



University of  
**Nottingham**

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# Your tutoring plan: helping you develop skills for life and study

Faculty of Arts,  
University of Nottingham





# What is personal tutoring and why is it important?

In the Faculty of Arts, each undergraduate student is assigned a personal tutor. Your personal tutor is a member of academic staff in the department you are joining who will help you to become familiar with the language and culture of the discipline. They will maintain an overview of your academic progress and development as well as your wellbeing. They can also make you aware of various development opportunities.

Tutors are your first point of contact should you experience any issues affecting your academic studies and can direct you to support services such as wellbeing officers, disability support, student academic skills, counselling and so on.

If you are a joint honours student, in addition to having a personal tutor, you will also be assigned a joint honours advisor who will support you with academic related matters in your non-lead department/school. Each department/school also has a senior tutor responsible for overseeing tutoring in their area and for ensuring tutors are trained and kept up to date with relevant information.

## Support services useful links

### Health and wellbeing

[Support and wellbeing team](#)

[Support and wellbeing service](#)

[My Help Zone](#)

[Counselling services](#)

[Healthy U](#)

### Feedback on assessments

[Academic skills and resources](#)

[Library help and support](#)

[Disability support for your studies](#)

### Careers

[Careers and employability services](#)

[Work experience](#)

[Nottingham advantage award](#)

[Placements and internships](#)

### Meetings with your tutor

You are expected to attend three scheduled meetings a year (four in your first year). Joint honours students should also meet with their joint honours advisor twice a year.

**Meeting one:** beginning of Autumn term

**Meeting two:** beginning of Spring term

**Meeting three:** beginning of Summer term

You can also see your personal tutor outside these meetings. You can just drop in when your tutor has office hours, or you can email in advance to arrange a meeting to discuss your progress or any concerns. You are also very welcome just to drop in for a quick catch-up.

It is important to build a relationship with your personal tutor so that you feel comfortable approaching them for academic advice or if problems arise. They can also provide you with a reference for job or further study applications, so it's helpful if they have a good idea who you are and what your aspirations may be.



### What is the role of a personal tutor, and why do I have one?

Personal tutors are academic members of staff and an important point of contact and support within your department/school. They are there to guide you in your studies, your personal development, and to support you with any personal difficulties you may have.

### What can I talk to my personal tutor about?

Your personal tutor will help you with settling into life at University of Nottingham and signpost you to relevant support services. During the year, they will also discuss your academic progress and talk to you about the feedback on your work, as well as encourage you to take part in extra-curricular activities. They can also support you with any difficulties that arise and refer you to the relevant support services.

### Why is it important to attend meetings and build a relationship with my tutor?

It is important to build a relationship with your personal tutor so that you feel comfortable approaching them for academic advice or if problems arise. They are also the person who can provide you with a supporting statement or with a reference for job or further study applications.

### What is the role of a joint honours advisor (second tutor)?

If you are a joint honours student, in addition to having a personal tutor, you will also be assigned a joint honours advisor who will support you with academic related matters in your non-lead department/school.

### When are my personal tutor meetings and how do I meet with my personal tutor?

Schools and departments set a schedule of meetings for the year, with meetings usually taking place at the beginning of each term. Your tutor should contact you to arrange a meeting during the year. You can also contact your tutor to ask to meet with them at any other time.

### Will I have the same tutor throughout my time at University of Nottingham?

Many students will have the same tutor throughout their time at university. In some cases, however, it will be necessary for you to be allocated a new personal tutor on a temporary or permanent basis. This could be because your tutor takes research or other leave, or because they move to another role.

### What do I do if my personal tutor is not available or if I wish to change tutors?

Each department/school has a senior tutor who oversees tutoring in their department/school. Please contact the senior tutor who can help you connect with your tutor, or who will identify an alternative tutor if required.

### How do I find out who my personal tutor and/or my joint honours advisor is?

The names of your tutor and joint honours advisor (second tutor, for joint honours students) are available on your

['NottinghamHub'](#)

# The first year: practicalities

Developing independent study skills, identifying areas for development, establishing relationships

## Meeting one

Induction and getting to know you

### One-to-one meeting

This is an individual meeting with your personal tutor to ensure things are going well thus far.

You can talk about your module choices and discuss the coming year.

