consistent standard of practice across the University and to guarantee a minimum entitlement for students, the following core principles must be evident in the provision of personal tutoring.
 - a All students shall be allocated a Personal Tutor for each year or level of study.
 - b Personal tutors will be responsible for helping students to take a holistic view of their Bucks experience. Essentially, they will support students' academic development and wellbeing through the provision of appropriate and timely advice, guidance and, where appropriate, signposting to specialist services.
 - c Personal Tutors will normally be required to meet individually with their tutees during their induction and at least twice more during each academic year.
 - d Where possible, a Personal Tutor will be a tutor who teaches his/her tutees.
 - e Personal Tutors will be expected to keep a record of appointments made and attendance at each tutorial along with a brief summary of each meeting.
 - f Personal Tutors should bear in mind that students have the right to see any information that is kept about them, in compliance with Data Protection legislation.
 - g Personal Tutors will be expected to act, where appropriate, as a first point of contact and a gateway to the specialist support and other services provided by the University and the Students' Union.
 - h The Personal Tutor role is expected to operate across full-time undergraduate programmes. Other roles such as Research Students' Tutor and Course Leader may also perform the function of Personal Tutor for part-time or postgraduate areas of study.
 - i The role of a Personal Tutor will differ in the detail of how it is carried out for full-time, part-time and work-based students, although students' entitlement to support remains the same.

School Responsibilities

- 3 School responsibilities are as follows:
 - a School organisation for the provision of personal tutoring support to students must be clearly outlined in the **Course Handbook** available on Blackboard.
 - b All academic staff may be required to undertake the role of personal tutor. Each School has the responsibility for allocating tutees to tutors.

- c Each School must ensure that appropriate arrangements are in place to provide personal tutorial support in cases of prolonged staff absence.
- d Each School must provide alternative (but equivalent) procedures for any non-campus based students (e.g. online/distance learning).
- e Each School will provide Personal Tutors with appropriate support, training and resources to enable them to carry out their role.

Personal Tutor Responsibilities

- 4 Personal tutor responsibilities are as follows:
- a Provide support and guidance to enable students to derive maximum benefit from their Bucks experience, including monitoring and giving feedback on overall academic progress.
 - b To inform their tutees of their times of availability and other means by which they can be contacted.
 - c Respond to requests for additional appointments if the need arises.
 - d Inform their tutee in advance in the event of being unable to attend a meeting.
 - e Identify where additional advice and guidance may be required and refer tutees to specialist support and services.
 - f Where appropriate, guide students in taking up opportunities for employability and skills development.
 - g Keep as confidential any matters discussed, unless the student has authorised the disclosure of such information or exceptional circumstances necessitate the breaking of a confidential agreement.
 - h Be familiar with the Personal Tutoring Handbook as a guide to support services and best tutoring practice.
 - i Participate in Personal Tutoring related staff development opportunities.
 - j Enable tutees to see information about them which is held on their student record.

Tutee Responsibilities

- 5 Tutee responsibilities are as follows:
- a Understand their entitlement to Personal Tutoring and how it can assist them during their time at University
 - b Ensure they know who their Personal Tutor is and how and where to contact them.
 - c Attend each session as and when specified by their Personal Tutor, i.e. during induction and at least twice during each academic year.

- d Fully engage in Personal Tutorials to discuss course progress and career aspirations as well as any additional advice and guidance which will help them to succeed in their studies and beyond.
- e Request additional appointments if necessary and respond to requests to see their Personal Tutor if additional appointments are scheduled.
- f Let their Personal Tutor know if they are unable to make an appointment or would like to arrange an alternative date.
- g Inform their Personal Tutor of any special circumstances which might affect their studies.
- h Use the **Course Handbook** as a guide to information about university policy, procedures and requirements.