



Teaching Intensive, Research Informed

Personal Academic Tutoring: Programme Handbook Contents

2022-23

Issued by the Learning 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 b.tighe@bolton.ac.uk so that action can be taken to remove the document(s).

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Key Resources and Documents

University of Bolton Personal Tutoring Framework

Rationale

Personal Academic Tutoring is a keystone in the teaching and learning experience. Personal Academic Tutoring is an integrated experience provided by your designated tutor that brings together the academic and pastoral elements of student life and the student experience.

The aim of Personal Academic tutoring is to support students to achieve their academic and personal aspirations. To facilitate a purposeful, professional and academic relationship with an advisor/tutor, with a friendly and personable approach that enables students to become autonomous, confident learners and engaged members of society. Moreover, the confidence to share and ask for support when needed,

This ongoing and collaborative relationship builds a deeper connection with the community and the university, enabling support through the course and beyond.

Who Is My Personal Academic Tutor?

You can find your Personal Academic Tutor and their contact details on your [student portal homepage](#).

You will also meet your Personal Academic Tutor in your induction week tasks and have the opportunity to chat together, with other tutors, staff, students, and get to know more about the course.

What do Personal Academic Tutors do?

Personal Academic Tutoring is a keystone in the teaching and learning experience. Personal Academic Tutoring is an integrated experience provided by your designated tutor that brings together the academic and pastoral elements of student life and the student experience.

The aim of Personal Academic tutoring is to support students to achieve their academic and personal aspirations. To facilitate a purposeful, professional and academic relationship that supports students through their academic studies. The personal nature of academic tutoring embodies a friendly and personable approach that enables students to become autonomous, confident learners and engaged members of society who increase communication skills and interpersonal abilities over time. Personal Academic Tutors are here to help students gain the confidence to share and ask for support when needed.

This ongoing and collaborative relationship builds a deeper connection with the community and the university, enabling support through the course and beyond.

What Can I Discuss with my Personal Tutor?

You can talk to your Personal Academic Tutor 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 tutorial, 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 Personal Academic Tutor 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 need to 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.
- 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 them to read this.
- Provide updates and information about programme requirements, accreditation/professional memberships requirements of courses where possible, End Point assessments, module and timetable.
- 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 professional body membership (where relevant).
- Guidance on student participation and representation opportunities.
- Understanding of how to submit assignments.
- Provide awareness and advice of plagiarism procedures and implications.
- 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
- Work life balance – helping direct and inform students of possibility to work part-time.
- At end of Stage: reflection on first Stage, how the student feels they have settled in and progressed, their personal, and academic development achievements, any outstanding issues or concerns.
- Receiving feedback about the course, delivery, tutors, course content-
- Transitioning to higher levels of study, academic progression, time management
- Managing expectations

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

Students can contact a Personal Academic Tutor throughout the duration of the course to discuss academic or pastoral issues or arrange a tutorial discussion. Below is an indicative schedule of when you can expect to meet Personal Academic Tutor will arrange to meet you can meet with your tutor and the kinds of things that you will discuss.

Teaching Week	Personal Tutoring
4	Feedforward and results support from Defer work Review of LEAP Ahead Support Resit Exam week
10	Assignment Support Mit Certs/Refer/defer support
11	
Semester 2	
4	Feedforward and results support Review of LEAP Ahead for S2 Starters
8	Refer defer support sessions
13	Assignment Support Mit Certs/Refer/defer support

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

Your Personal Academic Tutor should be your first point of contact. Personal Academic Tutors are specialists in their respective fields and are trained to support academically and pastorally, Personal Academic Tutors 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 Personal Academic Tutor and provide some initial details about your concerns. In many cases your Personal Academic Tutor will be able to provide insight, suggestions, resources, or refer you to the appropriate support services at the university

Schedule In Person

There may be opportunities at the end of a class to speak with your Personal Academic Tutor 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 Personal Academic Tutor 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 Personal Academic Tutor 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 Learning Life areas on the website. You can refer yourself or in some instances your Personal Academic Tutor will do this on your behalf.

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 [Learning Life team](#).

Students may also request a change of PAT to a tutor of the same sex.

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.

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