 **Exeter Peer Support: Code of Practice**

**PEER PROGRAMME LEADERS**

Ground rules:

- Encourage participation in academic life

- Help participants to become independent learners

- Suggest appropriate resources and tasks

- Maintain confidentiality

- Avoid discriminatory or offensive language

- Check your e-mail, answer messages promptly and arrange sessions in a clear and comprehensible manner

Main duties:

- Attend all training sessions

- Attend all sessions timetabled for your group

- Keep track of the group’s activities

- Send participants/mentees a link to the Google Forms questionnaire at the end

- Provide feedback at the end by completing the Google Forms questionnaire

- Participate in any evaluative events organised

Things to avoid:

- Do not deal with complaints: Refer participants to their personal tutors

- Do not deal with pastoral/wellbeing issues: Refer participants to the Wellbeing Services

- Protect your own work time. Do not go beyond the stipulated time

- This scheme is about helping: show a collaborative attitude and avoid competitiveness

- Do not share personal information. Contact details are to be distributed via the university mail system

- Do not give information or advice regarding the subject content (ie summative or formative assessment). If questions arise refer participants to their subject tutors

**PARTICIPANTS**

Ground rules:

- PAL encourages your participation in academic life. Be collaborative and proactive during the sessions

- PAL aims at participants to become independent learners

- Maintain confidentiality

- Avoid discriminatory or offensive language

- Check your e-mail and answer messages promptly

Main duties:

- Attend all training sessions

- Attend all sessions timetabled for your group

- Keep track of your activities

- Provide feedback at the end by completing the Google Forms questionnaire

- Participate in any evaluative events organised

Bear in mind:

- Peer leaders are not staff. If you have any concerns regarding your modules talk to your personal tutor

- Peer leaders do not deal with pastoral/wellbeing issues. If you have any concerns, speak to your PAL organiser or the wellbeing services

- Respect your peer leader’s working time. Do not go beyond the stipulated time for every session

- This scheme is about helping: peer leaders contribute to your learning experience but they do not replace your teachers’ responsibilities

- Do not share personal information. Contact details are to be distributed via university mail system

- Do not request information or advice regarding the subject content (ie summative or formative assessment). If you have any questions talk to your tutors