You will be encouraged to consider joining clubs and societies via the Students' Union.

To get the most out of your degree, it is important that you have clear and realistic goals regarding your academic and personal development. You can also, of course, ask any questions.

They will also explain how you can access support if you need it such as Disability support.

### Group meeting

In the first meeting you meet your personal tutor, who may be the same throughout your time at university.

Your tutor will supply information about how the university works and how to get the most out of your time here.

They will also explain how you can access support if you need it. You can also ask any questions.

## Meeting two

Feedback and progress

### One-to-one meeting

In this meeting you will discuss your progress and academic performance in the autumn semester.

You will also review the goals you had previously set, and your personal tutor will help you identify areas where you can improve and point you towards the relevant support services in the university.

They will also help you set relevant goals for the spring semester.

## Meeting three

Looking back & looking ahead

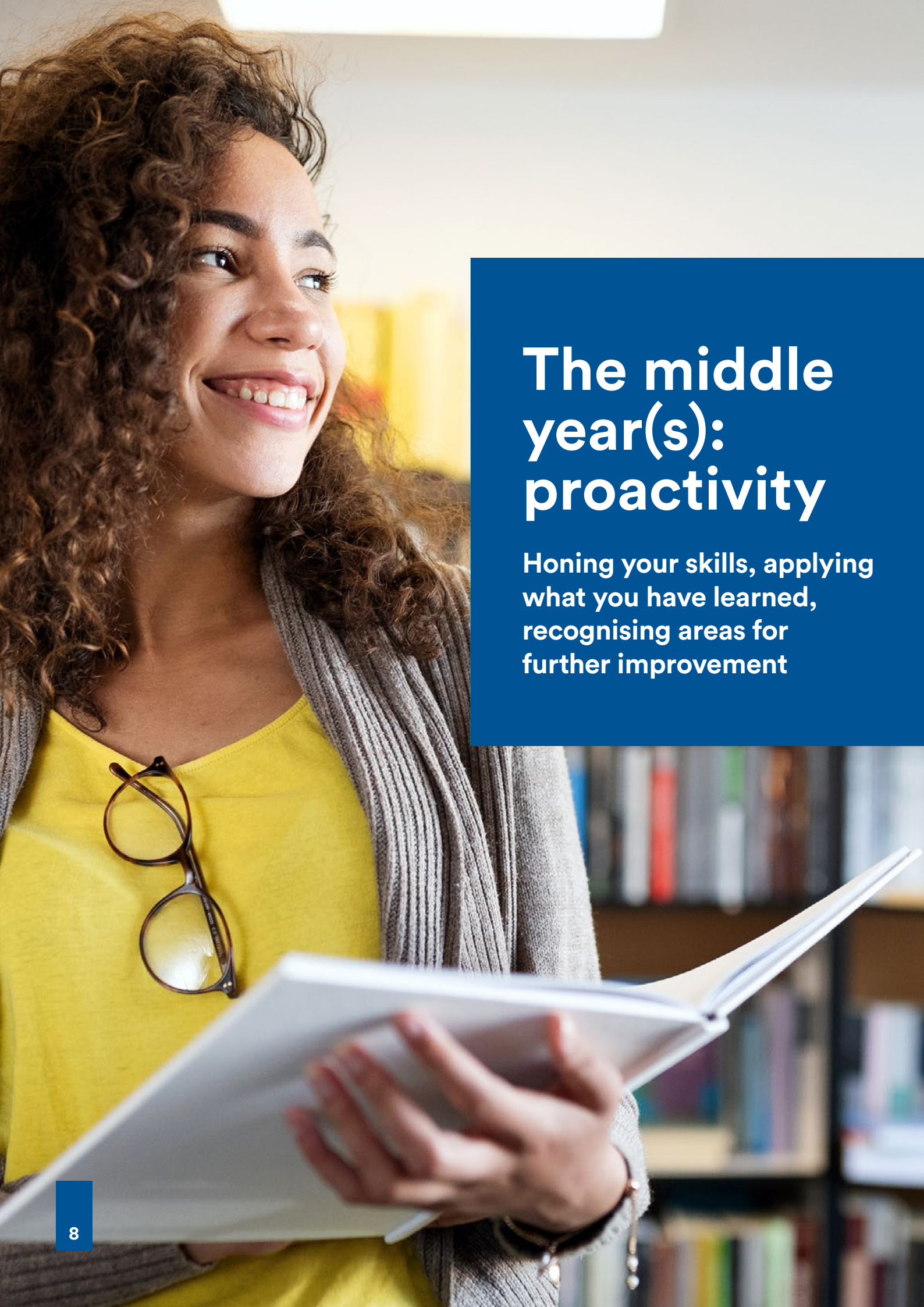
### One-to-one meeting

In this meeting you and your personal tutor review your progress during the spring semester, including any marks already received for summative assessments.

