



Additional information for students – Your relationship with your tutor

Last reviewed: August 2018

Date of next review: August 2019

It is important to establish a professional relationship with your tutor: you should remember that your tutor is not a friend, but a professional adult like one of your teachers at school.

This means that you need to behave appropriately when working with or emailing your tutor. We have given you some guidance on this in the terms and conditions document that you sign before being assigned a tutor.

In addition, your tutor should always behave professionally toward you: **if your tutor does not show professional behaviour toward you, immediately let your University Access Officer know.**

Professional behaviour means the following:

- ✓ Your tutor should always treat you with respect, and work with you to achieve your goals.
- ✓ Your tutor should always let you know if they will be unable to make a tutorial for any reason.
 - o This requires you to have a working, **charged** phone, and email address which you check regularly.
- ✓ Your conversations with your tutor (whether in person or via phone/email) should always be focused on your tutoring and/or university application.
- ✓ Your tutor should always suggest meeting in a public place (coffee shop, a meeting room at their office, etc). It is not appropriate to meet e.g. at their home or your home.
- ✓ If you are having a tutorial online, it can only be done using specialist software provided by The Access Project - you must not use Skype, Facetime or any other form of social media.
- ✓ Like in school, your tutor should not ask to photograph or film you unless they have permission from both The Access Project and yourself.
- ✓ Your tutor should not be under the influence of alcohol during your tutorials, nor should he/she offer you an alcoholic drink.
- ✓ Your tutor should not make inappropriate remarks. This could mean using swear words or other language that makes you feel uncomfortable.
- ✓ Your tutor should not make close physical contact with you.