

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

Due to COVID-19, the University of Nottingham has modified the requirement on tutors. These requirements are initially for the academic year 2020/21. These will be kept under review.

### **Summary of Additional Personal Tutor contact.<sup>1</sup>**

Minimum Quality Manual expectation **plus:**

- Two contacts before the January examination period (recommended online group meetings).
- One email or Teams site post immediately after start of new term to all tutees.
- Two additional contacts in the second semester (recommended online group meetings).
- An optional contact at the end of Spring examination period (one-to-one or telephone).

### **Additional requirements**

- Student induction must include explicit reference to personal tutoring in light of COVID-19 and how students will be supported. This should include reference to setting boundaries and signposting resources.
- 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.
- Training and refresher training for personal tutors should include explicit reference/guidance related to online tutoring, COVID-19 and the current ever changing environment.
- Student handbooks and Moodle pages should have relevant information about face to face and online personal tutoring.

### **Important Policy/Resources**

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<sup>1</sup> Where possible/desirable individual meetings will be face-to-face. Where this isn't possible meetings will be held online via Microsoft Teams. The expectation is that all group meetings will be held online.

Current Quality Manual tutoring requirements:

<https://www.nottingham.ac.uk/qualitymanual/personal-tutoring-student-support-and-development/index.aspx>