



Personal Academic Tutor Pack

The range and limits of PAT support

1. Provide an informed response to ACADEMIC studies queries at all points of engagement with the University from entry to post exit.
2. Provide a minimum of one academic advisory session on an individual basis, where academic progress is reviewed per student each semester. This in addition to an introductory meeting in the first semester each year as part of an extended induction to University and the specific course/year of study. Records of these meetings to be kept in confidence and made available to others only with students' permission. Concern over academic progress to be discussed and actioned as appropriate.
3. Undertake signposting and early referral to appropriate specialist information/ assistance/support for other issues such as: ICT access; library and learning resources; finance and personal concerns, including issues relating to disability or additional support needs; access to career development information available at the local academic partner and the [University's careers and advice](#) during a course of study and for an agreed period of time normally two years after graduation or leaving the University.
4. When a student or staff member begins the withdrawal process, the Personal Academic Tutor will be notified to allow them to support the student and explain the options available to them.
5. Provide information on University academic standards and quality regulations, including the avoidance of plagiarism and copyright.
6. Advise and /or signpost students on matters relating to the programme of study, including the selection of modules and options
7. Advise on study methods, academic writing skills and access to study support including the University online [Essential student skills](#) web based resources where required. Refer to appropriate study skill staff/resource within academic partner where available
8. Provide assistance with the collation and presentation of information to support a claim for mitigating circumstances.
9. Provide assistance and / or signpost in the production and maintenance of a personal development plan as appropriate.
10. Assist in the facilitation of appropriate contact between students and programme leaders/ committees in relation to course issues and student academic representation.
11. Respond to requests for job references as appropriate and for an agreed period of time normally two years after graduation or leaving University, in line with Data Protection requirements.