The Academic Tutor System has a vital role to play in enhancing students' academic, personal and professional development, and is essential in ensuring students make the most of their time at University.

The role of the Academic Tutor focuses primarily on working in partnership with students to support their academic, personal and professional development.

For example, Academic Tutors help students to:

- Make decisions in relation to their course.
- Formulate plans to support their academic, personal and professional development.
- Connect with other academics and opportunities in their field of study.
- Connect with other support services as appropriate.

Academic Tutors act as a key contact for their tutees within their School / Department, establishing proactive, effective and long-lasting relationships that promote positive engagement within the academic community.

In order to carry out their responsibilities an Academic Tutor will normally be expected to undertake the following:

- Maintain regular contact with each tutee, meeting with them at least once a term (in addition
  to the meeting that must take place during Welcome Week) to reflect on their academic
  progress and support their personal and professional development.
- Assist students with their academic and professional development by providing support across the following themes:
  - 1. Assisting students to reflect on their academic progress to date, including working with students to identify their strengths and weaknesses in relation to academic study skills and encouraging students to make plans and/or take up opportunities to develop these (e.g. Study Advice, Liaison Librarians, Maths Support, English Language Support, etc.). Academic Tutors also help students to make decisions in relation to their course and to connect with other academics in their field of study.

motivation and build resilience. When requested, Academic Tutors write references for students.

- 4. Raising awareness of extra-curricular opportunities to encourage students to engage beyond their programme to develop transferable skills, build social networks and contribute to the development of the University (e.g. Course/School Representatives, discipline societies, STaR Mentoring, sports clubs/societies, etc.).
- 5. Establishing proactive and effective relationships with tutees to help identify student support needs and refer students to specialist support services as appropriate.
- Follow up with students who are not making satisfactory progress.
- Liaise with other members of academic and student support staff as appropriate to support

of contact for Student Support Co-ordinators and Student Welfare Officers.

- Maintain awareness of referral systems, processes and procedures and other sources of support available to students within the University and the Students' Union.
- As a minimum, record attendance at Academic Tutor meetings on RISS. In addition, it is good practice to make