

Academic Tutoring

What can I expect?



Your academic tutor will invite you to meet with them around eight times each year. These meetings may be face-to-face or online. Your tutor will discuss arrangements and preferences with you in your first meeting. Some appointments will be one-to-one tutorials, while others may take place in small groups.

What are academic tutoring sessions for?



Academic tutoring sessions are an opportunity to discuss your progress and make plans for your development, including aspects like future career planning. They aren't just for students who are finding their studies challenging. It's important to attend these sessions, as this will ensure you remain up to date with all the relevant information you need about your studies.

When will sessions take place?



Your initial meeting will usually take place early in the first semester. After that, sessions will be scheduled at key points in the year – e.g. before/after vacations and assessment periods. Your tutor will confirm specific arrangements with you. Typically, five or six of your meetings will be one-to-one, with a further three being group sessions, where you will also benefit from peer support.

What happens if I miss a meeting?



Your tutor will make brief notes about your meetings, which will act as a record of your attendance. As with all other classes and commitments at university, you are expected to attend scheduled meetings. If you cannot attend for any reason, make sure you contact your academic tutor as soon as possible to let them know.

How do I contact my academic tutor?



You can contact your academic tutor by email. If you don't know who your academic tutor is, check on [e:Vision](#). Your tutor will respond to you within three working days. Remember that this doesn't include weekends, vacations or periods when your tutor is on leave. If you have problems contacting your academic tutor, get in touch with the [Programme Administration and Support Service \(PASS\)](#).

How do I make the most of academic tutoring?



Spend some time before meetings thinking about any issues you wish to discuss. It may help to make notes in advance and bring these with you. Sometimes, your tutor may feel that an issue would be handled best by a different person at the university. As part of the academic tutor role, they will signpost you to relevant support services when necessary.