PERSONAL TUTORING

Definition
At Heriot-Watt University, the term ‘personal tutoring’ describes the scheme whereby a member of academic staff is assigned to an individual student to provide the first point of contact for those who require advice or assistance on both academic and non-academic matters (with advice on referral to professional service sections where relevant for non-academic matters).

Personal Tutoring is one element of the University’s student support system.

Expectation
All students must be assigned a named member of academic staff as their personal tutor, whom they can contact in relation to a range of academic or pastoral matters.

Key Principles
1. Appropriate forms of Personal Tutoring are available to all students, irrespective of mode or location of study.
2. Schools are responsible for the organisation and management of personal tutoring.
3. Students are advised by the School of the nature of the personal tutoring support available for their mode, location and stage of study.
4. Appropriate training and guidance is made available to staff undertaking the role of personal tutor.
5. Students may be advised by their personal tutor to contact other relevant professional support service sections of the University for non-academic support.

References and Further Information
Contact: K.MacAskill@hw.ac.uk
Personal Tutoring E-Handbook: http://www1.hw.ac.uk/mediaservices/pageflip/SS/Personal%20tutor%20handbook/
Learning and Teaching Policies and Procedures: http://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/policy-bank.htm

Learning and Teaching Briefing Papers
This briefing paper has been produced by Student Support and Accommodation and is one of a series related to Learning and Teaching. The briefing papers aim to provide a concise, informative overview of key policies, and include links to relevant procedures and templates.