

# THE SCHOOL'S PERSONAL TUTOR SYSTEM

## STUDENT HANDBOOK 2008 / 2009

*Last updated on 5.11.08*

1. Why and when should I talk to my Personal Tutor?
2. How do I contact my Personal Tutor?
3. What if it's urgent and my Personal Tutor is not in?
4. What if I have a communication problem with my Personal Tutor?
5. What is the Personal Tutor's role?
6. Who is my Personal Tutor?

### 1. Why and when should I talk to my Personal Tutor?

You may talk to your Personal Tutor if you have personal difficulties which could impact on your academic progress; if you have problems relating to your study skills, your academic choices or progress and wish to get some advice; if you have difficulties with aspects of your academic life for one reason or another and want to talk to a 'friendly face' in a confidential manner.

It is best to see your Personal Tutor sooner rather than later. Very often what can develop into a major difficulty can be easily tackled if it is discussed at an early stage with your Personal Tutor.

You **MUST** discuss with your Personal Tutor if you are considering withdrawing or interrupting from studies. Withdrawing or interrupting from your programme of studies is a formal process and you need to fill in the right form and receive appropriate advice before withdrawing or it may impact on your future academic life.

**Do not hesitate to make contact with your Personal Tutor, even if you think that your situation/problem is minor or even just to say hello and meet with her/him. Personal Tutors are here to get to know you and to help you.**

### 2. How do I contact my Personal Tutor?

There are a number of ways of contacting your Personal Tutor. You could telephone the tutor using the internal phone at the Reception counter of the School on the Mansion Site of the Avery Hill Campus. By that phone there is a list of telephone extensions and e-mail addresses for all staff.

You could use that list and the computer terminal in the foyer to send an e-mail to your tutor explaining that you would like to meet at a mutually convenient time and day. If you use this option, it is best to write *'tutee seeking appointment'* in the 'subject' area of your email. This will allow tutors to prioritise their email. If it is urgent, do say so in the subject area as well. Sometimes the issue can be resolved by an e-mail exchange and this will obviate the need for a face to face meeting.

You could write a message, perhaps including your mobile phone number and leave the message with School staff at the counter. The message will then be placed in your personal tutor's tray.

### **3. What if it is urgent and my Personal Tutor is not in?**

Normally you should try to plan ahead and seek an appointment. You cannot expect all tutors to be available at all times.

If it is really urgent for you to talk to someone and your Personal Tutor is not in you could contact either of the following persons:

- For a personal matter: One of the School's '*Listening Ears*': Corine Delage (x 9102), Pat King (x 9300) or Ann Holder (x 9973).
- For urgent advice on health related matters, please consult the list of campus First Aid Officers. They are identified on a laminated notice in the School foyer. If it is really urgent you should obviously go to see your GP (General Practitioner doctor) or go to the emergency department of the nearest hospital. In exceptional circumstances, you or staff may need to dial 999 for an ambulance.
- For urgent academic advice: Your programme leader or any other tutor teaching on your programme.
- For urgent personal advice: The University's Students Counselling Services at the Office of Student Affairs on your campus (Counselling Services tel x: 9444/8113).

### **4. What if I have a communication problem with my Personal Tutor?**

On rare occasions this may happen. In that case you should seek advice from one of the School's '*Listening Ears*' (see above), or from your programme leader. We may assign you to a different Personal Tutor or refer you to another person as appropriate, depending on the matter you want to discuss.

### **5. What is the Personal Tutor's role?**

The Personal Tutor's role is to:

- Act as an agent for the student at the interface between the student and the academic and administrative infrastructure of the University.
- Be a friendly face to students who feel lost in the comparative anonymity of higher education.
- Keep a watching brief on problems that students are likely to encounter
- Support and facilitate the student in progressing through the stages of personal development.
- Refer students, when necessary, to the student counselling service.
- Pick up informal feedback on the programme.
- Act as advocate to the student on assessment boards.

