

## REGULATIONS FOR PERSONAL TUTORING

### A. Responsibilities of the Head of School

1. Schools should provide students with their first point of contact for assistance with both general and more specific information about the city, university, school and programme through the personal tutor system.
2. Schools should further ensure that students are given personal support, advice and referral at key points during their programme of study; specifically on first arrival at the University, at the start of each session, after the outcome of a diet of summative assessments and if the student experiences problems.
3. The Head of School, or their nominee, is responsible for managing the personal tutor system for the school.
4. Tutors should be assigned to tutees for a minimum period of one academic year, wherever possible. Schools should plan tutor/tutee assignments so that the tutor is available in the school for the duration of the year. If circumstances make this impossible the student should be given full information of the changes and be given the opportunity to voice their concerns to the Head of school or nominee.
5. Personal tutors are expected to monitor student progress and so must have access to the student's progress records within the School
6. The School must establish a system of recording attendance from both tutors and tutees at the once-per term or teaching block meetings.
7. Schools must ensure that students are given training on plagiarism, health and safety and other issues relevant to their discipline.
8. Normally Heads of School should only expect Academic staff at profile B or above to act as personal tutors. Should Heads of School wish to use postdoctoral staff they should discuss this first with the Faculty Education Director who will provide advice and guidance about the additional measures that may need to be put in place
9. Students must have access to at least two individuals from whom they can request support. By way of example, this could include personal tutor, programme director, research supervisor or head of subject or school. Schools must arrange matters such that where an individual member of staff acts in a number of capacities that this maxim can still operate
10. Tutors and Tutees must be told if their personal tutor arrangements are to change
11. Students may request a change of personal tutor at any time, without being required to divulge why. Schools must therefore have a procedure to facilitate this
12. In the case of students on joint honours programmes, the Head of School or Programme Director will be responsible for assigning a single personal tutor for each student.
13. In the case of students who are intercalating the 'host' school will assign a tutor to the student for the intercalating period, while the home school will also continue to offer access to a personal tutor.
14. The School must have arrangements for the pastoral support of students who are studying abroad, or on industrial or clinical placements, or have been granted suspension of studies (excluding those where the suspension is on disciplinary grounds).

### B Responsibilities of Personal Tutors

1. To meet their tutees by the end of their second week of study at the University at the latest (and ideally in introductory week).
2. To meet their tutees at least once per term in year one and then every teaching block in subsequent years. In the third /final year of study in some programmes, where students undertake research projects it may be more appropriate for personal tutor support to be

delivered by the project supervisor, or it may be sufficient for support to be provided in a group setting, unless the tutee requests a one to one meeting.

3. To arrange the routine meetings with their tutees. It is vital to have built up a relationship ahead of having to deal with any crisis, so it is essential that the tutor ensures that these regular meetings take place. Should students fail to attend these appointments, the tutor/school is not obligated to chase the student to rearrange the meeting.
4. While the personal tutor may be consulted on academic matters, responsibility for specific academic guidance rests with the unit /programme director.
5. To check that their tutees have fully understood the training given by their school, referring their tutee for further help and guidance, as appropriate. Tutors are not required to deliver the guidance themselves unless this is School policy.
6. Personal tutors are expected to play a part in supporting students in Personal Development Planning (PDP) as directed by their Head of School or nominee.
7. While tutees may approach their personal tutor for a reference or advice on obtaining one, tutors are under no obligation to write a reference if they do not feel it would be appropriate.
8. Where the tutor/tutee relationship is proving difficult for the member of staff, they should raise this with their Head of School or the nominated person responsible for Personal Tutors, so that a solution may be found.
9. Academic staff must not act as a personal tutor to any student with whom they have a family or personal relationship. The staff member must make his or her head of school aware of any such relationship (and Heads of School must inform their Dean). Please see the Conflict of Interest Regulations for further information on conflicts of interest more generally: [www.bristol.ac.uk/secretary/legal/conflict.html#staffrelation](http://www.bristol.ac.uk/secretary/legal/conflict.html#staffrelation)

## **C Responsibilities of Students**

Students are expected to:

1. Keep in regular contact with their personal tutor and attend all scheduled meetings requested by their Personal Tutor. If they are unable to attend they must request an alternative time.
2. Take the initiative in instigating meetings if the need arises between the routine meeting
3. Check their university email account daily: this is the default route whereby the university will send messages.
4. Be prepared to discuss their academic progress and meet requests for information as required by the School
5. Tell their personal tutor about any disability or health condition, so that reasonable adjustments or arrangements may be made
6. Notify their personal tutor if they are experiencing problems which may affect their attendance or adversely affect their academic studies or progress so that they may discuss ways to resolve the situation
7. Contact their personal tutor immediately if they believe that their performance in a forthcoming assessment task/event may be affected by medical or other extenuating circumstances.
8. Students may request a change of personal tutor at any time, without being required to divulge the reason why.

**Approved 2006/7**

Amended and re-issued 2011