

# Personal Tutoring Bulletin

Queen's University Belfast

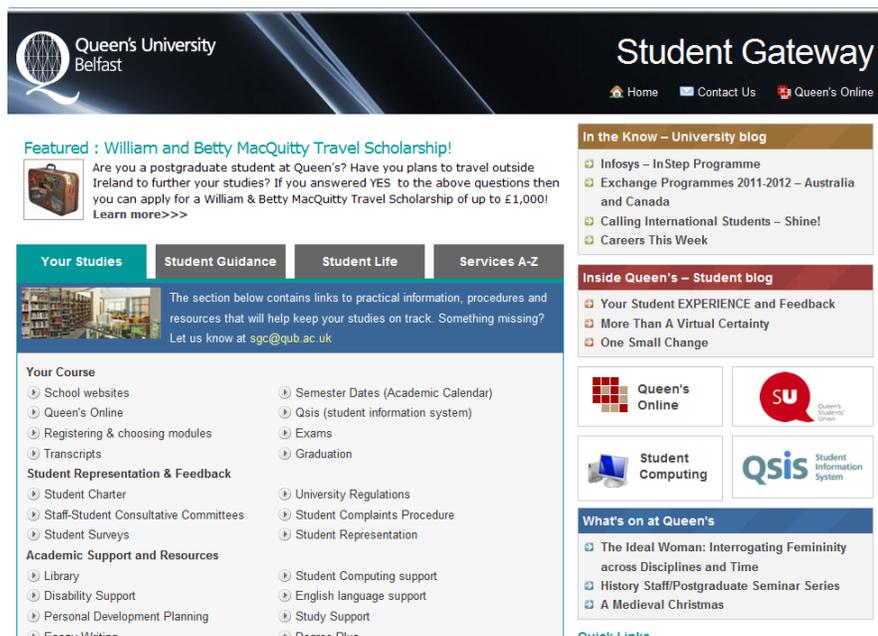
1/1/2011

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



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

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Fourty two Personal Tutors from ten Schools have been working with support from the Centre for Educational Development to deliver introductory PDP 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

9<sup>th</sup> February: Work Experience Fair

16<sup>th</sup> February: Computer Science Careers Awareness Event

14<sup>th</sup> February: Engineering and Physical Sciences Careers Symposium

23<sup>rd</sup> February: Environmental Careers Awareness Events

8<sup>th</sup> March: Accountancy Careers Awareness Event

Please see Events Calendar at [www.qub.ac.uk/careers](http://www.qub.ac.uk/careers) for further details.

## SUMMARY REFERRAL ACTION CHART

Personal Tutor Action	Examples of possible referrals.
<b>Academic difficulty</b>	
<ul style="list-style-type: none"> <li>• Listen</li> <li>• Establish that the issue falls within your remit</li> <li>• If outside your remit, refer to appropriate specialist support</li> <li>• If the issue falls within your remit, make suggestions as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Student is academically “at risk” – Adviser of Studies (speed of referral is particularly important here)</li> <li>• Specific issues relating to module, course or academic regulatory matters must be referred to the Adviser of Studies</li> <li>• Difficulties with an element of a module – Module Co-ordinator or lecturer</li> <li>• Student requiring individual support with a fundamental academic skill (e.g, numeracy, essay writing or coping with examinations) – refer to the Learning Development Service (Student Guidance Centre 9097-2611, <a href="mailto:lds@qub.ac.uk">lds@qub.ac.uk</a> )</li> <li>• Senior Tutor</li> </ul>
<b>Personal difficulty</b>	
<ul style="list-style-type: none"> <li>• Listen</li> <li>• Offer help through referral</li> <li>• Refer with student's agreement</li> </ul>	<ul style="list-style-type: none"> <li>• Student Guidance Centre (Counselling Services 9097-2774. Note: During out-of-office hours students can avail of 24 hour telephone counselling support on <b>Lifeline Freephone 0808 808 8000</b></li> <li>• University Health Centre (Lennoxvale, 9097-5551)</li> <li>• SU Education &amp; Welfare Adviser – including advice regarding academic progress/appeals and accommodation issues (Brian Slevin 9097-1135/3106 <a href="mailto:b.slevin@qub.ac.uk">b.slevin@qub.ac.uk</a>)</li> <li>• SU Advice Centre Manager and Financial Adviser (Connie Craig 9097 1049 <a href="mailto:connie.craig@qub.ac.uk">connie.craig@qub.ac.uk</a>)</li> <li>• Disability Services (9097-2727)</li> <li>• Senior Tutor</li> </ul>
<b>Careers and Employability matters</b>	
<ul style="list-style-type: none"> <li>• Listen</li> <li>• Suggest student seeks specialist advice</li> <li>• Refer with student's agreement</li> </ul>	<ul style="list-style-type: none"> <li>• 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: <a href="mailto:careers@qub.ac.uk">careers@qub.ac.uk</a>)</li> <li>• School Placement Officer, where relevant, for placements that are internally organised within a course</li> <li>• Students' Union Enterprise Coordinator: Advice on starting a business and other enterprise and employability opportunities. Vincent Murray (ext 1065 or <a href="mailto:enterprisesu@qub.ac.uk">enterprisesu@qub.ac.uk</a> ) is currently covering for Denise Murtagh (Collins)</li> <li>• Senior Tutor</li> </ul>
<b>Financial difficulty</b>	
<ul style="list-style-type: none"> <li>• Listen</li> <li>• Suggest student seeks help</li> <li>• Refer with student's agreement</li> </ul>	<ul style="list-style-type: none"> <li>• Student Guidance Centre (Income and Student Finance) (9097-2727)</li> <li>• SU Advice Centre Manager and Financial Adviser – including advice regarding loans, fees and hardship funds (Connie Craig 9097 1049 <a href="mailto:connie.craig@qub.ac.uk">connie.craig@qub.ac.uk</a>)</li> <li>• SU Debt Adviser – including advice regarding overdrafts, arrears payments and budgeting (Debbie Forsey 9097 1166 <a href="mailto:d.forsey@qub.ac.uk">d.forsey@qub.ac.uk</a>)</li> <li>• Senior Tutor</li> </ul>