Personal Academic Tutoring:
Guide for Students

2023-24

Issued by the Student life Team

Technical updates of this document are undertaken on an annual basis to reflect changes to the University's organisational and management structures and to incorporate earlier, approved amendments to related policies, procedures and regulations

This document relates to the current year. If you become aware of any previous versions that are available on line please notify studentlife@bolton.ac.uk so that action can be taken to remove the document(s).

Contents

Personal Academic Tutoring

The aim of Personal Academic Tutoring (PAT) is to support you to achieve your academic and personal aspirations. To facilitate a purposeful, professional and academic relationship with an advisor/tutor, with a friendly and personable approach that enables you to become an autonomous, confident learner and engaged member of society. Moreover, the confidence to share and ask for support when needed.

Who Is My Personal Academic Tutor?

You can find your PAT and their contact details on your student portal homepage.
You will also meet your PAT in your induction activities and have the opportunity to chat together, with other tutors, staff, students, and get to know more about the course.

What Can I Discuss with my Personal Tutor?

You can talk to your PAT about anything you feel is important to your academic studies, health and wellbeing, or things you feel could affect your ability to achieve the best possible outcome from your studies.

Many things can be talked through and resolved in a brief email, teams or Moodle message, or quick catch up chat after class. However, if you need to discuss something in more detail you can book a PAT session, or for non-academic issues you can contact student services directly.

Mental Health and Wellbeing

Mental health and wellbeing services are available to all University of Bolton students. You can self-refer to services via the registration form and the service is confidential.

If you have discussed your concerns with your PAT and would like them refer on your behalf, then you will need to give them to consent to do so.

Safeguarding Responsibilities

Please note that in the event a member of staff is concerned about safeguarding, Prevent, the bribery act, harm, abuse or topics of serious concern then they will disclose this information to the relevant safeguarding officer.

What Can Personal Academic Tutors Help With?

- Explaining the personal tutor system, the role of the personal tutor and the responsibilities and expectations of tutees while enrolled on their course

- Discussing and supporting extended deadline requests

- Informing tutees of the Student Services that are available at the university

- Helping tutees to settle in to University life – seeking feedback on induction experiences and student life

- Helping to access all relevant programme materials, handbooks and electronic resources – and encouraging students to read this

- Provide updates and information about programme requirements, accreditation/professional memberships requirements of courses where appropriate, End Point assessments, module and timetable queries

- Accessing e-mail systems, Moodle eLearning resources, advising of library databases and course specific resources, signposting to library resources and services

- Pastoral support, day to day concerns that may affect study outcomes / deadlines

- Ambassador opportunities relevant to subject area, competitions and/or networking events and opportunities where applicable

- Guidance on student participation and representation opportunities

- Understanding of how to submit assignments

- Provide awareness and advice of plagiarism procedures and implications

- How to suspend studies and resume at a later date

- Awareness of mitigating circumstances, appeals, where to find forms, signposting to Student Liaison Officers and other student services departments for further support

- Navigating the programme handbook, assistance with understanding feedback from assessments, using feedback and constructive criticism, understanding the grading structure for your course

- Supporting and advising about careers, employability and progression in the subject area, referring to careers where appropriate

- Work life balance – Time management

- Review of personal and academic development and achievements, any outstanding issues or concerns

- Receiving feedback about the course, delivery, tutors and course content

- Transitioning to higher levels of study and academic progression

- Pregnancy and maternity, including as a partner

- Managing expectations

How Many Times Should I Meet with My Personal Academic Tutor?

You can contact your PAT at any time throughout the duration of your course to discuss academic or pastoral issues or arrange a tutorial discussion. Please note that some courses may not follow the typical academic calendar and that the table below is an indicative schedule of when you could expect to book, a tutorial, or be contacted by your PAT. Please see below suggested meet timetable. Some departments may have individual requirements as stated by Professional Statutory Regulatory bodies. Please refer to your own programme specific guidance if applicable.

Timing	Suggested content
Week 1 – 3 Meeting 1 – Group introduction (including apprentices)	- Introductions & expectations - Transitions to the University (new students) and next level (continuing students- progress so far) - Differentiating the role from other roles (e.g. module tutors, module leads etc.) - Introduction to the tutees and clarifying the role in relation to support, retention, and management of attendance/ engagement - How to contact PATs - Promotion of awareness of student support mechanisms and study aids (LEAP)

Week 8-12 (pre-exams)	• Evaluation of progress so far • Attendance review • Identification of any additional support needs and appropriate referral • Promotion of awareness of student support mechanisms • Assessment support and development needs
Week 14– 16 (post-exams) Week 18 – Academic skills survey & Digital Literacy Survey	• Evaluation of early formative and summative assessment feedback • Deadline for final extension requests • Mitigating Circumstances support – ongoing to final Mitigating Circumstances deadline • Identification of any additional support needs and appropriate referral • Students directed to appropriate support. (PATs will be made aware)
Weeks 25-27 (after Easter before end of academic year)	• Evaluation of early formative and summative assessment feedback from Semester 2 • Assessment support and development needs • Identification of any additional support needs and appropriate referral • Attendance review • Deadline for final extension requests • Mitigating Circumstances support • What's next preparing for next year of study

Should I Speak with Student Services or My Personal Academic Tutor?

Your PAT should be your first point of contact. PATs are specialists in their respective fields and are trained to support academically and pastorally, PATs are also familiar with referrals to the Student Services.

How do I Schedule a Tutorial?

Schedule by Email

Tutorials can be booked by email. Email your PAT and provide some initial details about your concerns. In many cases your PAT will be able to provide insight, suggestions, resources, or refer you to the appropriate support services at the university

Schedule via Moodle

Use the moodle booking system to find out your PATs availability.

Schedule In Person

There may be opportunities at the end of a class to speak with your PAT if your query can be resolved through a brief discussion, a quick question about the project, pastoral query, or about accessing a student service. If your query cannot be resolved in this time you can email your PAT directly to schedule your tutorial session.

Alternate Communication Platforms

Each course may have additional communication streams used to communicate and discuss in forums. If applicable your PAT or Programme Leader will introduce these to you in your induction week and early stages of the course.

Refer Yourself Online
Use the online **referral form** to email your enquiry to the relevant department or persons.

How to Access Support

All students can access student services by using the referral form on the Student Services, or Student life areas on the website. There are a range of support services and your first port of call will be your PAT or the Student Services desk in the Chancellors Mall.

You can refer yourself or in some instances your PAT will do this on your behalf.

Important Note for International Students and Late Enrolment

International students and students who enrol later than the first week of study should ensure that a meeting with a PAT is booked as soon as possible. This is to ensure you receive all the information you need to catch up.

Changing Personal Tutor

Students are permitted to request a change of tutor by emailing the Programme Leader or AC R&R within the subject area. Details of the AC R&R can be found in the programme handbook, or by contacting the Student life team.

The team will endeavour to accommodate the request, which can be granted permitting there are staff available and providing that an additional tutee would not interfere with the time the tutor can dedicate to each tutee and the balanced workload that is allocated.

Students are not required to give a reason for their request however a meeting with Programme Leader or AC R&R may be required.

Version date	August 2023
Department	Student life Team