



The British University in Egypt

Personal Academic Tutor Policy

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Contents

Introduction.....	4
Expectations.....	4
Definition	4
Personal Academic Tutoring	4
Role and Expectations of the University	4
Role and Expectations of the Faculty	5

1. Introduction

This policy outlines the foundational values and principles of personal academic tutoring at BUE. Please read the policy in conjunction with The British University in Egypt Personal Academic Tutor Guidance document for further information on how personal tutoring operates in practice.

2. Expectations

2.1 All Preparatory Year students should be assigned a member of academic staff as their Personal Academic Tutor, whom they can contact in relation to a range of academic or pastoral (non-academic) matters as it might affect the student's teaching and learning process.

3. Definition

3.1 The term 'personal academic tutor' describes the situation in which a member of academic staff is assigned to an individual student as a first point of contact for advice or assistance on both academic and non-academic matters if it affects the students learning process and academic progress.

4. Personal Academic Tutoring

4.1 Personal academic tutoring is central to the delivery of a coherent and student-centred curriculum. The British University in Egypt recognizes that personal tutoring is an important element of the University's system of student support.

4.2 Personal academic tutoring represents part of a broader commitment to ensuring that all students have the opportunity to achieve their full academic and personal potential.

4.3 Personal academic tutoring provides pro-active academic and pastoral support for Preparatory Year students on a planned basis.

4.4 Personal academic tutoring is primarily the provision of academic support but includes some pastoral support primarily through referral to appropriate services.

4.5 Personal academic tutoring is provided by appropriate academic members of staff and should be available to all Preparatory Year students.

5. Role and Expectations of the University

5.1 To adequately resource the provision of personal tutoring, including access to relevant professional development support, training and guidance for staff.

5.2 To support the evaluation and effectiveness of personal tutoring through robust and meaningful quality assurance processes, including the Annual Programme Review and student feedback.

5.3 To establish a central process for recording personal tutor meetings, through the Academic Services, and Student Record System Team, ensuring this is proportionate and effective.

5.4 To monitor and enhance personal tutoring across the University and to maintain oversight of the processes by which personal tutoring is monitored.

5.5 To ensure personal information about tutees is subject to The British University in Egypt data protection policies and should be treated as confidential wherever possible.

5.6 To ensure tutors explain to students that information may need to be shared for those providing academic, administrative or support services (e.g. module leaders, staff within The Student Hub and library staff). This will be limited as far as possible for the necessary provision of support and on a 'need-to-know' basis.

5.7 To inform students sensitive data may be disclosed in emergency situations when it is in the immediate interests of the students as allowed by the University.

6. Role and Expectations of the Faculty

6.1 To ensure staff undertaking the role of personal tutor have the opportunity to undertake appropriate training.

6.2 To take responsibility for the organisation and management of personal academic tutoring in the Preparatory Year and responsibility for communicating those arrangements to students.

6.3 To allocate to each Preparatory Year student a dedicated member of academic staff who will fulfil the role of personal tutor, and to supply to the student contact details for their personal tutor. Personal tutors should normally be drawn from staff in the same discipline area as the student.

6.4 To ensure Preparatory Year students are made aware of the purpose of personal tutoring and are advised that their personal tutor may be used as a first point of contact on a wide range of academic and non-academic matters.

6.5 To establish a process whereby students and staff may request a change of tutee/tutor.

6.6 To collaborate with Student Services, via the Director of Student Services, to ensure that effective liaison is established in support of students

6.7 Ensure that Preparatory Year students meet at least three times a year with their Personal Tutor.

6.8 To refer students with disabilities and specific learning difficulties to central student support services as necessary, refer to The Student Hub: (thestudenthub@bue.edu.eg)