

PAT Process for allocating PATs and recording in SITS

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Guiding Principles

1. All UHI students must have a PAT provided by their Home Academic Partner.
2. PAT details must be recorded within the SPR section of SITS.
3. An agreed time allowance for PATs of 5 minutes per student FTE per week should be applied. The time allocated for this role should be remitted from teaching time within the academic year and identifiable on the PAT's timetable.
4. The total number of students allocated to a Personal Academic Tutor should not normally exceed thirty students in each semester.
5. A Personal Academic Tutor should not normally be allocated students from more than five academic programmes of study in each semester.
6. Post Graduate students should not normally be given a Personal Academic Tutor role unless they meet the following criteria:
 - They are a member of staff within the university
 - They transfer from an institution having held a similar role
7. Any request to allocate Personal Academic Tutor duties to a Post Graduate student should be submitted to the University VP academic for approval
8. All new Personal Academic Tutors should be offered local college 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.

1	<p>Determine who has overall responsibility for implementing this process in your AP</p> <p>When: Named individuals have already been identified.</p> <p>Notes:</p> <ul style="list-style-type: none"> – These details are collated in Appendix 1: PAT responsibilities per AP – This list will be published alongside PAT briefings and updates – Stored http://intranet.uhi.ac.uk/academic-support-and-resources/learning-and-teaching/personal-academic-tutors-pats – To amend these details please contact ian.horne@uhi.ac.uk
2	<p>Determine who has responsibility for entering these details in SITS</p> <p>When: By end March each year if this has not already been done</p> <p>Notes:</p> <ul style="list-style-type: none"> – This should be done by March of the preceding academic year so that PAT entry can be built in to work schedules – In most APs this will be the MIS or Registry department – If an AP is asking individual teaching staff to do this themselves then clear internal processes, guidance, deadlines and reinforcement will be required. The development and communication of these internal processes should be coordinated by the named individual in point 1.
3	<p>Identify potential PATs</p> <p>When: Whilst planning for the next academic year i.e. by the end of March</p> <p>Notes:</p> <ul style="list-style-type: none"> – This should be completed well before the start of the academic year, perhaps as part of the timetabling or numbers planning process – APs have to satisfy themselves that those they have identified as PATs are capable of fulfilling the requirements of the PAT role descriptor – PATs will be expected to have an understanding of academia, programme structures and relevant quality guidelines. It is therefore expected that a PAT will fit one of two profiles: <ol style="list-style-type: none"> 1. A member of academic staff acting as a PAT for students studying a wide range of subjects. This is particularly likely in smaller APs. 2. PATs who are most probably lecturers on the programme in question or a related subject area. – Whilst a PAT will often be a subject expert in their students' programme of study the PAT is not expected to bring that subject expertise to bear. When subject specific questions arise, the PAT is expected to refer the student to the Module Leader, co-deliverer or Programme Leader as appropriate.

<p>4</p>	<p>Allocate a PAT to each student</p> <p>When: As soon as possible during the student application and enrolment process.</p> <ul style="list-style-type: none"> – For continuing students this process should commence in March 2014 – For new full and structured part time students this should be no later than the end of week 2 in the academic calendar. – For unstructured part-time students should this should be complete within two weeks of registration. For returning UPT students this should be no later than week 2. <p>Notes: This may be done either:</p> <ul style="list-style-type: none"> – on a course by course basis for subjects where there are significant student cohorts or – by individual student where one PAT will service a number of students on a variety of programmes. This would also apply when a student enrolls outwith the main enrolment period at the start of the academic year.
<p>5</p>	<p>Ensure PAT details for each student are entered in SITS</p> <p>When: As soon as possible following student enrolment.</p> <ul style="list-style-type: none"> – For continuing students this should commence in March – For new full and structured part time students this should be no later than the end of week 2 in the academic calendar. – For unstructured part-time students should this should be complete within two weeks of registration. For returning UPT students this should be no later than week 2. <p>Notes:</p> <ul style="list-style-type: none"> – These details should be recorded in the SPR screen of SITS, in the 'PAT' field. – Appendix 3: PAT updating tool outlines two possible ways in which this could be done: <ul style="list-style-type: none"> 1. PAT assignment by individual student 2. PAT assignment by course
<p>6</p>	<p>Ensure each PAT knows which students they are responsible for</p> <p>When: When implementing point 3 and then reconfirm at point 4</p> <p>Notes: Students should also know who their PAT is. This can be done initially through correspondence and at induction, but it will also be visible when they are using various tools available through UHI Records.</p>
<p>7</p>	<p>Ensure no student-to-PAT details are missing for your own AP</p> <p>When: This check should be performed on a weekly basis from April to end September and on a monthly basis thereafter, assuming that there are no missing PAT details at that point. This check should revert to a weekly check from January to end February to accommodate semester 2 starts.</p> <p>Notes:</p> <ul style="list-style-type: none"> – This can be done by running the 'Student Details/Count by PAT' core report. – This report can be accessed via the 'enrolments' tab in core reports.

