

Personal Tutoring in SoCS 2025-26

Todd Waugh Ambridge (*Senior Tutor – Study & Wellbeing*)

Introduction

Every undergraduate (UG) and taught postgraduate (PGT) student is assigned a personal tutor when arriving at UoB, whose role is “*to support academic progress and personal development throughout a student’s time at the University*” ([U. Birmingham, 2025](#)).

Being a tutor in the SoCS is generally a lightweight role, as we have centralised aspects of tutoring to the UG module *Computer Systems & Professional Practice* and a separate engagement monitoring system.

Therefore, a tutor in the SoCS has only two responsibilities:

1. Meet new tutees **once** at the start of their studies,
2. Support and signpost your tutees through your **office hours** where needed.

Allocation

This year, you will generally be assigned 11-22 tutees (33 for teaching-focused staff) from the same programme that is (where possible) relevant to your expertise.

Your allocation is available to view on [EMS](#).

Office Hours

We are asking all teaching staff (including tutors) to communicate 1-2 office hours per week each term that does not clash with theirs or their students/tutees’ teaching timetables.

This gives students a clear way to find their tutees or lecturers for academic discussions or tutor advice. We feel this will improve student experience, reduce staff email clutter and put the responsibility to engage in the students’ hands.

The office hours of all teaching staff are available on the [Student Handbook](#).

The Initial Meeting

All tutees are directed to your office hours for their first meeting – there is no need to email them directly unless your office hours unexpectedly change at short notice.

UG tutees are mandated to meet you in your Week 2-3 office hours as part of a credit-bearing assignment. PGT tutees are asked by email to meet you before Week 6. You do not need to keep a register or ‘chase up’ tutees who do not attend.

When tutees arrive at your office hour, you can choose to see them individually or in groups. The meeting with each tutee/group will usually be around five minutes.

Here are some suggested prompts for a brief introductory discussion:

1. What did you study previously? Do you have a background in Computer Science?
2. How do you feel about starting University?
3. Do you have any concerns about your course content or your approach to study?
4. Outside of CS, are there any skills or attributes you want to develop at University?
5. Outside of studying, what other interests do you have?

Later Interactions with Tutees

Tutees may come to your later office hours for additional support. In general, all you need to do is listen to them and engage in a short discussion. Sometimes, you can signpost them to a relevant module team, the ESO (on the ground floor of the CS building), the [Wellbeing team](#) or a Senior Tutor ([me](#) or [Ian](#)). **Please disclose all complex cases to Wellbeing and the Senior Tutors.**

If tutees email you, you can signpost them to your own Office Hour, or (for urgent cases) forward the email to the [Wellbeing team](#) or a Senior Tutor ([me](#) or [Ian](#)).