Section 9 Tutorials and supervision

9. Tutorials, supervision, and mentoring

9.1. Personal and academic tutoring

UCL is committed to providing all students with the academic guidance and personal support that they need to flourish as members of our active learning and research community.

9.1.1. Personal tutoring

Support via Personal Tutoring

As part of the wider support infrastructure provided by a programme, every undergraduate or taught postgraduate student will be assigned a Personal Tutor: a member of staff who can provide constructive academic and personal development guidance and support.

At the start of the year, students will be provided with the name of their Personal Tutor, and information about how meetings will work. Students are encouraged to be proactive in engaging with their Personal Tutor, which includes replying to their emails in a timely manner and always informing them if unable to attend a meeting. It is important for students to build a relationship with their personal tutor so that they feel comfortable approaching them, should problems arise. Personal tutors can also provide academic references, which is an important reason to build a professional relationship with them.

Students should meet with their Personal Tutor at a minimum once each Term. The Personal Tutor/ tutee relationship is an important one, and students should actively engage with this. For some programmes, Personal Tutor meetings take the form of small tutorial groups, where tutees meet with their Personal Tutor collectively.

Accessing Personal Tutoring

Computer Science’s Personal Tutors will hold regular office hours throughout the academic year, and these will usually be 08:00 - 09:00am (UK time) on Tuesdays. Students will be contacted by their Personal Tutor who will invite them to join a regular meeting via Microsoft Teams. The meeting will implement a lobby system so that students can wait to be seen by their Personal Tutor.
Tutors will not be available every week, since all staff are required to take leave on occasion and will have competing demands on their time. However, staff will communicate their availability to their tutees.

Further information:
- [Personal tutors | Students - UCL](#)

### 9.1.2. Academic tutoring

**Support via Academic Tutoring**

Academic tutoring aims to support students in their studies through the provision of academic guidance, which includes advice on learning skills, module selection, recommending resources for self-directed learning, and in relation to module and programme-specific queries.

**Accessing Academic Tutoring**

Module Leaders and contributors will hold office hours during the terms in which their modules are delivered, and these will usually be included on the module's timetable. Students on a module will be able to access the Teams or Zoom meeting for its office hour via a link on the module's Moodle page.

Programme Directors/ Academic Year Coordinators will hold regular office hours throughout the academic year, and these will indicated on the [Office Hours & Drop-in Sessions | CS Student Handbook](#) page. Academic staff will aim to hold their office hours regularly through term time, but may not be able to do so every week.

Further information:
- [Office Hours & Drop-in Sessions | CS Student Handbook](#)

### 9.2. Transition mentoring

The [UCL Transition Programme](#) supports new undergraduate first-year students at UCL, helping them to settle in quickly and achieve their potential. Each first-year student is assigned a Transition Mentor for Term 1. Transition mentors are later-year students within the department who work with small groups of students on a weekly basis to help them settle in to UCL and London as well as focussing on academic issues and topics specific to their degree programme.

First-year undergraduate students meet their Transition Mentor during the first week of term at the Meet your Mentor session, which is part of the scheduled programme of induction events.

Please note that the Transition Mentoring Programme for 2021/22 will primarily be delivered online. However, depending on Covid-19 restrictions, there may be opportunities for mentors and their groups to undertake some face-to-face activities.
9.3. Programming tutoring

All Year 1 undergraduate students will be assigned a Programming Tutor at the start of the academic year as part of the Computer Science Programming Tutoring Scheme.

The scheme is a student-led initiative wherein undergraduate students in Years 2-4 can apply to act as Programming Tutors in order to provide small-group support to students in Year 1 of their undergraduate studies. The scheme supports beginner programmers towards proficiency in languages such as C, Haskell, Java, and Python 3, and enables more advanced programmers to hone their skills. The scheme is coordinated by Senior Programming Tutors, who are responsible for recruiting and assigning Programming Tutors and for liaising with the department's staff.