

# Personal Academic Tutoring



Informed, intellectual discussion with academic staff and fellow students lies at the heart of the University learning experience. It is important and valuable to take an overview of your academic development at regular points throughout your study. As a new undergraduate student, you are provided with an appointed Personal Academic Tutor (usually one of the people teaching on your course and who will remain with you throughout your undergraduate studies) to help you do this. This system provides continuity for you, as you will get to know one member of academic staff who will be your key regular point of contact with the University.

The three key roles of your Personal Academic Tutor are to:

- 1 Support your academic development
- 1 Act as a first point of call if you are experiencing difficulties arising whilst at University
- 1 Provide your official University reference

Your Personal Academic Tutor will help you:

- 1 Become a member of the University community and make the transition into higher education
- 1 Understand your course's approach to learning, skills development and assessment
- 1 Reflect on your progress, identify your learning needs and develop useful study strategies
- 1 Get the most out of the difference learning resources and learning support available
- 1 Plan and record your academic, professional and career development
- 1 Access additional support and advice, if you need to

Your Personal Academic Tutor will support you throughout your course in many different ways.

You will be assigned a Personal Academic Tutor at the beginning of your course and meet within the first couple of weeks, usually as part of induction. You can expect a minimum of four scheduled meetings during your first year, either as a tutorial group or on an individual basis.

Most students, no matter their age, find that they need some academic assistance and guidance at some point during their studies. To get the most of the personal academic tutoring scheme, as a student, you are expected to:

- 1 Attend scheduled personal academic tutoring sessions
- 1 Prepare for personal academic tutoring sessions as guided by your tutor
- 1 Take responsibility for your learning through reflecting on your progress and responding to advice and guidance from your Personal Academic Tutor
- 1 Take the initiative in contacting your Personal Academic Tutor in relation to problems or if in need of advice outside the normal schedule of meetings
- 1 Keep a record of learning from meetings with your Personal Academic Tutor
- 1 Ensure your personal details on the SOLE page are current and correct

Your Personal Academic Tutor will write your University reference, so it is also useful to discuss your career intentions, ambitions and work experience with him/her throughout your studies. Many employability skills are developed through extra-curricular activity while at University and it is also helpful to discuss this with your Personal Academic Tutor. The better informed you keep your Personal Academic Tutor of your development, the more able your tutor will be to provide you with an effective reference.

## Personal Academic Tutoring

Our Personal Academic Tutoring Scheme will help you to become a successful member of the University community and make the transition into higher education.

Video has been removed for this PDF but can be viewed here: [http://www.youtube.com/v/9gHPVLqF2OU?fs=1&hl=en\\_US](http://www.youtube.com/v/9gHPVLqF2OU?fs=1&hl=en_US)

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