	<p>The key choices to be made when running this report are noted in Appendix 2: Identifying missing student-to-PAT details.</p>
8	<p>Enter missing details</p> <p>When: as soon as any missing student-to-PAT details are identified as a result of the checks detailed in point 7</p> <p>Notes: Information entry and updating will also be required where any missing details or anomalies are identified e.g. by a module leader using the PAT identification online tools. Any such request should be channelled via the named individual with overall responsibility for the PAT process within that AP.</p>

PAT responsibilities per AP

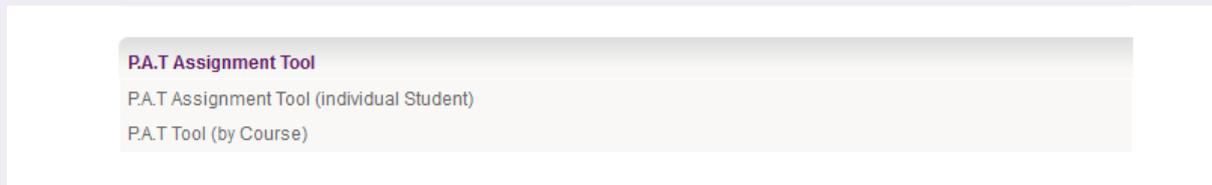
AP	Responsibility
Argyll	<p>Overall responsibility: John McLuckie John.McLuckie@uhi.ac.uk</p> <p>John is responsible for identifying, training and supporting PATs. John informs registry staff who the PAT is for each student/course and registry update SITS.</p>
HTC	<p>Overall responsibility: Robert Shillaker robert.shillaker@uhi.ac.uk</p> <p>Rob is assisted by HTC Registry Officer, Percy Macinnes (Katie Morrison to provide support from end Feb)</p>
Inverness	<p>Overall responsibility: Andy Coulter Andy.Coulter.ic@uhi.ac.uk</p>
Lews Castle	<p>Overall responsibility: Ann Murray Ann.Murray@uhi.ac.uk</p> <p>PATs are allocated by a nominated member of each programme team and recorded by a member of the registry team. Ann Murray will advise if needed.</p>
Moray	<p>Overall responsibility: Tom McGarry Tom.McGarry.moray@uhi.ac.uk</p> <p>This work is coordinated by the academic directorate administrators: Ivy Barnett, Cindy Gee, Carol Findlay. Tom McGarry can advise if needed.</p>
NAFC	<p>Overall responsibility: Duncan Kidson Duncan.Kidson@uhi.ac.uk</p>
North Highland	<p>Overall responsibility: Barbara Mowat Barbara.Mowat@uhi.ac.uk</p>
Orkney	<p>Overall responsibility: Issy Grieve Issy.Grieve@uhi.ac.uk</p>
Perth	<p>Overall responsibility: Pam Wilson Pam.Wilson.perth@uhi.ac.uk</p> <p>Deborah Lally in Student Records has responsibility for coordinating input to SITS from summary information provided by Pam Wilson.</p>
SAMS	<p>Overall responsibility: Polly Crooks Polly.Crooks@uhi.ac.uk</p>
Shetland	<p>Overall responsibility: Simon Clarke Simon.Clark@uhi.ac.uk</p>
SMO	<p>Overall responsibility: Sheila Hamilton smh.smo@uhi.ac.uk</p> <p>Allocating PAT's within SMO is carried out by Sheila Hamilton, Student Services Manager. Archie Maclean will advise if needed.</p>
West Highland	<p>Overall responsibility: Adam Robertson adam.robertson.whc@uhi.ac.uk</p>
UHI EO	<p>Centre for History taught postgraduate programmes</p> <p>Overall responsibility: Alison MacWilliam Alison.MacWilliam@uhi.ac.uk</p> <p>UHI Management School</p> <p>Overall responsibility: Fiona Ryan Fiona.Ryan@uhi.ac.uk</p>

Logging into UHI Records

Go to the following page: <http://www.studentjourney.uhi.ac.uk/> and enter your normal network ID and password.