They will discuss with you what has gone well and what can be further improved. You will also discuss how to prepare for upcoming exams and assessments by incorporating strategies for managing your time effectively.

Your personal tutor can supply information about where you can access specialised support for issues like exam stress, tight deadlines, and independent study.

This meeting will also be an occasion to think about plans for the summer vacation and work experience opportunities.



# The middle year(s): proactivity

Honing your skills, applying what you have learned, recognising areas for further improvement

## Meeting one Welcome back

### One-to-one meeting

In this meeting you will meet your tutor to catch up and discuss last year's performance as well as the year ahead.

You will also want to establish academic and personal goals for the year because you are at the point when you should be thinking about what happens after university.

It's time to start exploring career options and opportunities.

Your tutor will discuss these with you and tell you where you can get further advice.

They will also remind you of the practical information you may have forgotten from last year about levels of support, academic skills training, and modules and timetabling.

Naturally, you can also ask any questions you might have.

## Meeting two Building momentum

### One-to-one meeting

Now you discuss your progress and success in the autumn semester, with a view to celebrating accomplishments and identifying potential problem areas.

You will review the goals set at the beginning of the year, and set fresh goals for the semester ahead.

More broadly, your personal tutor will refresh your memory on the strategies for effective time management, coping with stress, and balancing academic and personal commitments.

## Meeting three Planning ahead

### One-to-one meeting

As in the final meeting of your first year, you will discuss with your personal tutor the year in review and the road ahead.

Particularly important at this meeting will be that you recognise your strengths as an independent learner who can be flexible and adjust to circumstances as they present themselves.

With a view to the upcoming summer and final year, you may wish to discuss your module selections and potential dissertation topics with your personal tutor, who can offer appropriate and timely guidance.

As ever, you can bring questions.



# The final year: professionalism

Preparing for final assessments, focusing on your future plans

## Meeting one Planning for the final year

### One-to-one meeting

In this meeting you catch up with your tutor and discuss last year's performance as well as the year ahead. You will also want to set academic and personal goals.

This is also a good opportunity to let your tutor know about any concerns you have or if you need any support.

You may also discuss workload and stress management, and the resources available to you.

This is the last year of your course, and you need to start planning for the time after university.

Your tutor will discuss with you what kind of career you might be interested in and what support options the university offers.

They will advise you where you can find out more about career options, take ability tests and get help putting your CV together and planning the application process.

Remember that your personal tutor can also provide references for you.

## Meeting two Thinking about your career

### One-to-one meeting

Discuss your progress in the autumn semester and set new goals for semester two.

Your tutor will help you identify areas for further improvement and discuss strategies how to achieve your goals for the next semester.

By now you might have a clearer idea of what you would like to do after university. You can discuss in more detail how you can go about realising your ideas and what support options there are.

If you are thinking of a postgraduate degree, make sure you ask your tutor for advice regarding your application.

## Meeting three Looking to the future

### One-to-one meeting

In this meeting you will review your progress so far in the spring semester.

Your tutor will also discuss with you time and stress management for your final assessments.

By now you might have started or be about to start applying for graduate internships, jobs and graduate schemes.

Your tutor can advise you on where to get support with writing covering letters, presenting CVs and preparing for interviews. If you would like your tutor to write references for you, make sure they are aware of any relevant experience you might have gathered outside of university (voluntary work, internships etc.).

And remember to stay in touch after graduation – we love to hear what our former students are up to!



University of  
Nottingham

UK | CHINA | MALAYSIA

Faculty of Arts  
University of Nottingham  
University Park  
Nottingham, NG7 2RD



[arts-ese@nottingham.ac.uk](mailto:arts-ese@nottingham.ac.uk)