

THE SCHOOL'S PERSONAL TUTOR SYSTEM

STUDENT HANDBOOK 2011 / 2012

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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, your finances and your status as a student. For example: if you want to interrupt your studies, you must discuss with your tutor the issue of the maximum period of registration. This period is published in the Programme Handbook. For each programme and mode of study, there is a maximum number of years that have been set (including year of 'interruption of study' within which you must complete the programme.

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*': Susan Adlington (x 9204) or Fiona Thirlwell (x 9300)
- 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 telephone ext: 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 provided the student has formally advised the School, via the extenuating circumstances claim process, that there are issues affecting his/her progress.

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....

Undergraduate Programmes (in alphabetical order by programme):

Programmes	Years /modes	Personal Tutors	Email @gre.a c.uk	Tel extn
BA (Hons) Architecture	PDA1 (PT year 1)	Adriana Cobo	ca63	9227
	PDA2 (PT Yr 2)	Tony Cleford	ca21	
	FT Yr 1- group A	Adriana Cobo	ca63	9227
	FT Yr 1- group B	Rob Rosling	rr25	
	FT Yr 1- group C	Rob Rosling	rr25	
	FT Yr 1- group D	Susanne Isa	TBC	
	FT Yr 1- group E	Franziska Wagner	wf07	
	FT Yr 1- group F	Marko Jobst	jm30	
	FT Yr 1- group G	Franziska Wagner	wf07	
	Unit 1	Duncan Berntsen	bd18	
	Unit 2	Howard Gilby	gh01	
	Unit 3	Reenie Elliott	ek15	
	Unit 4	François Girardin	gf06	
	Unit 5	Mark Titman	tm14	
	Unit 6	Cordula Weisser	cc52	
	Unit 7	Roger Seijo	sr15	
BSc (Hons) Building Surveying (Commercial Management)	Stage 1	Anthony Kelly	ka05	9031

	Stage 2	Carl Woodham	wc69	8931
	Stage 3	Karl Bunting	bk66	9302
BSc (Hons) Building Surveying (Consultancy Management)	All students	Karl Bunting	bk66	9302
BSc (Hons) Design & Construction Management	Stage 1	Anthony Kelly	ka05	9031
	Stage 2	Terry Phillips	pt19	6670
	Stage 3	Karl Bunting	bk66	9302
BSc (Hons) Estate Management	1FT, PT 1+2	Mark Daley	dm43	9387
	2FT, PT 3	Mark Daley	dm43	9387
	3FT, PT 4	Mark Daley	dm43	9387
	PT5 &3FT	Your dissertation tutor		
HND/BA (Hons) Graphic & Digital Design	1PT/FT	Anastasios Maragiannis	ma30	9138
	2PT/FT	Mark Ingham	im08	9120
	3PT/FT	Nickie Hirst	hn29	9959
BA (Hons) 3D Digital Design	1 FT	Mark Ingham	im08	9120
	2FT	Anastasios Maragiannis	ma30	9138
	3FT	Nickie Hirst	hn29	9959
BA (Hons) Garden Design	Final year based at Avery Hill	Jamie Liversedge	la05	9122
BA (Hons) Landscape Architecture	1 FT	Jamie Liversedge	la05	9122
	2FT	David Watson	wd13	9009
	3FT	Jamie Liversedge	la05	9122
	1PT/2PT/3PT/4 PT	Jamie Liversedge	la05	9122
BSc (Hons) Occupational Safety, Health & Env. (DL)	All students UK based	Stuart Allan	as08	8220
BSc (Hons) Real Estate	All students	Mark Daley	dm43	9387
BSc (Hons) Quantity Surveying (Commercial Management)	Stage 1	Julie Adeline	aj13	9210
	Stage 2	Simon Muturi	ms52	9571
	Stage 3	Michael Greenslade	gm78	9313

BSc (Hons) Quantity Surveying (Consultancy Management)	All students	Yvonne Simpson	sy09	9787
Programmes at Medway campus	Years /modes	Personal Tutors	Email @gre.a c.uk	Tel Extn
HNC/HND Building Surveying	All	Richard Cooper	cr02	9217
HNC/HND Construction Management	All	Richard Cooper	cr02	9217
HNC/HND Quantity Surveying	All	Richard Cooper	cr02	9217

Postgraduate Programmes (in alphabetical order by programme):

Programmes	Years /modes	Personal Tutors	Email @gre.a c.uk	Tel extn
MSc Architectural Studies	All	Marko Jobst	jm30	
MA in Advanced Architectural Design	All	Ed Frith	fe07	9116
Diploma Architecture	All	Ed Frith	fe07	9116
Post Graduate Diploma in Architectural Practice	All	Tony Cleford	ca21	9140
MSc Building Engineering	All	Mark Mulville/Your Dissertation Tutor	dp02	9319
MSc Built Environment Studies	All	Mark Mulville/Your Dissertation Tutor	dp02	9319
MSc Building Rehabilitation	All	Mark Mulville/Your Dissertation Tutor	dp02	9319
MSc Construction Management & Economics (DL + taught)	All	Mark Mulville/Your Dissertation Tutor	ms52	9571
MSc Facilities Management	All	Mark Mulville/Your Dissertation Tutor	wj09	9325
MA Garden Design	All	Robert Holden	hr10	9220
PG Dip/MA Garden History	All	Tom Turner	tt02	9130
MSc Housing Management & Policy	All	Mark Mulville/Your Dissertation Tutor	rm08	9317

MA Landscape Architecture Cert. Landscape Design Diploma Landscape Architecture	All	Robert Holden	hr10	9220
MSc Landscape Planning & Assessment	All	Benz Kotzen	kb14	9327
MSc Occupational Hygiene	All	Stuart Allan	as08	8220
MSc Project Management International (DL + taught)	All	Mark Mulville/ Your Dissertation Tutor	dp02	9319
MSc Property & Construction by Research	All	Keith Jones	jk01	9260
MPhil/PhD students	All	Keith Jones	jk01	9260
MSc Real Estate Dev & Investment	All	Mark Mulville/ Your Dissertation Tutor	id01	9336
MSc Safety, Health & Environment PG Cert Safety, Health & Environment (UK based DL students)	All	Stuart Allan	as08	8220
MA Urban Design	All	Duncan Berntsen	bd18	9124
MA Web Design & Content Planning	All	David Watson	wd13	9009

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

Note 2: Where the contact details for a particular personal tutor are listed as “TBC” (to be confirmed) please go to the reception desk in the School of Architecture, Design and Construction for information about how to access the personal tutor.