Making effective use of your personal tutor

A student’s guide to the University of Leicester personal tutor system

The University of Leicester, like most universities, provides each student with a personal tutor. Your personal tutor will usually be an academic member of staff who is there to help support your learning in a more individual way.

The personal tutor system exists for three main reasons:

- We know that events in people’s personal lives can impact how they work and study.
- We want you to feel a part of this university.
- We want to recognise you as a person and an individual, rather than just a student number!

We aim to achieve these goals by providing:

- A consistent personal tutor for your whole programme of study, so that they may get to know you and their other tutees.
- A point of contact for concerns you may have, where your personal tutor will be able to refer you to other university services whether internal or external.
- A personal tutor as a link between you and the University.

Academic topics

Your personal tutor can provide help and advice about your studies by discussing your study skills, helping you interpret assignment feedback, turning it into actionable goals, and helping you find additional resources such as books and articles.

Personal topics

You may be thinking about the next step in your career, experience unpredictable life events, or have a pre-existing or chronic issue which can have an adverse effect on your well-being and studies. Personal tutors are there to listen to your concerns and to help direct you to useful services.

Essential tips for getting the most out of the personal tutor system:

- In your department, we highly recommend familiarising yourself with how personal tutoring works by checking your course handbook and meeting your personal tutor within the first two weeks of commencing your course.
- Be there – The personal tutor system works at its best when you take an active role and attend tutorials, this helps to build a sound and long lasting tutor-tutee relationship.
- Make appointments – It is always best to arrange meetings in advance to ensure your tutor is available. For urgent queries, do not hesitate to ask your tutor if they are available outside of scheduled sessions.
- Be prepared – Some personal tutor meetings are scheduled by departments and will require some preparation on your part e.g. bring your CV to the session. Without sufficient preparation you will not receive the full benefits of tutorial sessions.
- Be reciprocal – Building relationships is a two-way process, it is important to feel comfortable with your tutor as this helps to convey any concerns you may have.
- Helping you to help yourself – Personal tutors are there to help you make informed decisions and to be proactive in shaping your own development.
- Early intervention – Seek help when you initially need support, not when you do need support. One of the most common causes of student distress is when problems are left unaddressed. If left to escalate, your personal tutor may not be able to help you effectively.
- Keep your tutor updated – If you have any concerns to voice to your tutor, it is important to keep them updated and in the loop between any scheduled sessions. This also helps to build a sound tutor-tutee relationship throughout the entirety of your course.
### Useful contacts outside your Department

#### Succeed in your Studies
A website from the Student Learning Development team, the site provides different links to a variety of resources which can help all students to succeed in their studies and make the most of their time here at the University.

- [www2.le.ac.uk/offices/ld](http://www2.le.ac.uk/offices/ld)

#### AccessAbility Centre
Located on the ground floor of the David Wilson Library, the centre is open **9.00am to 5.00pm, Monday to Friday**.

- [0116 252 5002](tel:01162525002)
- [accessible@le.ac.uk](mailto:accessible@le.ac.uk)

#### Student Welfare Service
Located in the Charles Wilson Building, the service is open **9.00am to 5.00pm, Monday to Friday**. In special circumstances appointments can be made outside of these hours.

- [0116 223 1185](tel:01162231185)
- [welfare@le.ac.uk](mailto:welfare@le.ac.uk)

#### Student Counselling Service
Located in the Charles Wilson Building, the service is open **9.00am to 5.00pm, Monday to Friday**. In special circumstances appointments can be made outside of these hours.

- [0116 223 1780](tel:01162231780)
- [counselling@le.ac.uk](mailto:counselling@le.ac.uk)

#### Victoria Park Health Centre
Victoria Park Health Centre, 203 Victoria Park Road, Leicester, LE2 1XD. The health centre is open **8.30am to 6.00pm, Monday to Friday**.

- [0116 215 1105](tel:01162151105)

#### Careers Development Service
Located in the Charles Wilson Building, the service is open **9.00am to 7.00pm, Monday to Friday**. Appointments can be booked on MyCareers, by telephone or in person.

- [0116 252 2004](tel:01162522004)

Any other concern or enquiry can be directed to the Student Support Centre in the Charles Wilson Building.

- [www2.le.ac.uk/offices/ssc](http://www2.le.ac.uk/offices/ssc)