Personal Tutoring - Key Responsibilities

- Be in regular contact with tutees through meetings, email, skype or other media.
- Direct the student to appropriate sources of support/advice (possibly via the Senior Tutor).
  - International Office (visas)
  - Student counsellors (study difficulties, financial problems)
  - The health centre
  - The Registry for financial support, loans and transcripts

Details of all these services are on the college webpages:

Google: Imperial College Student Support for information
Personal Tutoring - Key Responsibilities

• Write references for job applications or further study

and very importantly:

• Identify "At Risk" Students
  • Unaccounted absenteeism from meetings
  • Unusual or inappropriate behaviour
Pastoral Care

- Pastoral care meetings with the students should take place five times in the academic year. These can be year group meetings or individual meetings (or both) depending on the circumstances.

- Group meetings are useful for establishing a rapport with the students - opening the door to students for individual meetings.

- NB Pastoral Care meetings are one way in which we monitor attendance of overseas students. We are legally obliged to do this.
Individual Pastoral Advice

Students may wish to discuss a range of topics:

- Personal Problems
- Emotional Problems
- Bullying and harassment
- Disabilities
- Financial
- Accommodation
- Social Development
- Culture Shock

Many of these can be referred to the college support services if necessary.
Individual Academic and Professional Advice

Advice may be required on general academic matters:
- Study Skills
- Exam preparation and technique
- Academic Progress
- English Language support

Help can also be requested on professional issues:
- Self organisation, personal development
- Career Planning
- Vacation internships
- Job applications
Other College Regulations affecting students

Tutors may also be asked to advise on other college policies:

- Degree regulations
- Exam regulations
- Disciplinary issues and complaints
- Appeals
- College policy on absence
  - The senior tutor should be informed of any absence of over three days.
  - A medical certificate must be provided for absences due to illness of more than 1 week
  - Students must obtain permission from the senior tutor for any absence not due to illness.
Mitigating Circumstances

Personal Tutors are often the first point of contact for student to discuss problems that affect their studies. These can be wide ranging, and can include:

- Health issues
- Bereavement
- Family issues
- Financial problems
- Accidents
- Bullying

Problems of this kind should be reported to the Senior tutor for consideration by the mitigation board.
External Parties

Information we hold about students is confidential and must not be revealed to any third party.

- **Parents** - No information should be given to parents unless at a meeting where the student is present and has given his/her consent.

- **Police** - Requests from the police should be directed to the Senior tutor. They must be made using a Data protection form.
Mental Health Issues - Symptoms

Your may observe some symptoms of mental health issues in students. Common symptoms include:

- low mood
- anxiety
- sleep and appetite disturbance
- social withdrawal
- poor concentration and motivation
- ideas of self harm and suicide
- drug and alcohol abuse
- disordered thoughts, delusions, hallucinations
- excessive self confidence, elation
- loss of connection with reality
Mental Health Issues - other student concerns

You might be approached by peers or flatmates of a student with possible mental health difficulties. Appropriate actions are:

- Listen to their specific concerns;
- Explore whether they will give consent for you to use the information they provide;
- Respect the confidentiality of the student/individual with possible mental health difficulties;
- Advise how the student with possible mental health issues might get support for themselves, for example from the Student Counselling Service or Health Centre.