



UNIVERSITY OF  
LINCOLN

## Student Guide to Personal Tutoring

### Your Personal Tutor

All students at Lincoln are allocated a Personal Tutor who plays a key role in helping you to get the most out of your time at university, providing you with support and encouragement throughout your studies.

The relationship you build with them is important in helping you settle into student life, make the most of the academic opportunities available to you throughout your studies, and helping you prepare for life beyond university.

Personal Tutors provide you with the opportunity to periodically take stock of your learning and academic progress, as well as general wellbeing. They can also offer guidance on how to seek support from central specialist services, should you need their help.

This guide explains how you can fully benefit from their support and addresses some frequently asked questions.

### How they can help

Personal Tutors are there to:

- Help you to adjust to being a student at university and encourage you to develop your independent learning and essential skills for studying in higher education.
- Guide you in understanding how to use assessment feedback to develop your confidence in independent learning and enhance your academic progress.
- Support you to manage your studies if you are experiencing any academic or personal challenges, and where appropriate direct you to specialist support.
- Encourage you to engage with university life beyond your programme, including considering your career ambitions and possible further study options.

You can find more information on personal tutoring and other academic support available to you on [learning.lincoln.ac.uk](http://learning.lincoln.ac.uk)

### How and when you meet

Whether meeting your Personal Tutor for the first time (or as a returning student) maintaining regular contact will enable you to work together to make the most of your time at university.

Arrangements for how and when you meet will be set by your School to align with your programme of study. Some things will be face-to-face, and others may be online.

The one-to-one meetings you have will allow you to discuss anything confidential, so make sure you know your Tutor's availability and office hours (virtual or physical) and how to contact them outside pre-arranged tutorials.

For some students group tutorials will be part of your timetable. Engaging with these will enable you to get to know other students, as well as participate in activities to develop key skills relevant to your programme.

The format of these may differ across Schools and subject disciplines.

### What to talk about

Don't be afraid to approach your Personal Tutor for their help, as you can talk to them about anything that may be affecting your studies.

They know what it is like to be a student working hard to achieve a degree.

If you need additional support with academic or personal challenges that are impacting your work, they can signpost you to a range of central services who can help with academic and related skills workshops, or a more specialist service who can advise you on a wide range of common, as well as more complex, personal issues.

Talking on a one-to-one basis is a great opportunity to reflect on assessment or other feedback you have received.

Working through this together can help you consider what actions or plans you can put in place to keep your studies on track.

### Engaging in your studies

University study enables you to take greater responsibility for your own learning.

The last couple of years have seen a more blended delivery of f2f and online teaching and learning.

Your timetable is structured in a manner with the expectation that you should engage in all scheduled teaching activities and tutorials made available to you – in person as well as online.

Personal Tutors are advised where your attendance falls below programme expectations.

Keeping your school informed when you are absent, for whatever reason, will enable you to be directed to the right support if needed, or arrangements made to meet to discuss any academic concerns.

It's so important that you don't struggle to keep on track.

### Keeping in touch

As you settle into university life and experience a very different way of learning and living, keeping in touch has never been so important.

Your Personal Tutor will want to know that you are managing the demands of higher education learning, as well as feeling part of the student and academic community at Lincoln.

When meeting for a one-to-one discussion, you may just want to talk about your progress generally – and it doesn't have to be about something that isn't going right. Whatever you talk about, be confident in sharing your successes and be proud of your achievements.

If you have an urgent concern and cannot reach your Personal Tutor you should contact your school office and they will be able to direct you to support, depending on your query or concern.

### Where else can I get help?

A positive university experience is more than just learning, so it is essential that the right services are in place to help support and guide you beyond your Personal Tutor.

Departments across the University are staffed with trained professionals, who are there to help you.

QR codes linking you to these services are included in the information detailed on the next page – which will take you to homepage information, signposting services and support available to you.

If you are unsure about what service you need and don't know who to ask, use this QR code to access our easy-to-follow Student Guide to Support Services which covers academic as well as personal matters.



## NavigateMe to find your way around

It can be quite daunting when you are first on campus to know where everything is and how to get to your classes or meet up with friends.

Our NavigateMe planner has pre-loaded accommodation and building locations so you can easily see where to go and how long you need to get to where you are going! Use this QR code to access on your phone.



## Student Wellbeing Centre

Part of Student Services, help available includes advice around disability; specific learning difference; mental health or medical conditions; and anything which may be causing you emotional or psychological distress.

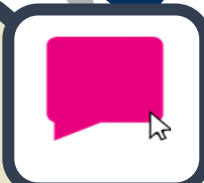
Advisors can provide confidential one-to-one specialist advice and guidance, as well as delivering a range of workshops and activities to support your wellbeing.

Open weekdays 8.30am to 5 pm (from 9.30am Wednesdays and to 4.30pm Fridays).



As a new student you are not expected to be aware of all the support and services available to help you as you settle into university life. All university computer desktops display this pink icon, clicking on this will take you directly to the Student Services website homepage. You can similarly access Blackboard, ICT/Digital Technologies Support and the Library by clicking on their logos located on computer desktops.

**Learning at Lincoln** and **Student Life** are two websites to also be aware of which provide resources and information to help you with the transition to higher education learning, as well as tips and advice provided by students already at Lincoln.



## Student Support Centre

Providing access to a range of information and support including funding, fees and payments; housing; personal support; and general advice and information for all students.

The team can provide practical help to resolve any challenges you may be facing, as well as refer you to specialist staff if needed. If you are in any doubt about the support you may need the team are always happy to help or guide you in the right direction.

Open weekdays 8.30am to 5 pm (from 9.30am Wednesdays and to 4.30pm Fridays).



## Students' Union Advice Centre

Providing professional, independent, impartial advice and student support services on a wide range of issues you may experience while studying at Lincoln.

For full service information and opening times use the QR code to access their website.



## Careers & Employability

Alongside extensive student support for career planning and skills development, the team offer advice on all aspects of the recruitment process – from part time work to graduate roles, they are here to help. From their website you can book an appointment or workshop, search for vacancies and access a range of resources, videos and LinkedIn Learning Pathways.

If you are in doubt about what you need you can call into the Careers Centre on the ground floor of the Library.

Use the QR code to access the Careers & Employability website where you will find further information about all the support and services available to you.



## Library & Learning Skills

The two libraries on campus provide flexible study and learning spaces, along with a wide range of subject-specific books, resources and study skill guides, laptop loans and printing facilities.

Library staff can help you with using the library, and specialist teams can support you with finding information, academic writing, maths and stats, and referencing. A variety of workshops and webinars are offered to support you in your studies.

Workshops and appointments can be booked through the Library website, along with access to a range of eBooks and other electronic resources.

Open 24/7 in term time, with virtual chat support and enquiry desk available daily from 8.30am weekdays.

