

School of Medicine

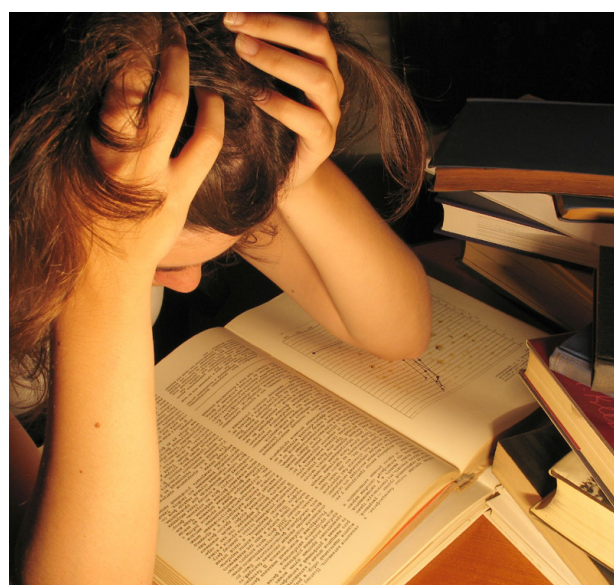


UNIVERSITY OF LEEDS



MBChB Student Support

The Personal
Tutor System



Student
Handbook
2020/21

Essential phone numbers

- Emergency on Campus: Contact University Security phone **0113 34 32222** (24 hours a day).
- Emergency Ambulance, Fire Brigade or Police: phone **999** and ask for the service.
- Emergency SMS service **www.emergencysms.org.uk** for deaf, hard of hearing and speech-impaired people in the UK to send an SMS text message to the UK **999** service.
- Non-emergency police: Phone 101. Use this number to report crime that does not require an emergency response. See police website **www.police.uk/contact/101** for more details.
- Leeds Student Medical Practice: phone **0113 295 4488**
- University security: phone **0113 343 2222**
- Taxi company - Amber Cars **www.taxileeds.co.uk/students** - LUU's recommended private hire company - **0113 231 1366** If you have no money or find yourself in any kind of difficulty, you can pay your fare by giving the driver your student card - you will be asked to sign a docket and will be able to retrieve your card from the students union on payment of your fare
- Listening service - Nightline **www.leedsnightline.co.uk 0113 380 1381** (listening), **0113 380 1380** (information); or online chat - 8pm to 8am term time only.

Your Personal Tutor should be your first point of contact

Name	Phone	Email

Other contacts in the Personal Tutor system are

Dr Jonathan Darling	Director of Student Support	J.C.Darling@leeds.ac.uk 0113 34 31926
Ms Andrea McGoverin	Associate Director of Student Support for Years 3, 4 and 5	A.M.McGoverin@leeds.ac.uk 0113 34 38832
Dr Rehna Khan	Associate Director of Student Support for Years 1 and 2	R.Khan1@leeds.ac.uk
T.B.C	MBChB International Officer	
Ms Helen Steele	MBChB Student Career Co-ordinator	H.L.Steele@leeds.ac.uk 0113 34 30230
Ms Stephanie Briggs	Student Support Co-ordinator Disability Officer Yrs. 1 – 5 MBChB Personal Tutor Co-ordinator	somstudentsupport@leeds.ac.uk 0113 34 34335
Ms Olivia Clarkson	Student Support Officer Disability Officer Yrs. 1 – 5 MBChB Personal Tutor Co-ordinator	somstudentsupport@leeds.ac.uk

Don't forget our website

tinyurl.com/LeedsSoMSupport

About This Guide

This guide will help you understand:

- What the Personal Tutor Scheme is
- What we expect you get out of it and
- How to prepare for each session.

Section 1: The role of the Personal Tutor

Personal Tutors are members of academic and clinical staff who are all involved in some part of the MBChB. It is therefore possible you will encounter your tutor in the lecture theatre, tutorial room or in a clinical environment but it is important to understand that their role in any of those situations differs from their role as your Personal Tutor.

