

KEY BRIEF FOR STAFF

Refreshing Personal Tutoring

Issue 2 - June 2015: Preparing for the September Re-launch

Distribution: All academic staff, College offices, student-facing services (via Senior Tutors and Heads of Professional Service)

Key Points:

- This is the second key brief on personal tutoring. It follows the first in March 2015 which is available on EDEU's website here: <http://edeu.blogs.lincoln.ac.uk/student-engagement/personal-tutoring/>;
- Several strands of work are being delivered to support personal tutoring. Much of this has been handled centrally and by Senior Tutors to date, but we now need Personal Tutors to begin preparing;
- Workshops for Personal Tutors are being delivered in each School between now and September;
- EDEU has launched a new flowchart resource to help Personal Tutors deal with student issues;
- There is now a central webpage where all resources and materials for Personal Tutors will be collected and shared: <http://edeu.blogs.lincoln.ac.uk/student-engagement/personal-tutoring/>

Recapping the Commitment to Personal Tutoring:

The revised university policy sets out key commitments that will be **phased in** for each new cohort of undergraduate and postgraduate taught students from September 2015:

- Students being **contacted one or two weeks before they start** their programme by their Personal Tutor to introduce themselves, provide a friendly face and emphasise the importance of personal tutoring (thereby helping increase student engagement);
- Students **meeting their Personal Tutor and tutor group in the first week** of their programme (usually Welcome Week) to help get students off to the best start possible;
- At least **two group tutorials and one individual tutorial in both terms one and two at each level** of study (we are phasing this in for each new cohort from September 2015);
- Each of the group meetings will be **formally timetabled** by Planning & Business Intelligence;
- Having **the same Personal Tutor** from enrolment to graduation (separate to dissertation supervisors);
- Personal tutoring providing general academic and pastoral support plus support with academic study skills; reflecting holistically on assessment feedback; making the most of support for careers & employability; and engaging with extra-curricular opportunities beyond the programme.

Timetabling

Planning and Business Intelligence's Timetabling team, Quality and Estates have all been working closely with EDEU to scope and deliver the timetabling of group tutorials for new first year students from September 2015. Schools have now been asked by Timetabling to provide their requirements for scheduling group sessions for level one students from September (i.e. number of groups per programme; size of tutorial group; academic tutors names; academic's area of responsibility / which programme to allocate)

Two x one-hour sessions will be timetabled in term one and again in term two. Where programmes run into the third term (e.g. Nursing), additional sessions will be scheduled according to local need. This is in addition to individual meetings (at least one per term) that are to be arranged by the Personal Tutor and tutee.

Allocating Students to Personal Tutors

To enable Personal Tutors to make initial contact with their tutees one or two weeks before the start of the programme, the Timetabling team have developed a process for allocating students to groups. It includes:

- After the bulk of Clearing is complete, Planning will send an indicative list of incoming students for each programme to the relevant Senior Tutor in **w/c 31st August**;
- Schools (usually the Senior Tutor) will then be responsible for splitting the list into groups and allocating a Tutor to these, based on the numbers already agreed in the timetabling process (as above). Schools will then need to do three things:
 - Disseminate the lists of students in each group to the relevant Personal Tutors along with a prompt to make first contact (usually by email) before students arrive / enrol;
 - Once enrolment is complete (Tuesday of Welcome Week), Schools should finalise their groupings of students, accounting for those who have not actually enrolled and those who were not included in the indicative lists of incoming students (i.e. those coming through Clearing late; late international applicants).
 - Schools then need to transfer student groups to the timetabling system (CMIS) during Welcome Week to populate students' timetables. Full training will be provided by Central Timetabling.

Schools can prepare by:

- Agreeing who will be responsible / available for allocating groups;
- Planning how groups will be split;
- Ensuring Personal Tutors have time planned to make initial contact with students a week or two before arrival;
- Agreeing any School Admin support needed (e.g. in transferring groups to the timetabling system)

Student Communications

We are working with Student Affairs and Communications, Development & Marketing to ensure that incoming students are made aware of the support offered by Personal Tutors. For the September 2015 cohort this will include references in marketing emails; a flyer in the pack students receive on A-Level results day (a work-in-progress version is shown); promotion of Personal Tutors through Student Services; and promotion by EDEU at Welcome Week events. We also encourage schools to consider how they can use their own communications channels to connect students with the Personal Tutors early on as this will help ensure good student engagement.

