

## Quality Transformation Unit

# Personal Academic Tutor Framework: Guide for Students

2025-26

**Issued by the Quality Transformation Unit**  
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Technical updates of this document take place on an annual basis to reflect changes to the University of Greater Manchester's organisational and management structure and to incorporate earlier, approved amendments to related policies, procedures and regulations.

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## Personal Academic Tutoring: Guide for Students 2025-26

At the University of Greater Manchester your Personal Academic Tutor (PAT) plays a key role in helping you thrive throughout your academic journey as well as any personal challenges you may face. This role is closely aligned with the university's strategic goals ensuring long-term institutional sustainability and most importantly, supporting your academic and personal success.

Your PAT is your dedicated point of contact for academic advice, encouragement, and guidance. They're here to support your learning, help you navigate challenges, and make the most of your university experience.

*The Personal Tutorial System has a vital role to play in enhancing students' academic, personal and social development and is essential in ensuring that students take full advantage of opportunities available to them at University so that they are more likely to achieve and enjoy their programme of study (Stevenson, 2006)*

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## The Aim of Personal Academic Tutoring at The University of Greater Manchester

Personal Academic Tutors at the University of Greater Manchester help students navigate their academic and personal development, ensuring they feel supported and understood throughout their university experience.

*It is essential that we adopt a proactive approach to Personal Tutoring because students do not always recognise when they could benefit from support. (Banks, 2022:18)*

## Who Is My Personal Academic Tutor?

- During '**Set Up 4 Success Week**', you'll be introduced to your Personal Academic Tutor (PAT). This is a great opportunity to have a conversation about your academic goals, success targets, and to learn more about your programme and what to expect during your time at the University of Great Manchester.
- Your personal academic tutors name and contact email will be on the back of your student badge holder so you will be able to contact them whenever you need support. This will be provided by your Personal Academic Tutor.
- You will always be able to find your Personal Academic Tutors Name, Email and Contact number via the Student Portal. If you ever need your Personal Academic Tutor but cannot contact them, please contact your Programme Leader or Head of School. Their contact details will be in your Programme Guide.

## What can my Personal Academic Tutor help me with?

To support your academic progress, your Personal Academic Tutor can help you in a number of ways. These may include:

### Careers Passport

The Career Passport is a flexible, online stamp-based system where students earn a stamp for each career-related activity they complete. Stamps serve as recognition of their employability accomplishments.

The Passport is available to all University of Greater Manchester current students and apprentices. It must be completed before a student graduates.

A full range of activities, based around six key themes, will be made available so that students can see what is possible, and how it can support their career thinking. The six themes are:

- Career Planning
- Work Experience
- Enrichment
- Job Recruitment Skills
- Networking
- Leadership

The online Passport will be hosted on our current careers platform, Student Hub, with direct links available on Moodle. An online workflow will be established to manage the process, review achievements and reward progress and skills acquisition.

Students will be able to submit evidence through the portal to demonstrate that they have achieved that particular skill area and/or experience. Once this has been verified, a digital stamp will be awarded to demonstrate attainment.

The Career Passport will feature a range of mandatory components which are compulsory for all participating students and form the Passport foundation. These include:

- Introductory video and 'entry' into online Passport workflow
- Career guidance interview with a Careers Adviser
- Personal skills reflection
- CV Workshop and CV submission
- LinkedIn Workshop

Due to the hybrid nature, students will have the chance to gain digital stamps for activities that sit within the curriculum but it will also feature a wide range of activities that are extra-curricular. An extensive list of optional stamps, which offer flexibility based on career interests and goals will be available to allow for differentiation.

The aim of introducing the Career Passport is to ensure that all students, regardless of their background or subject discipline will see the value of planning their career and developing the skills needed for a graduate-level job. It is designed to be accessible and inclusive.

## **Working with Personal Academic Tutors (PATs)**

PATs have a key role in supporting and encouraging students to engage with their employability. Students can be assisted to take action and ownership of their future career plans.

