

A Student's Quick Guide to Staffordshire University's Personal Tutoring System

To help you get the best experience here at Staffordshire University.

What is a Personal Tutor?

A personal tutor plays a crucial part in your academic and personal development at university and is part of the large support team available at Staffordshire University to help and support you through each exciting stage of your university life. The role of the personal tutor is to help you succeed on your programme of study, be a first point of contact for academic and personal support and help you access University services if and when they are needed.

How Do I Find Out Who Is My Personal Tutor?

You will be allocated a personal tutor prior to starting your studies, either before or during induction week, and this information will be available from the Student Information Systems and also from your award leader.

How Do I Contact My Personal Tutor?

Your personal tutor will explain the personal tutoring system and how to contact them on your first meeting. Your personal tutor will explain to you their office hours when they can see students and also other methods of contact that may be more appropriate, e.g. email, telephone or online discussions.

How Often Will I Meet My Personal Tutor?

There will be least three scheduled meetings (either face-to-face or by some other means if more appropriate), but you can organise more meetings in between these.

What Do I Need to Do?

For you to get the most out of personal tutoring, you will need to take some responsibility in the personal tutoring system. You will need to:

- Respond to communication from your personal tutor
- Contact your personal tutor when you need help or guidance
- Keep appointments
- Talk to them about any problems you have
- Participate in any activities your personal tutor sets you
- Prepare for meetings

My Personal Tutor Is:

Their Office Hours Are: