

BANGOR UNIVERSITY

GUIDELINES FOR PERSONAL TUTORS

These guidelines define, in broad terms, the responsibilities of personal tutors.

Definition of a Personal Tutor

A personal tutor is ordinarily a member of the academic staff who is given by a School/Department special responsibility for a number of students. The personal tutor takes on the role of adviser, supporter, and advocate and should therefore play a crucial part in ensuring that the student receives appropriate and timely help when experiencing personal and work-related difficulties. A personal tutor should provide a stable point of reference and continuity and should provide a safe and secure environment where doubts and anxieties can be expressed.

General points:

1. Students will have a named personal tutor who will normally remain as their personal tutor throughout their undergraduate studies.
2. Students and tutors may request a change of tutor/tutee on a 'no blame' understanding.
3. The personal tutor system is a shared responsibility of students and tutors.

It is expected that Personal Tutors will:

1. Meet with their tutees on a **minimum** of three occasions a year. The first meeting being prior to registration, the second to enable feedback from end of semester one assessment, the third being an overview of the year and an opportunity to complete the end of year tutor report form. The tutor will initiate these meetings and give students every opportunity to attend.
2. Attend appropriate induction/training to enable them to carry out their role.
3. Provide appropriate referrals within the School/Dept and to the University's support services, and recognise the boundaries of their responsibilities.
4. Be responsible for ensuring that, with the students permission, extenuating circumstances information about their students is provided for Examining Board.
5. Inform their tutees of their general availability, and advise students of an agreed method of arranging meetings.eg e-mail, sign-up sessions, drop-in sessions.
6. Support the student in exploring their academic, personal and social development and maintain an overview of the tutee's progress, providing academic feedback when required.

7. Keep a written record of meetings with their tutees, and of a tutees' failure to respond to requests to attend for a meeting.
8. Clarify the duties, obligations and rights of the student and of the Institution.
9. Convey to students the consequences of their non engagement with the Personal Tutor system.
10. Liaise with the School/Department Senior Tutor where appropriate regarding individual tutees or the operation of the Personal Tutor Scheme in general.
11. Assist tutees to use personal development profiling tools and to provide guidance on how such tools can help students define their short-term goals and long-term career aspirations.

Steph Barbaresi
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