

# Personal Academic Tutoring Policy

## 2023-24

### Summary Sheet

<b>Policy Title:</b>	
Personal Academic Tutoring	
<b>Purpose of Policy and to whom it applies:</b>	
<p>The purpose of this policy is threefold:</p> <ul style="list-style-type: none"><li>• To inform students of the expectations and processes around personal tutoring at the University of Northampton.</li><li>• To support academic staff in facilitating personal tutoring across the University of Northampton.</li><li>• To outline, for other relevant staff and stakeholders, the personal tutoring processes of the University.</li></ul> <p>This policy applies to all staff, students and other stakeholders who are involved in personal academic tutoring (PAT) processes across the University of Northampton and through our Partners.</p>	
<b>Owner and Department:</b>	
Learning and Teaching Enhancement	
<b>Principal contact:</b>	
<a href="mailto:LTE@northampton.ac.uk">LTE@northampton.ac.uk</a>	
<b>Dissemination and implementation plan:</b>	
SEC approval for Senate consideration Senate approval	
<b>Date of initial committee approval (state committee name):</b>	AQSC: 23 June 2023
<b>Date of Senate approval:</b>	19 July 2023
<b>Date for implementation and cohorts to which it applies:</b>	2023-24: All programmes where Personal Academic Tutoring is active including Partner provision.
<b>Proposed date of annual update:</b>	May 2024
<b>Date of last annual update:</b>	May 2022
<b>Proposed date of full review:</b>	2024-25
<b>Date of last full review:</b>	2021-22
<b>Version number and date:</b>	V3.0 - 2023

## Policy Document

### 1.0 Introduction and background

- 1.1 All taught students at the University of Northampton (Levels 3 to 7) are allocated a Personal Academic Tutor (PAT) for the duration of their time at the institution.
- 1.2 Personal Academic Tutors are normally academic staff, and the PAT system forms part of the University of Northampton's Integrated Learner Support framework.
- 1.3 The PAT system is a specific approach for supporting the student experience, promoting student progression, and helping students to achieve their academic goals.

### 2.0 Purpose and scope

- 2.1 The purpose of the PAT Policy:
- 2.2 To inform students of the expectations and processes around personal academic tutoring at the University of Northampton.
- 2.3 To support all academic staff in the facilitation of personal academic tutoring across the University.
- 2.3 To outline, for other relevant staff and stakeholders, the personal academic tutoring processes, and responsibilities of the University.
- 2.4 The PAT Policy establishes level of provision of student engagement in and institutional support of Personal Academic Tutoring.

### 3.0 Key responsibilities

- 3.1 Every student will have a named PAT who they will meet in week one of their programme and allocation will be managed at Faculty level. All allocations will be made no later than 2 weeks after enrolment and any changes made to the arrangements will be communicated to parties in a timely fashion. Allocation should not normally exceed 30 tutees with a recommended number of between 12 –15 tutees.
- 3.2 Wherever possible, students should be assigned to the same PAT for the duration of their programme. However, for some programmes this may not be possible, and this should be managed at a local level.

### 4.0 Communication and expectations

- 4.1 Students will be given an explanation about the PAT provision for their programme, including a description of what they can expect and what is expected of them.
- 4.2 Availability, contact information and suggested tutorial topics will be provided to all tutees by their PAT at the start of each year.

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- 4.3 Students are expected to attend and engage with PAT provision, and engagement will be recorded via MyEngagement. Students who do not attend tutorials will be identified under the University's Engagement Policy as a mechanism for support.

### 5.0 Format and mode of delivery

- 5.1 The format of tutorials will be decided locally according to the needs of the students and their preferences. It is recommended that at least one group meeting takes place per academic year, but this is left to the discretion of the PAT.
- 5.2 The mode of delivery must be appropriate to the student's mode of study. Staff or students may prefer to engage via online platforms or telephone discussions, but this should be mutually agreed.

### 6.0 Scheduling and support

- 6.1 The first meeting should be scheduled during the two weeks of study for each academic year.
- 6.2 It is expected that the PAT and the tutee negotiate a schedule of meetings across their programme, for each year of study.
- 6.3 Each Faculty must ensure that PATs are equipped to be highly effective in their roles by ensuring that they engage in an appropriate level of staff development; receive an appropriate amount of time and other resource for the role; and have opportunities to engage in continuing development opportunities around the PAT role.
- 6.4 Workload allocation for PAT work will follow the University of Northampton's Workload Allocation Model.

### 7.0 Evaluation and monitoring of provision

- 7.1 A nominated senior academic in each Faculty will work with the Head of LTE to review and support the effectiveness of the PAT and Integrated Learner Support (ILS) provision for all students.

Faculties and Learning and Teaching Enhancement (LTE) should provide a mechanism to ensure that a consistent level of support is offered to all students within the PAT system and that good practice is shared. For example, a named member of senior staff responsible for PAT, PAT Forums, Programme-specific PAT meetings.

- 7.2 The Head of Learning and Teaching Enhancement will maintain communication mechanisms for stakeholders working within the PAT and ILS framework for example, a Community of Practice.