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 named personal tutor.
- A personal tutor who is a link between you and the University, throughout your studies.
- A personal tutor who is a point of contact for concerns you may have. Your personal tutor will be able to refer you to other University services or external organisations.

Academic topics

Your personal tutor can provide help and advice about your studies by discussing your study skills and options, 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:

- Be aware - Check your programme handbook and find out how personal tutoring works in your department.
- 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, don’t delay. 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 raised concerns with 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 your course.
### Useful contacts outside your Department

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| **Student Welfare Service**     | Located in the Student Services Centre, the service provides advice on personal issues or finance queries.  
                                 | 0116 223 1185  
                                 | welfare@le.ac.uk                                                                 |
| **Student Counselling service** | Located in the Student Services Centre, the service helps with emotional or psychological worries, including stress, confidence and settling in.  
                                 | 0116 223 1780  
                                 | wellbeing@le.ac.uk                                                               |
| **Victoria Park Health Centre** | Located at: 203 Victoria Park Road, Leicester, LE2 1XD, the health centre offers a range of services and is close to the campus.  
                                 | www.victoriaparkhealthcentre.co.uk  
                                 | 0116 215 1105                                                                   |
| **Leicester Talks**             | Run by the Students' Union, this service helps you find the right support for any academic or personal problem.  
                                 | leicesterunion.com/support/leicestertalks  
                                 | advice@le.ac.uk                                                                  |
| **AccessAbility Centre**        | Located on the ground floor of the David Wilson Library, supporting students with a specific learning difficulty, disability or long term physical or mental health condition.  
                                 | www.le.ac.uk/accessability  
                                 | 0116 252 5002  
                                 | accessible@le.ac.uk                                                              |
| **Succeed in your studies**     | The Succeed in your studies site provides information, advice and resources about the full range of academic support available to all students.  
                                 | www.le.ac.uk/offices/ld  
                                 | studyhelp@le.ac.uk                                                              |
| **Careers Development Service** | Located in the Student Services Centre,. Appointments can be booked via MyCareers, by telephone or in person.  
                                 | www.le.ac.uk/careers  
                                 | 0116 252 2004                                                                   |
| **Advice Service**              | Get free, confidential and friendly academic, housing and general advice.  
                                 | leicesterunion.com/support/adviceservice  
                                 | 0116 223 1132  
                                 | advice@le.ac.uk                                                                  |