

## The Personal Academic Tutor role.

*The Personal Academic Tutor is a key person in supporting students during their studies with the University. The list below outlines the range and limits of support you should offer students assigned to you. PATs should be proactive and encouraging and ensure regular engagement with continuing students, particularly those on online and VC courses.*

- a. Provide an informed response to ACADEMIC studies queries at all points of engagement with the University from entry to post exit. PATs who are not subject specialists are encouraged to communicate with the relevant module and programme leaders to better inform the academic advice to the student.
- b. Provide a minimum of one academic advisory session on an individual basis, where academic progress is reviewed per student, each semester. Records of these meetings to be kept in confidence and made available to others only with the student's permission. Concern over academic progress to be discussed and actioned as appropriate. In addition to these formal advisory sessions, PATs should ensure that those students who do not receive face to face teaching within their Home Academic Partner are communicated with on a regular basis.
- c. Advise and/or signpost students on matters relating to their programme of study, including the selection of modules and options. Towards the end of their course, provide advice on possible progression routes available for the student within the university, including outwith the campus the student is based at.
- d. Signpost and refer students to appropriate specialist information, assistance and support for issues such as: ICT access; library and learning resources; finance and personal concerns, including issues relating to disability or additional support needs; access to careers information and advice.
- e. Provide information on University academic standards and quality regulations, including the avoidance of plagiarism and copyright infringement.
- f. Advise and refer students to the Essential Student Skills section of the UHI website for information, guidance and support relating to study methods, academic writing skills and access to study support.
- g. Where a student is in receipt of a Personal Learning Support Plan (PLSP), the Student Services team provide this to the Personal Academic Tutor. The Personal Academic Tutor will note the PLSP and forward it to the relevant module tutors and programme leader.
- h. When a student or staff member begins the withdrawal process, the Personal Academic Tutor will be notified (via a systems generated email) to allow them to support the student and explain the options available to them. The Personal Academic Tutor is responsible for confirming the withdrawal/suspension of studies for a student within the UHI Records section of the website.
- i. Provide assistance with the collation and presentation of information to support a claim for mitigating circumstances. Submit the mitigating circumstances claim via UHI Records and, as appropriate, endorse the claim.

- j. Facilitate appropriate contact between students and programme leaders and or committees in relation to student academic representation.
- k. Respond to requests for job references and/or internal funding opportunities as appropriate and for an agreed period of time, normally two years after graduation or leaving University, in line with Data Protection requirements.

#### Guidance Notes

The Personal Academic Tutor is recognised as an important role and a primary contact point for students. For most students, interaction with their Personal Academic Tutor will have a direct impact on their experience whilst studying with the University. The following guidance should be noted when allocating the Personal Academic Tutor role to staff:

- a. The total number of students allocated to a Personal Academic Tutor should not normally exceed 30 students in each semester.
- b. The length of time allowed for the Personal Academic Tutor to undertake their duties should normally be 5 minutes per student per week.
- c. A Personal Academic Tutor should not normally be allocated students from more than 5 academic programmes of study in each semester.
- d. Post Graduate students should not normally be given a Personal Academic Tutor role unless they meet the following criteria:
  - a. They are a member of staff within the university
  - b. They have transferred from an institution having held a similar role
- e. All new Personal Academic Tutors should be offered local academic partner based induction and be made aware of online resources available centrally and at a local level as appropriate. New Personal Academic Tutors should also be offered an experienced Personal Academic Tutor mentor.

Any questions or queries regarding the Personal Academic Tutor role should be referred to the UHI Student Support team