Their role is NOT to supplement other normal academic tutorials which are part of your study timetable. In other words, if your personal tutor is your dissertation tutor, you should clarify the purpose of any meeting with her or him so that the agenda for your meeting is not confused.

### **6. Who is my Personal tutor?**

All students in the School have access to a Personal Tutor. The system we operate links Personal Tutors to your academic environment. This means that Personal Tutors will usually be a member of staff from the discipline area of your programme and also be involved in teaching groups of students at your level. However, because of the

particular staffing structure in the School we make adjustment to the system as indicated in the table below.

Telephone extensions below refer to the last 4 digits after 020 8331....

| <b>Programmes</b>  | <b>Years /modes</b>        | <b>Personal Tutors</b>  | <b>Email @gre.ac.uk</b> | <b>Tel extn</b> |
|--|----------------------------|-------------------------|-------------------------|-----------------|
| BSc Building Surveying   | 1FT/2FT/                   | Richard Cooper          | cr02                    | 9217            |
|  | 1PT/2PT/3PT/4PT            | Bob Falconer            | fr02                    | 9208            |
|  | 3FT/5PT                    | Your dissertation tutor |                         |                 |
| BSc Design & Const. Mangt  | 1FT/2FT                    | Anthony Kelly           | ka05                    | 9031            |
|  | 1PT/2PT/3PT<br>4PT         | Bob Falconer            | fr02                    | 9208            |
|  | 3FT/5PT                    | Your dissertation tutor |                         |                 |
| BSc Construction Business Mangt  | All students               | Yvonne Simpson          | TBC                     | TBC             |
| BSc Construction Surveying Management                                    | All students               | Roy Clarke              | cr57                    | 9115            |
| BSc Quantity Surveying   | 1FT/1PT/<br>2PT<br>2FT/4PT | Julie Adeline           | aj13                    | 9210            |
|  | 3FT/5PT                    | Your dissertation tutor |                         |                 |
| BSc Occ Safety & Env (DL)  | All students               | Stuart Allan            | as08                    | 8220            |
| MSc Occ Hygiene  | All                        | Shirley Fantie          | fs01                    | 9952            |
| MSc Project Mangt ( DL )<br>MSc Building Rehab.                          | All                        | Peter Dalton            | dp02                    | 9319            |
| MSc Project Mangt (Avery Hill)<br>MSc Open                               | All                        | Peter Dalton            | dp02                    | 9319            |
| MSc Const. Mangt & Econ (DL + taught)                                    | All                        | Simon Muturi            | ms52                    | 9571            |
| MSc Safety, Health & Environment<br>PG Cert Safety, Health & Environment | All                        | Stuart Allan            | as08                    | 8220            |
| MSc Building Engineering   | All                        | Peter Dalton            | dp02                    | 9319            |

