

Guidance for students making Warwick Award for Personal Tutoring Excellence (WAPTE) nominations

In order to make a strong WAPTE nomination you will need to explain, **in no more than 500 words per criterion**, how the Personal or Senior Tutor you are nominating demonstrates personal tutoring excellence against the two WAPTE criteria below. As a student, you may not be able to offer detailed comments against criterion 2. Please do not let this dissuade you from submitting a nomination. After shortlisting, nominated tutors will have an opportunity to provide information on matters covered by criterion 2.

1. Enhancing the student learning experience through personal tutoring

For example (but not limited to):

- How has this tutor enhanced your experience at University?
- How have they engaged you in your personal, learning and employability development?
- How have they used their awareness of available university opportunities and services to benefit your support and development needs?
- How do they recognise and actively support the full diversity of your learning needs and those of others?

2. Championing personal tutoring at the departmental level

- How do they demonstrate impact and engagement with personal tutoring beyond their immediate personal tutoring role?
- Are you aware of any student academic support or other initiatives they have implemented or championed to enhance personal tutoring in your department?
- How do they contribute to wider initiatives to facilitate student learning (such as attending SSLC meetings and sharing information and ideas to enhance personal tutoring)?

Writing an Effective Nomination

It may seem challenging to write down (in no more than 500 words per criterion) how the tutor you want to nominate meets these criteria. To help you explain how the person you are nominating excels at personal tutoring, it is worth looking at the [Academic Support Benchmarking Tool](#) developed by the National Union of Students, which details the key principles of tutoring excellence. Those that relate to your tutor's skills include:

- Providing personalised academic and pastoral support
- Using an integrated approach to academic support
- Offering regular, structured interactions based on mutual expectations
- Proactively monitoring and responding to student progression
- Developing trust, respect, and an effective working relationship with students

The NUS Benchmarking Tool also sets out what outstanding practice in personal tutoring looks like against the five principles set out above. This may help you to reflect on how to articulate excellence demonstrated by your own Personal / Senior Tutor.

No two nominations are the same. Therefore, it is difficult to provide any representative examples, because what adequately reflects the tutoring excellence of one tutor may not be appropriate for another. Nevertheless, strong nominations will share certain characteristics such as:

- Being specific – related to your positive experiences of personal tutoring within your department.
- Citing clear examples of excellent practice that you have experienced.
- Describe how the tutor has positively supported your learning experience.

We look forward to receiving your nomination.

If you have any questions, please get in touch via DeanofStudents@warwick.ac.uk