Years 1 and 2	If you join the course in Year 1, you will be allocated to a tutor in a group of about 13 students from within the first year of the MBChB. You will meet with your tutor occasionally as a group, and then have one-to-one meetings 3 times a year. You will remain with your tutor for year two. At the end of that period, you will progress into year three and be assigned a new tutor who will remain with you for the remainder of the course. There is, of course, no reason why you can't remain in informal contact with your old tutor if you want to!
Year 2 entrants	If you join the course by transfer after Year 1 of the Bradford Clinical Sciences course, you will join an existing group of students.
Years 3, 4 and 5	When you enter year 3, either by progression from year 2 or directly from IMU or as a dental graduate, you will be allocated to a group of about 16 students from within the third year of the MBChB. You will remain with this tutor until you graduate. If you intercalate after years 3 or 4, you will be assigned a new tutor in your new course, and on return to the MBChB we will aim to place you with your old tutor.

Your tutor's role is to be a "professional friend" to you and your colleagues, to monitor your progress, help you navigate University and School processes and give help and advice when needed. The current University Code of Practice on Personal Tutorials is available on-line at ses.leeds.ac.uk/info/21800/student_support/836/personal_tutoring

University of Leeds Personal Tutoring Policy

Principles

Personal Academic Advice is about providing pro-active academic support to students, in the form of an academic partnership with mutual expectations. The principles below underpin this.

Personal Tutoring is at the heart of Leeds for Life, as stated in the ethos of Leeds for Life:

‘It’s about inspiring students to get the most out of their academic and co-curricular experiences and build on their time studying at the University of Leeds. We want our students to be able to recognise the value of everything they have done at university and be at ease articulating this clearly and confidently.’

Personal Tutoring therefore encompasses the full range of the student experience:

- Academic: e.g. reviewing their tutees’ assessments across their programme of study and giving guidance on where and how to improve; providing information about the current average mark for the year / classification average
- Preparation for careers and life after graduation: e.g. helping tutees reflect on skills they have developed and their experiences whilst at Leeds; highlighting appropriate resources and opportunities for the student’s chosen career
- Pastoral support: e.g. identifying ways in which the University can support students with particular needs; providing a point of contact and gateway to appropriate services for students experiencing personal difficulties.

The aims of the Leeds approach to personal tutoring are:

- To support the academic, personal and professional development of students.
- To support students in developing their independent learning and self-management.
- To raise awareness among tutors and tutees regarding the wealth of opportunities available
- To students for developing graduate attributes and skills at the University of Leeds.
- To help personal tutors and tutees articulate the student’s various experiences and achievements gained through the curriculum and through co-curricular activities.
- To embed the University values and the ethos of the Partnership into the personal tutoring system.
- To ensure that the personal tutoring system is consistent and available equally to all taught students.

The principles of our unified approach to personal tutoring are:

- The personal tutor will be an academic member of staff.
- The personal tutor will play a distinctive core role in the delivery of personal tutoring, aimed at supporting the student’s general academic and personal development.
- The personal tutor will hold one-to-one meetings with tutees.
- The one-to-one meetings will be scheduled at regular points of the academic year.

If your tutor is unavailable, you can seek advice from the appropriate Associate Director of Student Support (See page “Your main contacts in the Personal Tutor system are:” on page 2 for contact details)

Use of the Progress File

Web Link: progressfile.leeds.ac.uk

Your Progress Files is an electronic portfolio for you to record your reflections on achievements, and collate evidence of progress through medical school – preparation for Continuing Professional Development records that all doctors are expected to keep after qualification. Currently your Progress File entries are only formative i.e. they have no accreditation purpose, but they are an important part of your life-long learning skills. You will be able to access your Progress File through Minerva – do take time to look through it!