The Jobs for Students Team can work with PATs to promote the Career Passport. We can help to deliver information workshops within curriculum sessions, and PATs can encourage their students to develop a wide range of additional skills by taking part, and engaging with all of the career resources available.



For further information and/or to look at including a curriculum-based activity within the Career Passport please contact the Director of Jobs for Students: [jb15@bolton.ac.uk](mailto:jb15@bolton.ac.uk)

## Signposting

### Academic

- Offering you guidance and support on academic matters such as, getting the most out of the library, accessing LEAP online, Academic Skills Hub (<https://libguides.bolton.ac.uk/academicskillshub>) understanding Academic Integrity, accessing Moodle, time management and work life balance.

### Pastoral

- Helping you to settle into the Greater Manchester University way of life
- Providing information about the range of support services available to you at the University
- Supporting you with your student suspensions, visa's, withdraws, student finance, academic leave and other student facing procedures. The Personal Academic Tutor will signpost you to the relevant teams if required and support you in this communication.

### Liaise with the Programme Team

- Your Personal Tutor will be the first point of contact should you need to discuss any module, or programme matters you may be experiencing. Your Personal Tutor will listen, advise and work with the programme teams and you.

### Attendance support & monitoring

- Your Personal Academic Tutor will offer pastoral support and advice on day-to-day concerns that may affect your study outcomes / deadlines.
- You should contact your Personal Academic Tutor as well as your Module Leader if you cannot attend any classes and they will support you in catching up with any missed work.

### Assessment Advice

- You will need to contact your Personal Academic Tutor and Module Tutor for any support you may need in **extension** self-referrals and **special circumstances** applications. They will advise and help you manage your assessment workload. **LINKS TO ALL NEW POLICIES**
- Your Personal Academic Tutor could help you understand assessment feedback and support you in using this feedback to improve your academic performance.

### Well-Being



- There may be times when you need additional support and guidance around your well-being and your Personal Academic Tutor can listen and signpost as required.
- The University of Greater Manchester has **Mental Health and Wellbeing services** available to all students. You can self-refer to services via the registration form and the service is confidential. If you have discussed your concerns with your Personal Academic Tutor and would like them to refer on your behalf, then you will need to give them to consent to do so. <https://www.bolton.ac.uk/student-life/student-support/life-lounge/mental-health-advisor-registration-form>
- **Safeguarding Responsibilities** Please note that if your Personal Academic Tutor or any member of staff is concerned about safeguarding, Prevent, the bribery act, harm, abuse or topics of serious concern then they will disclose this information to the relevant safeguarding officer. [Safeguarding University of Greater Manchester](#)

## How Many Times Should I Meet with My Personal Academic Tutor?

*The development of the personal tutor / student relationship is particularly significant within the first few weeks of study as it can help to ease the transition into an overwhelming academic environment (Wilcox et al, 2005).*

- You can contact your Personal Academic Tutor at any time to discuss academic or pastoral issues. You may prefer to meet online or in person. Contact your Personal Academic Tutor via their University email account and they will arrange a meeting or a group tutorial. *Please note that some courses may not follow the typical Academic Calendar, but all academics will have an out of office email response with a named person to contact.* For urgent matters, please contact your Programme Leader or Head of School if your Personal Academic Tutor is unavailable.
- Your Personal Academic Tutor may arrange group or 1:1 PAT tutorials throughout the academic year and it is the expectation of the University that you attend these. You will be notified via your University email account of these appointments in advance.

## Important Note for Late Enrolment students.

- As you may have missed the initial **Set Up 4 Success** Personal Academic Tutor tutorials, you should ensure that you book a meeting with your Personal Academic Tutor as soon as possible. This is to ensure you receive all the information you need to catch up your Personal Academic Tutor is supporting you in this.

## Summary

*The University of Greater Manchester prides itself on its student support achieving consistently high scores in the National Student Survey and we look forward to supporting you during your time with us.*



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