Computer Science Tutorials

(Guidelines agreed at the Departmental Teaching Committee Meeting in May 2010)

The Tutorial System:

- Each student is allocated a personal tutor when they join the department.
- A student stays with the same tutor throughout their degree programme.
- A replacement tutor will be allocated on a temporary or permanent basis if a tutor is unavailable
  for an extended period of time or leaves the department.
- A tutor is a member of the full-time academic staff.

Student expectations and entitlements:

- There should be at least two tutorials per teaching term.
- You are expected to attend tutorials.
- An appointment can be made to see your tutor between tutorials, with the expectation of seeing
  your tutor within a reasonable time.
- Tutorials are informal, being primarily intended to provide pastoral support and a chance to talk
  about issues like how your studies are progressing.
- You should take the opportunity to get to know your tutor a bit better than other academic staff.
- Encouragement is given to holding tutorials outside offices or the department (e.g., in a local
  coffee shop).
- Your tutor may be able to give help with specific modules you are taking but this depends on your
  tutor's areas of expertise. In general, go to module lecturers for help with your modules.
- You can ask your tutor to be a referee when making job or further study applications but should
  always ask before each application. Your tutor may decline to provide a reference if he/she feels
  unable to support the application.
- In exceptional circumstances if the relationship with your tutor breaks down, or your tutor is
  consistently unavailable, you can ask the Departmental Tutor for a new tutor.

Tutors expectations and entitlements:

- You are responsible for arranging tutorials.
- If a tutee wants to meet with you between tutorials, arrange a meeting as soon as is practical.
- Respond quickly to emails from tutees.
- You should be interested in the progress of your tutees and get to know them a bit better.
- If a student reports personal problems, such as illness or difficulty studying, you should
  either offer suitable advice or direct the student to the Departmental Tutor. If in doubt always ask
  a student to see the Departmental Tutor.
- If a tutee consistently fails to attend tutorials, or you have concerns about a tutee, let the
  Departmental Tutor know.
- You should normally expect to provide references for a tutee but should be asked beforehand for
  each application.
- References must follow the UCL guidelines and it is acceptable to decline to write a reference if
  there are good reasons.