Personal tutoring

The role of a personal tutor is to support the personal and academic development of students through the provision of information, guidance and support. Personal tutors have certain key responsibilities including, but not limited to:

- **Assisting in student induction and orientation**
  Personal tutors are the first point of contact between tutees and the University and they play a pivotal role in helping to introduce students to university life. Tutors are required to meet with tutees once during their first semester at the University – the first meeting should take place within 4 weeks of arrival – and offer tutorial contact once more in that first semester, and once a semester at other times.

- **Listening to students and offering confidential support or signposting**
  Personal tutors are not expected to be able to solve all problems that students might have but they are expected to be approachable and make time for their tutees to meet with them. Having a good working knowledge of support services across the University will enable tutors to signpost students to relevant sources of help and support when necessary.

- **Monitoring students’ development and offering structured support and advice**
  It is important that personal tutors help tutees with personal development planning and encourage them to monitor and review their own progress.

- **Recording meetings with tutees**
  Tutors are required to record their first meeting with undergraduate students in ePortfolio. Offers of meetings to taught postgraduate students should also be made through ePortfolio. It’s good practice to encourage students to make records of meetings and agreed action points.

- **Providing advice on general academic skills and processes**
  Personal tutors should possess a working knowledge of relevant University Regulations in order to support students and to offer advice on improving general academic skills.

- **Provide references**
  Tutors may be asked to provide references for tutees and should be in a position to offer a truthful account of their skills and qualities.

You can access further information and resources about personal tutoring and ePortfolio on the [Learning and Teaching Development Service website](http://www.ncl.ac.uk/ltds).
Personal tutoring

We want you to make the most of your time at university and take full advantage of all the services and facilities on offer. Each student will therefore be assigned a personal tutor – a member of staff who can support you academically and personally and who will act as your first point of contact with the University.

You can talk to your personal tutor about anything that’s bothering you and they should be able to provide information or signpost you to sources of further information, advice and support.

Both tutors and tutees are responsible for making the personal tutoring system work and students have certain responsibilities, including:

- **Attending all arranged meetings and responding promptly to communications from tutors**
  
  You should be active in arranging meetings yourself and reply to messages from your tutor as soon as possible. You should notify your tutor promptly if you’re unable to attend meetings.

- **Making appropriate use of other support services when required**
  
  There are a number of support services available at the University that students can access if they are experiencing personal or academic difficulties. More information about these services is available at [https://my.ncl.ac.uk/students/](https://my.ncl.ac.uk/students/)

- **Taking the initiative if problems or issues arise**
  
  If you are experiencing any difficulties or issues, try to get help at the earliest opportunity. Your personal tutor is there to help you, so let them know if something is wrong!

- **Keeping records of meetings and agreed actions – including personal development planning**
  
  It’s good practice for you to keep records of meetings that you have with your tutor. ePortfolio is the easiest way to record meetings and actions – whether as a meeting record or as a blog post that you chose to share with your tutor. To access ePortfolio, and for further information about using it, visit [https://portfolio.ncl.ac.uk](https://portfolio.ncl.ac.uk)

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**More information** about the personal tutoring system and what to expect from your personal tutor is available on the [Learning and Teaching Development Service website](https://www.ncl.ac.uk/learning-and-teaching-development-service/).