



Personal Tutoring at UCL Medical School 2020-2021

During this new Covid-19 era, where students are dealing with the effects of lockdown, living at home and getting to grips with learning within a remote environment; personal tutoring is going to be even more important part of their university experience and helping students to adapt and thrive in their university career.

As a UCLMS personal tutor, we hope that you will be available to provide both academic and pastoral support to our students and help them to get through the next academic year and beyond, in these new circumstances. You will have an impact on the students' experience by making sure they have the opportunity to reach their potential. Please find some top tips below.

Getting started

- The first meeting could be with the whole group.
- Discuss expectations with your students.
- Try to be approachable, friendly and positive – show that you care!
- Let them know what your role is and where they can seek any additional support.
- Make no assumptions about your tutees – where they might be based, what their background might be or what support they might need.
- Each and every student will have different needs
- Discuss confidentiality.

Building and maintaining a good relationship

- Students believe that you are very busy people and will be reluctant to contact you, unless you say so!
- Check-in with students by email now and again, to see how things are going.
- When meeting, consider discussing opportunities and challenges; any ongoing problems and how to resolve them.
- Find out a bit more about their studies, whether they are enjoying the programme, what clubs and societies they might have joined, skills they are developing...
- Be human!

Academic support

- Try to be aware of the key modules and points in the timetable e.g. holidays and assessments and an overview of the course itself.
- Be aware of opportunities that might be available to students e.g. research, projects, volunteering (and what skills they might wish to develop.)
- Ask them how they are getting on with their studies – what are they enjoying, what is more challenging?
- Be prepared to discuss success, failure and resilience
- Allow students space to reflect on any feedback they have received.
- Support their professional development by asking about their CV, the BSc. they might want to do and any projects they are involved in.
- UCL careers service is available if guidance is needed.

Pastoral Support

- Ask what they are doing to support their wellbeing.
- Listen to their problems. Try not to be dismissive.
- Try to avoid giving advice/solve the problem – instead focus on helping the student to think about their next steps and talk through their options.
- UCL Student Support and Wellbeing (SSW) have some excellent resources on their website.
- Encourage students to seek advice can be obtained from the Medical School Student Support team regarding health, extenuating circumstances and Statements of Reasonable adjustments for placements and exams.

Extra resources and where to seek support

- [UKAT Top 10 Tips for personal tutoring](#)
- [UCL Student Support and Wellbeing](#)
- [Supporting students' health and wellbeing](#)

If you have any worries or concerns about tutoring or your tutee, please do contact the Student Support Team
medsch.personaltutors@ucl.ac.uk.

According to UCL Arena, UCL students have said that for them, the keys to a successful relationship with their personal tutor are **consistency and responsiveness**. We hope that all tutors can achieve this.