Personal Tutoring Bulletin

Queen's University Belfast

1/1/2011

Bulletin 1

The Student Gateway

A directory of wider supports available for Queen's Students

The Student Gateway is an online directory that brings together all the key central supports and information sources that a student might wish to access at some time during their time at Queen's. Personal Tutors may also find that the Gateway is a useful resource for them, particularly when referring a student

Queen's University Belfast		Student Gateway
Featured : William and Betty MacQuitty Travel Scholarship! Image: Standard Standard Student at Queen's? Have you plans to travel outside fraind to further your studies? If you answered YES to the above questions then you can apply for a William & Betty MacQuitty Travel Scholarship of up to £1,000! Learn more>>> Your Studies Student Guidance Student Life Services A-Z		In the Know – University blog Infosys – InStep Programme Exchange Programmes 2011-2012 – Australia and Canada Calling International Students – Shine! Careers This Week
	contains links to practical information, procedures and help keep your studies on track. Something missing? c@qub.ac.uk	Inside Queen's – Student blog O Your Student EXPERIENCE and Feedback O More Than A Virtual Certainty O One Small Change
Your Course School websites Queen's Online Registering & choosing modules Transcripts Student Representation & Feedback Student Charter	Semester Dates (Academic Calendar) Qsis (student information system) Exams Graduation University Regulations	Queen's Online Student Student Computing QSIS
Staff-Student Consultative Committees Student Surveys Academic Support and Resources Library Disability Support Personal Development Planning Eccent Writine	Student Complaints Procedure Student Representation Student Computing support English language support Study Support Deprese Plure	What's on at Queen's The Ideal Woman: Interrogating Femininity across Disciplines and Time History Staff/Postgraduate Seminar Series A Medieval Christmas Outlek Links

on to other sources of support. Following a process of consultation with staff and students, the design of the Gateway has recently been revised to make it more user-friendly. It can be accessed via the "Current Students" link on Queen's Homepage and is being highlighted to students in open access areas, at Induction and during introductory PDP workshops (where a School offers these to its students).

Personal Tutor Support at PDP Workshops 2010

Fourty two Personal Tutors from ten Schools have been working with support from the Centre for Educational Development to PDP deliver introductory workshops to undergraduates. The workshops take place in an IT Teaching Room and feedback from staff and students indicates that they are an effective way of getting students to engage with their Personal Tutor and specific PDP exercises from an early stage in their programme. The content of the workshops varies from School to School, but the most popular themes are:

- Identify and review your learning preferences, study techniques and time management skills
- Discover your personality type and consider its influence on your performance when working with others.

Some of the online exercises that are used during workshops can be viewed in PDP E-folio's or via the PDP web-page link within the Student Gateway.

Forthcoming Careers, Employability and Skills Events for Students

9th February: Work Experience Fair
14th February: Engineering and Physical Sciences Careers Symposium 16th February: Computer Science Careers Awareness Event
23rd February: Environmental Careers Awareness Events
8th March: Accountancy Careers Awareness Event

Please see Events Calendar at <u>www.qub.ac.uk/careers</u> for further details.

SUMMARY REFERRAL ACTION CHART		
Personal Tutor Action	Examples of possible referrals.	
Academic difficulty		
ListenEstablish that the	Student is academically "at risk" – Adviser of Studies (speed of referral is particularly important here)	
issue falls within your remit	• Specific issues relating to module, course or academic regulatory matters must be referred to the Adviser of Studies	
• If outside your remit,	• Student requiring individual support with a fundamental academic skill (e.g. numeracy, essay writing or coping with examinations) – refer to the Learnin	
 refer to appropriate specialist support If the issue falls within 		
your remit, make suggestions as appropriate	Senior Tutor	
Personal difficulty		
Listen	Student Guidance Centre (Counselling Services 9097-2774. Note: During out-of-	
Offer help through referral	office hours students can avail of 24 hour telephone counselling support on Lifeline Freephone 0808 808 8000	
Refer with student's	University Health Centre (Lennoxvale, 9097-5551)	
agreement	 SU Education & Welfare Adviser – including advice regarding academic progress/appeals and accommodation issues (Brian Slevin 9097-1135/3106 <u>b.slevin@qub.ac.uk</u>) 	
	SU Advice Centre Manager and Financial Adviser (Connie Craig 9097 1049 <u>connie.craig@qub.ac.uk</u>)	
	Disability Services (9097-2727)	
	Senior Tutor	
Careers and Employability matters		
 Listen Suggest student seeks specialist advice Refer with student's agreement 	• Careers, Employability and Skills for help with all career development matters including: career guidance, information on employers, employment options (part-time, vacation, placement and graduate), career implications of module choices and programmes/opportunities to develop employment skills and further study options.(028 9097 2770, Email: <u>careers@qub.ac.uk</u>)	
	• School Placement Officer, where relevant, for placements that are internally organised within a course	
	 Students' Union Enterprise Coordinator: Advice on starting a business and other enterprise and employability opportunities. Vincent Murray (ext 1065 or <u>enterprisesu@qub.ac.uk</u>) is currently covering for Denise Murtagh (Collins) 	
	Senior Tutor	
Financial difficulty		
Listen	Student Guidance Centre (Income and Student Finance) (9097-2727)	
 Suggest student seeks help Refer with student's 	• SU Advice Centre Manager and Financial Adviser – including advice regarding loans, fees and hardship funds (Connie Craig 9097 1049 connie.craig@qub.ac.uk)	
agreement	 SU Debt Adviser – including advice regarding overdrafts, arrears payments and budgeting (Debbie Forsey 9097 1166 <u>d.forsey@qub.ac.uk</u>) 	
	Senior Tutor	