

# Personal Academic Tutor Role Descriptor

## Role Descriptor

Personal Academic Tutors are academic members of UCL staff who provide academic support to students. The purpose of personal academic tutoring at UCL is to guide students in their academic, personal and professional development at university. Personal Academic Tutors will meet regularly with their tutees (once per term) to check-in on how they are doing on their programme and managing their studies. They will help tutees identify goals and track progress. They will also signpost students to other services from which they could benefit including Student Support and Wellbeing, Careers, or Academic Communications Centre.

### **Reporting to: Department Tutor**

## Overview

- To arrange meetings and meet with students once per term to discuss their academic progression, identify goals, and discuss study choices.
- To deliver a personal academic tutor induction session with all tutees (individually or in small groups) as part of academic induction/reinduction in welcome week or week 1 of autumn term.
- To provide students with guidance on university regulations, policies and processes and signposting to student support provision as relevant.
- To provide a first point of contact where students have personal issues that impact their studies and may require the student to interrupt or withdraw, and when applying for Extenuating Circumstances.
- To notify the Head of Academic Support and Student Welfare of any instances where you believe that the student's wellbeing is of significant concern and/or they are at risk to either themselves or others.
- To provide students with learning materials and information necessary for them to get the most out of personal tutoring.
- To regularly review tutees' attendance, engagement and academic performance, and to follow-up with tutees where this is a cause for concern.
- To be available to students during 'office hours' and via email to answer enquiries.
- To maintain and securely store accurate, factual records of formal and informal meetings with tutees in line with GDPR legislation and relevant UCL policies.
- To provide students with references where a request has been made with more than 10 working days notice and to keep any references on file.
- To undertake Personal Academic Tutor training as required by their Department and UCL.