If you cannot log into UHI Records please contact the UHI helpdesk in the first instance and advise the operator of any error message you receive.

Once logged in go to the Staff Page and go to the following section on the left hand side



PAT Assignment by Individual Student

You should enter the student's id number in the SPR Code section. This will be the student number with a slash – "/".

Student Programme Route data	
Now showing 1 of 0	
Field Name	Field Value
SPR Code **	<input type="text" value="10000043/5"/>
Forename 1	<input type="text"/>
Surname	<input type="text"/>
P.A.T	<input type="text"/> <input type="button" value="List"/>
P.A.T 2	<input type="text"/> <input type="button" value="List"/>
[Back to Search Screen]	
<input type="button" value="Retrieve"/>	

Once you have entered the students SPR code click the Retrieve button to get the students details.

Student Programme Route data	
Now showing 1 of 1	
Field Name	Field Value
SPR Code **	<input type="text" value="10000043/5"/>
Forename 1	<input type="text" value="CALUM"/>
Surname	<input type="text" value="GRAHAM"/>
P.A.T	<input type="text"/> <input type="button" value="List"/>
P.A.T 2	<input type="text"/> <input type="button" value="List"/>
[Back to Search Screen]	
<input type="button" value="Store"/>	

You can then enter the ID of the staff member that is the P.A.T for that student and press the store button. If you do not press store and leave the page the details will not be updated in that student's record. If you do not know the network id of the tutor responsible you can click on the List button but please be aware this will bring up a sizable list.

Student Programme Route data	
Now showing 1 of 1	
Field Name	Field Value
SPR Code **	<input type="text" value="10000043/5"/>
Forename 1	<input type="text" value="CALUM"/>
Surname	<input type="text" value="GRAHAM"/>
P.A.T	<input type="text" value="EO03DM"/> <input type="button" value="List"/>
P.A.T 2	<input type="text"/> <input type="button" value="List"/>
[Back to Search Screen]	
<input type="button" value="Store"/>	

Once stored you can click on the link at the bottom of the screen to get back to the initial search screen.

PAT Assignment by Course

You will be asked first to enter parameters for the course.

- Course code
- Block - This relates to the year and mode of attendance of the course. E.g. F1 will be all full time first year.
- Occurrence – This relates to where the course is being run. E.g. MB Will bring up all the Moray instance of the course.

If you do not know the block or occurrence of the course you can enter an asterisk * as a wildcard. Please note that using the wildcard can retrieve a lot of students for some of the larger courses and may slow the system down. You can also use a combination of details and wildcards for example:

- F* in the block would retrieve all full time students
- P* in the block would retrieve all part time students
- M* in occurrence would retrieve all Moray students
- P* in occurrence would retrieve all Perth students

Report Parameters

Report Parameters are entered on this page.

P.A.T Assignment Tool

Please complete the report options and click the 'Run Report' button.

Academic Year code	AY 2012/13		
Course code	UL530		
Block	*		
Occurrence	*		

Once you have all your parameters entered press the Run Report button to retrieve the students.