You may like to ask your tutor if they would like you to show them your file, or discuss parts of it with them if you are not sure what to put in. Remember that all doctors have to compile similar things now after qualification as evidence that they are keeping up to date.

Undergraduate One-to-Ones – what is the role of my Personal Tutor?

All students meet with their personal tutors once a term. The meetings last about 20 minutes and are private and confidential. At these sessions you can bring up any issues which are concerning you, and your tutor will enquire about some things which we know are common causes of concern among students. You'll be asked to prepare for these meetings, and you should regard them as just as important as any other part of the course.

How often do I meet my tutor?

You will have a scheduled meeting with your tutor once a term. This meeting is scheduled within the teaching timetable so it should never clash with teaching. You may want to meet your Personal Tutor outside these scheduled events, you will need to get in touch with them to arrange this.

How do I contact my tutor?

At the beginning of each academic year, we send all tutors a list of their tutees with their email addresses. Communicating by email seems to be the most effective. We therefore suggest to both tutors and students that if at all possible use email. Check Minerva regularly.

Some tutors will also give their students other ways of contacting them – and often may use their secretaries as a primary point of contact. Remember that this does not mean that the tutor does not want to be available, it often means that it is the most reliable way of getting hold of them without you worrying that you may disturbing them when it is inconvenient (e.g. during a clinic!)

Where should the meetings occur?

We will schedule each term's meeting within the Worsley Building – you'll be informed of the exact time and place nearer the date. The sessions are mandatory to attend. Non-attendance will be noted as an unauthorised absence and referred to the Associate Director of Student Support if this is not pre-authorized or due to a certified sickness.

Additional meetings can occur wherever is private and convenient – you can agree with your tutor whether an office or an outside venue is better.

What happens if I can't get in contact?

Please let the SES team know – we will check contact details are correct and try to contact them ourselves. If it turns out that your tutor is really too busy, or wants a break from the scheme, we will reallocate you to another tutor as soon as possible (i.e. as soon as we enlist a new tutor or a vacancy comes up in another group).

Whilst we require you to attend each term's meeting with your Personal Tutor, we recognise that some students may not wish to make additional use of the Personal Tutor system. This is a pity, as you never know when you may need them, and if you have not built up a relationship, it is difficult to use them effectively. A common example is that a tutor who has got to know a student well over the course will be able to give helpful career advice near graduation and be able to give a good reference.

As a minimal courtesy, we recommend that you always respond to your Personal Tutor's contact or email and let them know whether or not you are able to come to any proposed meeting.

Allocation to groups

Rarely, either a student or a tutor asks to change a group. This is fine. We understand that there are occasional personality clashes. It is important that this is not seen by either party to be a personal matter but the Student Support Coordinator must be notified of requests to change groups so that we can keep track of meetings.

What if you have ‘problems’?

Occasionally a student will develop a major problem such as financial difficulty, physical or psychiatric illness, harassment etc. and the Personal Tutor may be consulted by the student for advice and help. Your Personal Tutor has been given information about student support services within the Medical School and University (in their Handbook) to refer you to if these are needed. Good electronic sources of initial advice for students include those dealing with a whole variety of issues:

<https://students.leeds.ac.uk/>

tinyurl.com/LeedsSoMsupport

https://students.leeds.ac.uk/info/100002/big_white_wall_resources_and_self_help

Within the Medical School, there is also a system of support with which we can put students in touch – please contact either the Student Support Coordinator or the appropriate Associate Director of Student Support (see list inside front cover) who will be very happy to advise about particular problems or to suggest who may be able to help.

Students’ responsibilities

Each student has a responsibility to prepare for meetings and to respond to tutors – it is only polite to at least acknowledge a contact.

Contact outside of scheduled meetings?

You are welcome to contact your Personal Tutor outside of scheduled meetings. You may want to ask them for academic advice – whilst they may not know all the details and intricacies of the Leeds undergraduate curriculum, they were students once and remember what it was like! A different approach or perspective is often very useful. Nearer qualification, issues like helping with CV preparation and advice about careers can be helpful.

