



**UNIVERSITY OF LEEDS**

**THE UNIVERSITY OF LEEDS  
School of Mathematics**

**Statement on Personal Tutoring for UG and TPG students  
in the School of Mathematics**

The School of Mathematics follows the principles of the University of Leeds personal tutoring model. Each taught undergraduate (UG) and taught postgraduate student (TPG) parented by the School of Mathematics is assigned a permanent member of the academic staff as his/her personal tutor. Normally students will keep their personal tutor throughout their studies.

The purpose of personal tutoring is

- to support the academic, personal and professional development of students,
- to support students in developing their independent learning and self-management ,
- to raise awareness amongst tutors and tutees regarding the wealth of opportunities available to students for developing graduate attributes and skills at the University of Leeds,
- to help tutors and tutees articulate the students' various experiences and achievements gained through the curriculum and through co-curricular activities,
- to promote the University values and the L&T Partnership Agreement.

First Year UG students meet with their personal tutors at least three times, TPG students and students in years 2, 3, and 4 at least twice throughout the academic year. The School runs special "Personal Tutoring Weeks" during which the personal tutoring meetings are expected to take place. Students and tutors can request additional meetings throughout the academic year.

Personal tutors and tutees are provided with a list of suggestions to address in the meeting. The issues depend on the timing of the tutorial within the academic year, and on the year of the programme of the tutee. Tutors and tutees are encouraged to use the Leeds for Life features to prepare and record each meeting. Personal tutors will record on Leeds for Life that a meeting has taken place. In addition, each semester the School provides personal tutors with an updated academic transcript of their tutees in order to address issues concerning academic performance and module choices.

Information about personal tutoring in the School of Maths is published to all Maths students at <http://www.maths.leeds.ac.uk/school/students/GettingHelp.html> , and to staff in Maths at [http://www.maths.leeds.ac.uk/school/staff/teaching/Personal\\_Tutoring.html](http://www.maths.leeds.ac.uk/school/staff/teaching/Personal_Tutoring.html) .

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