Personal Academic Tutoring Policy

September 2023

Version 1.1
Approved by the Board of Governors

Introduction

The UKB Business College ("UKBC" or "College") is committed to ensuring that students are provided with effective and appropriate support during their studies; this includes providing support with a Personal Academic Tutor (PAT). The College will ensure the provision of effective personal, academic and pastoral support can make an important contribution to the overall experience of individual students. High quality support in addition to normal academic contact through lectures, seminars and other classroom-based activities can improve retention and ease the transition in Higher Education, particularly in the early stages of study.

This Policy outlines the College's approach to Personal Academic Tutoring. It will identify the College and staff's responsibilities to students. It will also outline the responsibilities of students in working with their PAT's.

Principles

The following are the general principles of the UKBC's provision of Personal Academic Tutoring:

- Each student enrolled on a UKBC programme should have a named PAT

- College Academic Leads are responsible for allocating PAT's

- The College will ensure PAT's workloads are manageable

- Records will be kept of individual meetings between PAT's and tutees.

Responsibilities of the Personal Academic Tutor

- Invite new tutees to meet in the first term and invite all

- Provide a personal contact for the student during the academic year.

- Provide appropriate advice, support and general guidance on academic issues.

- Identify when further assistance is required and signpost the student to the appropriate support.

- Support students in their understanding of agreed College and partner Regulations, Policies and Frameworks.

- Facilitate liaison between the student and other student support services within the

College.

- Help students to progress through their academic journey by signposting available study skills resources and training.

- Provide students with the opportunity to review and reflect upon their progress.

- Record tutorial activities

- PAT's will ensure that they are available to their students for the agreed hours during the academic year; they must inform the student if for any reason they are not able to attend.

- Guide students on the completion of their Personal Development Plan

- Where appropriate, providing an academic reference for the student.

Responsibilities of the Student

- Maintaining contact with their personal tutor.

- Ensuring that contact details on their student profiles are maintained with current Information, and emails are checked regularly for communications from personal tutors.

- Being an active participant in student and personal tutor discussions.

- Notifying their personal tutor promptly if they are having any problems, such as academic, health or personal, that are impacting on their academic performance.

- Informing College administrators if they do not get a response from their personal tutors in a timely manner.

- Tell your personal tutor if you are unable to attend a scheduled meeting for good reason and arrange an alternative meeting if appropriate.

- Completion of follow up activities from PAT meetings, so that your progress can be supported and evaluated.

- Update and complete your Personal Development Plan

Evaluation

- Personal Development Plans will be evaluated to track students' progress and amended accordingly.

- College departments will report and disseminate on any at risk students highlighted through the PAT system so that interventions and actions can be put in place.

Record Keeping

PAT's will produce an electronic record of each PAT meeting that students have. These records detail attendance at tutorials and any actions agreed in the meeting, including any referrals. The level of personal detail in the records will be agreed between student and PAT.

Policy Review

This Policy will be reviewed every year unless there are internal or legislative changes that necessitate earlier review. The Policy will be approved by the College's Board of Governors.

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