Welcome Week

As plans for the start of the next academic year are finalised, we would encourage schools to think creatively about how their Welcome Week activities can be used or supplemented to build strong relations between Personal Tutors and their tutees. For instance, you could run a pub quiz (it doesn't need to be in a pub) where tutor groups (including the Personal Tutor) form the teams. You might also want to make the most of Monday being much more free (from enrolment) to deliver your initial school welcome talk then and split off into tutor groups after so that students can develop those relationships with Personal Tutors and other students. The New Starters Survey has told us for two years that students would value more opportunities like this, rather than just the large-scale, impersonal events.



Professional Development Workshop

We now delivering a workshop session in each school between now and September. These sessions will introduce tutors to the University's refreshed commitment to tutoring, outline the themes that need to run through tutoring sessions, explore challenging scenarios that may be encountered, and highlight the strengthened package of support available to Personal Tutors. The sessions are each co-delivered by that school's Senior Tutor and a colleague from EDEU or Careers & Employability. Sessions confirmed so far are:

Lincoln Business School

Nina Seppala, Debbie Lock, Siobhan Goggin, Andy Hagyard & James Wadsworth
Tuesday 23rd June, 2pm-4pm, UL110

School of Education

Joss Winn & Andy Hagyard
Friday 31st July, 1pm – 3pm, 1st Floor Bridge House

School of Engineering

Basabdatta Bhattacharya & Andy Hagyard
Wednesday 29th July, 12pm-2pm, ENG207

School of English & Journalism

Kelly Sisson & Mark Stow
Wednesday 1st July, 2pm-4pm ENG209

School of Film & Media

Janice Kearns & Andy Hagyard
Wednesday 1st July, 10am-12pm, MC2201

School of Fine & Performing Arts

Rob Dean & Kelly Sisson
Wednesday 9th September, 12pm – 2pm, venue tbc

School of Health & Social Care – Nursing only

Karen Cox & Dan Derricott
Weds 30th September, 1pm-3pm, The Green Room

School of Health & Social Care – Social work / H&S

Sally Riggall, Karen Bayliss & Andy Hagyard
Tuesday 30th June PM, time & venue tbc

Lincoln Law School

Janette Porteous & James Wadsworth
Monday 29th June, 1pm-2:30pm, BL1103

School of Psychology

Roger Bretherton & Mark Stow
Tuesday 8th September, 10am-12pm, UL111

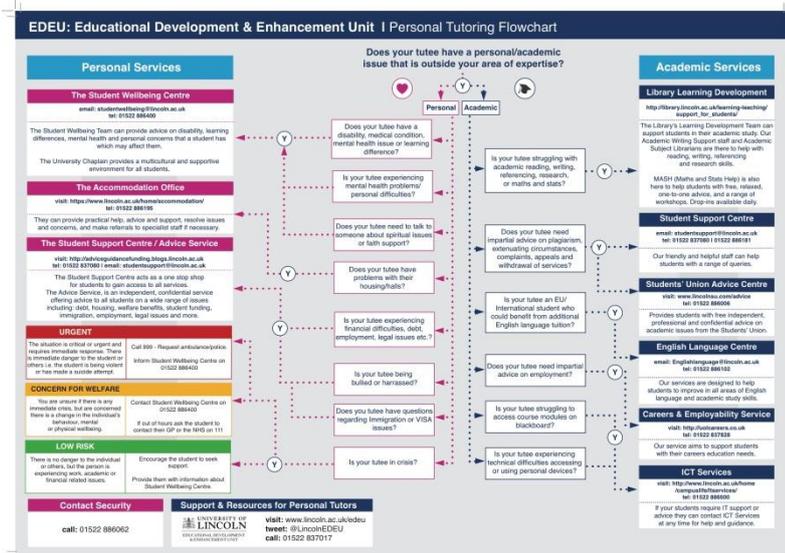
School of Social and Political Sciences

Jan Gordon, Kate Strudwick & Kelly Sisson
Wednesday 24th June, 1pm-3pm

Resources

We are committed to developing resources to help Personal Tutors deliver a great experience and reduce the workload involved in planning sessions. We have already started this by publishing a handy flowchart of which central support services can help with different issues students may raise. This is available on EDEU's website at: <http://edeu.lincoln.ac.uk/student-engagement/personal-tutoring/>

We have also produced a guide to help Senior Tutors plan the content of tutorials in the school. The guide contains timelines for the typical three-year undergraduate student journey and one-year postgraduate taught student journey, with indications of what could be covered when, under each of the five themes / pillars of personal tutoring. This is also available online at: <http://edeu.lincoln.ac.uk/student-engagement/personal-tutoring/>



Student Attendance Monitoring (including Tier 4)

The Student Administration Team coordinate the University's approach to complying with Home Office requirements that allow us to be a Highly Trusted Sponsor for international student visas, and also the University's wider approach to attendance monitoring for all students. Part of the agreed approach does

draw on the Personal Tutor to take quick and informal action to resolve any issues of low attendance before they have to be escalated to a more formal procedure. There are some further requirements where the student is on a Tier 4 visa and we need to make sure we get this right every time. We are therefore working with the Student Administration Team to develop clear guidance and resources on this which will be distributed to Personal Tutors before the new academic year begins.

