

University Policy on Personal Tutoring

The core aims of Personal Tutorial and associated pastoral support schemes are as follows:

- To assist in the creation of an environment in which all students can further their personal, social and academic development.
- To provide a means of individual support and encouragement for students in their academic progress through university.
- To provide a system whereby students with difficulties that are not easily dealt with within the School may be referred to other more suitable sources of support e.g. the Counselling Service, Study Skills Support etc.

Academic Council has agreed that the Personal Tutorial and associated pastoral support schemes operated by Schools should have the following characteristics:

- Opportunities are provided for individual students to meet and have communication with individual members of staff. These opportunities should support students to reflect upon progress to date and discuss any issues arising.
- Both staff and students are aware of the purpose and operation of the scheme. This guidance should include how students can access the support available.
- The Head of School be responsible for the co-ordination and monitoring of the scheme operating in a School. The day-to-day implementation could, however, be delegated as thought appropriate by Head of School.
- An effective monitoring system is in place to ensure all students have equitable access to support.

Approved by Academic Council