

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

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.¹

Minimum Quality Manual expectation **plus:**

- Two contacts before Christmas (recommended online group meetings).
- One email or Teams site post immediately after start of new term to all tutees.
- One additional online group meeting mid second semester.

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

Current Quality Manual tutoring requirements:

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

¹ 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.

Safeguarding policy for under 18s:

<https://www.nottingham.ac.uk/governance/documents/safeguarding-policy.pdf>

Social Media Policy:

<https://www.nottingham.ac.uk/hr/guidesandsupport/universitycodesofpracticeandrules/documents/social-media-policy-for-staff-11-2015.pdf>

Prevent duty:

<https://www.nottingham.ac.uk/governance/prevent-duty/index.aspx>

Exception regulations Remote Study policy:

<https://www.nottingham.ac.uk/qualitymanual/registration-and-attendance/exceptional-pol-covid-19-remote-study.aspx>