

Personal Academic Tutoring Policy

September 2025

Scope	All Staff, including Lecturers, Course Coordinators, and Academic Support Tutors, and Students of UK Business College.
Strategic Plan	Pillar 2
Access:	Public

Version 1.2

Approved by the Board of Governors

1. Introduction

1.1 UK Business College (UKBC) is committed to ensuring that students are provided with effective and appropriate support during their studies, and therefore all students are allocated a Personal Academic Tutor (PAT).

1.2 UKBC recognizes that the provision of effective personal, academic and pastoral support can make an important contribution to the overall experience of individual students, and is a key component of the College's mission, vision and value.

1.3 This Policy outlines the College's approach to Personal Academic Tutoring. It will identify the College and staff's responsibilities to students. It will also outline the responsibilities of students in working with their PAT's.

2. Principles

2.1 The following are the general principles of UKBC's provision of Personal Academic Tutoring:

- Each student enrolled on a UKBC programme should have a named PAT.
- Course Coordinators, through support with the Associate Dean, are responsible for allocating PAT's.
- All academic staff may be allocated PAT responsibilities, including Lecturers and Academic Support Tutors.
- The College will ensure PAT's workloads are manageable.
- Records will be kept of individual meetings between PAT's and students.

3. Responsibilities of the Personal Academic Tutor

3.1 The key responsibilities of a Personal Academic Tutor include the following:

- Invite new students to meet within the first 6 weeks of the programme commencing.
- Provide a personal contact for the student during the academic year.
- Provide appropriate advice, support and general guidance on academic issues.
- Identify when further assistance is required and signpost the student to the appropriate support.
- Support students in their understanding of agreed College and partner regulations, policies, and frameworks.
- Facilitate liaison between the student and other student support services within the

College, as necessary.

- Help students to progress through their academic journey by signposting available study skills resources and training.
- Provide students with the opportunity to review and reflect upon their progress.
- Record tutorial activities.
- Ensure that they are available to their students for the agreed hours during the academic year.
- Guide students on the completion of their Personal Development Plan (PDP).
- Where appropriate, provide an academic reference for the student.

4. Responsibilities of the Student

4.1 The key responsibilities of a student to maximise the benefits of the PAT process comprises of the following:

- Maintaining contact with their PAT, and attend all scheduled meetings.
- Ensure that contact details on their student profiles are maintained with current Information, and emails are checked regularly for communications from their allocated PAT.
- Be an active participant in student and PAT discussions.
- Notify their PAT promptly if they are having any problems, such as academic, health or personal challenges that are impacting on their academic performance.
- Inform the Course Coordinator if they do not get a response from their PAT in a timely manner.
- Inform the PAT if unable to attend a scheduled meeting, and arrange an alternative meeting if appropriate.
- Complete all follow-up activities or actions arising from all PAT meetings, so that progress can be supported, monitored, and evaluated.
- Update and complete the Personal Development Plan throughout each academic year.

5. Evaluation

5.1 Personal Development Plans will be evaluated to track students' progress and amended accordingly.

5.2 PAT's, through discussion with the Course Coordinator, will report and disseminate

information on any at-risk students highlighted through the PAT system, so that interventions and actions can be put in place to support student engagement.

6. Record Keeping

6.1 All PAT's will produce an electronic record of each PAT meeting conducted with a student. These records detail attendance at tutorials and any actions agreed in the meeting, including any referrals. The level of personal detail in the records will be agreed between the student and PAT.

7. Policy Review

7.1 This Policy will be reviewed every year unless there are internal or legislative changes that necessitate earlier review. The Policy will be approved by the College's Board of Governors.

Document Information	
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