

Personal Supervision

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Personal Supervision

1. Introduction

- 1.1 This policy sets out the University's approach to Personal Supervision.
- 1.2 The four key objectives of Hull's Personal Supervisory system are:
- for students to have a dedicated first point of contact to reach out to in times of need
 - for students and staff to form genuine relationships that encourage and develop a sense of student identity and membership of our campus community
 - for students to have a supervisor with oversight of their academic achievements, who can offer advice, feedback, and guidance, and
 - for students to have someone to whom they can turn when they need guidance in accessing specialist support.

A Scope

- 1.3 This policy applies to all 'on-campus' taught students, regardless of mode, or level of study.
- 1.4 This policy does not apply to the Postgraduate Research student who fall under [Code of Practice: Postgraduate Research Students](#)
- 1.5 This policy does not apply to the University's collaborative provision, Hull Online, or HYMS, where it is acknowledged that different and established supervisory practices apply.

2. Definitions

- 2.1 The terminology around Personal Supervision must be clearly defined and consistently used across all areas of the institution. In this context the terms, 'Personal Supervision', 'Personal Supervisor' 'Supervisees', and 'Senior Tutor' must be used.

3. Principles

- 3.1 The focus of Personal Supervision is to engage, encourage, and support students to enhance their success and support the continuation of their studies at the University of Hull.
- 3.2 The purpose of Personal Supervision is to support supervisees in all aspects of university life to achieve the best outcomes possible.
- 3.3 A personal supervisor enables students to overcome challenges, to aspire to success, to reflect on their achievements, to enhance their employability prospects, and to develop their career pathway.
- 3.4 Meetings between personal supervisors and supervisees include purposeful activities that promote a sense of belonging and enable supervisees to develop skills for improved academic success.
- 3.5 All academic units must ensure that the requirements and responsibilities outlined in this policy are embedded into their agreed local delivery of Personal Supervision.

4. Requirements

- 4.1 Personal Supervision should provide every supervisee at the University of Hull with a stable and consistent point of contact and support during their student journey. A personal supervisor should therefore be allocated for the duration of a programme of study (accepting that a mechanism for changing a personal supervisor where necessary will be in place).
- 4.2 Personal Supervision should be carried out by individuals who have a background in the appropriate academic discipline.
- 4.3 All academic staff will act as a personal supervisor. It is recognised that variations and exceptions related to individual workload allocations will exist. Personal Supervision is recognised within workload planning.
- 4.4 Personal Supervision should be an opportunity to build supportive relationship between a personal supervisor and their supervisees, creating a sense of disciplinary identity and belonging.
- 4.5 Personal Supervision activities and meetings will take place as an integral part of induction and re-induction, and in each trimester a supervisee study. These regular activities and meetings will provide a baseline for student engagement. In addition, we adopt a needs-based student-initiated contact approach.
- 4.6 Personal Supervision should be aligned to other institutional programmes which aim to develop supervisee skills and graduate attributes.
- 4.7 Personal Supervision mandatory training will be made available to new and established personal supervisors and be aligned to other institutional programmes to develop supervisor skills and competencies.

5. Responsibilities

- 5.1 Each personal supervisor must establish contact with their supervisees as part of welcome, induction and transition activity and be a stable and consistent point of contact and support during their supervisees' time at Hull.
- 5.2 Personal Supervisors must oversee their supervisees' engagement and attendance, providing support as the first point of contact for their supervisees.
- 5.3 Senior Tutors will provide leadership, strategic oversight, and support for Personal Supervisors. Senior Tutors will monitor the implementation and operation of Personal Supervision across all Departments/Schools of their Faculty. Senior Tutors will escalate issues to the Heads of Department/School, and provide regular reports to Faculty Leadership Team, Heads of Department/School and Deans.
- 5.4 Each Head of Department/School will work in collaboration with the Senior Tutor to ensure compliance of their local approach for Personal Supervision.

6. Disciplinary Variation

- 6.1 Each Associate Dean Student Experience and other nominated staff will oversee the development of each local area approach to Personal Supervision. The 'baseline' approach must be reported through the Continual Monitoring, Evaluation and Enhancement Programme Journal and agreed and monitored at Faculty Education and Student Experience Committee. It must then be reported at the University Student Experience Employability Engagement Committee.

Version Control

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1-03	Sam Nabb	17/11/21 - Senate	All