

Key Changes to Personal Tutoring for Departments in 2018/19

- [Clearer Role and Responsibility Specifications](#) for Personal and Senior Tutors focus on the academic and basic pastoral (everyday wellbeing) support of students. Available here, they offer clarity around the boundary of personal tutoring work.
- The work of Personal and Senior Tutors is now explicitly included in the [revised promotion criteria](#).
- [Annual awards](#) for personal tutoring will be launched – Warwick Awards for Personal Tutoring Excellence (WAPTE). Up to three awards of £1,000 each will be available each year to reward, showcase and disseminate best practice.
- A revised [Senior Tutor Annual Report](#) will be introduced, feeding into the Dean of Students Office Annual Report to Academic Quality and Standards Committee and periodic departmental Education Experience Monitoring meetings.
- A [limit of 25 tutees per tutor](#) is being introduced. The annual report of Senior Tutors provides an opportunity for departments to consider actual allocations against this limit, outlining reasons for higher allocations and measures to ensure the quality of personal tutoring and tutor wellbeing.
- Launch of [Personal Tutor refresher training](#) to support tutors, and required to participate in once in every three-year cycle.
- Launch of [Senior Tutor Training](#), required to participate on an annual basis – including a separate half-day Mental Health First-Aid training course.
- [Graduate School](#) guidance amended to include a requirement that departments clearly communicate personal tutoring arrangements to all PG students and nominate a member of staff, outside of the supervisory arrangements, as a nominated personal tutor for each PGR student.

The Dean of Students' Office is currently working on a number of **further personal tutoring developments** including:

- Revamping the Dean of Students' Office website
- Producing personal tutoring guidance for students – including Welcome Week materials, a student personal tutoring handbook and a frequently asked questions section on the website.
- Working with Wellbeing Support Services to increase and better integrate wellbeing support provided to Faculties and Departments.
- Undertaking a mapping of workload credit allocation for personal and senior tutoring work across the university – reporting to relevant University committees for further consideration.
- Drawing together all strands of work within an institutional Code of Practice for personal tutoring.
- Developing materials to support the work of Senior and Personal Tutors – e.g. new personal tutoring meeting checklists available [here](#).