



**Education**  
Conference

# What do you want from your Personal Tutor?

**Sarah Al-Aride**  
Education Officer

**Simon To**  
Leadership Development & Change  
Manager

# What do you need to succeed?

Personal tutoring at UCL

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## Personal tutors

### Personal tutoring

## Personal tutoring

Your complete guide to personal tutoring

One of your first priorities should be to meet your personal tutor. They will help you to get the most out of your studies, and provide support and encouragement during your time with us.

### Conversations with your personal tutor

## Things to talk about...

A guide to conversations with your personal tutor

From settling into university life to planning your career after graduation, the relationship you build with your personal tutor will play a large part in the success you achieve.

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## **The responsibilities of a personal tutor**

- Personal Care (emotional and personal wellbeing)
- Academic advice relating to the programme
- Advice on employability and careers
- Supervision of research undertaken by a student during their time at UCL
- Sign posting to services provided across UCL, such as Student Psychological Services, Student Disability Services, Chaplaincy, Students' Union Advice Service
- Advice on extenuating circumstances and interrupting studies
- Name of role to be changed
- A clear job description of the role of Personal Tutor
- Different roles for undergraduate and postgraduate students

## **The interaction between the personal tutor and tutee**

- There should be a mandatory minimum number of meetings
- These meetings should be timetabled
- Students must attend these meetings
- Students have a choice on whether to attend these meetings
- The personal tutor and tutee should have an agreement on what will be discussed at these meetings
- The content and timing of these meetings should be determined by the student tutee
- Personal tutors should hand back marked assignments and advise on academic performance
- Personal tutors should use the Research Student Log to advise on academic performance
- These meetings could be online (e.g. skype)
- These meetings could be with a group of students and their personal tutor
- These meetings should always be individual, just with the personal tutor and tutee
- Different arrangements should be provided for undergraduate and postgraduate students
- There should be a record of the meeting taken by the personal tutor
- There should be a record of the meeting taken by the student

## **Training, support and recognition for personal tutors**

- There should be a statement to students on the overall level of support they can expect at UCL
- All academic staff should be personal tutors
- Only academic staff can be personal tutors
- Only staff who wish to be personal tutors should take on the role
- Personal tutors should be formally trained on equality, diversity and liberation issues
- There should be a formal training programme for personal tutors
- Training for personal tutors should be mandatory
- Excellence personal tutoring should be recognised and rewarded
- There should be a system to record interactions between personal tutors and their tutees

## **Monitoring and making sure it works**

- Departments and programmes should provide specific guidance on what support is available through personal tutors
- Students should have the same personal tutor throughout their entire programme
- Students should have a clear way to change their personal tutor
- Students could have multiple personal tutors
- Attendance at meetings should be monitored
- Students and personal tutors should be matched on the basis of background (i.e. culture/nationality)
- Students should be able to provide feedback on personal tutoring through Student Evaluation Questionnaires (SEQs)
- Personal tutoring should be monitored alongside how the programme meets other regulations





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# Thanks!

**Sarah Al-Aride**  
Education Officer  
[e.officer@ucl.ac.uk](mailto:e.officer@ucl.ac.uk)

**Simon To**  
Leadership Development & Change  
Manager  
[simon.to@ucl.ac.uk](mailto:simon.to@ucl.ac.uk)

