COVID-19 Exceptional Regulations - Personal tutoring, student support and development at UNNC

Due to COVID-19, the University of Nottingham has modified the requirement on tutors. Some aspects of these modifications will also be adapted at UNNC. These requirements are initially for the academic year 2020/21. These will be kept under review.

Summary of Additional Personal Tutor contact at UNNC

Minimum Quality Manual expectation **plus:**

- Monthly messages will be sent to all tutees to remind them to contact their personal tutor (or senior tutor if they have not yet been allocated a personal tutor or the personal tutor is not available). Reminders of this will be prepared at campus level and sent by the Faculty Office (FO) and the CELE Professional Service Office (CPSO).

- All students will be contacted in the first two weeks of the new academic year (see above). Personal Tutors should introduce themselves to their tutees by email as soon as the allocations are completed, giving contact information, dates, and information regarding tutorials. This information can also be posted on tutors' Moodle or Microsoft (MS) Teams page.

- One additional online group meeting will be held in the second semester if Faculty Senior Tutors (FST) decide this is desirable or necessary.

Additional requirements

- Extra support is likely to be necessary for international students and any domestic students who are studying at distance. Developmental agenda and goal setting (including well-being goals) for tutorials should explicitly – though not exhaustively - deal with issues/concerns/opportunities related to COVID-19 if this is appropriate to the student's situation.

- The initial group tutorial should be face-to-face where possible, otherwise online using MS Teams. For subsequent one-to-one tutorials, students should be given the option of face-to-face or online tutorials where both tutor and tutee are on campus. If this is not possible, meetings will be held online via MS Teams.

- Guidelines for conducting online personal tutorials will be circulated to all tutors.

Important Policy/Resources

Current Quality Manual tutoring requirements: https://www.nottingham.ac.uk/qualitymanual/personal-tutoring-student-support-and-development/index.aspx

Whilst the Quality Manual outlines the tutoring requirements during the pandemic, it is acknowledged that if the situation alters at a local level, this may lead to campus level changes to reflect the local context.