| <b>Programmes</b>                                       | <b>Years /modes</b>            | <b>Personal Tutors</b>        | <b>Email @gre.ac.uk</b> | <b>Tel extn</b> |
|---|--------------------------------|-------------------------------|-------------------------|-----------------|
| BA Architecture   | 1FT group A                    | Adriana Cobo                  | ac63                    | 9227            |
|   | 1FT group B                    | Geoff Ward                    | wg10                    | 9215            |
|   | 1FT group C                    | Rob Rosling                   | rr25                    |                 |
|   | 1FT group D                    | Rob Rosling                   | rr25                    |                 |
|   | 1FT group E                    | Geoff Ward                    | wg10                    | 9215            |
|   | 1FT group F                    | Adriana Cobo                  | ac63                    | 9227            |
|   | Atelier 1                      | Cordula Weisser/Nick Pillans  | cc52/pg03               | 9117            |
|   | Atelier 2                      | Jonathan Tuckey               | tj59                    |                 |
|   | Atelier 3                      | Reenie Elliott                | ek15                    |                 |
|   | Atelier 4                      | François Girardin             | gf06                    |                 |
| Atelier 5   | Mark Titman                    | tm14                          |                         |                 |
| Atelier 6   | Cordula Weisser/Howard Gilby   | cc52/gh01                     |                         |                 |
| Atelier 7   | Mark Titman                    | tm14                          |                         |                 |
| Atelier 8   | Mark Titman                    | tm14                          |                         |                 |
| Atelier 9   | Jonathan Tuckey                | tj59                          |                         |                 |
| Atelier 10  | Nick Pillans                   | pg03                          | 9117                    |                 |
|   | 1PT                            | Gillian Daniell               | dg02                    | 9110            |
| BA Landscape Architecture                               | 1 FT                           | Jamie Liversedge              | la05                    | 9220            |
|   | 2FT                            | David Watson                  | wd13                    | 9122            |
|   | 3FT                            | Jamie Liversedge              | la05                    | 9220            |
|   | 1PT/2PT/3PT/4 PT               | Jamie Liversedge              | la05                    | 9220            |
| BA Garden Design  | Final year based at Avery Hill | Helen Brown                   | bh31                    | 9122            |
| BA 3D Digital Design<br>HND/BA Graphic & Digital Design | 1FT                            | Nickie Hirst                  | hn29                    | 9959            |
|   | 2FT                            | Anastasios Maragiannis        |                         | 9138            |
|   | 3FT                            | Mark Ingham<br>Myles Cummings | im08<br>cm89            | 9138<br>9138    |
| MA Architecture   | All                            | Teresa Stoppani               | st29                    | 7844            |
| MSc Architectural Studies                               | All                            | Marko Jobst                   | jm30                    |                 |
| Post Grad Dip Architectural Practice                    | All                            | Tony Cleford                  | ca21                    | 9140            |

| <b>Programmes</b>  | <b>Years /modes</b> | <b>Personal Tutors</b>     | <b>Email @gre.ac.uk</b> | <b>Tel extn</b> |
|--|---------------------|----------------------------|-------------------------|-----------------|
| Diploma Architecture   | 1PT/2PT             | Duncan Berntsen            | bd18                    | 9124            |
|  | 1FT<br>2FT/3PT      | Ed Frith                   | fe07                    | 9116            |
| MA Landscape Architect.<br>Cert. Landscape Design<br>Diploma Landscape<br>Architecture | All                 | Robert Holden              | hr10                    | 9220            |
| PG Dip/MA Garden History<br>MSc Landscape Planning &<br>Asst                           | All                 | Tom Turner                 | tt02                    | 9130            |
| MA Garden Design   | All                 | Robert Holden              | hr10                    | 9220            |
| MA Web Design & Content<br>Planning  | All                 | David Watson               | wd13                    | 9122            |
| BSc (Hons) Estate<br>Management  | 1FT, PT 1+2         | Mark Daley                 | dm43                    | 9387            |
|  | 2FT, PT 3           | Joe Watson                 | wj09                    | 9325            |
|  | 3FT, PT 4           | Mark Daley                 | dm43                    | 9387            |
|  | PT5 &3FT            | Your dissertation<br>tutor |                         |                 |
| BSc (Hons) Housing/ Dip<br>Housing   | All students        | Ann Holder                 | ha04                    | 9973            |
| BA/BSc (Hons) Real Estate  | All students        | Mark Daley                 | dm43                    | 9387            |
| MA Urban Design  | All                 | Duncan Berntsen            | bd18                    | 9124            |
| MSc Real Estate Dev &<br>Investment  | All                 | David Isaac                | id01                    | 9336            |
| MSc Facilities Management  | All                 | Joe Watson                 | wj09                    | 9325            |
| MSc Housing Management<br>& Policy   | All                 | Greg Bull                  | bg10                    | 9308            |
| MSc Property & Constr. By<br>Research  | All                 | Keith Jones                | jk01                    | 9260            |
| MPhil/PhD students   | All                 | Keith Jones                | jk01                    | 9260            |

**Note 1:** Where a programme has been discontinued or has not been specifically listed above, then the relevant programme leader becomes your personal tutor.