

Personal Tutoring at City – student guide

What is a Personal Tutor?

You will be allocated a named member of academic staff as your personal tutor. Your personal tutor is a 'go to' friendly face for you to talk to about how you are getting on. They are a key point of contact throughout your programme, providing advice and guidance about the academic aspects of your student experience.

This includes support with settling into life at City, your academic progress and making the most of extracurricular opportunities available to you.

Personal Tutors work alongside a wide range of academic and professional staff who are here to support you in your academic studies. You can find out more about the support on offer and how to access it in the 1-1 student support policy.

How do I know who my Personal Tutor is?

Your Personal Tutor will contact you at the beginning of the academic year to say hello and arrange to meet up. If you are unsure of who your Personal Tutor is, you can find their name and contact information on your [evision homepage](#).

Detailed information about personal tutoring arrangements for your programme, including how to access your personal tutor are included in your programme handbook.

If you cannot find contact information for your Personal Tutor and they do not get in touch, please contact your course office.

How often will I meet my Personal Tutor?

You will usually meet with your personal tutor once a term, but they can be available to meet with you more often than this if needed. Arranged meetings with your Personal Tutor could be on an individual basis or with a group of students from your programme at key points during your student journey.

How will my Personal Tutor support me?

- Being accessible, approachable, and someone with related academic interests/background
- Ensuring you know how to contact them
- Being available to see you through group and individual meetings
- Actively listening and providing a safe, non-judgemental space where you can talk about your progress and be heard
- Providing general feedback and supporting your overall academic development
- Helping you to develop reflective and independent learning strategies
- Offering academic guidance including help with module selection, academic skills, and study tips
- Helping you to make the most of the opportunities on offer at City,
- Providing advice about your studies
- Providing you with an academic reference for future employment, training, or study
- Helping you to develop reflective and independent learning strategies
- Helping you to think about your future beyond City which may include support for helping you to think about your personal development and career development

- Your Personal Tutor can provide advice and guidance, supporting you to make informed decisions in relation to your academic studies but cannot make decisions for you.
- Your Personal Tutor can signpost you to specialist advice or support but cannot provide medical/health advice to you or expert immigration or financial advice.

What do I need to do?

- You should proactively keep in touch with your Personal Tutor so that they are aware of your progress throughout your programme. This might be face-to-face, online, phone or by email as agreed.
- Attend all arranged individual and group meetings. If you cannot attend, you must let your Personal Tutor know in advance.
- Participate and engage fully in all sessions. It may help to prepare for these meetings by making some notes to refer to in advance.
- Contact your Personal Tutor when you experience any difficulties with your studies
- Agree with your Personal Tutor how the outcomes of your discussions will be taken forward
- Act on the advice and guidance provided by your Personal Tutor, including accessing other support may be of benefit to you.
- Always respond to a request for a discussion about your attendance and engagement with your modules or overall programme so your situation can be understood
- Share relevant information when asking for help or an academic reference.

How will I keep track of our meeting discussions?

A record of meetings with your Personal Tutor is kept, to track progress with your learning goals. You and your Tutor will agree which of you will take the record and you will agree the content of the record together. The level of personal detail included in each record will be agreed between you and your Personal Tutor.

Electronic records of key details are kept. These records will be stored in a central and secure repository.

For most students, notes will be recorded on the Personal Tutorials Records Tool. Information on how to use Personal Tutorial Records tool to access Personal Tutors details, support services and approve notes recorded by Personal Tutors in group/individual tutorial sessions is available in this [short guidance video](#).

For more information including on use of student data and monitoring and review, please see the [Personal Tutoring Policy](#).