

THE SCHOOL'S PERSONAL TUTOR SYSTEM

STUDENT HANDBOOK 2009 / 2010

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*': Susan Adlington (x 9204), 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....

Programmes	Years /modes	Personal Tutors	Email @gre.ac.uk	Tel extn
BSc Building Surveying	Stage 1	Richard Cooper	cr02	9217
	Stage 2	Mark Michel	TBC	TBC
	Stage 3	Carl Woodham	wc69	8931
BSc Design & Construction Management	Stage 1	Anthony Kelly	ka05	9031
	Stage 2	Terry Phillips	TBC	TBC
	Stage 3	Karl Bunting	TBC	TBC
BSc Construction Business Mangt	All students	Yvonne Simpson	sy09	9787
BSc Construction Surveying Management	All students	Roy Clarke	cr57	9115
BSc Quantity Surveying	Stage 1	Julie Adeline	aj13	9210
	Stage 2	Simon Muturi	ms52	9571
	Stage 3	Michael Greenslade	TBC	TBC
BSc Occ Safety & Env (DL)	All students	Stuart Allan	as08	8220
MSc Occ Hygiene	All	Shirley Fantie	fs01	9952
MSc Project Mangt (DL) MSc Building Rehab.	All	Peter Dalton	dp02	9319
MSc Project Mangt (Avery Hill) MSc Open	All	Peter Dalton	dp02	9319
MSc Const. Mangt & Econ (DL + taught)	All	Simon Muturi	ms52	9571
MSc Safety, Health & Environment PG Cert Safety, Health & Environment	All	Stuart Allan	as08	8220

Programmes	Years /modes	Personal Tutors	Email @gre.ac.uk	Tel extn
MSc Building Engineering	All	Peter Dalton	dp02	9319
BA Architecture	Group A	Adriana Cobo	ac63	9227
	Group B	Adriana Cobo	ac63	9227
	Group C	Rob Rosling	rr25	
	Group D	Rob Rosling	rr25	
	Group E	Geoff Ward	wg10	9215
	Group F	Geoff Ward	wg10	9215
	Atelier 1	Cordula Weisser	cc52	
	Atelier 2	Jonathan Tuckey	tj59	
	Atelier 3	Reenie Elliott	ek15	8402
	Atelier 4	François Girardin	gf06	
	Atelier 5	Mark Titman	tm14	
	Atelier 6	Cordula Weisser	cc52	
	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	Jamie Liversedge	la05	9220
BA 3D Digital Design HND/BA Graphic & Digital Design	1FT	Nickie Hirst	hn29	9959
	2FT	Anastasios Maragiannis		9138
	3FT	Mark Ingham Myles Cummings	im08 cm89	9138 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
Diploma Architecture	1PT/2PT	Duncan Berntsen	bd18	9124
	1FT 2FT/3PT	Ed Frith/Franzisca Wagner	fe07 wf07	9116
MA Landscape Architect. Cert. Landscape Design Diploma Landscape Architecture	All	Robert Holden	hr10	9220
PG Dip/MA Garden History	All	Tom Turner	tt02	9130
MSc Landscape Planning & Assessment	All	Benz Kotzen		
MA Garden Design	All	Robert Holden	hr10	9220

Programmes	Years /modes	Personal Tutors	Email @gre.ac.uk	Tel Extn
MA Web Design & Content Planning	All	David Watson	wd13	9122
BSc (Hons) Estate 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 tutor		
BSc (Hons) Housing/ Dip 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 & Investment	All	David Isaac	id01	9336
MSc Facilities Management	All	Joe Watson	wj09	9325
MSc Housing Management & Policy	All	Greg Bull	bg10	9308
MSc Property & Constr. by Research	All	Keith Jones	jk01	9260
MPhil/PhD students	All	Keith Jones	jk01	9260
Programmes at Medway campus	Years /modes	Personal Tutors	Email @gre.ac.uk	Tel Extn
HNC/HND Building Surveying	All	Richard Cooper	cr02	9217
HNC/HND Quantity Surveying	All	Richard Cooper	cr02	9217
BSc Building Surveying	2 FT/3 PT	Roy Clarke	cr57	9115
BSc Design & Construction Management	2 FT/3 PT	Roy Clarke	cr57	9115
BSc Quantity Surveying	2 FT/3 PT	Roy Clarke	cr57	9115
BSc Construction Business Management	2 FT/3 PT	Roy Clarke	cr57	9115
BSc Construction Surveying Management	2 FT/3 PT	Roy Clarke	cr57	9115

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 and Construction for information about how to access the personal tutor.