Number of pages of student details

12

Student Code	Student name	Course	Block/Occurrence	Mode of Attendance	Status	PAT	PAT2	Edit PAT
0000075/4	Mary Sneddon	UL530 - Child and Youth Studies	F1/PO	Full-time	Provisionally enrolled	EO03DM - denise maclean-ferguson	-	[Edit]
11003482/1		UL530 - Child and Youth Studies	F2/PB	Full-time	Provisionally enrolled	-	-	[Edit]
11001242/1		UL530 - Child and Youth Studies	F2/PB	Full-time	Provisionally enrolled	-	-	[Edit]
11001515/1		UL530 - Child and Youth Studies	F2/PB	Full-time	Provisionally enrolled	-	-	[Edit]
11005105/1		UL530 - Child and Youth Studies	F2/PB	Full-time	Provisionally enrolled	-	-	[Edit]
0407034/1		UL530 - Child and Youth Studies	F2/PB	Full-time	Provisionally enrolled	EO03LR -	-	[Edit]
024789/2		UL530 - Child and Youth Studies	F2/PB	Full-time	Provisionally enrolled	-	-	[Edit]
06009682/1		UL530 - Child and Youth Studies	F2/PB	Full-time	Provisionally enrolled	-	-	[Edit]
09006356/2		UL530 - Child and Youth Studies	F2/PB	Full-time	Provisionally enrolled	-	-	[Edit]
11001641/1		UL530 - Child and Youth Studies	F2/PB	Full-time	Provisionally enrolled	-	-	[Edit]
11001715/1		UL530 - Child and Youth Studies	F2/PB	Full-time	Provisionally enrolled	-	-	[Edit]
11002197/1		UL530 - Child and Youth Studies	F2/PB	Full-time	Provisionally enrolled	-	-	[Edit]
11002484/1		UL530 - Child and Youth Studies	F2/PB	Full-time	Provisionally enrolled	-	-	[Edit]
11005488/1		UL530 - Child and Youth Studies	F2/PB	Full-time	Provisionally enrolled	-	-	[Edit]
09003904/3		UL530 - Child and Youth Studies	F2/PB	Full-time	Provisionally enrolled	-	-	[Edit]
11005664/1		UL530 - Child and Youth Studies	F2/PB	Full-time	Provisionally enrolled	-	-	[Edit]
07001849/3		UL530 - Child and Youth Studies	F2/PB	Full-time	Provisionally enrolled	-	-	[Edit]
11007290/1		UL530 - Child and Youth Studies	F2/PB	Full-time	Provisionally enrolled	-	-	[Edit]
11003691/1		UL530 - Child and Youth Studies	F2/PB	Full-time	Provisionally enrolled	-	-	[Edit]
078049/4		UL530 - Child and Youth Studies	F2/PB	Full-time	Provisionally enrolled	-	-	[Edit]
0410513/4		UL530 - Child and Youth Studies	F2/PB	Full-time	Provisionally enrolled	-	-	[Edit]
11006465/1		UL530 - Child and Youth Studies	F2/PB	Full-time	Provisionally enrolled	-	-	[Edit]
11006163/1		UL530 - Child and Youth Studies	F2/PB	Distance learning	Provisionally enrolled	-	-	[Edit]
08002476/5		UL530 - Child and Youth Studies	F2/PB	Full-time	Provisionally enrolled	-	-	[Edit]
11003579/1		UL530 - Child and Youth Studies	F2/PB	Full-time	Provisionally enrolled	-	-	[Edit]
11000942/1		UL530 - Child and Youth Studies	F2/PB	Full-time	Provisionally enrolled	-	-	[Edit]

This page will display all students on that course with the parameters you have supplied. It will show if there is a P.A.T already attached to that student and a link you can click to amend/add a student's P.A.T

When you click on the link you will see the following screen where you can add/amend a P.A.T.

Student Programme Route data	
Field Name	Field Value
SPR Code **	<input type="text" value="11003482/1"/>
Forename 1	<input type="text" value="LAURENCE"/>
Surname	<input type="text"/>
Personnel Tutor 1 code	<input type="text"/> <input type="button" value="List"/>
Personnel Tutor 2 code	<input type="text"/> <input type="button" value="List"/>
	[Back to Results Page]
<input type="button" value="Store"/>	

Please remember to hit the store button if you have made any changes to a student's record. Once you have finished click the link to return back to the results page. The page will then be displayed with any changes you have made.

Identifying missing student-to-PAT details

The Student Details/Count by PAT report is accessed via the 'the 'enrolments' tab in core reports. The selections recommended below will result in a report that lists every single HE student in a given AP that does not have a named PAT assigned in SITS.

The screenshot shows the 'Core Reports' interface for the University of the Highlands and Islands. It features several filter sections, each with a dropdown menu and an 'Enter a Value' field. Blue callout boxes with arrows point to specific settings:

- Choose Academic Year:** A dropdown menu with an arrow pointing to it from a callout box labeled 'Select current academic year'.
- View Data by:** A dropdown menu with an arrow pointing to it from a callout box labeled 'Select 'by student''.
- Academic Partner: Choose from the List:** A dropdown menu with an arrow pointing to it from a callout box labeled 'Select your AP'.
- Enter Course Code or Choose % -All:** A dropdown menu set to '% - All' and an 'Enter a Value' field containing '%'. An arrow points to the dropdown from a callout box labeled 'Leave as 'all''.
- Course Block: Enter Block (Use % for Wild Card Searches):** A dropdown menu set to '% - All' and an 'Enter a Value' field containing '%'. An arrow points to the dropdown from a callout box labeled 'Leave as 'all''.
- Course Occurrence: Enter Occurrence (Use % for Wild Card Searches):** A dropdown menu set to '% - All' and an 'Enter a Value' field containing '%'. An arrow points to the dropdown from a callout box labeled 'Leave as 'all''.
- Enter PAT Code (PRS Code):** A text input field with an arrow pointing to it from a callout box labeled 'Leave as 'all''.