Higher Education Personal Tutor Policy 2023/2026

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Revision history

Version	Type (e.g. replacement, revision etc…)	Date	History (reason for changes)
1	New	May 2020	
2	Revision	Oct 2022	Change in Ownership
3	Annual updating/Review	August 2023	

Monitoring and review

These procedures will be reviewed by Academic Board and SLT every 3 years.

Summary and Scope of the Policy

Bradford College is committed to ensuring that students are provided with effective and appropriate support during their studies; this includes providing personal tutor support.

Provision of effective personal 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, particularly in the early stages of study.

This Policy outlines the College's approach to personal tutoring for Higher Education students. It will identify the responsibilities of departments and schools in the provision of personal tutoring and of personal tutors towards their students. It will also outline the responsibilities of students in working with their personal tutors.

This Policy applies to all undergraduate and postgraduate taught degree students.

Policy principles

The following are the general principles of the College's provision of personal tutors:

1. Each enrolled student on a taught degree at the Bradford College should have a named personal tutor to provide general guidance on academic and non-academic issues and problems, and to suggest other sources of help. The primary role of the personal tutor is to provide general advice and pastoral support. If students have questions about a specific module (e.g. regarding a deadline for a specific essay) they should talk to the lecturer on that module in the first instance.

2. Departments are responsible for allocating personal tutors and notifying students before the commencement of the student's programme of study. Personal tutor's contact details should be available to students on commencement of their programme and also available to students on Moodle.

3. In addition personal tutors will be available to meet their students, as requested, provided such requests are reasonable. Students should continue to feel free to initiate contact with their personal tutors as required.

4. Personal tutors should invite new tutees to meet with them (either individually or as a group) at the beginning and end of each academic semester as a minimum. This equates to 4 or 6 times per year depending on programme structure.

5. Personal tutors should keep records of instances of tutorial contact on agreed College data base.

6. Students who face additional challenges, which will put their academic development at risk, will be referred to the student experience team and be supported through 'Enhanced Personal Tutor' provision.

7. Enhanced Personal Tutor support will take place through a tripartite relationship between the student, their personal tutor, and their student support link officer. The student will be offered a range of support through the College student support offer until a time the student feels they do not need the support. At this point the Student support staff will withdraw.

8. Students should contact their Programme Leader if they have difficulty in making contact with their personal tutor.

9. Students have the right to request changing their personal tutor where tutor / student relationships have been impacted. The request should go to the programme leader.

RELATED PROCEEDURES AND GUIDELINES:

HE Personal Tutor Procedure