Senior Tutors

Each Head of School has nominated an academic member of staff to the role of Senior Tutor. This is building on good practice in Law, Psychology and Life Sciences for example where an experienced member of staff coordinating personal tutoring and providing first line support to colleagues has been helpful. Primarily, Senior Tutors have an internal focus within their school but they also collectively form the University's Senior Tutors Forum which is advising EDEU, shaping university policy and providing a platform to share good practice across schools. An updated list of Senior Tutors is included below:

College of Arts		
School of English & Journalism	Sanem	Sahin
School of Fine & Performing Arts	Rob	Dean
School of History & Heritage	Mark	Hocknull
School of Film & Media	Janice	Kearns
School of Design & Architecture	Dave	Bramston
College of Science		
School of Engineering	Basabdatta	Bhattacharya
School of Computer Science	Kevin	Jacques
NCFM - Holbeach	Vanessa	Sutton
School of Life Sciences	Humberto	Gutierrez
School of Pharmacy	Mark	Brennan
College of Social Science		
School of Education	Joss	Winn
Lincoln Business School - Accounting & Finance	Siobhan	Goggin
Lincoln Business School - Int. Business Management	Nina	Seppala
Lincoln Business School - Marketing & Tourism	Debbie	Lock
Lincoln Law School	Janette	Porteous
School of Psychology	Roger	Bretherton
School of Sport & Exercise Science	Paul	Murgatroyd
School of Health & Social Care - Nursing	Karen	Cox
School of Health & Social Care - Health & Social Care	Sally	Riggall
School of Health & Social Care - Social Work	Karen	Bayliss
School of Social & Political Sciences (Joint)	Kate	Strudwick
School of Social & Political Sciences (Joint)	Jan	Gordon

Online View

As part of the wider tendering for a new Student Management Solution, we are hoping to deliver:

- All relevant student details (personal details, photograph, assessment, attendance, learning support plans etc) in one place and one view, automatically listed for your groups of tutees;
- A place to log notes and outcomes of meetings which can automatically be shared with students or flagged as confidential;
- 'Quick links' to essential information and forms to aid the process of connecting a student with central services (their Careers Advisor, their Academic Subject Librarian, the Student Wellbeing Centre etc)

The tenders are now in from suppliers and a number of Senior Tutors are involved in seeing supplier presentations through August. A decision should be made by September, after which we can move to contract negotiations and implementation.

Key Contacts

Your Senior Tutor is a good first point of contact on what is happening in your school. If you would like more information on what is happening across the University or would like to inform this, please contact Dan Derricott, Student Engagement Manager in EDEU, who is leading this work (dderricott@lincoln.ac.uk).

Introducing EDEU

The Educational Development and Enhancement Unit (EDEU) was established in September 2014 to bring together expertise and support for staff in teaching, learning and student engagement. The Unit's remit is two-fold: to support individual staff, schools, colleges and professional services to achieve their own goals in these areas and to lead on the coordination and delivery of institutional initiatives in these areas as determined through the strategic plan. To this end, we offer:

- validated and HEA-accredited programmes such as [the PGCert Teaching and Learning in Higher Education](#) (currently being redesigned, with a new programme starting in September 2015)
- a range of short courses and [CPD events](#)
- a CPD framework ([UL PSF](#)) for gaining HEA professional recognition for teaching and supporting learning in higher education
- a framework and support for having your teaching practice reviewed by an academic colleague (PRoP scheme) or a student consultant ([SCoTs scheme](#))
- guidance and expertise on the use of [technologies](#) in teaching and learning, including Blackboard
- support with collecting and using student feedback through module evaluation, [student surveys](#), [focus groups](#) and [workshops](#)
- structured support and resources to help establish peer support schemes for your students (such as peer mentoring, [peer assisted study sessions](#) and PALs for PhD)
- cross-University projects and events which provide opportunities for [staff and students to work together in partnership](#) to enhance teaching and learning across the University

You can find out more at: lincoln.ac.uk/edeu

You can email us at: edeu@lincoln.ac.uk

You can follow us at: [@LincolnEDEU](https://twitter.com/LincolnEDEU)

You can drop in at: **One Campus Way**