

MOUNTVIEW

Personal Tuition Scheme

PRINCIPLES

Mountview Academy operates a proactive *Personal Tutoring* scheme which aims to ensure that, throughout their time at Mountview, all students are given the opportunity to meet regularly with an assigned member of academic staff (their '*Personal Tutor*'), in order to discuss and improve their personal, academic and career development.

The role of a Personal Tutor is to support you in your integration into student life and assist you in improving your ability to study at a higher education-level. The Personal Tutor system at Mountview will: support personal, academic and professional development; support development of independent learning and self-management; promote academic welfare, collectively and individually; help to ensure health and well-being of individuals; be proactive in offering a support structure through periodic meetings and an "open door" policy

Each new student is assigned a Personal Tutor at the beginning of their course, normally during Induction Week. This member of academic staff is almost always one of the people teaching on your course.

For Postgraduate and Foundation students, your Personal Tutor will be your Course Leader/s.

A series of formal individual or group Personal Tutor sessions are conducted throughout your course and aim to orient you to Mountview/Mountview life and assist in enhancing your study skills and personal development. You will all meet with your assigned tutor once per term for the duration of your course at Mountview. Personal Tutors may change at the start of each academic year. Please note that as with all classes at Mountview, attendance at these meetings is compulsory and monitored.

PERSONAL TUTORING AT MOUNTVIEW

Not very many people arrive fully equipped and confidently prepared for student life and study. Most students (new and old) find that, at some point, they need assistance, guidance, or reassurance. To meet this need, Mountview Academy operates a proactive *Personal Tutoring* scheme which aims to ensure that, throughout their time at Mountview, all students are given the opportunity to meet regularly with an assigned member of academic staff (their '*Personal Tutor*'), in order to discuss and improve their personal, academic and career development.

1. What is a Personal Tutor?

The role of a Personal Tutor is to support you in your integration into student life and assist you in improving your ability to study at a higher education-level. The Personal Tutor system at Mountview will:

- support personal, academic, and professional development.
- support development of independent learning and self-management.
- promote academic welfare, collectively and individually.
- help to ensure health and well-being of individuals.
- be proactive in offering a support structure through periodic meetings and an "open door" policy.

2. How does the Personal Tutoring Scheme Work?

Each new student is assigned a Personal Tutor at the beginning of their course, normally during Induction Week. This member of academic staff is almost always one of the people teaching on your course. A maximum of 6-8 other new students on your course will also be allocated the same Personal Tutor; this is your *Personal Tutor Group*.

3. Individual/Group Meetings

A series of formal individual or group Personal Tutor sessions are conducted throughout your course and aim to orient you to Mountview/Mountview life and assist in enhancing your study skills and personal development. You will all meet with your assigned tutor once per term for the duration of your course at Mountview. Personal Tutors may change at the start of each academic year. Please note that as with all classes at Mountview, attendance at these meetings is compulsory and monitored.

4. Some Common Issues

“What kind of things can I discuss with my Personal Tutor?”

Basically, almost anything you wish to. Financial difficulties, home-life problems, accommodation issues, and academic concerns, etc. Specific difficulties with a module material or assignments should be directed to the relevant Module Leader or Tutor but if it's a personal / welfare or more general 'studying' concern, (e.g. managing deadlines, structuring essays, etc.) then your Personal Tutor may be able to offer advice or suggest where at Mountview you can receive assistance.

“I want to change my personal tutor”!

Don't worry. Remember that this is a *professional* rather than a personal relationship. It is important that you feel comfortable enough with them to be able to approach for assistance talk frankly and discuss any concerns you may have. Give yourself time to get to know them (e.g. a few months) but if, after that, you still don't feel comfortable (whatever the reason), please discuss the problem with the Director of Academic Affairs. If necessary, you may be assigned a new tutor.

“My tutor isn't there when I need to see them!”

Please keep in mind that academic staff have busy teaching schedules and administration duties that they are involved in. It's highly unlikely that they will be in their offices at all times during the working week. It's best to try to make an appointment to see them. Ask your Tutor how they prefer to do this (i.e. email, phone, note on door, etc.). It's important that you don't waste their time by failing to turn up for a meeting. Try to give advance notice if you need to cancel or reschedule.

What if something is too personal to discuss with my tutor?

Even if you feel totally comfortable with your tutor, there may be certain problems you encounter (e.g. health or relationship issues) that you'd rather not discuss with them. If this occurs, go to see your Tutor and ask if they can refer you to sources of specialist advice.

5. Private Meetings

Please be aware that you are free to contact your tutor between the planned meetings if you need advice on any matter, or wish to let them know about any circumstances which may be affecting your work or personal welfare.

6. How to Contact Tutors or Make an Appointment

You might:

- Go to their office during 'Office Hours' - Mountview operates an 'Open Door' policy in which case you can pop along any time. Be warned; it's wise to check that they're in first!
- By email / phone

7. General Advice

The Personal Tutoring programme at Mountview offers regular, scheduled meetings for support and guidance but you should remember that it is your responsibility to get the best out of the system by attending all timetabled meetings and approaching your Tutor for help when you need it.

Contact your tutor as soon as a concern arises, i.e., before it escalates into a full scale problem. Prepare for group or individual tutorials; consider exactly what you want to discuss and write it down in advance.