Students have often asked their Personal Tutor to talk about areas of study skills (what really works and what worked for them) and when they have choices over rotations or projects. RESS is always an interesting area to discuss, and it can be valuable to get someone else’s perspective on what would be useful to do, rather than just an area you may be interested in.

Academic support from within the Medical School

The Director of Student Progress, Prof Andrew Hill is responsible for the oversight of the progress and general welfare of students, and is supported in this by a team of Academic Sub Deans.

Student progression is closely monitored throughout the course by the Academic Sub Deans. The aim is to identify those students who need additional help, support or advice as early as possible during their studies, and counsel them appropriately. The Academic Sub Deans will often be the first point of contact with the School for students with problems, and students can make appointments with them via the LIME Office. Academic Sub Deans have an interest in and responsibility for the following aspects of the student's academic career:

- Academic progress
- Student attendance
- Personal health problems
- Difficulties in learning and study
- Disciplinary measures
- Personal problems of any kind (that affect study and progress)

Safety

Please be aware of the potential dangers of living in a city such as Leeds, particularly the centre of town at night, Hyde Park and the surrounding area and Woodhouse area. General tips include:-

- Don't walk along the street talking on a mobile phone
- Don't walk alone at night
- Be careful about getting into a taxi alone at night, especially if it isn't from a well-identified firm of taxis
- Keep doors closed while moving in and out of halls of residence.
- Get a personal attack alarm
- Use the LUU Minibus Safety Service, which takes students home from the Union at a charge of £1. The service runs seven nights a week during term time, with an hourly service from 18:00 onwards and takes you to your door.
- LUU operates a Walk Safe system to help ensure students get home safely. This involves security walking lone customers to the nearest taxi rank and waiting with them until they are picked up.
- For more information: luu.org.uk/legal/getting-home

If something does happen to you please report any incidents to West Yorkshire Police via **101** or online westyorkshire.police.uk/contact-us/report-crime

Confidentiality/Data Protection

The School of Medicine's Codes of Practice on Confidentiality and Data Protection are derived from those of the University of Leeds leeds.ac.uk/secretariat/data_protection. Students can be assured that any information they provide will be held securely and only made available to members of staff with a direct need for access to this information e.g. examination results are viewable by the Examinations Officer, Progress Committee and their Personal Tutor but not by other academic staff. Student paper files are held in a secure area within the SES Office which is only accessible to staff with an authorised key fob. Student electronic records are held and processed in accordance with University policy.

Student Education Service

This site contains all the information you and your tutor need to access further help. Many of the services are housed in the Marjorie and Arnold Ziff building. There is a short video clip that is shown to students in their Induction week that outlines student services.

The Careers Service
The Student Office
The Chaplaincy
The Research Degrees Office
The University Student Counselling Services
The Learning and Teaching Support Unit
Disability Services
The University Accommodation Advisers
Leeds Student Medical Practice
The Executive Office of the University Union
The Adviser to International Students
The Student Advice centre of the University Union
University Security

Leeds*for*Life

The time you spend at University will be formative for your future development so it is important that you get as much out of your time as possible. This includes experiencing opportunities such as volunteering and membership of clubs/societies as well as academic projects. We encourage you most strongly to access the wealth of information and support services available to you which will benefit your personal, academic and professional development. The 'Leeds for Life' website resource will help you with this. There are resources to help you prepare for meetings, develop skills and prepare your CV.

And finally!

Your Personal Tutor will enable you to get the most out of your time at the Medical School and help you to achieve a good work / fun balance, so make the most of them.

Useful telephone numbers

Student Medical Practice	0113 295 4488
Student Counselling	0113 343 4107
Chaplaincy	0113 343 5071
Equality Policy Unit	0113 34 36973
LUU	0113 380 1400
LUU Nightline	0113 380 1285

About this document

This document describes the Personal Tutor component of the Student Support system within the MBChB.

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