

University of Bristol Business School

Academic Personal Tutoring Statement for Undergraduate Students

Aims of the Academic Personal Tutor System

The Academic Personal Tutor system provides you with a named member of academic staff, your Academic Personal Tutor (hereafter referred to as just Personal Tutor), who will support you throughout your time at the University, giving you academic support and guidance, and a route to pastoral support. You, as a tutee, will work with your Personal Tutor to reflect on your academic performance, set goals to enable you to achieve your aspirations, and understand how to improve your academic skills. Active engagement with your the Personal Tutor will help you become a member of a community of learners and make the most of your time at University.

The Personal Tutor system works together with other support services to ensure you are supported throughout your time as a student. For further information on other support available please see <https://www.bristol.ac.uk/students/support>

Your Personal Tutor

Your Personal Tutor is a member of academic staff familiar with your general area of study and the expectations of academic work in your discipline. You can find out who your Personal Tutor is via EVision.

Working with your Personal Tutor will help you:

- reflect on your academic progress and make the most effective use of your academic feedback.
- to identify and develop skills required for success at university and beyond through the Bristol Skills Profile.

During your early years at the University, you will have regular meetings with your Personal Tutor to enable you to settle in and build a relationship. Contact may become less frequent in the later years of your programme but you are actively encouraged to request meetings with your Personal Tutor as required throughout your time at the University.

Schedule of Tutorials: First Year Students

	First Year	
When	Suggested Format	First Year Themes
Week 0	Group - In Person	Getting started: meeting one another; roles, responsibilities and boundaries; essential skills and services
Week 3	Individual - In Person	Settling in and starting skills development: reflections on academic and personal skills, planning next steps to develop, forming good study habits
Week 8-9	Group - In Person	Finding your academic voice: academic integrity, the value of your own work and exam preparation, self care check-in
Start TB2	Group - In Person or Online	Reflecting and Re-engaging: TB1 assessment reflection, TB2 plans, skills development
Post TB1 Results	Individual - In Person	Reviewing progress and skills development: reflections on results and acting on feedback, careers
End TB2	Individual - Online	Reflecting on first year: TB2 assessments, expectations for year 2, summer plans

Schedule of Tutorials: Second and Final Year Students

When	Suggested Format	Second Year Themes	Final Year Themes
Week 1	Group or individual (based on tutee needs). In Person or Online	Welcome Back: welcome back, planning next steps for personal and academic development	Final Year goals and plans
Week 4	Group - In Person (2nd and final year tutees together where relevant)	Career planning: sharing thoughts/plans, researching, skills, CVs, internships	Career planning: preparation, support, references, sharing internship experiences with second years
Week 8-9	Group - In Person	Critical reading, thinking and writing: understanding what this means and how to do it	Assessments: assessment preparation and revision planning, services to help manage stress, degree classifications
Post TB1 Results	Individual - In Person	Reflecting on progress and acting on feedback: reflections on results and acting on feedback	Reviewing Progress and skills development: reflections on results and acting on feedback, careers, references
End TB2	Individual - Online	Reflecting on second year: TB2 assessments, expectations for final year, skills for final year	Where needed, to support students with unexpected outcomes, EC's and supplementary years.

Business School Contacts

	Management	Accounting & Finance
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Subject Librarian	sarah.brain@bristol.ac.uk	

Information about **Health and Wellbeing Services** can be found at:

<https://www.bristol.ac.uk/students/support/wellbeing/>