



University of  
**Nottingham**  
UK | CHINA | MALAYSIA

**UNDERGRADUATE  
PERSONAL AND ACADEMIC  
RECORD  
(PAR)**

## INTRODUCTION

This Personal and Academic Record (PAR) is designed as a working document for you to carry with you throughout your course in Nottingham University Business School. Combined with the Personal Tutor System the PAR provides the main focus of the School's academic and personal support. Under the Campus Solutions system, PAR is maintained as Advisory Notes.

During each meeting the tutor will key in the details of your meetings with him/her in the system. The information is agreed on by both the tutee and tutor. The records are kept in the MyNottingham portal for your reference in future and it is confidential. Your Tutor will also monitor your development or tutoring activities online. This allows the tutor to have a reference on your achievement and will be able to write references that are more informative on your behalf.

Although the School and its staff will assist you, the principal responsibility for the maintenance and effective use of the PAR is yours. The onus is placed upon **you** to be responsible for ensuring that you take full advantage of the opportunities that are made available to empower yourself academically, personally and professionally.

The PAR is designed to be 'developmental' rather than 'judgmental' – although it is recognised that some judgements are a necessary part of your development. All the notes for your personal tutor meetings and your academic records will be stored online.

There may be occasions when you need to supply your Tutor or another member of staff with documentation of a confidential nature (e.g. medical evidence). This documentation should not be held in your PAR folder but given separately to the relevant member of staff for placing in your personal file in the School Office. However, a note should be made in your PAR indicating that such documentation has been lodged with the School.

Although the PAR system is similar in each year, the way that you make use of it will change over the duration of your course. Each year of a course is as important as any other.

- Your First Year is an important foundation for the rest of your course and especially for your Second Year. Many students comment on what appears to be a 'big step up' between the First Year and the Second Year.

- At the end of year one you should be thinking about your plans beyond the completion of the course and about how you want your career to progress and develop. This is especially important for informing your choice of Second and Third Year modules.
- By the Third Year you should be thinking in much greater detail about what happens after you have completed the course and graduated.
- Many of you will spend a period of time studying or working abroad. Your PAR should help you think about what this involves and reflect on what you have learned from the experience.

Your education and training does not stop when you graduate – continuing education is increasingly important and is recognised by most professions in the form of formal requirements for Continuing Professional Development.

## THE PAR SYSTEM

### AIMS & OBJECTIVES

**The PAR focuses on two areas:**

- **To encourage you to develop a greater awareness of yourself and your skills.**

The PAR will help you to identify your strengths and weaknesses (after all, we all have weaknesses). Using this information you can decide on which skills you need to develop, decide where you need to focus attention, where you would like to put more effort and where you need more help.

- **To help you review and reflect upon your progress on the course.**

The PAR will help you identify areas you see as particular strengths to be built on, and those which need further work. The PAR aims to help you reflect upon your progress at regular intervals and record self-evaluations in relation to your academic work, your leisure activities and general skills. These activities will help to improve your learning, focus your thinking about career options and build up an effective CV. The PAR may also contribute to a tutor's references for you.

**The PAR also aims to provide you with support and guidance in the following areas:**

- Obtaining the knowledge and understanding that you will require in the future, appreciating the values and attitudes and skills necessary for your future career.
- Becoming more aware of your existing knowledge and skills and those you are developing.
- Enhancing your academic performance by clearly identifying how you could improve and where to get help.
- Developing the skills which employers are looking for.
- Becoming more self-aware by encouraging you to reflect and use feedback and personal review, in your academic studies. It is important for you to know how well you are doing; to learn to assess your own progress and gain confidence in your own judgements.
- Compiling a record of your progress throughout the course.

## **THE ROLE OF THE PERSONAL TUTOR**

### **PERSONAL TUTORS**

Your Personal Tutor plays the key role in the development of your PAR within the School. He/she is normally a member of academic staff who will also be involved in teaching you through lectures or tutorials at some point during your course. Your Personal Tutor is there to help you individually in terms of pastoral support, welfare and personal development. He/she will also advise you about your academic performance and choice of modules.

Personal Tutors will normally indicate the times at which they are available to see students; alternatively you can always contact them by e-mail to arrange appointments. However, please remember that in an emergency you do not need to wait for office hours; contact your tutor as soon as you can.

### **The role and responsibilities of Personal Tutors are to:**

- Meet with you individually at least three times a year (once at the start of each semester and at the end of the spring semester).

- Review your academic progress and personal development and help you to identify successes and areas for future development.
- Support and guide you in the development of academic and professional skills, help you to identify strengths and weaknesses, and decide on appropriate activities to improve.
- Give you your examination marks/or other feedback on your performance and help you to reflect on it.
- Check on your well-being if any gaps in your attendance begin to give cause for concern.
- Act as the first point of contact for any guidance you may need in the event of any problems arising with regard to academic, organisational and personal issues.

**Your Personal Tutor may also:**

- Prepare a reference for your job applications. References should, if possible, put your academic achievements into a broader context. Thus, details of your activities and achievements outside of the course (e.g. in sports or voluntary work) are very helpful for your tutor. The more they know about you, the more accurate a reference they can provide.
- Discuss other matters relating to your progress on the course.

**CONFIDENTIALITY**

Your Personal Tutor will respect the confidential nature of any conversation which you ask to have so treated. If you feel more comfortable discussing particular issues with a member of staff of the same gender and are unable to identify an appropriate individual, the School Senior Tutor or Director of the School will be able to advise.

**YOUR ROLE**

**YOUR RESPONSIBILITIES**

You are the most important person in the development and maintenance of your PAR. Therefore, as a student, we expect you to:

- Maintain and develop your academic, personal and professional knowledge and skills and develop your PAR portfolio.
- Attend meetings arranged with your tutor.

- Be prepared for meetings by completing the relevant form where appropriate. These will be discussed, signed and kept in your PAR file. A record of the meeting will be kept in your file.

### **STUDENT ACTIONS**

<b>SEMESTER ONE</b>	During 1 <sup>st</sup> three weeks of semester.	Check notice board in the Business School for name of assigned tutor.  Attend 1 <sup>st</sup> scheduled meeting of the year with your Personal Tutor. (Please arrange this with your Personal Tutor).
<b>SEMESTER TWO</b>	During 1 <sup>st</sup> three weeks of semester.	Attend 2 <sup>nd</sup> scheduled meeting with your Personal Tutor. (Please arrange this with your Personal Tutor).  At this meeting you will also receive feedback on coursework and/or examination performance.
<b>END OF SESSION</b>	Shortly after Examinations Board and before you leave for the summer.	Attend 3 <sup>rd</sup> scheduled meeting with your Personal Tutor. (Please arrange this with your Personal Tutor).  At this meeting you may also receive feedback on coursework and/or examination performance. If marks are not available at this point in time they will be posted on to you and can be discussed in your first meeting at the start of the Autumn Semester.

**Please Note:**

- If you do not attend your meetings with your Personal Tutor you will not receive your marks or feedback on your examination performance. It will also be noted for record purposes that you chose not to attend.
- If you want to withdraw from the course you must contact your Personal Tutor.
- Anyone needing to be absent for more than a week during term time, or leave before the official end of the summer term, must consult their Personal Tutor.
- You can request other meetings with your Personal Tutor at any time. In some circumstances, your tutor may wish to arrange an additional individual meeting with you. Normally your Tutor will have specified

office hours and it is advisable to make an appointment in advance. However in urgent matters contact your Personal Tutor as soon as possible. In urgent cases you do not need to worry about appointments.

- Please note that you are not expected to disclose confidential or personal information unless you choose to do so.