

Personal Tutoring Bulletin

Queen's University Belfast

May 2015

Bulletin 9

Version 3 of Personal Tutor Guide now available on Queen's website.

The Personal Tutor Guide has been updated and is available at "[Personal Tutoring](#)" in the Staff Gateway (Working life>Education). Version 3 takes account of changes in contact details of services and the introduction of the Myfuture Career Management System. However, the key elements of the scheme and the role of the Personal Tutor are otherwise unchanged.

Myfuture Portfolio replaces the PDP E-folio

My Portfolio in Myfuture has now formally replaced the Queen's Online PDP E- Folio.



Queen's Student Portfolio

software by sympli

The screenshot shows a student profile page. On the left is a photo of a young man with a blue link 'View full size'. To the right of the photo is the text: 'Queen's Student', 'Degree: BSc (Hons) Business Management with French', 'Graduation: 2017', and a paragraph of text describing the student's current level (Level 2 BSc Honours), placement plans, and work experience. To the right of the profile text is a 'Profile' section with an email address 'astudent01@qub.ac.uk', a phone number '00731 444444', a 'Permanent Address' in Northern Ireland, and an 'Applicant Type' of 'Current Student'. Below the profile text is a 'Documents' section with two links: 'Queen's Student (cover letter)' and 'Queen's Student CV', both with PDF icons and file sizes.

Students can access Myfuture via the Student Gateway, Careers website or at www.qub.ac.uk/myfuture. They should use their Queen's email as their Username and their regular Queen's Password.

Student Support During Examinations

The Student Guidance Centre offers a range of specialist one-to-one appointments and other support for those who would benefit from improving their Time; Stress Management and Exam Preparation techniques (www.qub.ac.uk/lids). Specialist one-to-one counselling support is also available for those with more personal difficulties (Counselling Service).

Progress update: Myfuture Online Career Management System for Queen's Students

Myfuture was successfully launched during Welcome Week. All students have access to the system and receive targeted weekly Careers Newsletters relevant to their discipline and year group.

To date 7,261 students have been using the site on an average of 2 occasions and have browsing an average of 17 pages per visit.

The Learning Development service is now also using the appointments booking facility in Myfuture. This means that students can now use the system to book both Careers and LDS appointments; reserve a place at Careers, Employer and LDS Events and see information on Exhibitors coming to Careers Fairs.

Careers Events & Fairs:

Students can now book into Careers events via www.qub.ac.uk/myfuture.

Upcoming Events include:

- Northern Ireland Graduate Fair
- Career Connections Study Tour for Arts & Humanities Students
- Guidance Appointments

Learning Development Events:

All events and appointments are advertised to students in [Myfuture](#) (E.g. Peer Mentor Training (e.g. Peer Mentor Training, PGT Dissertation Writing Series)

SIGNPOSTING STUDENTS TO OTHER SUPPORT

Personal Tutor Action	Examples of possible referrals.
Academic difficulty	
<ul style="list-style-type: none"> • Listen • Establish that the issue falls within your remit • If outside your remit, refer to appropriate specialist support • If the issue falls within your remit, make suggestions as appropriate 	<ul style="list-style-type: none"> • Student is academically “at risk” – Adviser of Studies (speed of referral is important) • Specific issues relating to module, course or academic regulatory matters must be referred to the Adviser of Studies • Difficulties with an element of a module – Module Coordinator or lecturer • Student requiring individual support with a fundamental academic skill (e.g., essay writing, referencing, time management, exam preparation, maths and statistics) – refer to the Learning Development Service: Student Guidance Centre 9097-3618, lds@qub.ac.uk, www.qub.ac.uk/lds • International Student Support 9097-3899, iss@qub.ac.uk (Please note, Personal Tutors must not get involved in any discussions regarding visas)
Personal difficulty	
<ul style="list-style-type: none"> • Listen • Offer help through referral • Refer with student's agreement <p>(Also see “Staff Guide to Student Care” on Page 44 of the Guide for Personal Tutors)</p>	<ul style="list-style-type: none"> • Staff queries about student well-being issues or concerns – Student Affairs Office 028 9097 2893, or alternatively call 028 9097 2727 • Counselling Service Appointments – Freephone 0808 800 0016 • University Health Centre at Queen's (9066-4634) • SU Education & Welfare Adviser: academic progress/appeals and accommodation issues (Agnes Crawford, 9097-1135 or agnes.crawford@qub.ac.uk). • SU Advice Centre Manager and Financial Adviser (Connie Craig 9097 1049 connie.craig@qub.ac.uk) • Disability Services (9097-5251) disability.office@qub.ac.uk • International Student Support – including issues relating to visas, culture shock, cultural difficulties, homesickness (9097 3899, iss@qub.ac.uk)
Careers and Employability matters	
<ul style="list-style-type: none"> • Listen • Suggest student seeks specialist advice • Refer with student's agreement 	<ul style="list-style-type: none"> • Careers, Employability and Skills provides help with all career development matters including: career guidance, employer information, employment options (part-time, vacation, placement and graduate), career implications of module choices and programmes/opportunities to develop employment skills and further study options. Students can be referred to Careers at the Student Guidance Centre or the online services at www.qub.ac.uk/careers and www.qub.ac.uk/myfuture. • School Placement Officer, where relevant, for placements that are internally organised within a course • Exchange and Study Abroad team: Advice on opportunities to study abroad under the Erasmus, University Exchange and Study USA programmes. Ext 5255, email erasmus@qub.ac.uk, website www.qub.ac.uk/erasmus • Students' Union Enterprise: Advice on starting a business and other enterprise and employability opportunities. Ext. 1065 or enterprisesu@qub.ac.uk • Students' Union Volunteering Opportunities: Ext. 3951 or volunteer@qub.ac.uk
Financial difficulty	
<ul style="list-style-type: none"> • Listen • Suggest student seeks help • Refer with student's agreement 	<ul style="list-style-type: none"> • Student Guidance Centre (Income and Student Finance) (9097-2767) • SU Advice Centre Manager and Financial Adviser – including advice regarding loans, fees and hardship funds (Connie Craig 9097 1049 connie.craig@qub.ac.uk) • SU Money Management Adviser – including advice regarding overdrafts, arrears payments and budgeting (Debbie Forsey 9097 1166 d.forsey@qub.ac.uk)